



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

Monday May 11, 2020

9:00 AM

Electronic Meeting

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Regular Council Meeting minutes held Tuesday, April 27, 2020.	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 20-843 2020 Tax Rate	10
		6.2 Bylaw 20-851 Municipal Emergency Management	19
#7	BUSINESS	7.1 Enhanced Policing Contracts 2020	36
		7.2 Forestry Trunk Road Paving	60
		7.3 Northwest Alberta Electric Vehicle Charging Station Collaboration Project	64
		7.4 Valleyview Health Centre Foundation	68
		7.5 DeBolt Outdoor Recreation Society Transfer of Funds	85
		7.6 Teen Challenge Donation Request	103

	7.7 Request to Waive the 2019 Penalties on Tax Rolls 178960, 36672 & 36673	109
	7.8 Aerial Photography Services 2020	117
	7.9 Policy 1018 Expenditure and Disbursement	121
	7.10 Policy 1027 Signing Authority	139
	7.11 Policy 1502 Reserves	154
	7.12 Policy 2010 Substance Abuse	167
	7.13 Policy 4006 Vehicle Replacement	184
	7.14 Policy 4020 Snow Removal Rural Residential Driveways	191
	7.15 2020 Ratepayer BBQ's	197
	7.16 Managers Reports	199
#8	NOTICE OF MOTION	
#9	CLOSED SESSION	
	10.1 Privileged Information (<i>FOIPP; Section 27</i>)	
#10	MEMBERS REPORTS/EXPENSE CLAIMS	222
	<ul style="list-style-type: none"> • Ward 2 • Ward 4 • Ward 6 • Ward 7 • Division 9 • Division 9 	
#11	ADJOURNMENT	

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Monday April 27, 2020

**#1
CALL TO ORDER**

Reeve Dale Smith called the meeting to order at 9:02 a.m.

Present

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

ATTENDING

Chief Administrative Officer	Denise Thompson
General Manager, Community Services	Gerry Murphy
General Manager, Infrastructure & Planning	Roger Autio
Interim Chief Financial Officer	Aleks Nelson
Marketing & Communication Manager	Stacey Sevilla
Recording Secretary	Lianne Kruger

ABSENT

Assistant Chief Administrative Officer	Stacey Wabick
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**#2
AGENDA**

MOTION: 20.04.241. Moved by: COUNCILLOR TOM BURTON
That Council adopt the April 14, 2020 Regular Council Meeting Agenda with the additions;

- Closed Session Item 9.1 Privileged Information
- Closed Session Addition 9.2 Confidential Evaluations
- Agenda Item 6.3 Move to later in the meeting

CARRIED

**#3
MINUTES**

MOTION: 20.04.242. Moved by: COUNCILLOR ROXIE RUTT
That Council adopt the minutes of the Regular Council Meeting held on Tuesday, April 14, 2020, with corrections.

- Members Business Councillor Tom Burton – Add March 23rd, 2020 Regular Council Meeting
- Motion 20.04.237 Adjust motion to read “regarding the purchase of Plan 882 2869 and Lot 2 within SE 07-69-06 W6”

CARRIED

**#3.1
BUSINESS ARISING
FROM THE
MINUTES**

3.1 BUSINESS ARISING FROM MINUTES

**#4
PUBLIC HEARING**

4.0 PUBLIC HEARING

There were no Public Hearings presented.

**#5
DELEGATIONS**

5.0 DELEGATIONS

There were no Delegations present.

**#6
BYLAWS**

6.0 BYLAWS

6.1 BYLAW 20-847 WELL DRILLING EQUIPMENT TAX

**BYLAW 20-847
THIRD READING**

MOTION: 20.04.243. Moved by: DEPUTY REEVE TYLER OLSEN
That Council give third reading to Bylaw 20-847 "Well Drilling Equipment Tax
Bylaw".

CARRIED

6.2 BYLAW 20-849 TAX PAYMENT PLAN

**BYLAW 20-849
THIRD READING**

MOTION: 20.04.244. Moved by: COUNCILLOR SHAWN ACTON
That Council give third reading to Bylaw 20-849 "Tax Payment Plan".

CARRIED

7.1 2020 CAPITAL AND OPERATING BUDGETS

**2020 OPERATING
BUDGET**

MOTION: 20.04.245. Moved by: COUNCILLOR ROXIE RUTT
That Council passes the Operating Budget as presented showing Revenue of
\$143,896,706. and Expenses of \$172,317,485. with \$30,000,000. to be
transferred from the Restricted Surplus.

CARRIED

**2020 CAPITAL
BUDGET**

MOTION: 20.04.246. Moved by: COUNCILLOR TOM BURTON
That Council passes the Capital Budget as presented showing Expenditures
of \$81,126,615. with the entire amount to be funded from the Restricted
Surplus.

CARRIED

6.3 BYLAW 20-843 TAX RATE BYLAW

**BYLAW 20-843
FIRST READING**

MOTION: 20.04.247. Moved by: COUNCILLOR WINSTON DELORME
That Council give first reading to Bylaw 20-843, the 2020 Tax Rate Bylaw.
CARRIED

**BYLAW 20-843
SECOND READING**

MOTION: 20.04.248. Moved by: COUNCILLOR LES URNESS
That Council give second reading to Bylaw 20-843, the 2020 Tax Rate Bylaw.
CARRIED

Councillor Winston Delorme vacated the meeting at 10:30 a.m.

Reeve Dale Smith recessed the meeting at 10:30 a.m.

Reeve Dale Smith reconvened the meeting at 10:46 a.m.

**#7
BUSINESS**

7.0 BUSINESS

7.2 APPOINTMENT OF PEST INSPECTORS

**APPOINTMENT OF
PEST INSPECTORS**

MOTION: 20.04.249. Moved by: COUNCILLOR DALE GERVAIS
That Council appoint Dennis Haglund, Maureen Bly, Hazel Edwards, Jennifer Hammell, Terri Hoddinott, Brenda Jantz, Sue LePage, Cheylin Patenaude, Sage Eshelman, Madeleine Clough, Brendan Braes, Jenneka Olsen and Kelly Neufeld as Pest Inspectors for the Municipal District of Greenview No. 16 under Section 10 of the Agricultural Pests Act A-8 for the term of their employment.

CARRIED

7.3 APPOINTMENT OF WEED INSPECTORS

**APPOINTMENT OF
WEED INSPECTORS**

MOTION: 20.04.250. Moved by: COUNCILLOR TOM BURTON
That Council appoint Dennis Haglund, Maureen Bly, Hazel Edwards, Jennifer Hammell, Terri Hoddinott, Brenda Jantz, Sage Eshelman, Madeleine Clough and Kelly Neufeld as Weed Inspectors for the Municipal District of Greenview No. 16 under Section 7 of the Weed Control Act W-5.1 for the term of their employment.

CARRIED

7.4 TRI MUNICIPAL INDUSTRIAL PARTNERSHIP CORRESPONDENCE

**TRI MUNICIPAL
INDUSTRIAL
PARTNERSHIP
CORRESPONDENCE**

MOTION: 20.04.251. Moved by: DEPUTY REEVE TYLER OLSEN

That Council provide a letter to the participating municipalities in the Tri-Municipal Industrial Partnership (TMIP); advising them that due to the current market conditions Greenview will re-evaluate the process being used for the development of the TMIP project.

CARRIED

7.5 VALLEYVIEW HEALTH CENTRE FOUNDATION

**VALLEYVIEW
HEALTH CENTRE
FOUNDATION –
GRANT FUNDING**

MOTION: 20.04.252. Moved by: COUNCILLOR SHAWN ACTON

That Council approve grant funding in the amount of \$27,000.00 for the Valleyview Health Centre Foundation to purchase a specialized bathtub for the Acute Care ward at the Valleyview Hospital, with funds to come from the 2020 Community Services Miscellaneous Grants.

REFERRED MOTION

MOTION: 20.04.253. Moved by: COUNCILLOR TOM BURTON

That Council refer motion 20.04.252., Valleyview Health Centre Foundation, to a future council meeting with a letter from AHS confirming their denial of a request for the specialized bathtub and additional information.

CARRIED

7.6 YELLOWHEAD COUNTY ICF

**YELLOWHEAD
COUNTY ICF**

MOTION: 20.04.254. Moved by: COUNCILLOR BILL SMITH

That Council approve the Intermunicipal Collaboration Framework with Yellowhead County.

CARRIED

7.7 ALBERTA WORKS CAREER AND EMPLOYMENT CONTRACT

**ALBERTA WORKS
CAREER AND
EMPLOYMENT
CONTRACT**

MOTION: 20.04.255. Moved by: DEPUTY REEVE TYLER OLSEN

That Greenview Council authorize Administration to submit a proposal to the Province of Alberta to enter into a Career and Employment Contract with Alberta Works in Grande Cache.

CARRIED

**#8
NOTICE OF
MOTION**

8.0 NOTICE OF MOTION

There were no Notice of Motion brought forward.

**#9
CLOSED SESSION**

9.0 CLOSED SESSION

CLOSED SESSION

MOTION: 20.04.256. Moved by: COUNCILLOR TOM BURTON
That the meeting go to Closed Session, at 11:38 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

9.1 PRIVILEGED INFORMATION

(FOIPP; Section 27)

9.2 CONFIDENTIAL EVALUTATION

(FOIPP; Section 19)

OPEN SESSION

MOTION: 20.04.257. Moved by: COUNCILLOR SHAWN ACTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 11:57 a.m.

CARRIED

**MONTHLY
HONORARIUM**

MOTION: 20.04.258. Moved by: COUNCILLOR DUANE DIDOW
That Council approve the monthly per diem of \$4,717.00 along with the regular monthly honorarium for the Reeve, retroactive to March 1, 2020 and continuing until restrictions are lifted on public meetings due to the Coronavirus Pandemic.

CARRIED

**#10
MEMBER REPORTS
& EXPENSE CLAIMS**

10.0 MEMBERS BUSINESS

WARD 1

COUNCILLOR WINSTON DELORME updated Council on his recent activities, which include;
April 14, 2020 Regular Council Meeting
April 20, 2020 Committee of the Whole Meeting
Greenview Budget Workshop

WARD 2

COUNCILLOR DALE GERVAIS updated Council on his recent activities, which include;
April 14, 2020 Regular Council Meeting
April 20, 2020 Committee of the Whole Meeting
Greenview Budget Workshop

Greenview Flooding/Road Tours

- WARD 3** **COUNCILLOR LES URNESS** updated Council on his recent activities, which include;
April 14, 2020 Regular Council Meeting
April 20, 2020 Committee of the Whole Meeting
Greenview Budget Workshop
Greenview Flooding/road tours
- WARD 4** **COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;
April 14, 2020 Regular Council Meeting
April 20, 2020 Committee of the Whole Meeting
Greenview Budget Workshop
Town Hall Conference Call
Golden Triangle Conference Call
Greenview Flooding/Road Tours
- WARD 5** **REEVE DALE SMITH** submitted his update to Council on his recent activities, which include;
April 14, 2020 Regular Council Meeting
April 20, 2020 Committee of the Whole Meeting
Greenview Budget Workshop
Heart River Housing Meeting Conference Call
Reeves/Mayors Meeting Conference Call
Greenview Flooding/Road Tours
- WARD 6** **COUNCILLOR TOM BURTON** submitted his update to Council on his recent activities, which include;
April 14, 2020 Regular Council Meeting
Policy Review Committee Meeting
April 20, 2020 Committee of the Whole Meeting
Greenview Budget Workshop
Greenview Flooding/Road Tours
- WARD 7** **COUNCILLOR ROXIE RUTT** submitted her update to Council on her recent activities, which include;
Peace Library Systems Board Meeting
April 14, 2020 Regular Council Meeting
Policy Review Committee Meeting
April 20, 2020 Committee of the Whole Meeting
Greenview Budget Workshop
P.A.C.E Board of Directors Meeting
RMA Policy Resolution Session

Greenview Flooding/Road Tours

WARD 8

COUNCILLOR BILL SMITH updated Council on his recent activities, which include;

April 14, 2020 Regular Council Meeting

April 20, 2020 Committee of the Whole Meeting

Greenview Budget Workshop

Greenview Flooding/Road Tours

DIVISION 9

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

April 14, 2020 Regular Council Meeting

Policy Review Committee Meeting

FCSS Board Meeting

Grande Cache Land Use Meeting with Administration

April 20, 2020 Committee of the Whole Meeting

Greenview Budget Workshop

Community Futures Investment Review Board Teleconference

DIVISION 9

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

April 14, 2020 Regular Council Meeting

The River of Death & Discovery Dinosaur Museum Society

Policy Review Committee

April 20, 2020 Committee of the Whole Meeting

Greenview Budget Workshop

Grande Prairie Regional Tourism Association Meeting

**MEMBERS
BUSINESS**

MOTION: 20.04.259. Moved by: COUNCILLOR TOM BURTON

That Council accept the Members Business Reports as presented.

CARRIED

**#11
ADJOURNMENT**

11.0 ADJOURNMENT

MOTION: 20.04.260. Moved by: COUNCILLOR ROXIE RUTT

That Council adjourn this Regular Council Meeting at 12:34 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE



REQUEST FOR DECISION

SUBJECT: **Bylaw 20-843 2020 Tax Rate**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: May 11, 2020
DEPARTMENT: FINANCE
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act Sec 353, 354 and 355
Council Bylaw/Policy (cite) –

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 20-843, the 2020 Tax Rate Bylaw.

BACKGROUND/PROPOSAL:

Council passed interim Operating and Capital budgets in December, 2019. Since that time, economic conditions along with the Corona virus outbreak have impacted both municipal and taxpayer financial circumstances. In addition, the Premier and Minister of Municipal Affairs have asked municipalities to provide tax relief to ratepayers by deferring a portion of the Alberta School Foundation Fund requisition. Administration met on a number of occasions to reduce the interim budget in an effort to lower the municipal tax burden on tax payers. Council also provided direction to defer the non-residential tax due date from June 30, 2020 to September 30, 2020.

The tax rate bylaw has now been prepared for Council ratification. A summary of changes from 2019 to 2020 appears below:

1. The Non Residential tax due date is extended to September 30, 2020
2. The overall municipal operating budget has been reduced by approximately \$5.2 million
3. The Rural residential municipal tax rate is reduced by 7% (from 2.7000 to 2.4977)
4. The Grande Cache residential municipal tax rate has been reduced by 7% (from 7.7120 to 7.1748)
5. The Non Residential municipal tax rate has been reduced by 15% (from 7.8280 to 6.6850)
6. The Residential Alberta School Foundation rate has increased by 4%. This is primarily due to an under levy in 2019 (\$41,000 underlevy)
7. The Non-Residential Alberta School Foundation requisition rate has increased by 20%. This is due to 2 factors:
 - a. The total requisition has increased from 2019
 - b. There was an underlevy of \$1.65 million in 2019

The following table illustrates an example of the proposed property tax for 2020 compared with the tax for 2019:

Residential Property- Assessed Value \$250,000. (Rural)	2019	2020	Increase (Decrease)
Municipal Tax	\$675.00	\$624.42	(\$50.58)
School	\$626.83	\$649.72	\$22.89
School Allowance	\$3.75	\$4.68	\$.93
Seniors Foundation	\$30.43	\$29.65	(\$.78)
Total	\$1,336.01	\$1,308.47	(\$27.54)

Residential Property- Assessed Value \$250,000. (Grande Cache)	2019	2020	Increase (Decrease)
Municipal Tax	\$1,928.00	\$1,793.70	(\$134.30)
Special Tax	\$322.00	\$314.92	(\$7.08)
School	\$626.83	\$649.72	\$22.89
School Allowance	\$3.75	\$4.68	\$.93
Seniors Foundation	\$30.43	\$29.65	(\$.78)
Total	\$2,911.01	\$2,792.67	(\$118.34)

Non-Residential Property-Assessed Value \$1,000,000.	2019	2020	Increase (Decrease)
Municipal Tax	\$7,828.00	\$6,685.04	(\$1,142.96)
School	\$3,163.40	\$3,800.06	\$636.66
School Allowance	\$15.00	\$18.70	\$3.70
Seniors Foundation	\$121.70	\$118.60	(\$3.10)
Total	\$11,128.10	\$10,622.40	(\$505.70)

BENEFITS OF THE RECOMMENDED ACTION:

- a. Council is required to pass a tax rate bylaw annually. By doing so Council will comply with the legislation.
- b. Administration will be able to send tax notices after the bylaw is passed.
- c. The bylaw supports the Operating and Capital budgets passed by Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council can choose not to give bylaw readings however there is no authorization to levy taxes to support the budget if there is no taxation bylaw.

FINANCIAL IMPLICATION:

Passing the bylaw will allow administration to levy taxes and send tax notices to the ratepayers. Taxation is the principle source of revenue to sustain municipal operations.

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:

Council will need to give the bylaw third reading before it is valid.

ATTACHMENT(S):

- Municipal Government Act Sec 353, 354 and 355
- Bylaw 20-843

Property Tax Property tax bylaw

353(1) Each council must pass a property tax bylaw annually.

(2) The property tax bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of

- (a) the expenditures and transfers set out in the budget of the municipality, and
- (b) the requisitions.

(3) The tax must not be imposed in respect of property

(a) that is exempt under section 351, 361 or 362, or

(b) that is exempt under section 363 or 364, unless the bylaw passed under that section makes the property taxable.

1994 cM-26.1 s353

Tax rates

354(1) The property tax bylaw must set and show separately all of the tax rates that must be imposed under this Division to raise the revenue required under section 353(2).

(2) A tax rate must be set for each assessment class or sub-class referred to in section 297.

(3) The tax rate may be different for each assessment class or sub-class referred to in section 297.

(3.1) Despite subsection (3), the tax rate for the class referred to in section 297(1)(d) and the tax rate for the sub-classes referred to in section 297(2.1) must be set in accordance with the regulations.

(4) The tax rates set by the property tax bylaw must not be amended after the municipality sends the tax notices to the taxpayers unless subsection (5) applies.

(5) If after sending out the tax notices the municipality discovers an error or omission that relates to the tax rates set by the property tax bylaw, the municipality may

(a) amend the property tax bylaw to the extent necessary to correct the error or omission, and

(b) send out amended tax notices, if required as a result of the corrections to the property tax bylaw.

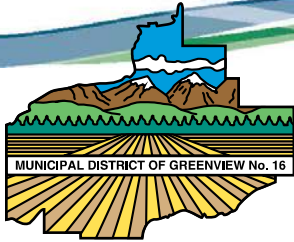
(6) A municipality must, within 30 days after passing a property tax bylaw amendment under subsection (5), provide the Minister with a copy of the amended bylaw.

RSA 2000 cM-26 s354;2016 c24 s52;2019 c22 s10(11)

Calculating tax rates

355 A tax rate is calculated by dividing the amount of revenue required by the total assessment of all property on which that tax rate is to be imposed.

1994 cM-26.1 s355;1995 c24 s47



BYLAW NO. 20-843 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 2020 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 April 27, 2020; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2020 total \$222,623,797.; and

WHEREAS, at \$133,299,962. and the balance of \$89,323,835. is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	2,575,774
2019 Under levy	40,955
Non-Residential	24,838,470
2019 Under Levy	1,651,347
Opted Out School Boards	
Residential/Farmland	74,071
Non-Residential	1,224
Requisition Allowance MGA(359(2))	150,000
Seniors Foundation	1,638,462
Designated Industrial Properties Requisition	941,580

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 as shown on the assessment roll is:

	<u>Assessment</u>
Residential/Farmland	765,105,040
Residential Muni Only	3,685,360
Residential Grande Cache	270,165,460
Residential Grande Cache Muni Only	2,481,590
DIP Residential/Farmland	102,330
Non-Residential	260,057,460
Non-Residential Muni Only	1,697,750
Non-Residential Grande Cache	114,471,440
DIP Non-Residential	6,596,689,630
Machinery & Equipment	16,414,180
DIP Machinery & Equipment	5,712,795,520
DIP-Power Generation	<u>79,726,580</u>
Total	13,823,392,340

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			
Residential/Farmland	1,920,462	768,892,730	2.4977
Residential GC	1,956,192	272,647,050	7.1748
Non-Residential	85,447,181	12,781,852,560	6.6850
Grande Cache Properties Special Tax (Borrowing)			
Residential/Non-Residential	487,641	387,118,490	1.2597

ASFF/Opted-Out School Boards

Residential/Farmland	2,690,800	1,035,372,830	2.5989
Non-residential	26,491,041	6,971,218,530	3.8001
Requisition Allowance	150,000	8,006,591,360	0.0187
Seniors Foundations	1,638,462	13,815,527,640	0.1186
Designated Industrial Properties	941,580	12,389,211,730	0.0760

2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.
 - a) Non-Residential taxes are due and payable on September 30th, 2020.
 - b) Residential/Farmland taxes are due and payable on November 15th, 2020.
3. In the event of any current taxes remaining unpaid for Non-Residential after September 30th, 2020, there shall be levied a penalty of 8%, on October 1st, 2020.
4. In the event of any current taxes remaining unpaid for Residential/Farmland after November 15th, 2020, there shall be levied a penalty of 8%, on November 16, 2020.
 - a) In the event of any current taxes remaining unpaid after December 31st, 2020, there shall be levied a penalty of 10% on January 1st, 2021.
 - b) In the event of any arrears taxes remaining unpaid after December 31st, 2020, there shall be levied a penalty of 18% on January 1st, 2021 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.

REEVE

CHIEF ADMINISTRATIVE OFFICER

[<< Index](#)**Schedule MR****Tax Rates-Low to High**

YEAR	STATUS	CODE	MUNICIPALITY	General Municipal Tax Rate	Population
2019	Town	0151	HINTON	5.58970	9882
2019	Town	0100	EDSON	5.62460	8414
2019	Town	0124	GIBBONS	6.75400	3159
2019	Town	0281	SEXSMITH	7.57770	2620
2019	Town	0119	FOX CREEK	7.58310	1971
2019	Town	0131	GRANDE CACHE	7.71200	3571
2019	Town	0011	ATHABASCA	8.18623	2965
2019	Town	0325	VALLEYVIEW	8.50000	1863
2019	Town	0137	GRIMSHAW	8.76070	2718
2019	Town	0021	BEAVERLODGE	8.97813	2465
2019	Town	0147	HIGH PRAIRIE	9.81640	2564
2019	Town	0106	FAIRVIEW	9.85000	2998
2019	Town	0146	HIGH LEVEL	9.90840	3992



REQUEST FOR DECISION

SUBJECT: **Bylaw 20-851 Municipal Emergency Management**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: May 11, 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 second reading to Bylaw 20-851 “Municipal Emergency Management Bylaw”.

MOTION: That Council give third reading to Bylaw 20-851 “Municipal Emergency management Bylaw”.

BACKGROUND/PROPOSAL:

After first reading, the following changes have been made:

- Recent anticipated changes to the requirements to renew a SOLE under the AEMA for a pandemic have been added. Administration has been advised that this has not been approved by the legislature as of yet, but that it is not anticipated to change.
- The Reeve has been added as an ex officio member of the committee not requiring appointment. Three other councillors, one of which shall be the office of Deputy Reeve, must be appointed at the Org meeting was added.
- Council has the power to declare or terminate a SOLE as recommended by Council and the current emergency management committee.
- The Reeve in their sole discretion, or in their absence or incapacitation, the Deputy Reeve, have the power to renew a SOLE.

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 may choose to add the following provision under Section 4.1 stating "Council shall endeavor to appoint Councillors to the committee that represent the different areas across Greenview."

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.

Chair Initial _____

CAO Initial _____

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 Councilis 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.

Chair Initial _____

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;
 - l) 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 passed this _____ day of _____, A.D., _____.

REEVE

CHIEF ADMINSTRATIVE OFFICER



BYLAW NO. 20-851
Of the Municipal District of Greenview No. 16

**A BYLAW OF THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16, IN THE PROVINCE OF ALBERTA TO ESTABLISH
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 **CAAO** 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 the Reeve as ex officio, and the Deputy Reeve and three other Councillors appointed by Council annually at the Organizational meeting.
- 4.2 A Council member serving on the Committee shall 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) renew 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 A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:
 - 11.1.1 the declaration, or termination of a State of Local Emergency must be made by resolution of Council at a meeting for which notice under the *Municipal Government Act* is not required;
 - 11.1.2 all members of Council shall be notified of the declaration, renewal or termination as soon as practicable;
 - 11.1.3 the declaration must identify the nature of the Emergency and the area of Greenview in which it exists;
 - 11.1.4 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
 - 11.1.5 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 Renewal of State of Local Emergency

13.1 A State of Local Emergency must be renewed every seven days, except in the case of a State of Local Emergency declared due to a pandemic.

13.2 A State of Local Emergency due to a pandemic must be renewed after ninety days.

13.3 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 renew 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.

14 Termination of State of Local Emergency

14.1 A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

14.1.1 a resolution to terminate the declaration of a State of Local Emergency is by Council;

14.1.2 a period of seven days has lapsed since it was declared, unless it is renewed in accordance with the provisions of this Bylaw;

14.1.3 a period of ninety days has lapsed since it was declared in the case of a pandemic, unless it is renewed in accordance with the provisions of this Bylaw;

14.1.4 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

14.1.5 the Minister cancels the State of Local Emergency.

14.2 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.

15 Councillor and Employee Training

15.1 Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

15.2 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.

16 Greenview will endeavour to collaborate with other communities within the region in developing a Regional Emergency Response Plan.

17 M.D. of Greenview Bylaw No. 09-607 and Grande Cache Bylaw No. 751 and all amendments thereto are repealed.

18 That this bylaw shall come into force and effect on the date of the third and final reading.

Read a first time this 14th day of April, 2020

Read a second time this ____ day of ____, 2020

Read a third and final time this ____ day of ____, 2020

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: **Enhanced Policing Contracts 2020**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: May 11, 2020
DEPARTMENT: PROTECTIVE SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
ACAO SW
MANAGER: GF
PRESENTER: GF

RELEVANT LEGISLATION:

Provincial (cite) N/A

Council Bylaw/Policy (cite) N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to terminate the current RCMP Enhanced Policing Contracts with Valleyview, Grande Prairie and Weyerhaeuser.

MOTION: That Council authorize Administration to enter into an agreement with Weyerhaeuser, for the contribution of 70% of a Greenview Community Peace Officer's total salary in exchange for enforcement on their roads, located within Greenview.

BACKGROUND/PROPOSAL:

The Municipal District of Greenview signed an MOU with the RCMP with a start date of September 1, 2019 and an expiry date of August 31, 2022. The agreement provides payment for one enhanced member from the Grande Prairie RCMP, and one enhanced member from Valleyview RCMP.

The MD of Greenview also signed an MOU with Weyerhaeuser with a start date of September 1st, 2019 and an expiry date of August 31, 2021. The agreement states that the RCMP will provide one member from the Grande Prairie RCMP to conduct regular patrols on the Weyerhaeuser roads. Weyerhaeuser contributes 79.17% of the RCMP member, with the MD of Greenview paying the remaining 20.83%.

Thus far, the RCMP has failed to provide stats reporting for each of the positions as per the agreement. The positions are quite often not filled, with one position being vacant since October, 2019.

In essence, Greenview, is paying for positions that are not being filled or utilized in the way they were intended. Instead, the MD is paying for the RCMP to bolster their schedule and have extra officers for their use, and not Greenviews as intended.

The RCMP is required to provide General Duty policing to Greenview in accordance with the *Provincial Police Service Agreement* with or without the Enhanced Policing Agreement.

Below, is a breakdown of the estimated expenses for the Enhanced Policing Positions:

Estimated Cost, Apr 2019 – Mar 2020 per position.	\$165,800.00
Expenses per quarter for one (1) full-time position.	\$41,450.00
Exact Percentage Weyerhaeuser contributes. (one (1) position only)	79.17%
Amount Weyerhaeuser pays for said position (If full-time)	\$131,263.86
Estimated cost to Greenview per year (Includes Weyerhaeuser contribution and if all three (3) positions are filled)	\$366,136.14

As a result of ending the Enhanced Policing Agreements currently in place, Greenview, would save an estimated \$366,136.14 per year.

Weyerhaeuser, has expressed interest in continuing a partnership with Greenview once the Enhanced Policing Agreement has been terminated. Weyerhaeuser, would be requested to pay 70% of a Greenview CPO's salary per year. In return, one of our officers would conduct enforcement on their roads, which are located within Greenview.

Greenview, pays approximately \$130,200.00 per year for one CPO position (includes wages, benefits, and vehicle expenses). If the proposed agreement was in place, Weyerhaeuser would pay 70% or \$91,140.00 of that expense, which would add additional annual savings to the MD.

BENEFITS OF THE RECOMMENDED ACTION:

1. The main benefit of Council accepting the recommended motions is a large cost savings for a service that is being paid for, but is not being provided.
2. The secondary benefit of Council accepting the recommended motions is having Weyerhaeuser paying for a large portion of the cost for one (1) of the MD CPO positions.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to continue the Enhanced Policing Agreement as per the MOU and allow it to expire in 2022, however, this is not recommended due to the expense incurred to the MD.

Alternative #2: Council has the alternative to not request that Weyerhaeuser pay for the 70% of the CPO position provided by the MD, however this would not be recommended as Weyerhaeuser is willing to pay for the position if it can be provided.

FINANCIAL IMPLICATION:**Direct Costs:**

A cost savings of \$366,136.14 per year. Revenue for the MD in the amount of \$91,140.00 annually for the cost of 70% of a CPO position, total amount saved including revenue from CPO position: \$457,276.14

Ongoing / Future Costs:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

Greenview has budgeted for two (2) additional CPO positions. One of those positions would be partially paid for by Weyerhaeuser.

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 accepts the recommended motions, a letter will be drafted to the RCMP and the Justice and Solicitor General indicating Greenview's wish to provide one year notice to terminate the MOU with the RCMP. Administration, would also draft an MOU in consultation with Weyerhaeuser for the CPO position.

If Council wish is to proceed with the Enhanced Policing positions as per the agreement, Administration will continue to manage the positions in accordance with the contract to the best of its ability.

ATTACHMENT(S):

- Alberta Justice and Solicitor General Enhanced Policing Costs Report.
- Memorandum of Understanding between the RCMP and the MD of Greenview (Signed)
- Memorandum of Understanding between the RCMP and the MD of Greenview (Unsigned)

- Memorandum of Understanding between Weyerhaeuser and the MD of Greenview (Signed)



Justice and
Solicitor General

SCANNED

INVOICE

138-3293

Invoice No.

Please remit to:

Government of Alberta
c/o Alberta Justice and Solicitor General
Corporate Services Division
5th Floor, 9833 - 109 Street
Edmonton, Alberta T5K 2E8
Attention: Accounts Receivable
JSG.Fin-Sys-Admin@gov.ab.ca

AL: 6-35-350-000-6064

Amount:

Signature:

Job ID:

Object:

Activity:

Hold Back:

Description:

Invoiced to: Municipal District of Greenview No. 16

Address: PO Box 1079

City: Valleyview Prov/Terr: AB P.C.: T0H 3N0

Attn: Denise Thompson

Date: 4-Dec-2019

Description	Unit Price	TOTAL
Enhanced Policing Costs for the period: Fiscal 2020 Q2: July 01 - September 30, 2019 (Please see attachment for calculations)	\$137,614.00	\$137,614.00
<div>For Finance Use Only:IMAGIS Customer ID: C001844 BU 138 - 120620 / 00 / 0269 / 24200 / PPSA-EP / 473010</div>		

GST #R124072513

Payment due upon receipt. Cheques are to be made payable to:
GOVERNMENT OF ALBERTA

Past due accounts are subject to a late payment charge.

SubTotal \$137,614.00

GST

TOTAL \$137,614.00



MUNICIPAL DISTRICT
OF GREENVIEW No. 16
RECEIVED

DEC 10 2019

VALLEYVIEW

December 2, 2019

Denise Thompson
Chief Administrative Officer
Municipal District of Greenview No. 16
PO Box 1079
Valleyview, AB T0H 3N0

Subject: 2019-20 Second Quarter Invoice For Enhanced Policing Services

Enclosed is the second quarter invoice (July 1 to September 30) for estimated 2019-20 enhanced policing costs. Please refer to the attached worksheet calculation for further details of the invoice.

For costing purposes, an estimated rate of \$165,800 per RCMP member is being used for the RCMP fiscal year of April 2019 to March 2020.

Please remit payment within 30 days of the invoice made payable to the 'Government of Alberta' and forward to the address provided on the invoice.

Any questions related to this invoice may be directed to the attention of Olga Khruzina at 780-427-3879 or at olga.khruzina@gov.ab.ca.

Sincerely,



Cheryl Beck
Director, Contract Policing and Policing Oversight

Attachment

cc: Kirsten Medwid

**Enhanced Policing Agreement
Between Alberta and Municipal District of Greenview No. 16**

Calculation of payment due to the 'Government of Alberta' for the second quarter of 2019-20:

2019-20 costs:

Second quarter utilization	3.32	
Second quarter instalment due	(1/4 x 3.32 x 165,800.00)	137,614.00

Net Payment Due

137,614.00

Notes:

RCMP K Division
 PPSA Enhanced Positions & FTE for quarter ended September 30, 2019
 Used for 2019-20 Q2 billing purposes (July 1 to Sep 30)

Q2 Police Officer Utilization Period
 Second Quarter FTE (July 1 to Sep 30)

Collator	Type	Name	Start Date	End Date	1.00 = full year/	Comments	(1/4 x \$165,500 x FTE)
K0935 MD GREENVIEW ENHANCED	RM	Monks, Terrance	1-Jul-19	30-Sep-19	1.00		\$ 41,450.00
	RM	Gubert, Michael	1-Jul-19	30-Sep-19	1.00		\$ 41,450.00
K1059 MD VALLEYVIEW	RM	Tilack, Gregory	1-Jul-19	30-Sep-19	1.00		\$ 41,450.00
		Vachon, Noah	2-Sep-19	30-Sep-19	0.32	(0+0+21)/66	\$ 13,264.00
Grand Total					3.32		137,814.00

ENHANCED POLICING AGREEMENT
Option 1: One Municipality Subcontracts for Full-Time RCMP Member

THIS LETTER OF AGREEMENT is made the 28th day of January, 2019

BETWEEN

HER MAJESTY THE QUEEN
as represented by the Minister of Justice and Solicitor General
(hereinafter called "Alberta")

AND

MUNICIPAL DISTRICT OF GREENVIEW NO. 16
(hereinafter called the "Municipal District")

WHEREAS the Municipal District desires Alberta to provide an enhanced level of provincial policing service, and

WHEREAS Alberta may enter into such an agreement with the Municipal District pursuant to Section 22(1) of the *Police Act* R.S.A. 2000, c.P-17.

The Parties agree as follows:

1. This Agreement replaces the Enhanced Policing Agreement between the Municipal District of Greenview and the Province, for the term August 1, 2016 to August 31, 2019.
2. At the request of the Municipal District and on the recommendation of the Royal Canadian Mounted Police (RCMP), Alberta agrees to provide an enhanced level of police service by the Provincial Police Service consisting of two (2) RCMP members.
3. The RCMP members providing this enhanced level of police service to the Municipal District will report to and be under the supervision and authority of the Non-Commissioned Officer in Charge of the Valleyview Detachment.
4. The Municipal District shall enter into a Memorandum of Understanding (MOU) with the Detachment Commander to determine the duties and responsibilities of the RCMP member employed under this Agreement and shall consult with the Detachment Commander with respect to any issues arising out of the MOU. Any issues that cannot be resolved by the RCMP and the Municipal District shall be referred to Alberta's representative for resolution.

5. The Municipal District shall be charged at the same rates as are applied to other Provincial Police Service members. Alberta shall advise the Municipal District of the estimated quarterly cost of the provincial police service member assigned to policing duties in the Municipal District under this Agreement. The basis of these quarterly cost estimates shall be the per member cost as determined from the quarterly billings from Canada for the Provincial Police Service received on or about July 1st, October 1st, January 1st and April 1st. An adjustment for the difference between the estimates provided and the actual costs of the member assigned to the Municipal District is to be provided on or about 120 days following the fiscal year ending March 31st.
6. The Municipal District shall make the quarterly payments referred to in Clause 5 directly to the Government of Alberta in the amounts determined in Clause 5 of this Agreement under the payment terms and conditions of the invoices received by the Municipal District from Alberta.
7. If the Municipal District fails to comply with the terms and conditions of payment referred to in Clause 5 and 6, Alberta may, at its discretion and with ninety (90) days written notice, terminate the enhanced police service referred to in Clause 2 by relocating any RCMP member providing services to the Municipal District pursuant to this Agreement and the Municipal District shall pay any and all expenses of relocation of the RCMP member within the Province of Alberta.
8. If the Municipal District terminates this Agreement, with such termination to be effective at any time prior to August 31, 2022, Alberta may, at its discretion, require the Municipal District to pay, in which case the Municipal District shall pay, any and all expenses of relocation to an Alberta location of any police member occupying a position pursuant to this Agreement. In the event termination notice is not received by Alberta one year in advance of date of proposed termination, and the member cannot be relocated by the termination date, Alberta may, at its discretion, require the Municipal District to pay, in which case the Municipal District shall pay, for the costs of the member until relocation of the members is effected. Invoicing of these costs shall be in the form consistent with that referred to in Clauses 5 through 7 of this Agreement.
9. Alberta shall verify that the amounts of the invoices referred to in Clauses 5 and 6 of this Agreement are consistent with the per member costs for Provincial Police Service members and that the relocation costs referred to in Clauses 7 and 8 are comparable to other Provincial Police Service member relocation expenses. Alberta shall resolve any inconsistencies with the RCMP before advising the Municipal District's representative of the Municipal District's cost relative to this Agreement.
10. Notwithstanding the signatory dates, the term of this Agreement shall be from September 1, 2019 to August 31, 2022.

11. This Agreement may be renewed or extended upon such terms as may be mutually agreed to at that time.
12. If either party does not intend to renew or extend this Agreement as contemplated in Article 10, above, it shall provide one (1) year written notice to the other party prior to the expiry of this Agreement.
13. If at any time during the term of the Agreement the parties deem it necessary or expedient to make any alteration or addition to this Agreement, they may do so by means of a written agreement between them. It is further agreed that all such alterations or additions shall be adhered to and have the same effect as if they had originally formed part of this Agreement.
14. This Agreement may be terminated at any time, without cause, by either party, on one year written notice to the other.
15. Any notice or other communication made under this Agreement shall be deemed given to the other party if it is in writing and personally delivered; sent by prepaid registered post; or sent by facsimile transmission, addressed as follows:

a) The representative of Alberta is:

Senior Assistant Deputy Minister
Public Security Division
Alberta Justice and Solicitor General
10th Floor, John E. Brownlee Building
10365 - 97th Street
Edmonton, AB T5J 3W7
Facsimile (780) 427-5916

b) The representative of the Municipal District is:

Reeve
Municipal District of Greenview No. 16
Box 1079, 4806-36 Avenue
Valleyview, AB T0H 3N0
Facsimile (780) 524-4307

Either Party may change its representative or address by giving notice in the above manner.

16. This written instrument embodies the entire Agreement of the Parties and no other agreement, verbal or otherwise exists between the Parties.
17. This Agreement shall be interpreted according to the laws in force in the Province of Alberta.

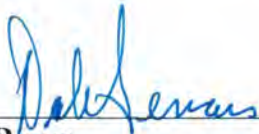
IN WITNESS WHEREOF the Parties have executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA, as represented by the Minister of Justice and Solicitor General



Alberta Justice and Solicitor General,
as represented by the Senior Assistant Deputy Minister,
Public Security Division

2019-1-28
Date



Reeve
Municipal District of Greenview No. 16

Feb. 25 / 19.
Date

Memorandum of Understanding

THIS ARRANGEMENT, made in duplicate as of the 5th day of February 2020.

BETWEEN

THE ROYAL CANADIAN MOUNTED POLICE
(Hereinafter referred to as the "**RCMP**")

AND

THE MUNICIPAL DISTRICT OF GREENVIEW NO.16
as represented by the Reeve
(Hereinafter referred to as the "**Municipal District**")

Collectively referred to as the "Participants".

BACKGROUND:

WHEREAS the Municipal District wishes to provide an enhanced level of provincial policing service and the Province of Alberta, Minister of Justice and Solicitor General has entered into such an Agreement with the Municipal District pursuant to Section 22(1) of the *Police Act* R.S.A. 2000, c.P-17; and,

WHEREAS the Municipal District shall enter into a Memorandum of Understanding (MOU) with the RCMP "K" Division to determine the duties and responsibilities of the RCMP Member employed by the said Agreement; and,

WHEREAS it is acknowledged and agreed that, notwithstanding anything contained herein, the MOU does not create any enforceable legal or equitable rights or any obligations, but merely serves to document the parameters and understanding in principle which have been reached and in respect to the duties and responsibilities of the RCMP Member providing services under this said Agreement.

NOW THEREFORE THE PARTICIPANTS INTEND AS FOLLOWS:

1.0 DEFINITIONS:

1.1 In this Memorandum of Understanding (MOU) the following terms, in singular or plural form according to the context, are defined as follows:

- i. "RCMP" means the Royal Canadian Mounted Police;
- ii. "MOU" means Memorandum of Understanding;
- iii. "Agreement" means Memorandum of Understanding;
- iv. "Arrangement" means Memorandum of Understanding;
- v. "WAD" means Western Alberta District of the RCMP;
- vi. "Detachment Commander" means Non-Commissioned Officer in Charge;
- vii. "OIC" means Officer in Charge;
- viii. "Member" means police officer employed by the RCMP and assigned to the enhanced position; and,
- ix. "RCMP Detachment" means the Grande Prairie RCMP detachment.

2.0 PURPOSE AND SCOPE:

- 2.1 This Agreement shall commence on September 1, 2019 and expire on August 31, 2022 and will provide the terms of reference for the RCMP Member, RCMP Detachment, and the Municipal District in relation to the Option 1 Enhanced Policing Agreement between the Municipal District and the Minister of Justice, Solicitor General of Alberta dated 28th day of January, 2019.
- 2.2 This MOU sets out the general duties and responsibilities of the one (1) RCMP Member(s) providing services to the Municipal District.
- 2.3 This MOU does not form a contractually binding Agreement and the Participants acknowledge their mutual intention to resolve all matters arising from this MOU in a fair and amicable way.

3.0 DUTIES AND RESPONSIBILITIES OF THE RCMP MEMBER:

- 3.1 The role of the RCMP Member under this MOU will be to provide an enhanced level of policing, focused on the prevention of crime, pursuant to the duties and responsibilities under the Provincial Police Service Agreement between the Government of Canada and the Government of the Province of Alberta. The RCMP Member shall not be required to perform any duties or provide any services which are not appropriate to the effective and efficient delivery of police services in the Province.
- 3.2 The primary function of the RCMP Member under this MOU will be to provide selective enforcement duties and responsibilities, including, but not limited to:
- 3.3 Additionally, the RCMP Member may participate and offer other public safety programs which may include:
- 3.4 The role of the RCMP Member assigned to the Municipal District will be to provide an enhanced level of policing. The RCMP Member will not provide assistance or service in regulatory control or licenses of by-laws (for example: by laws relating to animals and building inspections).

4.0 OBLIGATIONS OF THE RCMP:

- 4.1 The RCMP Member position will be maintained as a permanent posting in the Municipal District; however, the RCMP will not be held liable for any vacancy should such occur.
- 4.2 The Detachment Commander will have sole responsibility for determining the appropriate operational and administrative use of the enhanced policing RCMP Member providing services to the Municipal District.
- 4.3 The RCMP Member will assist other RCMP detachment / unit locations during emergencies with the understanding that the RCMP will return services to the Municipal District in an amount equal to the time utilized by other detachment / unit locations.
- 4.4 The RCMP Member is an employee of the RCMP and as such, the RCMP has exclusive responsibility for investigating public / internal complaints involving the RCMP Member and for administering any discipline against the RCMP Member in accordance with the RCMP Act and applicable RCMP Policies / Directives.

- 4.5 The Detachment Commander will continue to provide the Municipal District with the Reeve's Report and the Municipal District of Greenview No.16 Person Hour Tracking Report.
- 4.6 The Option 1 Enhanced Policing Agreement between the Municipal District and the Minister of Justice, Solicitor General of Alberta, dated 28th day of January, 2019, outlines that two (2) RCMP members will operate out of the Valleyview RCMP Detachment. In discussion with the Municipal District, the Valleyview and Grande Prairie Detachments, and with Justice and Solicitor General, it was decided that one (1) RCMP member will operate out of the Valleyview Detachment and one (1) RCMP member will operate out of the Grande Prairie Detachment.

5.0 OBLIGATIONS OF THE MUNICIPAL DISTRICT OF GREENVIEW NO.16:

- 5.1 The Municipal District intends to participate in ongoing communication with the Detachment Commander with regards to feedback and priorities concerning the enhanced policing position.
- 5.2 To ensure that all articles contained within the Option 1 Enhanced Policing Agreement between the Municipal District and the Minister of Justice, Solicitor General of Alberta dated 28th day of January, 2019 are upheld and kept current / in good standing.

6.0 JOINT OBLIGATIONS OF BOTH PARTICIPANTS:

- 6.1 The Municipal District may provide input on the staffing selection process to fill the enhanced RCMP Member position. The RCMP will have exclusive authority to determine the appropriate and successful candidate for the position.
- 6.2 The RCMP agrees to provide the RCMP Member providing services under this MOU with a suitable work station in the Grande Prairie RCMP Detachment. Should it be agreed upon that an alternative work site to the RCMP Detachment is required, the Municipal District agrees to provide such alternate work site at no cost to the RCMP. Further the Municipal District agrees to ensure that any such alternative work site selected meets all RCMP security standards and protocols and any cost associated with the Municipal District meeting such security standards and protocol will not be transferred to the RCMP and financially assumed exclusively by the Municipal District.
- 6.3 The RCMP will be responsible for providing basic equipment and training for the enhanced policing RCMP Member in order that he or she may perform those

services directly related to enforcement of all Federal and Provincial Statutes and the Criminal Code of Canada. The Municipal District will provide for any specialized training or equipment needs which may be required by the RCMP Member to perform services directly related to the Municipal District by-laws pertinent to public safety, traffic law enforcement and protection of Municipal District and public infrastructures.

- 6.4 As required by either the Municipal District or the RCMP, any unresolved issues between the Municipal District and the RCMP shall be referred to the representatives for resolution pursuant to Article 10.0.

7.0 FINANCIAL ARRANGEMENTS:

- 7.1 The Municipal District shall be charged as per Sections 5 to 8 inclusive, as outlined in the Enhanced Policing Agreement between the Province of Alberta and the Municipal District made the 28th day of January, 2019.

8.0 TERM:

- 8.1 Notwithstanding the date on which this MOU is signed by each of the Participants, this MOU shall come into effect on the 1st day of September 2019 and will expire on 31st day of August 2022. This agreement may be renewed or extended upon such terms as may be mutually agreed to at that time.

9.0 DEPARTMENTAL REPRESENTATIVES:

- 9.1 The following officials are designated as the departmental representatives for purposes of this Arrangement and any notices required under this Arrangement will be delivered as follows:

For the RCMP: Detachment Commander Grande Prairie Detachment 10202 99 th Street Grande Prairie, AB T8V 2H4 Telephone: (780) 830-5715	For the Municipal District of Greenview No.16: Regional Fire Chief 4806 36 th Avenue P.O. Box 1079 Valleyview, AB T0H 3N0 Telephone:
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10.0 DISPUTE RESOLUTION:

- 10.1 In the event of a dispute arising from the interpretation or operation of this Arrangement, it will be referred to the Participants' representatives set out in Article 9.0, above, who will use their best efforts to resolve the matter amicably. If such negotiation fails, the Participants intend to refer the matter to the below noted senior parties for resolution:

For the RCMP: District Commander Western Alberta District Suite 101, 10605 West Side Drive Grande Prairie, AB T8V 8E6	For the Municipal District of Greenview No.16: Reeve 4806 36 th Avenue P.O. Box 1079 Valleyview, AB T0H 3N0
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11.0 LIABILITY:

- 11.1 Each Participant will be responsible for any damages caused by the conduct of its employees or agents in carrying out the terms of this Arrangement.

12.0 MONITORING:

- 12.1 The Participants will meet on an annual basis to review and assess the operation and effectiveness of this Arrangement or as requested to discuss matters of mutual interest.
- 12.2 The Detachment Commander or designate will meet with the Municipal District Reeve and Council, or designate, as required or as requested, to discuss matters of mutual interest or concern.
- 12.3 The District Commander for WAD may meet with the Municipal District Reeve and Council, or designate, on a yearly basis, or as requested to discuss matters of mutual interest concerning this MOU.

13.0 TERMINATION:

- 13.1 This Arrangement may be terminated by either Participant at any time, without cause, upon one calendar year's written notice (365 days) to the other.
- 13.2 Termination does not release a Participant from any obligations which accrued while the Arrangement was in force.

14.0 AMENDMENT TO THE ARRANGEMENT:

- 14.1 Amendment to this Arrangement may be negotiated by either Participant and may only be amended by the written consent of all the Participants.
- 14.2 This Arrangement shall not be varied by an oral agreement or representation or otherwise than by an instrument in writing of concurrent or subsequent date hereto duly executed by the Participants.

Recommended by:

Insp. Sean Curry
Detachment Commander
OIC Grande Prairie RCMP Detachment

Date: _____

Signed by the authorized officers of the Participants:

For the Municipal District of Greenview No.16:

Dale Smith
Reeve
The Municipal District of Greenview No.16

Date: _____

For the RCMP:

C. M. (Curtis) Zablocki, M.O.M.
Deputy Commissioner

Date: _____

Protected "A"

Commanding Officer "K" Division

Page 8 of 8

ENHANCED POLICING AGREEMENT

THIS LETTER OF AGREEMENT is made the 1st day of September, 2019

BETWEEN

WEYERHAEUSER COMPANY LIMITED
(hereinafter called "Weyerhaeuser")

AND

MUNICIPAL DISTRICT OF GREENVIEW NO. 16
(hereinafter called "Greenview ")

WHEREAS Weyerhaeuser has requested that Greenview enter into agreement with the Province of Alberta (the "Province") for Enhanced Policing Services within an area Weyerhaeuser has a road network system inside the Greenview boundary; and

WHEREAS Section 3 of the *Municipal Government Act*, RSA 2000, c.M-26, as amended, provides that the purpose of a municipality includes providing good government, those services that are necessary or desirable for all or a part of the municipality, and the development and maintenance of safe and viable communities;

AND WHEREAS Greenview has agreed to enter into such an agreement with the Province and will thereby incur certain costs associated with the enhanced policing services to be provided to Weyerhaeuser;

NOW THEREFORE in consideration of the premises and for other good and valuable consideration receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

1. At the request of Weyerhaeuser, Greenview has requested enhanced policing services for an area of the MD covered by a Forest Management Agreement on which Weyerhaeuser operates roads (hereinafter called the "FMA") and the enhanced policing services will be provided by one additional RCMP officer (hereinafter called the "RCMP Member").
2. The RCMP Member providing enhanced policing service will report to and be under the supervision and authority of the Officer in Charge of the Grande Prairie Detachment of the RCMP (hereinafter called the "RCMP").
3. This RCMP Member or a full time equivalent shall be dedicated to and used for providing policing services to roads within the FMA for 9.5 months, with start and end dates

designated by Weyerhaeuser, and shall provide policing services within the Grovedale area for Greenview for the remaining 2.5 months annually. The RCMP may use the RCMP member for other duties in emergency situations as dictated by the contract between Greenview and RCMP.

4. Weyerhaeuser will pay Greenview (79.17%) of the total amount the Province of Alberta invoices Greenview annually for the RCMP Member; an amount equivalent to 9.5 month fee. Greenview will pay the annual invoice from the Province of Alberta for the RCMP Member and invoice Weyerhaeuser 79.17%, therefore committing to the 20.83% Greenview's portion of the cost.
5. Greenview will invoice Weyerhaeuser after Provincial invoices are received and approved by Greenview, and Weyerhaeuser will submit payment within 30 days of receipt of any invoices. Greenview will include the copies of quarterly associated fees received from the Province of Alberta.
6. Greenview shall provide to Weyerhaeuser:
 - a) invoices and back up documentation as set out above;
 - b) copy of the summary reports the RCMP member is to submit every month on the 15th day summarizing the previous months' work activity;
 - c) month-end summary on the 15th of each month indicating the actual number.

Notwithstanding the provision of such information or anything to the contrary in this Agreement, Weyerhaeuser acknowledges and agrees that it shall at all times be responsible for payment to Greenview of 79.17% of all amounts invoiced by the RMCP to Greenview in relation to the RCMP Member.

7. Subject to the right of the parties to terminate this Agreement as set out in this Agreement, this Agreement shall start on September 1st, 2019 and expire on August 31st, 2021. This Agreement may be renewed or extended upon such terms as may be mutually agreed.
8. Either party may terminate this Agreement at any time for cause, effective on the date set out in notice to the other, or at any time, without cause, by giving one year's written notice to the other party.
9. Provided that the RCMP has moved the RCMP Member to the Grande Prairie Detachment area to provide the enhanced policing services, Weyerhaeuser will pay 79.17% of the actually incurred expense of relocating such RCMP Member and Greenview will pay 20.83%

of the actually incurred expense of relocating such RCMP Member, on termination or expiry of this Agreement or other than for cause on the part of the RCMP or the RCMP Member.

10. Representatives from Greenview and Weyerhaeuser shall meet at a minimum of annually to discuss any issues arising from this Agreement in an attempt to ensure mutual satisfaction with it.
11. Any notice or other communications made pursuant to this Agreement shall be deemed given to the other party if it is written and personally served, sent by prepaid registered post, or sent by facsimile transmission to the representative of the party at the address indicated below:
 - a) Municipal District of Greenview No. 16
Chief Administrative Officer
4806 – 36th Avenue
Box 1079
Valleyview, AB T0H 3N0
 - b) Weyerhaeuser Company limited
Timberlands Manager
Bag 1020
County of Grande Prairie Number 1 AB
T8V 3A9
12. Neither party will not act nor or purport to be acting as the legal agent of the other or enter or purport to enter into any agreements on behalf of the other or otherwise bind or purport to bind the other.
13. No waiver, delay, indulgence, or failure to act by either party regarding any particular default or omission by the other will affect or impair any rights or remedies regarding that or any subsequent default or omission that are not expressly waived in writing, and in all events time will continue to be of the essence without the necessity of specific reinstatement.
14. This Agreement will be governed by and interpreted in accordance with the laws of the Province of Alberta, and all disputes under or relating to this Agreement will be submitted to and resolved in the Courts of such province.
15. The parties will execute and deliver to each other such further instruments and assurances and do such further acts as may be required to give effect to this Agreement.

16. This Agreement supersedes all previous dealings, understandings, and expectations of the parties and constitutes the whole agreement with respect to the matters referred to in this Agreement and there are no representations, warranties, conditions, or collateral agreements between the parties with respect to such matters except as expressly set out in this Agreement. No amendment, modification, supplement or other purported alteration of this Agreement will be binding on the parties unless in writing signed by them or on their behalf by duly authorized representative.
17. If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability will attach only to such provision or part of this Agreement and the remaining part of such provision and all other provisions of this Agreement will continue in full force and effect.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the dates set forth above.


Weyerhaeuser Company Limited

Nov 5 / 2019
Date


Municipal District of Greenview No.16

Dec 11 / 2019
Date



REQUEST FOR DECISION

SUBJECT:	Forestry Trunk Road Paving		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 11, 2020	CAO: DT	MANAGER:
DEPARTMENT:	CONSTRUCTION & ENGINEERING	GM: RA	PRESENTER: LT
STRATEGIC PLAN:	Infrastructure		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council award the Forestry Trunk Road Paving project to Wapiti Gravel Suppliers in the amount of \$6,855.965.04

BACKGROUND/PROPOSAL:

Administration posted the Forestry Trunk Road Paving tender on April 1st and opened April 24th online for the bidders to attend. This tender was prepared for approx. 10kms of asphalt more specifically Km 171 to Km 161. Past Canfor intersection closer to the towers on the east side of the road. Administration extend the closing date by a week to accommodate contractors as they were finding it difficult with daily restrictions of COVID-19 and the Easter break to get the costs efficiently and competitively.

There were 5 tenders received and none of which were disqualified. The results are as follows;

Wapiti Gravel Suppliers	\$6,855,965.04	Qualified
Carmax Enterprise	\$7,879,784.65	Qualified
Ledcor	\$8,197,900.77	Qualified
Central City Asphalt	\$8,427,398.09	Qualified
Knelsen Sand and Gravel	\$9,219,142.05	Qualified

The consultant (Allnorth) reviewed the tender quantities, calculations and any anomalies along with some reference checks if required. The lowest bidder is Wapiti Gravel Supplies located out of Grande Prairie.

The contract costs breakdown is as follows;

Contract Amount (less site occ. Days)	\$6,855,965.04
Contingency (10%)	\$685,596.50
Bonus/Penalty	\$70,000.00
Subtotal	\$7,611,561.54
Engineering left from agreement (Preliminary, Design, Tender and inspection)	\$373,416.86
Total	\$7,984,978.40
Current MD Overall budget	\$10,000,000.00

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

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion will be the paving project can proceed and be completed within the timeline that meets Greenview's overall project schedule in 2020.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to approve additional km's to increase the award value to be closer to the overall budget to get additional road paved.

Alternative #2: Council has the alternative to accept the motion and allocate the remaining funds to another area of the budget to get other small paving projects completed.

FINANCIAL IMPLICATION:

Direct Costs: \$6,855,965.04

Ongoing / Future Costs:

Ongoing maintenance and snow removal.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes their motion administration can advise the consultant to proceed with the tender recommended with or without adjustments.

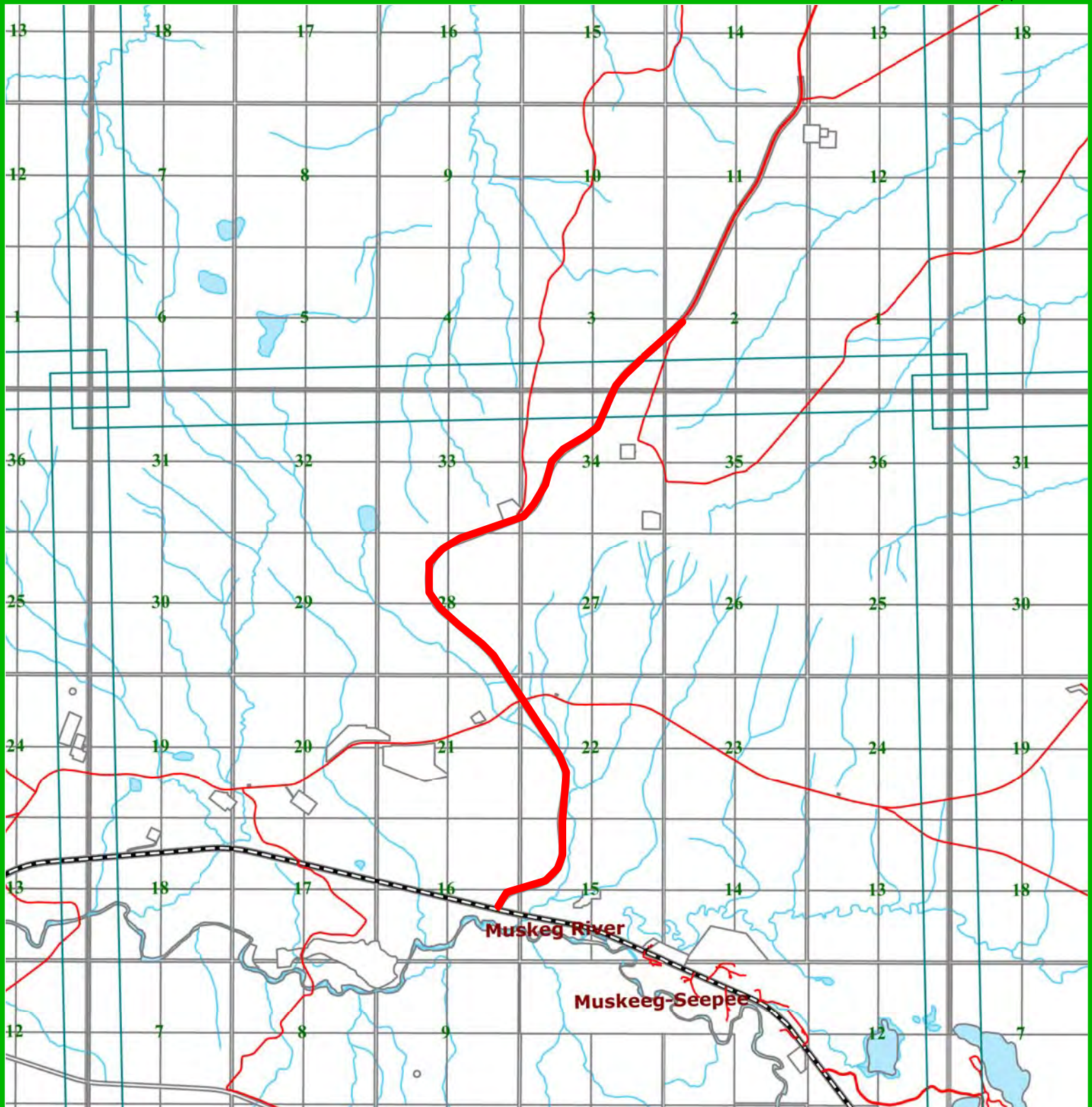
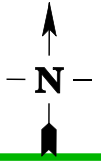
ATTACHMENT(S):

- PDF Map of Forestry Trunk Road working limits
- Expenditure and Disbursement Policy



Municipal District of Greenview #16

Forestry Trunk Road - Bold line
Approx. 10km



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REQUEST FOR DECISION

SUBJECT:	Northwest Alberta Electric Vehicle Charging Station Collaboration Project		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 11, 2020	CAO: DT	MANAGER: KK
DEPARTMENT:	ECONOMIC DEVELOPMENT	GM:	PRESENTER: KT
STRATEGIC PLAN:	Regional Cooperation		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) N/A

RECOMMENDED ACTION:

MOTION: That Council accept the discussion regarding the Northwest Alberta Electric Vehicle Charging Station project for information, as presented.

BACKGROUND/PROPOSAL:

In the fall of 2019 Administration began researching Electric Vehicle Charging Stations within Greenview. A connection was made with Energy Futures, the Project Manager for “Peaks to Prairies”. Peaks to Prairies is the completed electric vehicle charging station project located in Southern Alberta.

Greenview Economic Development staff have attended several meetings hosted by Energy Futures where there was an extreme amount of interest for the creation of an electric vehicle charging station project in Northwest Alberta. There is interest from the County of Grande Prairie, Hinton, Edson, Whitecourt, High Prairie, Slave Lake, Swan Hills, and Barrhead. Greenview would benefit from this project with potential charging stations in Fox Creek, Grande Cache and Valleyview. The proposed mapping and infrastructure would provide 3 routes for travellers to access British Columbia from Alberta’s Capital region. With all three routes intersecting and proving economic value to Greenview.

The formation of this regional project will require minimal financial investment from interested partner municipalities; est. \$30,000.00; to engage Community Energy Association (project manager) to begin location studies. Following the location study, Community Energy Association will begin applications for Provincial and Federal grants and infrastructure funding. With the completed Peaks to Prairie’s project, Community Energy Association had successfully acquired \$2.2 Million in grants to help fund that project. Once the electric vehicle charging station infrastructure needs are identified an electrical utility provider will be engaged to manage and operate the network with operational costs being recovered by the utility operator. A proposal will be bid on for electric providers in the early stages of this project.

Administration sees value in being an early member of the Northwest Alberta Electric Vehicle Charging Station board to ensure the interests of Greenview are highlighted as this project begins.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview would take a leadership role in the creation of the Northwest Alberta Electric Vehicle Charging Station board and would be assisting in the creation of this first of kind, collaborative project in Northwest Alberta.
2. The benefit of Council accepting the recommended motion is that Greenview would be enhancing the economic development & tourism opportunities throughout Greenview.
3. The benefit of Council accepting the recommended motion is that Greenview would assist in lowering the carbon footprint within Northwestern Alberta.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to take no action to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: N/A

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

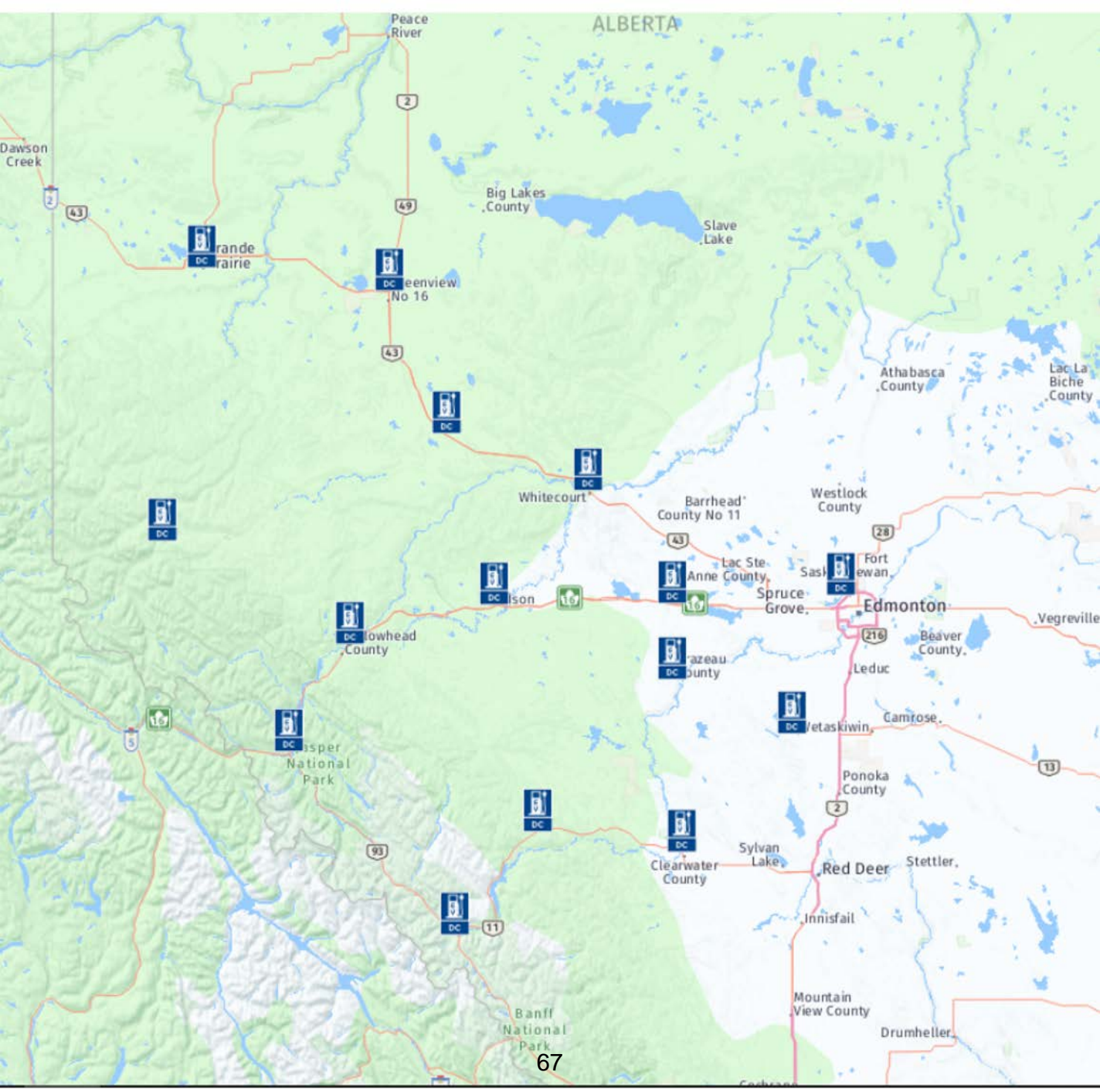
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

At Councils direction, Administration will continue to engage with the regional municipal partners in this collaboration project as it moves forward.

ATTACHMENT(S):

- Draft Map of the Northwest Alberta Electric Vehicle Charging Station collaboration project.





REQUEST FOR DECISION

SUBJECT:	Valleyview Health Centre Foundation		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 11, 2020	CAO: DT	MANAGER: KK
DEPARTMENT:	COMMUNITY SERVICES	GM: GM	PRESENTER: LL
STRATEGIC PLAN:	Quality of Life		

RELEVANT LEGISLATION:

Provincial (cite) –N/A

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

RECOMMENDED ACTION:

MOTION 20.04.252: That Council approve grant funding in the amount of \$27,000 for the Valleyview Health Centre Foundation to purchase a specialized bathtub for the Acute Care ward at the Valleyview Hospital, with funds to come from the 2020 Community Services Miscellaneous Grants. (Deferred Motion)

MOTION: That Council approve grant funding in the amount of \$10,800.00 for the Valleyview Health Centre Foundation to purchase a specialized bathtub for the Acute Care ward at the Valleyview Hospital, with funds to come from the 2020 Community Services Miscellaneous Grants contingent on that the remaining funding be acquired.

BACKGROUND/PROPOSAL:

A grant application was received April 9, 2020 from the Valleyview Health Centre Foundation for a capital request of \$27,000.00. The requested funds would be used to purchase a specialized replacement bathtub for the acute care ward at the Valleyview Hospital and includes the cost of installation.

The acute care ward is equipped with showers, however the current bathtub is not functional. Acute care patients were being taken to the Long Term Care ward to use the bathtub, however with the new rules put in place due to the Covid-19 pandemic this is no longer possible. Currently, patients in the acute care ward who are unable to have a shower are required to have a bed bath.

In November 2019, Alberta Health Services declined funding the purchase of an acute care tub at the Valleyview Hospital. Funding has been declined twice now by Alberta Health Services. A bathtub for the acute care ward is still on the site manager's budget list of needed equipment.

The Town of Valleyview and Sturgeon Lake First Nation have not been asked to fund this purchase. There is approximately \$10,000.00 pending to be paid out for various equipment from the balance shown of \$48,907.00. Purchasing the bathtub out of the remaining funds would leave little for emergency situations.

In the past Council has approved two capital grants to the Valleyview Health Centre Foundation. In 2016 Council approved a \$55,000 grant for the purchase and installation of a tub in the Long Term Care ward and in 2017 Council approved a \$30,000 grant for the purchase of electric beds for the Long Term Care ward and a new glidescope for intubation. In 2018, the capital grant application for vital sign machines with stands and pulse oximetry and oxygen saturation equipment in the amount of \$13,172.20 was denied by Council with an indication that these items should be supplied by the Province.

Due to the nature of this request and the current Covid-19 pandemic, Administration felt this request should be brought forward to Council at this time, instead of going through the grant application process. The grant application process would require the application to be presented at the Committee of the Whole Meeting on May 19, 2020, and if approved the application would proceed to the Regular Council Meeting scheduled for June 8th for a decision from Council.

At the April 27th Regular Council Meeting, Council referred MOTION: 20.04.252. Administration recommends Council defeat the referred motion because the Valleyview Hospital serves residents from multiple communities this should be a shared capital cost. Administration recommends Council support 40% of the purchase of the specialized bathtub, a value of \$10,800.00.

The Community Services Miscellaneous Grants budget balance as of May 10, 2020 totals \$735,385.18.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it would provide the patients of the acute care ward at the Valleyview Hospital a safe and healthy environment for bathing.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to take no action on the recommended motion.

Alternative #2: Council has the alternative amend funding amount.

Alternative #3: Council has the alternative to request Administration to proceed with including this grant with the other applications to review at the Committee of the Whole Meeting.

FINANCIAL IMPLICATION:

Direct Costs: \$10,800.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

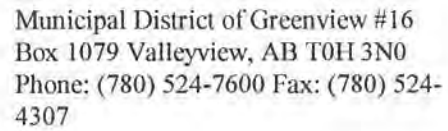
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will inform the Valleyview Health Centre Foundation of Council's decision.

ATTACHMENT(S):

- Valleyview Health Centre Foundation Grant Application
- Valleyview Health Centre Foundation Correspondence
- Correspondence from Alberta Health Services





Municipal District of Greenview #16
Box 1079 Valleyview, AB T0H 3N0
Phone: (780) 524-7600 Fax: (780) 524-4307

Additional Information:

Have you previously applied for grant from the M. D. of Greenview?

Yes ☒ No ☐

List the last two grants your organization has received from the M.D. of Greenview

1. Amount \$ 30000.00 Year 2017

Purpose: Electric beds for Long Term Care.

2. Amount \$ 55000.00 Year 2016

Purpose: Purchase and installation of tub in LTC and new Glidescope for intubation.

Have you provided the M.D. of Greenview with a final completion report for grant funds received?

Yes ☒ No ☐

If no, why has the report not been filed?

Have you applied for grant funds from sources **other** than the M.D. of Greenview?

Yes ☐ No ☒

Have you received grant funds from sources **other** than the M.D. of Greenview?

If yes; who, purpose and amount?

No grant funds applied for from any other sources for 2020 or for Acute Care Bathtub.

Have you performed any **other** fund raising projects? If yes; what and how much was raised?

Donations are always accepted. Usually Memorial donations from the Public as well as companies during the Christmas season. No designated funds for the applied items have been raised to date.



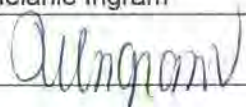
Municipal District of Greenview #16
Box 1079 Valleyview, AB T0H 3N0
Phone: (780) 524-7600 Fax: (780) 524-4307

By signing this application, I/we concur with the following statements:

- The organization applying for the grants is registered with Corporate Registries or under the Societies Act;
- The grant application is complete and includes all supporting documentation, including most recent financial statement (based on legislative requirements of our organization), balance sheet, current bank balances and current year detailed operating budget or completed Form "A".
- The grant shall be used for only those purposes for which the application was made;
- If the original grant application or purposes for which the grant requested have been varied by the M.D. of Greenview Council, the grant will be used for those varied purposes only;
- The organization will provide a written report to the M.D. of Greenview within 90 days of completion of the grant expenditure providing details of expenses, success of project and significance to the ratepayers of the municipality; failure to provide such a report will result in no further grant funding being considered until the final report is filed and grant expenditure verified;
- The organization agrees to submit to an evaluation of the project related to the grant, and;
- The organization will return any unused portion of the grant funds to the Municipal District of Greenview #16 or to request approval from the Municipality to use the funds for an optional project.

Applicant Information:

Name: Melanie Ingram

Signature: 

Address: PO Box 358 Valleyview, AB T0H 3N0

Telephone Number: 780-524-3356 / 780-552-6443

Date: April 5, 2020



Municipal District of Greenview #16
Box 1079 Valleyview, AB T0H 3N0
Phone: (780) 524-7600 Fax: (780) 524-4307

APPLICATION FOR GRANT FORM B - CAPITAL

Purpose for Grant (please provide full description and detailed project budget);

Looking to purchase a new bathtub for our acute care ward that is without one. Currently taking patients to the Long Term Care ward to bath, however with new rules put in place during the pandemic we are unable to do this. Patients in acute care currently have to shower or have a bed bath if unable to get to shower. The new bathtub costs \$25,900.00 and the installation of the tub is \$220.00 bringing the total to \$26,120.00.

Estimated Completion Date: as soon as possible

Quotes for Project (minimum of three quotes if available. Attach additional quotes if required):

1. CharisMedical

Amount \$ 25900.00

2. Installation Talon Electric Ltd.

Amount \$ 220.00

3. _____

Amount \$ _____

*Please submit your organization's most recent financial statement (based on your organizations legislated requirements) with the grant application.

October 2, 2017

MD of Greenview

RE: Donation of \$55,000 from our 2015 Grant application

A donation of \$55,000.00 was received in 2016 for the purchase a tub for long term care and a glidescope.

The tub was \$36,400.00

The tub installation was \$254.75

The glidescope was \$18,490.00

Total of \$55,110.00

The Foundation covered the remaining cost of \$110.00

Sincerely,

Tracy Brown
Site Manager
Valleyview Health Centre



October 6, 2017

MD of Greenview

RE: Donation of \$30,000 from our 2016 Grant application

A donation of \$30,000.00 was received in 2017 for the purchase of electric beds.

The price for the beds was \$26,540.00

One stretcher was purchased for \$4469.00

Total of \$31,009.00

The Foundation covered the remaining cost of \$1009.00

Sincerely,

Tracy Brown
Site Manager
Valleyview Health Centre

A.H.S. Valleyview Contract Pricing-CLM #202127

Date: September 11, 2019		Page 1 of 1	
<i>To</i>		<i>From</i>	
Name	Tracy Brown	Name	Kelly Martin
Facility	Alberta Health Services Valleyview, AB	Facility	Charis Medical #8-6720-71 st Street Red Deer AB T4P 3Y7
Phone		Phone	877-341-3402
Fax		Fax	403-314-3471
email		email	kelly@charismedical.ca

Penner Pacific Still Bath

Pacific Still Bath white

\$25,900.00

- Standard 88" length
- electric height adjustable supine bathing system
- 1/3rd HP motor to raise and lower bathing system
- Thermoscopic mixing valve
- Digital thermometers for incoming water and tub water
- Built-in hot water shut-off
- Auto fill
- 1/2" hot & cold water supply
- 2" Drain
- Shampoo & bath oil dispenser
- Disinfection & rinse buttons
- CSA Approved

**6 Year
Warranty**

(1 year on Rada
Valve)



*Pacific shown with electric transfer
stretcher*





A.H.S. Valleyview Contract Pricing-CLM #202127

Formal Quote Summary Alberta Health Valleyview :

Qty	Part #	Description	Price	Ext. Price
1	PT390010-1SB	Penner Pacific Ht. Adjustable Head Panel	\$19,600.00	\$19,600.00
1	PT390022-1SB	Pacific Tub Standard Length 88" Still Bath	\$ 6,300.00	\$ 6,300.00

Price: \$25,900.00

Freight: \$ N.C.

Total Price: \$25,900.00

Terms
Taxes extra
FOB Destination
Delivery 4-6 weeks
Net 30 days

Talon Electric Ltd.
Box 1631
Valleyview AB T0H 3N0
(780)524-9670
talonelectric@hotmail.com

Estimate



ADDRESS

Gary Buck
Alberta Health Services
Valleyview Health Centre
4802 Highway Street E
Valleyview AB T0H 3N0

ESTIMATE

1396

DATE

21-10-2019

ACTIVITY

Quote

This Quote is for Disconnect of existing medical care tub in acute wing of hospital, connection of new tub, and verification of proper operation.

QTY

1

RATE

220.00

TAX

E

AMOUNT

220.00

SUBTOTAL

220.00

TOTAL

\$220.00

Accepted By

Accepted Date

Valleyview Health Centre Foundation

Profit & Loss

April 2019 through March 2020

	Apr '19 - Mar 20
Ordinary Income/Expense	
Income	
Amts rec'd from Prov/Terr Gov't	20,000.00
Dues	26.00
Fund Raising	23,955.00
Interest Income	45.45
Other gifts - not receipted	
Festival of Trees	1,070.00
Kids Hospital Fund	124.75
Memory Tree	245.40
Other gifts - not receipted - Other	1,000.00
Total Other gifts - not receipted	2,440.15
Tax-receipted gifts	
Donations	48,226.67
In Memory of	1,560.00
Total Tax-receipted gifts	49,786.67
Total Income	96,253.27
Expense	
Advertising and Promotion	1,007.97
Bank Service Charges	46.91
Grant Expenditures	
Fund Raising	23,941.19
Furniture & Medical Equipment	51,862.67
Nursing Courses	10,600.79
Total Grant Expenditures	86,404.65
GST paid on purchases	1,416.00
Memorial Name Plates	154.35
Non-Grant Expenditures	13,670.00
Office Supplies	906.49
Palliative Care	2,100.83
Total Expense	105,707.20
Net Ordinary Income	-9,453.93
Net Income	-9,453.93

Valleyview Health Centre Foundation

Balance Sheet

As of 6 April 2020

	6 Apr 20
ASSETS	
Current Assets	
Chequing/Savings	
Casino Account	5,000.00
Chequing - Community Spirit Act	90,672.49
Total Chequing/Savings	95,672.49
Total Current Assets	95,672.49
TOTAL ASSETS	95,672.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
GST/HST Payable	-626.92
Total Other Current Liabilities	-626.92
Total Current Liabilities	-626.92
Total Liabilities	-626.92
Equity	96,299.41
TOTAL LIABILITIES & EQUITY	96,672.49

From: [Melanie Ingram](#)
To: [Lisa Lenentine](#)
Subject: Re: Valleyview Health Centre Foundation Grant Application
Date: April 30, 2020 12:33:31 PM

It is always on Tracy, the site managers, list of needed equipment/budget. She has however been declined twice now by AHS and with the way things are with COVID 19 we are in desperate need to replace the tub. Currently acute care patients if unable to shower can only have a bed bath.

Thanks,

*Melanie Ingram
Unit Clerk
Valleyview Health Centre*

From: Lisa Lenentine <Lisa.Lenentine@MDGreenview.ab.ca>
Sent: Thursday, April 30, 2020 11:39 AM
To: Melanie Ingram <Melanie.Ingram@albertahealthservices.ca>
Subject: RE: Valleyview Health Centre Foundation Grant Application

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.

Good morning Melanie,

Is the bathtub included in your budget request for equipment for 2020/2021? If so what is the status?

I look forward to hearing from you.

Kind Regards,

Lisa

From: Melanie Ingram [mailto:Melanie.Ingram@albertahealthservices.ca]
Sent: April 29, 2020 12:25 PM
To: Lisa Lenentine <Lisa.Lenentine@MDGreenview.ab.ca>
Subject: Valleyview Health Centre Foundation Grant Application

Good Afternoon,

Here are the answers to your questions you sent.

1. Is there currently a bathtub in the acute care ward that is not functional? YES

If so, is this grant request replacing that bathtub? YES

2. Has AHS declined the request to purchase bathtub? YES

If so, please provide documentation. SEE ATTACHED

3. Have the Town of Valleyview or/and Sturgeon Lake First Nation been asked to fund the purchase? NO

4. Please SEE ATTACHED for the breakdown of our bank balance of \$95627.49. From the remaining balance of \$48907.88 shown we have about \$10000.00 pending awaiting to be paid out for various equipment. Purchasing the bathtub out of the remainder would leave us nothing for emergency situations when funds are readily needed.

If you have any further questions or concerns please let me know.

We look forward to hearing from you.

Melanie Ingram

Fundraising Coordinator

Valleyview Health Centre Foundation

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AC tub not approved

Tracy Brown <Tracy.Brown@albertahealthservices.ca>

Wed 4/29/2020 10:41 AM

To: Melanie Ingram <Melanie.Ingram@albertahealthservices.ca>

From: Tracy Goy

Sent: Friday, November 29, 2019 11:40 AM

To: Maxine Rowe <Maxine.Rowe@albertahealthservices.ca>

Cc: Kelly Kuz M. <Kelly.Kuz@albertahealthservices.ca>; Francie Sobon A. <Francie.Sobon@albertahealthservices.ca>

Subject: RE: Valleyview Acute Care Emergency Tub Requisition Oct 21 2019 Not approved

Good Morning Maxine,

The Valleyview acute care tub EER was reviewed again by the SOO. At this time the request will not be processed further for purchase. Please remember to keep this request on your replacement equipment list if in the future the fiscal situation changes. Thank you.

Tracy Goy

Executive Administrative Support to Sandra Herritt, Senior Operating Officer Areas 1-4, AC, CDM, PC, and PPIH
P. 780-624-7539 F. 780-618-3472 Email. tracy.goy@ahs.ca

Peace River Community Health Centre 10101-68 Street, Bag 400 Peace River, AB T8S 1T6

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Tracy Brown, BScN, RN

Site Manager

Valleyview and Fox Creek Health Centres

tracy.brown@ahs.ca

p 780-524-7038

c 780-552-4088

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REQUEST FOR DECISION

SUBJECT:	DeBolt Outdoor Recreation Society Transfer of Funds		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 11, 2020	CAO: DT	MANAGER: KK
DEPARTMENT:	COMMUNITY SERVICES	GM: GM	PRESENTER: LL
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve the reallocation of \$10,281.49 from the 2019 grant funds awarded to the DeBolt Outdoor Recreation Society to the DeBolt and District Agriculture Society.

BACKGROUND/PROPOSAL:

In 2017 Council approved a \$3,180.00 operating grant to the DeBolt Outdoor Recreation Society and a \$189,587.75 capital grant. The capital grant was for construction of a new playground (phase 1) and construction of a basketball court to be used as an outdoor skating rink in the winter (phase 2), both located at the Hubbard Memorial Park. These projects were completed in 2017 and 2019 respectively, however the outdoor skating rink was not constructed as the DeBolt and District Agriculture Society have plans to construct a new outdoor skating area.

The DeBolt outdoor Recreation Society would like to transfer the balance of grant funds, \$10,281.49, to the DeBolt and District Agriculture Society to assist with the expenses of their outdoor skating rink project and/or improvements to the ball field area.

The DeBolt and District Agriculture Society received a \$91,000.00 2020 annual grant from Greenview. The DeBolt and District Agriculture Society's 2019 financials have been received.

In 2018 Council approved a capital grant of \$100,000.00 to the DeBolt and District Agriculture Society for expansion of the Gunby Ranch Golf Course Camping facilities.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview's awarded grant funds will be used towards improvements of an outdoor community based structure within Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to take no action on the recommended motion or request that unused funds be returned to Greenview.

FINANCIAL IMPLICATION:

Direct Costs: N/A

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the DeBolt Outdoor Recreation Society of Council's decision.

ATTACHMENT(S):

- DeBolt Outdoor Recreation Society request letter
- DeBolt Outdoor Recreation Society 2019 financials

RECEIVED

By Lisa Lenentine at 1:19 pm, Apr 27, 2020

April 23rd, 2020

To MD of Greenview No. 16
Attention: Gerry Murphy, Community services

The DeBolt Outdoor Recreation Society would like to thank the MD of Greenview No. 16 for the Capital Grant (\$189,587.75) and the Operating Grant (\$3,180.00) received by our community in spring of 2017, for our new playground located at Hubert Memorial Park in DeBolt. You will find attached a copy of the proposed budget for Capital project (Attachment 2), a detailed proposed budget for Operating grant (Attachment 3) and also a detailed list of actual expenditures on the Capital grant and Operating Grant (Attachment 1).

Phase one of the project was completed during the summer of 2017, which included the main playground area.

Phase two was set to be complete in the summer of 2018 but it was decided to wait until summer 2019 when the MD was building the walking trails to go ahead with the landscaping and building of the basketball pad. We were able at that time use the same contractor who was already at the park to construct the pad. We had many requests from the community to try and provide some shade for the park and playground area so a Gazebo and shade trees were also added at that time.

In phase two of the project we had quotes for lighting the area so we would be able to make ice on the basketball pad in the winter and use it for outdoor skating. We have since discussed with the DeBolt and District Agriculture Society about their plans for an outdoor skating rink area to be constructed on the ball field site, located next to the park. We have now decided against installing lights at the basketball court location.

Because some expenses came in under the estimated quote and many volunteer hours were put in, we were able to keep our costs down, all while adding more improvements to the playground area. Therefore we came in under budget on this project.

As you can see on the attached list of expenses (attachment 1), we have \$10,281.49 left from the grant funds. At this time we would like to request that we would be able to transfer the balance of the grant funds to the DeBolt and District Agriculture Society to help with expenses of their outdoor skating rink project and or improvements to the ball field area. Attached are plans for skating rink and improvements for ball field (attachment #4).

Thank you for considering our request.

Sincerely

Bernice Gerwatoski

President,

DeBolt Outdoor Recreation Society

Attachment 1

Capital Grant total - \$189,587.75

Phase one

Actual Expenses	
Development permit -	\$100.00
Kidnation Playground Ltd	\$3,852.58
Kidnation Playground Ltd	\$90,879.22
Bill Harder, Nelson Lumber	\$2,487.98
Reimer Foundation/cement	\$9,414.85
Reimer Foundation/Pea Gravel	\$667.80
Kidnation Playground Ltd	\$26,934.60
Ron's Trenching	\$367.50
Home Hardware	\$127.42
Sun Crest, MD Sign	\$499.36
Sub Total	<u>\$135,331.31</u>

Phase two

Hollingsworth & Son Construction ltd.	\$11,886.00
Parlee Sheds and Shelters, Gazebo	\$7,119.00
Kidnation, Basketball standards	\$3,850.77
CTR Construction, Asphalt	\$16,317.00
Wild West tree moving	\$3,990.00
Dirtworx/ install basketball poles	<u>\$812.18</u>
Sub Total	<u>\$43,974.95</u>

Total of Phase one and Phase two	<u>\$179,306.26</u>
Remaining Grant Funds	<u>\$10,281.49</u>

Total Operating Grant - \$3,180.00

Playground Inspection	\$1,180.00
Cleanup, DeBolt Museum society	\$1,520.00
Bank Fees	\$120.00
Teresa Gerwatoski / Garbage removal	<u>\$360.00</u>
Total	<u>\$3,180.00</u>

Attachment # 2

Phase One – Spring of 2017

Play Ground, 5500 square fee

Budget:

Henderson , Kidnation Playgrounds Ltd. Quote on
Playground equipment plus installation

\$116,991.00

Grounds Excavation estimate (DeBolt Construction)

\$6,000.00

? donated

Estimate of base materials (Kakwa stone)
Based on 5500 sq. feet of Pea Gravel

\$10,000.00

Boarder – Treated wood border 12" deep x 6" wide.
\$13.00 / linear foot

\$4,108.00

Installation of Boarder (volunteers)

Total cost of Phase one ---

\$137,099.00

Phase Two - Summer of 2018

Basketball Court and Skating rink – 50feet x 80feet

Budget:

Estimate from Wapiti Gravel Grande Prairie Alberta
Excavation, Gravel Base and Asphalt surface –

\$40,000.00

Quote from Kidnation for two Basketball Standards -
(Please see attachment)

\$6,588.75

Estimate on installation of two light standards (wood Poles)
(Valard Construction)

\$1500.00

Estimate on two yard lights installed on poles (Dr. Sparkie Electric)

\$ 4400.00

Total Cost of Phase Two ---

\$52,488.75

Attachment #3

Budget for Operating

The operation portion of this grant includes general maintenance of the playground which will also include the inspections of the facility.

A program of weekly maintenance schedules will be created by the DeBolt Outdoor Recreation Society and strictly followed in order to promote a safe play environment and to minimize injuries to children. The maintenance schedule shall include preparation for summer use and any special preparations for winter.

Estimate's on yearly maintenance.

Cost of Maintenance person to inspect play area once per week-
52 weeks x 2 hour per week x 20.00 per hour =

\$1,000.00

Cost of Maintenance and Cleanup in spring 10hr x 20.00 per hour =

\$200.00

Cost of cleanup and general maintenance for the summer months
20 weeks 2 hours per week = 40 hours x 20.00 per hour =

\$800.00

Detailed annual inspection (Quote from Dell Harrison, CCPI, CPSI,
With appleplaysafe: First year, \$1180.00)

Cost breakdown:

One- Sr. Composite play structure = \$450.00

Two -Tot Comp. Structure = \$200.00

Five- Stand-alone pieces \$50.00ea. = \$250.00

Sub Total = \$900.00

8 hours travel @ \$35.00hr = \$280.00

Grand Total

\$1,180.00

First year of operating

\$3,180.00

Attachment #4

We request to transfer the remaining grant funds toward these projects.

DeBolt and District Agriculture Society

Improvements to be made at ball diamonds (estimates)

Shelterbelt trees (\$300.00),

10 foot spruce for more windbreak (20 x \$300.00 = \$6000.00).

Installation of a sand box for the younger kids so they can play near the camping (\$300.00).

Finishing the inside of the concession with panel board for ease of washing (\$500.00).

Larger propane tank for concession (\$200.00).

Canvas panels to be installed on Gazebo for wind break (\$500.00)

Lights in Gazebo (\$500.00)

Plans for outdoor skating area

The DeBolt and District Agriculture Society has secured grant funding of \$10,000 per year for three years (total of \$30,000) to be used toward building an outdoor skating rink. The estimate for a simple outdoor rink pad is \$75,000.00 and with boards would be \$125,000.00.

October 12, 2017

MD of Greenview no. 16
Box 1079
Valleyview, AB
T0H 3N0
Attention: Teresa Marin



Dear MD of Greenview No 16

Enclosed is an application for Operating funds for our Playground in Hubert Memorial Park operated by the DeBolt outdoor Recreation Society.

Would this amount be considered for continuing yearly operations.

Thank you for your consideration of this request.

Sincerely
Bernice Gerwatoski

President
DeBolt outdoor Recreation Society



Municipal District of Greenview #16
Box 1079 Valleyview, AB T0H 3N0
Phone: (780) 524-7600 Fax: (780) 524-4307



GRANT APPLICATION

Organization Information:

Name of Organization: DeBolt outdoor recreation society

Address of Organization: Box 388

Contact Name and Phone Number: Bernice Gerwatoski - 7809572071 - 7808149711

Position of Contact Person: President

Purpose of organization:

This Society was formed to facilitate outdoor recreation in the DeBolt area. Objectives are to:
Build and maintain a playground in Hubert Memorial Park - Build and maintain a basket ball
surface - Work toward an outdoor ice surface in future. Also to work with other community
organizations in other outdoor recreation projects.

What act are you registered under? Society's act Registration No. 5018386648

Grant Information:

Total Amount Requested 3,180.00

Operating Capital

Proposed Project: Operating costs are for playground inspection and for yearly maintance and
cleaning of the playground and playground area in Hubert Memorial Park

See Attachment #3 - Budget

see " #1 - Financial statements

see " #2 - Quote for inspection

Operating costs are the costs of day-to-day operations.

Capital costs are costs more than \$2,500, which is not consumed in one year and/or those costs, which add value to property owned and operated by the organization.

FORM A **must** be filled out with **all** grant applications. Fill out FORM B for any capital requests.



Municipal District of Greenview #16
Box 1079 Valleyview, AB T0H 3N0
Phone: (780) 524-7600 Fax: (780) 524-4307

Additional Information:

Have you previously applied for grant from the M. D. of Greenview?

Yes ☒ No ☐

List the last two grants your organization has received from the M.D. of Greenview

1. Amount \$ 189587.75 Year 2017

Purpose: To build playground in 2017 and to build basketball surface in 2018

2. Amount \$ 3180.00 Year 2017

Purpose: To inspect and maintain playground equipment

Have you provided the M.D. of Greenview with a final completion report for grant funds received?

Yes ☒ No ☐

If no, why has the report not been filed?

Have you applied for grant funds from sources **other** than the M.D. of Greenview?

Yes ☐ No ☒

Have you received grant funds from sources **other** than the M.D. of Greenview?

If yes; who, purpose and amount?

Have you performed any **other** fund raising projects? If yes; what and how much was raised?



Municipal District of Greenview #16
Box 1079 Valleyview, AB T0H 3N0
Phone: (780) 524-7600 Fax: (780) 524-4307

By signing this application, I/we concur with the following statements:

- The organization applying for the grants is registered with Corporate Registries or under the Societies Act;
- The grant application is complete and includes all supporting documentation, including most recent financial statement (based on legislative requirements of our organization), balance sheet, current bank balances and current year detailed operating budget or completed Form "A".
- The grant shall be used for only those purposes for which the application was made;
- If the original grant application or purposes for which the grant requested have been varied by the M.D. of Greenview Council, the grant will be used for those varied purposes only;
- The organization will provide a written report to the M.D. of Greenview within 90 days of completion of the grant expenditure providing details of expenses, success of project and significance to the ratepayers of the municipality; failure to provide such a report will result in no further grant funding being considered until the final report is filed and grant expenditure verified;
- The organization agrees to submit to an evaluation of the project related to the grant, and;
- The organization will return any unused portion of the grant funds to the Municipal District of Greenview #16 or to request approval from the Municipality to use the funds for an optional project.

Applicant Information:

Name: Bernice Gerwatoski

Signature:

Address: Box 396 DeBolt Alberta T0H1B0

Telephone Number: 7809572071

Date: October 12, 2017

Attachment #3

Budget for Operating

The operation portion of this grant includes general maintenance of the playground which will also include the inspections of the facility.

A program of weekly maintenance schedules will be created by the DeBolt Outdoor Recreation Society and strictly followed in order to promote a safe play environment and to minimize injuries to children. The maintenance schedule shall include preparation for summer use and any special preparations for winter.

Estimate's on yearly maintenance.

Cost of Maintenance person to inspect play area once per week-

52weeks x 2 hour per week x 20.00 per hour = \$1,000.00

Cost of Maintenance and Cleanup in spring 10hr x 20.00 per hour = \$200.00

Cost of cleanup and general maintenance for the summer months

20 weeks 2 hours per week = 40 hours x 20.00 per hour = \$800.00

Detailed annual inspection (Quote from Dell Harrison, CCPI, CPSI,
With appleplaysafe: First year, \$1180.00)

Cost breakdown:

One- Sr. Composite play structure = \$450.00

Two -Tot Comp. Structure = \$200.00

Five- Stand-alone pieces \$50.00ea. = \$250.00

Sub Total = \$900.00

8 hours travel @ \$35.00hr = \$280.00

Grand Total \$1,180.00

First year of operating **\$3,180.00**

Att. # 1

Walt Outdoor Recreational Society
Income Statement 01/01/2017 to 12/31/2017

REVENUE

Sales Revenue

Revenue: Ball

Revenue: C

Revenue

REVENUE

	3,180.00
	510.00
	2,162.20
	192,767.75
	<u>198,619.95</u>
	<u>198,619.95</u>

General & Administrative Exp...

Business Fees & Licenses

Interest & Bank Charges

Office Supplies

Rent

Playground inspection

Playground Expenses

Total General & Admin. Expe...

	100.00
	27.14
	152.97
	5,000.00
	1,180.00
	134,604.53
	<u>141,064.64</u>

TOTAL EXPENSE

	<u>141,064.64</u>
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NET INCOME

	<u><u>57,555.31</u></u>
--	-------------------------

DeBolt Outdoor Recreational Society
General Ledger Report 01/01/2017 to 08/31/2017
Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance	
1060						12,780.61	Dr
01/01/2017	DeBolt AG Society	3	J1	-	5,000.00	7,780.61	Dr
01/31/2017	bank fee		J2	-	2.50	7,778.11	Dr
02/28/2017	bank fee		J3	-	2.50	7,775.61	Dr
03/15/2017	MD Greenview 16	081001	J4	3,180.00	-	10,955.61	Dr
03/15/2017	MD Greenview 16	081004	J5	189,587.75	-	200,543.36	Dr
03/15/2017	Cash		J7	-	152.97	200,390.39	Dr
03/15/2017	bank fee		J9	-	2.50	200,387.89	Dr
03/15/2017	Playground Ltd.	501	J42	-	90,879.22	109,508.67	Dr
03/15/2017	MD Greenview 16	502	J11	-	100.00	109,408.67	Dr
03/15/2017	ation Playgrounds Ltd.	503	J38	-	3,852.58	105,556.09	Dr
03/15/2017	bank fee		J14	-	2.50	105,553.59	Dr
03/15/2017	bank fee		J15	-	2.50	105,551.09	Dr
03/15/2017	cashout		J25	3,180.00	-	108,731.09	Dr
03/15/2017	504		J40	-	2,487.98	106,243.11	Dr
03/15/2017	505		J16	-	127.42	106,115.69	Dr
03/15/2017	cashout		J26	2,162.20	-	108,277.89	Dr
03/15/2017	91364/91367, Reimer Foundations ...	506	J36	-	9,414.85	98,863.04	Dr
06/30/2017	Bank service charges		J27	-	9.64	98,853.40	Dr
06/30/2017	6786, Ron's Trenching Ltd	507	J32	-	367.50	98,485.90	Dr
07/05/2017	installation, Kidnation Playgrounds ...	508	J30	-	26,934.60	71,551.30	Dr
07/06/2017	Soccer Fees 2017		J24	510.00	-	72,061.30	Dr
07/31/2017	Bank service charges		J28	-	2.50	72,058.80	Dr
08/02/2017	07292017, Apple Play Safe Inspect...	510	J23	-	1,180.00	70,878.80	Dr
08/02/2017	91593, Reimer Foundations Ltd	509	J34	-	667.80	70,211.00	Dr
08/31/2017	Bank service charges		J43	-	2.50	70,208.50	Dr
				198,619.95	141,192.06		

DEBOLT OUTDOOR RECREATION SOCIETY

000511

DATE 2017-10-0
Y Y Y Y M M D

PAY to DeBolt Pioneer Museum
the order of Fifteen hundred & twenty \$1520.00

THE BANK OF NOVA SCOTIA
www.scotiabank.com 1-800-4-SCOTIA
WESTGATE
9829 116TH STREET
GRANDE PRAIRIE, AB T8V 6H6

31609

RE playground garbage 2017

PER B. Vondra
F. Jowatowski

DEBOLT OUTDOOR RECREATION SOCIETY

⑈000511⑈ ⑆31609⑈002⑆ 00745⑈19⑈

DEBOLT OUTDOOR RECREATION SOCIETY

000512

DATE 2017-10-03
Y Y Y Y M M D

PAY to DeBolt & District Ag Society
the order of Four hundred & eighty \$480.00

THE BANK OF NOVA SCOTIA
www.scotiabank.com 1-800-4-SCOTIA
WESTGATE
9829 116TH STREET
GRANDE PRAIRIE, AB T8V 6H6

31609

RE playground garbage 2017

PER B. Vondra
F. Jowatowski

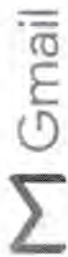
DEBOLT OUTDOOR RECREATION SOCIETY

⑈000512⑈ ⑆31609⑈002⑆ 00745⑈19⑈

DeBolt Museum looked after the playground cleaning to the end of Sept.

Ag Society worker

Att # 2



DeBolt Museum <deboltmuseum@gmail.com>

Inspection of your new Playground.

3 messages

dell harrison <appleplaysafe@live.com>
To: Bernice Gerwatoski <deboltmuseum@gmail.com>

Wed, Nov 2, 2016 at 9:22 AM

Good morning Bernice, we hope that all is well with you.

*We have gone over the plan of your playground proposal,
and have come up with a quote for you.*

*We will be able to Inspect your new Playground for the
some of \$ 1,180.00 (no gst.)*

Here is the cost breakdown:

<i>1 Sr. Composite play structure =</i>	<i>\$ 450.00</i>
<i>2 Tot Comp. Struct. \$100.00 ea. =</i>	<i>\$ 200.00</i>

5 Standalone pieces \$ 50.00 ea. = \$ 250.00

Sub Total = \$ 900.00

8 hours travel @ \$ 35.00 hr. = \$ 280.00

Grand Total = \$ 1,180.00 (no gst.)

As for future annual Inspections, because you will be a Repeat Customer, the cost will go down to - \$ 980.00 (no gst.).

We hope that this is acceptable to you, and look forward to working with you, and to ensuring that your DeBolt children have a Fun and Safe playground.

If you ever have any questions on any Playground related matter, please don't hesitate to ask.

You may also want to ensure that your Play Equipment Supplier installs "Age Appropriate" stickers on all of the play equipment. As well as supply you with a "Maintenance Kit". This will have the special wrenches needed for the play equipment, and specific touch up paint, etc.

What protective surface are you planning on using ? How thick or deep will it be, and who is supplying it ? This is very important, as 75% of all playground injuries occur when kids fall off the equipment and strike the surface below. This is why it has to be as resilient as possible.

Look forward to talking to you later.

Thank you, Bernice.

sincerely,

Dell Harrison, CCPI, CPSI.

www.appleplaysafe.com



REQUEST FOR DECISION

SUBJECT: **Teen Challenge Donation Request**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: May 11, 2020
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) –

Council Bylaw/Policy (cite) –Policy 8004 Greenview Sponsorships and Donations

RECOMMENDED ACTION:

MOTION: That Council take no action on the donation request for Teen Challenge Canada.

BACKGROUND/PROPOSAL:

Administration received a general letter from Teen Challenge on April 22, 2020 requesting support by donation. A specific amount of funds was not requested.

Teen Challenge operates 12-month in-residence alcohol and drug addiction rehabilitation programs with centres located in Alberta, Atlantic Canada, Saskatchewan and Ontario. They offer help and hope to those struggling with alcoholism and/or addiction to other drugs through a proven faith-based program. The only Teen Challenge Centre located in Alberta is in Calgary.

Due to Covid-19 Teen Challenge has had to cancel all of their Spring Galas, outreaches and other spring events that generate financial support to this ministry.

Greenview residents would not benefit from a donation to this ministry.

The Community Services Miscellaneous Grants budget balance as of May 10, 2020 totals \$735,385.18.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that a precedent of donating to ministries will not be set.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide a donation with an amount of their choosing to the Teen Challenge Ministry.

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.

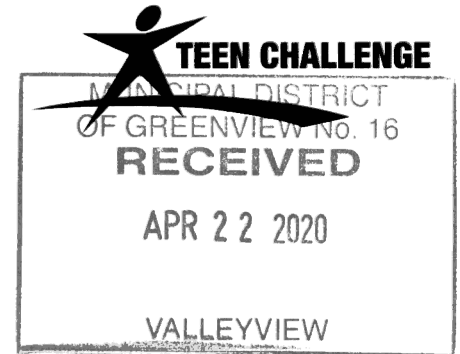
FOLLOW UP ACTIONS:

Administration will advise Teen Challenge of Council's decision.

ATTACHMENT(S):

- Teen Challenge Donation Request Letter

Municipal District of Greenview No 16
4806 36 Ave
PO Box 1079
Valleyview, AB
T0H 3N0



April 6th, 2020

Dear Friends,

As the extent of the COVID-19 crisis becomes clear, I want to update you on how it affects the men and women Teen Challenge Canada serves.

First however, I want to thank you.

We know the pandemic is creating many unexpected challenges for you. So many people who support our work also must make difficult choices to protect their families, businesses, churches and communities.

So we are truly touched when people ask how the students in our program are doing in this crisis, and we want you to know it is because of your past support, we are still operating.

All but one of our centres across Canada remain open and that one will reopen shortly. Students continue their studies and routines, but with new restrictions.

We continue to serve students because sending them away can destroy what they've already accomplished and puts them at greater risk of relapse.

Continuing the program is how students preserve the physical, mental and emotional gains they've already made and keeps them moving towards permanent sobriety.

As you would expect, we're doing everything possible to keep our staff and students safe. Our centres have implemented strong social distancing measures, and rigorous cleaning protocols. We have suspended the intake of new individuals, family visits and most day passes.

We have temporarily closed our Ontario Men's Centre in London, ON, to observe a quarantine period. We will reopen when our local Health Unit says it is safe to do so. Until further notice our Vehicle Donation Program and our Thrift Store in London are also closed.

We quickly cancelled all of our Spring Galas across Canada, and suspended church outreaches and other Spring events until further notice, for everyone's safety.

But the impact of those cancellations is grave: people use our Spring Galas, church outreaches and other events to give financial support to this ministry – funds crucial to our work.

Meanwhile, we are incurring normal expenses, and more, due to COVID-19 measures. We are grateful for short-term help promised by the Federal Wage Subsidy Program, but we still face a major financial setback.

As CEO, I am writing to everyone who supports the women and men who turn to us for help.

Turn over >>



I know you may have received a 2020 Spring Gala Banquet invite for a local Gala event in your area and may have already been contacted about its cancellation. We would like to thank you for your past and present support and generosity. If you were planning to attend one of our Galas, we are sorry that we won't have the opportunity to see you in person, but we look forward to future opportunities.

I do know that in this moment, many people, ministries, churches and other charities, as well as businesses are suffering financially. I see it happening even among friends and family.

At the same time, we have almost 100 people in our care who are on a path to sobriety. You've been a big part of that transformation, and so I put our need before you, so that you know the reality of this ministry and can respond as you are led by God.

Making a gift now, would again help men and women seeking a way out of addiction – and help them persevere through an unprecedented crisis.

If you are able to donate, please visit, [**www.teenchallenge.ca/donate-today**](http://www.teenchallenge.ca/donate-today)

Thank you for your support. I want you to know that we do not ever take your goodwill or support for granted, especially now. We are deeply privileged to count you as partners.

We hope you know that in our hearts, we stand with you – and lift you up in prayer and ask God for His wisdom and protection for us all.

With respect and appreciation,

Glen Smeltzer

Teen Challenge Canada, CEO

P.S. Frequently these days I remind myself that God is in control. He is not surprised by any virus and He offers us hope instead of fear. Join me in praying for our students and staff, and the network of people, churches and businesses that make this work possible, that we all may know the peace of a living faith.

*For the latest updates, news and information regarding the impact the COVID-19 virus is having on the operations of Teen Challenge Canada, our centres, and upcoming local events, please visit [**www.teenchallenge.ca/covid19-update**](http://www.teenchallenge.ca/covid19-update).*



TEEN CHALLENGE CANADA

COVID-19 
UPDATE

Visit teenchallenge.ca/covid19-update
for all the up-to-date information.

PRAYING FOR THE MINISTRY OF TEEN CHALLENGE

— **Pray** for the almost 100 individuals still in our care, who are continuing their journey to sobriety during these challenging times. Continuing with our program allows individuals to protect the physical, mental and emotional gains they've already made.

— **Pray** for the leadership of Teen Challenge Canada as they make the tough decisions, necessary to protect the well-being of individuals in our care and front-line staff.

— **Pray** for our supporters that they, their families and communities remain safe and healthy during these unprecedented times.





REQUEST FOR DECISION

SUBJECT: **Request to Waive the 2019 Penalties on Tax Rolls 178960, 36672 & 36673**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: May 11, 2020 CAO: DT MANAGER: DD
DEPARTMENT: FINANCE GM: AN PRESENTER: MJ
STRATEGIC PLAN:

RELEVANT LEGISLATION:

Provincial (cite) – Section 347(1) of the Municipal Government Act

Council Bylaw/Policy (cite) – Bylaw No. 19-810

RECOMMENDED ACTION:

MOTION: That Council direct Administration to waive the 2019 penalties on tax roll 178960 in the amount of \$10.38, tax roll 36672 in the amount of \$137.17 and tax roll 36673 in the amount of \$3.76 due to a clerical error.

BACKGROUND/PROPOSAL:

In September 2019 the owner of the tax rolls 178960, 36672 & 36673 called the Administration Office to inquire on the balances owing on tax rolls 178960, 36672 & 36673 and to pay them. The owner was advised they had been paid in full, as she had no record of paying these property taxes she asked again and was told once again the taxes had been paid. Unfortunately she did not get the name of the person she spoke with and the information she was given was incorrect.

As she had been advised the 2019 taxes were paid she was very surprised when they received arrears letters in February 2020 for the outstanding property taxes and penalties on these accounts. On March 6, 2020 the owner called the Administration Office to find out why they received arrears letters for these properties when they had previously been told the taxes had been paid in full.

The owner paid the 2019 taxes for these three account but does not feel she should have to pay the 2019 penalties and is requesting that Council waive the 2019 penalties on these three properties.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Council will allow Administration to correct a clerical error.
-

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 waive the 2019 penalties, however as this was due to a clerical error Administration does not recommended this action.

FINANCIAL IMPLICATION:

Direct Costs: \$151.31

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the owner of tax rolls 178960, 36672 & 36672 of Council's decision and write off the 2019 penalties.

ATTACHMENT(S):

- MGA Sections 347(1)
- Bylaw 19-810
- Correspondence from Owner

Penalties

346 A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.

1994 cM-26.1 s346

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

Tax becomes debt to municipality

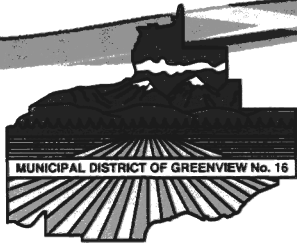
348 Taxes due to a municipality

- (a) are an amount owing to the municipality,
- (b) are recoverable as a debt due to the municipality,
- (c) take priority over the claims of every person except the Crown, and
- (d) are a special lien
 - (i) on land and any improvements to the land, if the tax is a property tax, a community revitalization levy, a special tax, a clean energy improvement tax, a local improvement tax or a community aggregate payment levy, or
 - (ii) on goods, if the tax is a business tax, a community revitalization levy, a well drilling equipment tax, a community aggregate payment levy or a property tax imposed in respect of a designated manufactured home in a manufactured home community.

RSA 2000 cM-26 s348;2005 c14 s12;2018 c6 s5

Fire insurance proceeds

349(1) Taxes that have been imposed in respect of improvements are a first charge on any money payable under a fire insurance policy for loss or damage to those improvements.



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
	<hr/>
Total School Requisitions	23,622,831
Requisition Allowance MGA(359(2))	100,000
Seniors Foundation	1,530,474
	<hr/>
Designated Industrial Properties Requisitions	877,971

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 Cache)	<u>Assessment</u>
Residential	695,515,300
Non-residential	6,609,519,030
Farm land	57,624,090
Machinery and equipment	<u>4,834,317,410</u>
	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	2,033,476	753,139,390	2.7000
Non-Residential	89,582,352	11,443,836,440	7.8280
General Municipal (Grande Cache only)			
Residential/Farmland	2,066,053	267,901,110	7.7120
Non-Residential	866,575	110,701,910	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

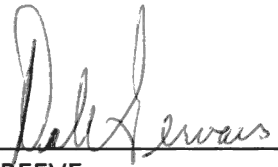
2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.
 - a) Non-Residential Municipal taxes are due and payable on June 30th
 - b) Residential/Farmland Municipal taxes are due and payable on November 15th.
3. In the event of any current taxes remaining unpaid for Non-Residential after June 30th 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 November 15th 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 31st, in the current year, there shall be levied a penalty of 10% on January 1st
 - b) In the event of any arrears of taxes of Non-Residential and Residential/Farmland remaining unpaid after December 31st, in the succeeding year, there shall be levied a penalty of 18% on January 1st, 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 25th day of March, A.D., 2019.

Read a second time this 25th day of March, A.D., 2019.

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


REEVE


CHIEF ADMINISTRATIVE OFFICER

Marilyn Jensen

From:
Sent: Friday, March 06, 2020 10:54 AM
To: Marilyn Jensen
Subject: 2019 Property Taxes-Roll Numbers 178960, 36672 and 36673
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Good Morning Marilyn,

As phone discussion this morning, I would like Council to consider waiving the additional taxes incurred since Nov. 15, 2019.

- Customer Number: 174895
- Roll Number: 178960, 36672 and 36673
- Tax Year: 2019
- Nov. 15 Total Amount: \$804.83
- To Date Total Amount: \$956.12
- Difference of: -\$151.29

Reason Being:

I phoned the MD of Greenview (780-524-7600) in September 2019 to pay for the above 3 parcels and I was told that they had already been paid (I do not remember who I was talking to). I questioned her, I said that I had 4 Roll Numbers and that one was paid by Scotiabank and she confirmed that the 3 remaining Roll Numbers were paid. I admit I was a little confused because I did not pay it, nor did my husband but it was possible.

These 3 properties originally belonged to my father, _____ who passed away on May 8, 2019. Although, he transferred the land to my husband, _____ and I in 2014, he continued to live on the land and insisted he continue to pay for all of the bills. My Dad himself had gone into the MD office in 2015, 2016 and 2017 to pay for the taxes. His health deteriorated drastically in 2018 and in December 2018/January 2019, I was made aware that the 2018 taxes had not been paid. I made the payment and was reimbursed by his Public Trustee in February 2019. When the 2019 Taxes came out they were submitted to the Public Trustee so, it was possible that they had paid for the 2019 Property Taxes. To date, there still has not been an Executer assigned to the Estate, nor the Public Trustee ledger made available to the Beneficiaries.

On the same phone call to the MD in September 2019, after establishing the above 3 accounts were paid, I inquired about coding on our 4th piece of Property (Roll Number: 195650), where I was transferred to Marilyn Jensen unfortunately, I did not have Marilyn confirm the 3 accounts were paid, at the time I didn't know I had to. I do feel that it is unfair that I am required to pay the full amount now as, I was given incorrect information from a MD of Greenview representative. I would really appreciate your consideration to have that amount (\$151.29) waived. I phoned will full intentions to pay, the full balance of \$804.83 should and would have been paid in September 2019.

I truly appreciate your time and consideration and look forward to hearing your response to the matter.

If you have any questions or would like any more information, please do not hesitate to contact me,

Thank-you,



REQUEST FOR DECISION

SUBJECT: **Aerial Photography Services 2020**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 7, 2020
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
ACAO SW
MANAGER:
PRESENTER: SG

RELEVANT LEGISLATION:
Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to award the proposal for Aerial Photography Services 2020 to GeodesyGroup Inc. at a cost of \$210,480.00, with funds to come from the Information Systems 2020 Operational Budget.

BACKGROUND/PROPOSAL:

It has been four years since Greenview's aerial photos were updated. Aerial photos are used by several departments such as Planning and Development department for development permit application approvals, Agricultural Services, Building and Construction, Environmental Services for reference purposes. Other departments within Greenview's team also make use of the aerial photos.

Administration posted a Request for Proposal (RFP) for Aerial Photography Services on the Alberta Purchasing Connection inviting interested parties to provide detailed proposals for the 2020 aerial photography services. The proposal contained a request for aerial photography, and Land contour mapping (which was priced separately).

Seven proposals were received, reviewed and ranked by Administration. The proposals were weighted on a predetermined matrix to select the best proposal available to Greenview. The recommended proposal provided competitive pricing out of all of the submissions and was the highest ranking proposal that met all of the specifications set out in the comparison matrix. The matrix ranking was based on Price, Approach and Methodology, Experience and Proposed Service.

During the review of the proposals, it was determined that it was the cost of the Land Contour mapping was not feasible at this time as the budget for the entire project was set at \$300,000.00. So Land Contour Mapping was removed from the determination. The total cost of the project will be well under budget as a result of this.

Following Council decision on this RFP, Administration plan to proceed with a contract between Greenview and the successful proponent, based on a completion date by the end of November 2020.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of authorizing Administration to award the contract to GeodesyGroup Inc. is that Greenview will have access to updated aerial photos for the entire Municipality that will provide accurate information to the various departments and user groups.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1:

Council has the alternative to choose Verimap as the successful proponent. However Administration does not recommend this action because of the reasons outlined in the Summary of Proponent Bids.

FINANCIAL IMPLICATION:

Direct Costs: \$210,480.00

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision, all vendors will be notified by email of the results.

ATTACHMENT(S):

- Summary of Proponent Bids for RFP – Aerial Photography Services 2020.

Summary of Proponent Bids

Request for Proposal - Aerial Photography Services 2020

Bidder	Cost of Aerial Photos	Summary
Aeroquest	\$ 339,020.00	Aeroquest provided a detailed and acceptable response to the Request for Proposal. Unfortunately the cost is well over the budget set aside for this project which was \$300,000.00.
GeodesyGroup Inc.	\$ 210,480.00	GeodesyGroup Inc. provided the aerial photography for 2016 and their commitment to quality of product was evident. Their response to the Request for Proposal is in line with the specifications set out and they have extensive experience with Greenview's area. GeodesyGroup's quote came in at under the \$300,000 project budget.
OGL Engineering	\$ 325,200.00	OGL Engineering provided a detailed and acceptable response to the Request for Proposal. Unfortunately the cost is well over the budget set aside for this project which was \$300,000.00.
Tarin Resources	\$ 286,304.00	Tarin Resources provided a detailed and acceptable response to the Request for Proposal. In previous years to 2012, Tarin was the provider of aerial photography to Greenview. Their pricing is below \$300,000.00 but not as competitive as Geodesy or Verimap.
Verimap	\$ 199,846.00	Verimap provided a detailed and acceptable response to the Request for Proposal. However, Verimap only quoted on the aerial photography and contour Mapping was omitted from their proposal submission. Their pricing is the most competitive of the four proposals.
WSP	\$ 339,690.00	WSP provided a detailed and acceptable response to the Request for Proposal. Unfortunately the cost is well over the budget set aside for this project which was \$300,000.00.
Z Air Inc	\$ 24,925.00	Z Air Inc provided a below par submission to the Request for Proposal and only quoted on the 10cm per pixel aerial photography. As this is not in line with the requested specificaitons, this company will not be considered as a viable vendor.



REQUEST FOR DECISION

SUBJECT: **Policy 1018 Expenditure and Disbursement**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: May 11, 2020 CAO: DT MANAGER:
DEPARTMENT: CORPORATE SERVICES GM: PRESENTER: DL
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1018 Expenditure and Disbursement as presented.

BACKGROUND/PROPOSAL:

The Expenditure Policy has not been reviewed under the current SLT. This policy has been reviewed by SLT to ensure that it meets the needs of the organization under their leadership, and ensure the processes outlined in the policy are practiced.

Key changes in the policy include:

- Change in title from GM Corporate Services to CFO
- Inclusion on ACAO
- Removal of references to PO system as a PO system is not used across the organization. Administration hopes to implement a PO system across the organization in the future, however, because it is not current practice, it is recommended to remove it from policy until the system is in place.

At the PRC April 15th the following changes were recommended:

- Replacing municipal with Greenview
 - Removing a reference to grants because those are covered under the grants policy.
 - Addition of reference to fleet coordinator to 2.14.5
 - Reference added to Sergeant, Enforcement Services to 2.14.6.
-

BENEFITS OF THE RECOMMENDED ACTION:

1. The Expenditure policy will be updated to meet the needs of Greenview under its current leadership.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may provide additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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PROMISE TO THE PUBLIC

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FOLLOW UP ACTIONS:

No follow up actions to the recommended motion.

ATTACHMENT(S):

- Previous 1018
- Revised 1018

Title: EXPENDITURE AND DISBURSEMENT POLICY

Policy No: 1018

Effective Date: March 11, 2019

Motion Number: 19.03.198

Supersedes Policy No: NONE

Review Date: March 11, 2021



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

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

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

Goods means a manufactured item.

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

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

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

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

Purchase Card means a Greenview issued gas or credit card.

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

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

POLICY

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

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

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

1.2. *Associated Expenditure Officers responsibilities include:*

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

1.3. *Accounting Officers responsibilities include:*

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

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

2. General Provisions

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

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

3. Marketing and Media Placement

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

4. Emergency Expenditures

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

5. Contracts

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

6. Purchase Orders

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

7. Cheque Requisitions

7.1. Cheque requisitions are required for:

7.1.1. All grant expenditures; and

7.1.2. All expenditures where an invoice is not available such as the School Requisitions, etc., except for personal expense claims, these will be paid based on the personal expense claim and the manager's approval of the claim.

8. Invoice Approval

8.1. The Acting Chief Administrative Officer (ACAO) may approve expenditures up to the Chief Administrative Officers limit while serving as the designated Acting Chief Administrative Officer. When the Acting Chief Administrative Officer signs in the absence of the Chief Administrative Officer, they shall include ACAO after signature to indicate to the Accounts Payables department their authority to sign higher expenditure limits.

8.2. To avoid penalty charges the Chief Administrative Officer, Manager of Finance and Administration or the General Manager of Corporate Services may approve an invoice related to ongoing operations, such as gas, electric or utility invoices, with a copy being shared with the responsible Expenditure Officer.

9. Purchasing Methods

9.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing authority in accordance with section 1.1.12 of this policy may be eligible for a purchase card upon approval by the Chief Administrative Officer. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchase card.

9.2. Greenview's Expenditure Officers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so.

9.3. Purchases between \$10,000.00 and \$74,999.99:

9.3.1. Expenditure Officers must attempt to obtain a minimum of three Quotes. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated by purchase order or contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the purchase order or contract.

9.3.2. The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.

9.4. Purchases over \$75,000.00:

9.4.1. Expenditure Officers must abide by the NWPTA for purchases over \$75,000.00 both the NWPTA and CFTA for purchases over \$100,000.00 (see table in Section 10.1). A written contract must be signed for all purchases over this limit. The written contract may be a sales agreement for vehicle and equipment purchases.

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

10. Tendering/ Requests for Proposals

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

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

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

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

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

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

End of procedure.

Title: EXPENDITURE AND DISBURSEMENT POLICY

Policy No: 1018

Effective Date:

Motion Number:

Supersedes Policy No: NONE

Review Date:



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

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

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

DEFINITIONS

ACAO means the Assistant Chief Administrative Officer.

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

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

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

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

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

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

CAO means the person appointed as the Chief Administrative Officer of Greenview in accordance with the *Municipal Government Act*.

CFO means the Chief Financial Officer for Greenview.

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

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

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

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

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

Goods means a manufactured item.

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

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

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

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

Purchase Card means a Greenview issued gas or credit card.

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

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

POLICY

1. Greenview Council hereby establishes a policy for consistent, fair, and transparent purchasing practices while ensuring efficient allocation of available resources in accordance with the *Municipal Government Act*, the NWPTA, and the CFTA. Council realizes that they have a responsibility to its ratepayers to maximize the value of the tax revenue when purchasing Greenview goods and services ~~and when providing grant funding~~.
2. The overall responsibility for implementing and monitoring the annual budget rests with the CAO. The CFO has the overall responsibility for budget reporting and to ensure that all

expenditures are a legitimate claim against Greenview, are within established authorities, and have been either authorized in the annual budget or approved by resolution of Council.

PROCEDURE

1. Responsibilities

1.1. *Expenditure Officers responsibilities include:*

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

1.2. *Associated Expenditure Officers responsibilities include:*

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

1.3. *Accounting Officers responsibilities include:*

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

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

2. General Provisions

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

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

3. Marketing and Media Placement

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

4. Emergency Expenditures

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

5. Contracts

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

~~6. Purchase Orders~~

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

7. Cheque Requisitions

- 7.1. Cheque requisitions are required for:

7.1.1. All grant expenditures; and

7.1.2. All expenditures where an invoice is not available such as the School Requisitions, etc., except for personal expense claims, these will be paid based on the personal expense claim and the manager's approval of the claim.

8. Expenditure Approval

8.1. The ACAO may approve expenditures up to the CAO limit while serving as the designated Acting CAO. When the Acting CAO signs in the absence of the CAO, they shall include ACAO after signature to indicate to the Accounts Payables department their authority to sign higher expenditure limits.

8.2. To avoid penalty charges the CAO, Manager of Finance and Administration or the CFO may approve an invoice related to ongoing operations, such as gas, electric or utility invoices, with a copy being shared with the responsible Expenditure Officer.

9. Purchasing Methods

9.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing authority in accordance with section 1.1.12 of this policy may be eligible for a purchase card upon approval by the CAO. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchase card.

9.2. Greenview's Expenditure Officers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so.

9.3. Purchases between \$10,000.00 and \$74,999.99:

9.3.1. Expenditure Officers must attempt to obtain a minimum of three Quotes. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated by purchase order or contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the purchase order or contract.

9.3.2. The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.

9.4. Purchases over \$75,000.00:

9.4.1. Expenditure Officers must abide by the NWPTA for purchases over \$75,000.00 both the NWPTA and CFTA for purchases over \$100,000.00 (see table in Section 10.1). A written contract must be signed for all purchases over this limit. The written contract may be a sales agreement for vehicle and equipment purchases. All written contracts shall clearly indicate each party's responsibilities, date, duration of contract, and have the supplier's authorized agent's signature, and the appropriate Greenview signatures.

10. Tendering/ Requests for Proposals

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

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

- 10.2. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website www.purchasingconnection.ca. Additional means of tendering notices may also be used.
- 10.3. **Greenview will use a weighted criteria to evaluate tender submissions over the NWPTA thresholds.** The lowest bid meeting the tender or request for proposal requirements and/or specifications will normally be accepted. Justification in writing along with recommendation must be submitted if the lowest bidder is not selected. Normally the only acceptable reasons for selecting bidder that is not the lowest bidder would be:
- 10.3.1. Low bidder does not meet specifications;
 - 10.3.2. Low bidder cannot deliver within the required time;
 - 10.3.3. The quality of performance of previous contracts or services may be in question;
 - 10.3.4. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);
 - 10.3.5. The ability, capacity, experience and efficiency of the bidder.
11. The opening of tenders or requests for proposal must be completed in the advertised public setting.



REQUEST FOR DECISION

SUBJECT: Policy 1027 Signing Authority

SUBMISSION TO: REGULAR COUNCIL MEETING

REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: May 11, 2020

CAO: DT

MANAGER:

DEPARTMENT: CAO SERVICES

GM:

PRESENTER: DL

STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1027 “Signing Authority” as presented.

BACKGROUND/PROPOSAL:

The signing authority policy has not been reviewed by the current SLT. Administration wants to ensure that the signing authority meets the current needs of the organization.

Key changes are:

- Addition of ACAO and CFO to the policy
- Addition of clause allowing ACAO to sign in the absence of the CAO.
- Digital signing provisions for internal use added.

PRC recommended the following changes April 15, 2020:

- Change municipal to Greenview
- Add ACAO and CFO to chart.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an updated signing authority policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

No staffing implications

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Current Policy 1027
- Revised Policy 1027

Title: Signing Authority

Policy No: 1027

Effective Date: September 24, 2018

Motion Number: 18.12.698

Review Date: December 10, 2021



Purpose: The purpose of this Policy is to establish signing authorities for agreements, contracts and other municipal documents excluding expenditures. For Expenditures signing authority see Policy 1018 Expenditures and Disbursement. The intent of this Policy is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations, while maintaining effective internal controls and approval processes.

DEFINITIONS

Act means the Municipal Government Act, R.S.A 2000, Chapter M-26. as amended.

CAO means the Chief Administrative Officer of the M.D of Greenview.

G.M means General Manager referring to the General Managers of each of the major departments: Infrastructure and Planning, Corporate Services, and Community Services.

MOU means a Memorandum of Understanding.

Routine Nature means agreements, programs and service that are renewed annually, or that regularly occur throughout the year.

POLICY

1. This policy designates the general legal signing authorities for Greenview. Specific signing authorities may be designated in various bylaws and policies.
2. The CAO, as per Section 209 of the *Municipal Government Act*, may delegate any of the powers, duties or functions under the *Act* to a designated officer or employee of the municipality. The CAO delegates their authority to sign agreements, contracts and other Greenview documents to the employees indicated in this policy.
3. Unless otherwise indicated in this policy, or as required by provincial or federal legislation, a contracting party or financial institution, all documents require a single authorized signature.
4. Any employee who is in any of the designated positions in an acting capacity, has been delegated all the powers and responsibilities of that position and may sign Greenview documents as outlined in this policy.
5. In the absence of the Reeve, the Deputy Reeve has the authority to sign Greenview documents requiring the signature of the Chief Elected Official as outlined in this policy.
6. All individuals authorized as a result of this policy are responsible for:
 - a. Being aware of compliance with all relevant bylaws, procedures, as well as external legislative requirements when exercising their authority;

- b. Ensuring that all designated individuals understand the powers, duties and functions that have been delegated to them.

PROCEDURE

Bylaws

7. All enacted bylaws shall be signed by the Reeve and the Chief Administrative Officer.

Council Minutes

8. All Council Meeting minutes shall be signed by the Chairperson presiding at the meeting and the CAO, or in their absence the Designated Acting CAO.

Board and Committee Minutes

9. All Board and Committee minutes shall be signed by the Chairperson presiding at the meetings and the Recording Secretary unless otherwise indicated in this policy.
10. Municipal Planning Commission Minutes shall be signed by the Chair and the Manager of Planning and Development.
11. FCSS Board Meeting Minutes shall be signed by the Chair and the Manager of FCSS.
12. Agriculture Service Board (ASB) Meeting Minutes shall be signed by the Chair and the Manager of Agriculture Services.

Agreements and MOUs

13. Unless otherwise provided for in this policy, all non-operational agreements approved by Council shall be signed by the Reeve (or the Deputy Reeve in the Reeve's absence) and by the Chief Administrative Officer.
 - a. Inter-municipal agreements
 - b. Inter-governmental MOUs
 - c. Professional services agreements
 - d. Revenue sharing agreements
14. Generally all agreements, contracts and MOUs that are not addressed in the Expenditures and Disbursement Policy, require the signature of the G.M of the relevant department with the exception of contracts and agreements of a routine nature which may be delegated to the relevant manager as indicated in Procedure 12.

Routine Service and Maintenance Contracts

15. Unless otherwise provided for in this policy or other provincial or federal legislation, all contracts and agreements of a routine nature for the provision of services, maintenance, or municipal programs should be signed by the applicable G.M or the CAO in their absence. General Managers may delegate in writing signing authority for contracts, services and programs of a routine nature to the relevant manager of the department. This includes, but is not limited to the following:
 - a. Janitorial agreements
 - b. Equipment rentals
 - c. Maintenance agreements
 - d. Contractual agreements
 - e. Service agreements
 - f. MOUs not relating to inter-governmental relations

Cheques and Financial Instruments

16. Cheque signing authority is limited to the following people:
 - a. The Reeve, and Deputy Reeve in the Reeve's absence, or any member of Council in the absence of the Reeve and Deputy Reeve; and
 - b. The CAO, and the G.M of Corporate Services.
17. Accounts payable cheques and accounts payable electronic fund transfers requires the signature of the Reeve, or Deputy Reeve in the Reeve's absence and the CAO or the G.M of Corporate Services.
18. Prior to accounts payable cheques and accounts payable electronic fund transfers being issued, accounts payable summaries require the review the Reeve or Deputy Reeve in the Reeves absence, or a Member of Council.
19. Payroll cheques (cheques issued only in the event of extenuating circumstances) and payroll electronic fund transfers require the signatures of the CAO or their designate, and the G.M of Corporate Services.
20. Council authorizes the use of lithographed, printed or digital signatures of the Reeve and CAO for the signing of all cheques as per section 213(5) of the MGA.

Employment Contracts

21. All Offers of Employment shall be signed by a Human Resources Officer.
22. All approved Recommendations for Hire with the exception of the CAO, shall be signed by the Manager and G.M responsible for the position or the CAO in the absence of either signatory.
23. For the hiring of Managers, Recommendations for Hire shall be signed by the G.M responsible for the position and the CAO.
24. For the hiring of General Managers, Recommendations for Hire shall be signed by the CAO and a Human Resources Officer.
25. The approved employment contract of the CAO shall be signed by the Reeve and Deputy Reeve.

Land Title Documents and other Documents relating to Greenview Land

26. Offer to Sell Agreements, Grant of Easements, Utility Right of Way Agreements, Caveats Forbidding Registration, and Discharge of Caveats are all documents that need to be registered with Land Titles. Caveats can be signed and registered by the by an agent of the Caveator (agent for Greenview). Withdrawal of caveats can be done by the same agent that registered the caveat or someone with corporate signing authority or by using the corporate seal. All other agreements may be signed by the General Manager of Infrastructure and Planning or their designate.
27. Documents relating to the surface rights agreements with oil and gas companies or easement agreements with utility service providers, such as ATCO Gas or ATCO Electric or any similar agreements shall be signed by the G.M of Infrastructure and Planning or their designate.
28. Signing authority for Temporary Works Space, Damage Releases, Permission to Enter and other documents that do not require registration with Land Titles are subject to the requirements set out in the Expenditures and Disbursement Policy where applicable.

Documents Pursuant to the Land Use Bylaw

29. Documents which are approved subject to Greenview's current Land Use Bylaw, such as subdivision endorsements, development permits, stop orders, etc. shall be signed by the Manager of Planning and Development, upon approval from the Municipal Planning Commission where required.

Tax Recovery Documents

30. Documents related to Tax Recovery, Part 10, Division 8 and 9 of the MGA, shall be signed by the G.M of Corporate Services or the CAO.

Other

31. All other financial documents, options, agreements, and letters of intent shall be signed by the CAO or designate and the Reeve or Deputy Reeve in the Reeve's absence.

32. All signing authorities and approval requirements outlined in this policy are still subject to the requirements set out in the Expenditures and Disbursement Policy when applicable.

Signing Authority and Approval Requirements

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO	GMs	Manager	Recording Secretary
Council/ Boards and Committees								
Council Meeting Minutes ★	✓		✓		✓			
Board and Committee Meeting Minutes ★				✓				✓
MPC Meeting Minutes ★				✓			✓	
FCSS Board Meeting Minutes ★				✓			✓	
Bylaws ★	✓		✓		✓			
Inter-municipal Agreements ★	✓		✓		✓			
Revenue Sharing Agreements ★	✓		✓		✓			
CAO SERVICES								
Provincial Registry documents		✓			✓			
INFRASTRUCTURE AND PLANNING								
Contracts						✓		
Agreements						✓		

Caveats and documents relating to Land Titles		✓				✓		
Documents that do not require registration with Land Titles						✓		
Construction and Maintenance								
Project related scopes of works							✓	
Operations								
Road Use Agreements							✓	
Crushing Contracts							✓	
Road Bonds							✓	
Planning and Development								
Municipal Planning Commission Decisions and other documents							✓	
Permitted Uses							✓	
Road Widening Purchases (As per Policy)						✓		
Environmental Services								
GRWMC				✓			✓	
COMMUNITY SERVICES								
MOUs	✓					✓		
Agreements	✓					✓		
Community Grants	✓					✓		
Donor Agreements	✓					✓		
Agriculture Services								
Rental Agents							✓	

ASB Meeting Minutes★				✓			✓	
Documents related to ASB and Agriculture Fieldman							✓	
Economic Development								
TMIP Contracts							✓	
Fox Creek Economic Development documents							✓	
FCSS								
School Board Division Liaison Agreements							✓	
CORPORATE SERVICES								
Banking ★			✓		✓	✓		
Agreements						✓		
Contracts						✓		
Finance								
Insurance and Registrations							✓	
Minor Operational Agreement							✓	
Audit Financial Statements					✓	✓	✓	
GRWMC							✓	

★ Dual signing authority: requires signatures of both parties indicated

Title: Signing Authority

Policy No: 1027

Effective Date:

Motion Number:

Review Date:



Purpose: The purpose of this Policy is to establish signing authorities for agreements, contracts and other municipal documents excluding expenditures. For Expenditures signing authority see Policy 1018 Expenditures and Disbursement. The intent of this Policy is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations, while maintaining effective internal controls and approval processes.

DEFINITIONS

Act means the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended.

ACAO means the Assistant Chief Administrative Officer.

CAO means the Chief Administrative Officer of the M.D of Greenview.

CFO means Chief Financial Officer.

FCSS means Family and Community Support Services.

GM means General Manager referring to the Chief Financial Officer and General Managers of each of the Infrastructure and Planning and Community Services.

MOU means a Memorandum of Understanding.

Routine Nature means agreements, programs and service that are renewed annually, or that regularly occur throughout the year.

POLICY

1. This policy designates the general legal signing authorities for Greenview. Specific signing authorities may be designated in various bylaws and policies.
2. The CAO, as per Section 209 of the *Municipal Government Act*, may delegate any of the powers, duties or functions under the *Act* to a designated officer or employee of Greenview. The CAO delegates their authority to sign agreements, contracts and other Greenview documents to the employees indicated in this policy.
3. Unless otherwise indicated in this policy, or as required by provincial or federal legislation, a contracting party or financial institution, all documents require a single authorized signature.

4. Any employee who is in any of the designated positions in an acting capacity, has been delegated all the powers and responsibilities of that position and may sign Greenview documents as outlined in this policy.
5. In the absence of the Reeve, the Deputy Reeve has the authority to sign Greenview documents requiring the signature of the Chief Elected Official as outlined in this policy.
6. In the absence of the CAO, the ACAO has the authority to sign Greenview documents requiring the signature of the CAO as outlined in this policy.
7. All individuals authorized as a result of this policy are responsible for:
 - a. Being aware of compliance with all relevant bylaws, procedures, as well as external legislative requirements when exercising their authority;
 - b. Ensuring that all designated individuals understand the powers, duties and functions that have been delegated to them.

PROCEDURE

Bylaws

8. All enacted bylaws shall be signed by the Reeve and the Chief Administrative Officer.

Council Minutes

9. All Council Meeting minutes shall be signed by the Chairperson presiding at the meeting and the CAO, or in their absence the designated Acting CAO.

Board and Committee Minutes

10. All Board and Committee minutes shall be signed by the Chairperson presiding at the meetings and the recording secretary unless otherwise indicated in this policy.
11. Municipal Planning Commission minutes shall be signed by the Chair and the Manager of Planning and Development.
12. FCSS Board Meeting Minutes shall be signed by the Chair and the Manager of FCSS.
13. Agriculture Service Board (ASB) Meeting Minutes shall be signed by the Chair and the Manager of Agriculture Services.

Agreements and MOUs

14. Unless otherwise provided for in this policy, all non-operational agreements approved by Council shall be signed by the Reeve (or the Deputy Reeve in the Reeve's absence) and by the Chief Administrative Officer.
 - a. Inter-municipal agreements
 - b. Inter-governmental MOUs
 - c. Professional services agreements
 - d. Revenue sharing agreements
15. Generally all agreements, contracts and MOUs that are not addressed in the Expenditures and Disbursement Policy, require the signature of the GM of the relevant department with the exception of contracts and agreements of a routine nature which may be delegated to the relevant manager.

Routine Service and Maintenance Contracts

16. Unless otherwise provided for in this policy or other provincial or federal legislation, all contracts and agreements of a routine nature for the provision of services, maintenance, or Greenview

programs should be signed by the applicable GM or the CAO in their absence. General Managers may delegate in writing signing authority for contracts, services and programs of a routine nature to the relevant manager of the department. This includes, but is not limited to the following:

- a. Janitorial agreements
- b. Equipment rentals
- c. Maintenance agreements
- d. Contractual agreements
- e. Service agreements
- f. MOUs not relating to inter-governmental relations

Cheques and Financial Instruments

- 17. Cheque signing authority is limited to the following people:
 - a. The Reeve, and Deputy Reeve in the Reeve's absence, or any member of Council in the absence of the Reeve and Deputy Reeve; and
 - b. The CAO, and the ACAO.
- 18. Accounts payable cheques and accounts payable electronic fund transfers requires the signature of the Reeve, or Deputy Reeve in the Reeve's absence and the CAO or the ACAO.
- 19. Prior to accounts payable cheques and accounts payable electronic fund transfers being issued, accounts payable summaries require the review the Reeve or Deputy Reeve in the Reeves absence, or a Member of Council.
- 20. Payroll cheques (cheques issued only in the event of extenuating circumstances) and payroll electronic fund transfers require the signatures of the CAO or their designate, and the ACAO.
- 21. Council authorizes the use of lithographed, printed or digital signatures of the Reeve and CAO for the signing of all cheques as per section 213(5) of the MGA.

Employment Contracts

- 22. All Offers of Employment shall be signed by a Human Resources Officer.
- 23. All approved Recommendations for Hire with the exception of the CAO, shall be signed by the Manager and GM responsible for the position, or the CAO in the absence of either signatory.
- 24. For the hiring of Managers, Recommendations for Hire shall be signed by the GM responsible for the position and the CAO.
- 25. For the hiring of General Managers, Recommendations for Hire shall be signed by the CAO and a Human Resources Officer.
- 26. The approved employment contract of the CAO shall be signed by the Reeve and Deputy Reeve.

Land Title Documents and other Documents relating to Greenview Land

- 27. Offer to Sell Agreements, Grant of Easements, Utility Right of Way Agreements, Caveats Forbidding Registration, and Discharge of Caveats are all documents that need to be registered with Land Titles. Caveats can be signed and registered by the by an agent of the Caveator (agent for Greenview). Withdrawal of caveats can be done by the same agent that registered the caveat or someone with corporate signing authority or by using the corporate seal. All other agreements may be signed by the General Manager of Infrastructure and Planning or their designate.
- 28. Documents relating to the surface rights agreements with oil and gas companies or easement agreements with utility service providers, such as ATCO Gas or ATCO Electric or any similar agreements shall be signed by the GM of Infrastructure and Planning or their designate.
- 29. Signing authority for Temporary Works Space, Damage Releases, Permission to Enter and other documents that do not require registration with Land Titles are subject to the requirements set out in the Expenditures and Disbursement Policy where applicable.

Documents Pursuant to the Land Use Bylaw

30. Documents which are approved subject to Greenview's current Land Use Bylaw, such as subdivision endorsements, development permits, stop orders, etc. shall be signed by the Manager of Planning and Development, upon approval from the Municipal Planning Commission where required.

Tax Recovery Documents

31. Documents related to Tax Recovery, Part 10, Division 8 and 9 of the MGA, shall be signed by the CFO or the CAO.

Digital Signatures

32. Digital signatures may be used internally by Managers for the signing and coding of invoices.

33. Digital signatures of Councillors may be used for the signing of documents when express written permission is provided by the Councillors and where permissible under provincial legislation.

34. Unless otherwise provided for in this policy, digital signatures may not be used for the signing of external or official documents.

Other

35. All other financial documents, options, agreements, and letters of intent shall be signed by the CAO or designate and the Reeve or Deputy Reeve in the Reeve's absence.

36. All signing authorities and approval requirements outlined in this policy are still subject to the requirements set out in the Expenditures and Disbursement Policy when applicable.

Signing Authority and Approval Requirements

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/ACAO	GMs/CFO	Manager	Recording Secretary
Council/ Boards and Committees								
Council Meeting Minutes ★	✓		✓		✓			
Board and Committee Meeting Minutes ★				✓				✓
MPC Meeting Minutes ★				✓			✓	
FCSS Board Meeting Minutes ★				✓			✓	
Bylaws ★	✓		✓		✓			
Inter-municipal	✓		✓		✓			

Agreements ★								
Revenue Sharing Agreements ★	✓		✓		✓			
CAO SERVICES								
Provincial Registry documents		✓			✓			
INFRASTRUCTURE AND PLANNING								
Contracts						✓		
Agreements						✓		
Caveats and documents relating to Land Titles		✓				✓		
Documents that do not require registration with Land Titles						✓		
Construction and Maintenance								
Project related scopes of works							✓	
Operations								
Road Use Agreements							✓	
Crushing Contracts							✓	
Road Bonds							✓	
Planning and Development								
Municipal Planning Commission Decisions and other documents							✓	
Permitted Uses							✓	
Road Widening						✓		

Purchases (As per Policy)								
Environmental Services								
GRWMC				✓			✓	
COMMUNITY SERVICES								
MOUs	✓					✓		
Agreements	✓					✓		
Community Grants	✓					✓		
Donor Agreements	✓					✓		
Agriculture Services								
Rental Agents							✓	
ASB Meeting Minutes★				✓			✓	
Documents related to ASB and Agriculture Fieldman							✓	
Economic Development								
TMIP Contracts							✓	
Fox Creek Economic Development documents							✓	
FCSS								
School Board Division Liaison Agreements							✓	
CORPORATE SERVICES								
Banking ★			✓		✓	✓		
Agreements						✓		
Contracts						✓		
Finance								
Insurance and Registrations							✓	

Minor Operational Agreement							✓	
Audit Financial Statements					✓	✓	✓	
GRWMC							✓	

★ Dual signing authority: requires signatures of both parties indicated



REQUEST FOR DECISION

SUBJECT: **Policy 1502 Reserves**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: May 11, 2020
DEPARTMENT: CORPORATE SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve approval Policy 1502 “Reserves” as presented.

BACKGROUND/PROPOSAL:

The following additions have been made to the Reserves Policy:

- Valleyview & District Medical Clinic Building Reserve
- Valleyview & District Medical Clinic Equipment Reserve
- Greenview Daycare Funding Reserve

PRC recommended the following changes April 15, 2020:

- Add reference To Valleyview & District Medical Clinic Committee to provision 3 and 4
- Remove references to the Town of Grande Cache

Additionally, the Community Bus Reserve was added as there was a reserve created but it has not been captured until now.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an updated reserve policy that reflects current reserves.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

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 policy to Council for approval.

ATTACHMENT(S):

- Current Policy 1502
- Revised Policy 1502

Title: RESERVES

Policy No: 1502

Approval: Council

Effective Date: May 12, 2015

**Supersedes Policy No: 1502 and
Procedures 1502-01**



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) will plan for and provide specific purpose reserves that support a viable and financially sustainable municipality.

Purpose: To establish reserves that will allow for future planned and unplanned expenditures required by the municipality.

Principles:

1. Council shall authorize the transfer of funds to and from the Reserves by resolution.
2. All unallocated surplus funds will be allocated to a reserve within any financial year.

Quarterly reports shall be provided to Council regarding committed reserves, as well as the transfer to, and transfer from reserves.

Procedures

1. Definitions

NONE

1. Responsibilities

1.1. Administration

- 1.1.1. Ensure that all transactions regarding reserves are approved by and reported to Council.
- 1.1.2. To transfer funds to and from Reserve Funds as directed by resolution of Council where Council deems that such transfers should occur.
- 1.1.3. Manage reserves in accordance with this procedure.
- 1.1.4. Provide quarterly reports to Council regarding committed reserves and any transfers to and from reserve funds.

1.1.5. Present in each annual capital and operating budget the transactions necessary to comply with this procedure, and to bring Reserve Funds to the minimum levels.

1.1.6. To transfer all existing reserves to the Reserve Funds specified below effective December 31, 2014.

2. Reserve Regulations

2.1. Each Reserve Fund shall be regulated as provided below.

3. Road Infrastructure Reserve

3.1. Purpose: This reserve provides funds for future years' road construction budget, based on approved capital plans. This reserve will contain an additional amount of \$2 Million to allow Greenview the ability to react to positive or negative pricing shifts.

3.2. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization of "Engineering Structures – Road."

3.3. Interest: This reserve receives 10% of annually earned interest.

4. Bridge Replacement Reserve

4.1. Purpose: This reserve provides funds for future replacement costs of bridges. Annual contribution based on life cycle costing of bridges.

4.2. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization of "Engineering Structures – Road."

4.3. Interest: This reserve receives 5% of annually earned interest.

5. Project Carry Forward Reserve.

5.1. Purpose: This reserve will hold all funds for projects that have been carried over from one year to a subsequent year. This reserve will be funded as needed in any given year.

5.2. Receives: This reserve receives prior years project carryover funds

5.3. Interest: This reserve receives no interest.

6. Equipment and Vehicle Fleet Reserve

6.1. Purpose: This reserve ensures funds for replacing equipment and vehicles as per Council's replacement policy. The annual contribution based on yearly depreciation of vehicles.

6.2. Receives: This reserve receives any amortization of "equipment" or "motor vehicle". Salvage revenues received from disposal of equipment and vehicles will be placed into this reserve in addition to the annual contribution listed above.

6.3. Interest: This reserve receives 10% of annually earned interest.

- 6.4. Maximum or Minimum: This reserve should contain a minimum level of funds equal to ten (10%) percent of the “Equipment” and “Automotive Equipment” Audited Financial Statements Tangible Capital Assets Net Book Value. This reserve has no maximum.

7. Disaster Response Reserve

- 7.1. Purpose: This reserve provides funds for emergency funding for Greenview to deal with disasters when they occur, with minimal impact to the approved Operating and Capital Budgets.
- 7.2. Receives: This reserve receives an annual contribution of \$100k.
- 7.3. Interest: This reserve receives 10% of annually earned interest.
- 7.4. Maximum or Minimum: This reserve shall have a minimum balance of \$1 Million to a maximum balance of \$3 Million.

8. Fire Facilities

- 8.1. Purpose: This reserve provides funds for Greenview’s share of replacement or construction of Fire Halls and other fire infrastructure (dry hydrants, etc.) within Greenview and the Towns of Fox Creek, Valleyview, and Grande Cache.
- 8.2. Receives: This reserve receives annualized contribution based on Fire Hall construction or replacement schedules. Starting with \$7 Million.
- 8.3. Interest: This reserve receives 10% of annually earned interest.

9. Fire Apparatuses

- 9.1. Purpose: This reserve provides funds for the purchase of Greenview’s fire apparatus for Greenview Fire Stations and Greenview’s share of apparatus purchases for the Towns of Valleyview, Fox Creek, and Grande Cache.
- 9.2. Receives: This reserve receives annualized contribution based on apparatus replacement schedule. Receives any proceeds from sale of apparatus. Minimum value of 300k to allow for any emergency purchases.
- 9.3. Interest: This reserve receives 5% of annually earned interest.

10. Facilities Reserve

- 10.1. Purpose: This reserve provides funds for replacement or construction costs for Greenview facilities such as offices and maintenance shops. Facilities relating to utilities and emergency services will be funded through their own respective reserve funds. An
- 10.2. Receives: This reserve receives annual amortization of “Buildings.”
- 10.3. Interest: This reserve receives 10% of annually earned interest.

11. Solid Waste Reclamation Reserve

- 11.1. Purpose: This reserve provides funds for post closure liability costs for Greenview waste sites such as transfer stations. Post closure liability costs for regional landfills will be budgeted for by Greenview Regional Solid Waste Management Commission.
- 11.2. Receives: This reserve receives funds based on the life cycle of the transfer stations.
- 11.3. Interest: This reserve receives no interest.

12. Wastewater Reserve

- 12.1. Purpose: This reserve provides funds for replacement or construction of wastewater collection systems and networks within Greenview. Annual contributions based on depreciation.
- 12.2. Receives: This reserve receives funds based on the life cycle of the wastewater facilities and the annual amortization.
- 12.3. Interest: This reserve receives 10% of annually earned interest.

13. Water Reserve

- 13.1. Purpose: This reserve provides funds for replacement or construction of water distribution systems and networks within Greenview.
- 13.2. Receives: This reserve receives funds based on the life cycle of the water systems and the annual amortization.
- 13.3. Interest: This reserve receives 10% of annually earned interest.

14. Developer Contributions

- 14.1. Purpose: This reserve is funded by cash in lieu payments and off-site levies collected from developers.
- 14.2. Receives: This reserve receives funds received from development agreements and off-site levies.
- 14.3. Interest: This reserve receives no interest.

15. Economic Development Reserve

- 15.1. Purpose: This reserve provides funds for municipal development projects (property development, etc.) as depicted in the long-term capital plan.
- 15.2. Receives: This reserve receives funds based on Council's Economic Development Plan.
- 15.3. Interest: This reserve receives no interest.

16. Recreation Reserve

- 16.1. Purpose: This reserve provides funds for construction or replacement of Greenview's recreation facilities (campgrounds, multiplexes, etc.). Annualized contributions based on depreciation for existing facilities. Annual contribution to be used for development of future facilities.
- 16.2. Receives: This reserve receives annual Recreation asset amortization plus any other contributions Council provides.
- 16.3. Interest: This reserve receives 10% of annually earned interest.

17. Green View FCSS Reserve

- 17.1. Purpose: This reserve is used to set aside FCSS program surpluses from the FCSS programs operated by Greenview on behalf of the Town of Valleyview. The Green View FCSS Board shall determine the use of funds in this reserve.
- 17.2. Receives: This reserve receives any surplus balance at the end of a financial year.
- 17.3. Interest: This reserve receives no interest.
- 17.4. Maximum or Minimum: This reserve has no maximum or minimum.

18. Gravel Pit Reclamation Reserve


- 18.1. Purpose: This reserve is used for the environmental reclamation of landfills and gravel pits and as the source and return of deposits and guarantees regarding reclamation.
- 18.2. Receives: This reserve receives funds specifically allocated in the operating budget, plus per tonne charges on waste interred by landfills, and gravel mined for Greenview use, to pay for environmental reclamation
- 18.3. Interest: This reserve receives no interest.
- 18.4. Maximum or Minimum: This reserve has no maximum or minimum.

19. Operating Contingency Reserve

- 19.1. This reserve provides funds to supply Greenview with emergency operating funds in case of a large scale disaster or other disruption to funding sources. Will be equivalent to \$13M the average of three months operating costs.
- 19.2. Receives: This reserve receives funds any unallocated surplus funds received during the year.
- 19.3. Interest: This reserve receives 10% of annually earned interest.

20. End of Procedure

Approved: 15.05.245

Title: RESERVES	
Policy No: 1502 Effective Date: Motion Number: Supersedes Policy No: NONE Review Date: July 31, 2020	
Purpose: To establish reserves that will allow for future planned and unplanned expenditures required by the municipality.	

POLICY

1. Responsibilities

1.1. Administration

- 1.1.1. Ensure that all transactions regarding reserves are approved by and reported to Council.
- 1.1.2. To transfer funds to and from Reserve Funds as directed by resolution of Council where Council deems that such transfers should occur.
- 1.1.3. Manage reserves in accordance with this procedure.
- 1.1.4. Provide quarterly reports to Council regarding committed reserves and any transfers to and from reserve funds.
- 1.1.5. Present in each annual capital and operating budget the transactions necessary to comply with this procedure, and to bring Reserve Funds to the minimum levels.
- 1.1.6. Quarterly reports shall be provided to Council regarding committed reserves, as well as the transfer to, and transfer from reserves.

1.2. Council

- 1.2.1. Council shall authorize the transfer of funds to and from the Reserves by resolution.

2. Reserve Regulations

2.1. Each Reserve Fund shall be regulated as provided below.

3. Community Bus Reserve

3.1. Purpose: The reserve fund is established to assist in the replacement costs of the Community Bus.

3.2. Receives: This reserve receives funds at the discretion of Council.

3.3. Interest: This reserve receives 0% of annually earned interest.

4. Valleyview and District Medical Clinic Building Reserve

4.1. Purpose: This reserve fund is established to assist in the costs of future construction/upgrades to the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget.

4.2. Receives: This reserve receives funds at the discretion of Council.

4.3. Interest: This reserve receives 0% of annually earned interest.

5. Valleyview & District Medical Clinic Equipment Reserve

5.1. Purpose: This reserve fund is established to assist in the costs of future purchases or upgrades to equipment housed in the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget.

5.2. Receives: This reserve receives funds at the discretion of Council.

5.3. Interest: This reserve receives 0% of annually earned interest.

6. Greenview Daycare Funding Reserve

6.1. Purpose: This reserve fund is established to assist in the costs of developing daycare services in Greenview, which may include building and equipment purchases.

6.2. Receives: This reserve receives funds at the discretion of Council.

6.3. Interest: This reserve receives 0% of annually earned interest.

7. Road Infrastructure Reserve

7.1. Purpose: This reserve provides funds for future years' road construction budget, based on approved capital plans. This reserve will contain an additional amount of \$2 Million to allow Greenview the ability to react to positive or negative pricing shifts.

7.2. Receives: This reserve receives funds specifically allocated in the operating budget and

receives any amortization of “Engineering Structures – Road.”

7.3. Interest: This reserve receives 10% of annually earned interest.

8. Bridge Replacement Reserve

8.1. Purpose: This reserve provides funds for future replacement costs of bridges. Annual contribution based on life cycle costing of bridges.

8.2. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization of “Engineering Structures – Road.”

8.3. Interest: This reserve receives 5% of annually earned interest.

9. Project Carry Forward Reserve.

9.1. Purpose: This reserve will hold all funds for projects that have been carried over from one year to a subsequent year. This reserve will be funded as needed in any given year.

9.2. Receives: This reserve receives prior years project carryover funds

9.3. Interest: This reserve receives no interest.

10. Equipment and Vehicle Fleet Reserve

10.1. Purpose: This reserve ensures funds for replacing equipment and vehicles as per Council’s replacement policy. The annual contribution based on yearly depreciation of vehicles.

10.2. Receives: This reserve receives any amortization of “equipment” or “motor vehicle”. Salvage revenues received from disposal of equipment and vehicles will be placed into this reserve in addition to the annual contribution listed above.

10.3. Interest: This reserve receives 10% of annually earned interest.

10.4. Maximum or Minimum: This reserve should contain a minimum level of funds equal to ten (10%) percent of the “Equipment” and “Automotive Equipment” Audited Financial Statements Tangible Capital Assets Net Book Value. This reserve has no maximum.

11. Disaster Response Reserve

11.1. Purpose: This reserve provides funds for emergency funding for Greenview to deal with disasters when they occur, with minimal impact to the approved Operating and Capital Budgets.

11.2. Receives: This reserve receives an annual contribution of \$100k.

11.3. Interest: This reserve receives 10% of annually earned interest.

11.4. Maximum or Minimum: This reserve shall have a minimum balance of \$1 Million to a maximum balance of \$3 Million.

12. Fire Facilities

- 12.1. Purpose: This reserve provides funds for Greenview's share of replacement or construction of Fire Halls and other fire infrastructure (dry hydrants, etc.) within Greenview and the Towns of Fox Creek and Valleyview.
- 12.2. Receives: This reserve receives annualized contribution based on Fire Hall construction or replacement schedules. Starting with \$7 Million.
- 12.3. Interest: This reserve receives 10% of annually earned interest.

13. Fire Apparatuses

- 13.1. Purpose: This reserve provides funds for the purchase of Greenview's fire apparatus for Greenview Fire Stations and Greenview's share of apparatus purchases for the Towns of Valleyview and Fox Creek.
- 13.2. Receives: This reserve receives annualized contribution based on apparatus replacement schedule. Receives any proceeds from sale of apparatus. Minimum value of 300k to allow for any emergency purchases.
- 13.3. Interest: This reserve receives 5% of annually earned interest.

14. Facilities Reserve

- 14.1. Purpose: This reserve provides funds for replacement or construction costs for Greenview facilities such as offices and maintenance shops. Facilities relating to utilities and emergency services will be funded through their own respective reserve funds. An
- 14.2. Receives: This reserve receives annual amortization of "Buildings."
- 14.3. Interest: This reserve receives 10% of annually earned interest.

15. Solid Waste Reclamation Reserve

- 15.1. Purpose: This reserve provides funds for post closure liability costs for Greenview waste sites such as transfer stations. Post closure liability costs for regional landfills will be budgeted for by Greenview Regional Solid Waste Management Commission.
- 15.2. Receives: This reserve receives funds based on the life cycle of the transfer stations.
- 15.3. Interest: This reserve receives no interest.

16. Wastewater Reserve

- 16.1. Purpose: This reserve provides funds for replacement or construction of wastewater collection systems and networks within Greenview. Annual contributions based on depreciation.
- 16.2. Receives: This reserve receives funds based on the life cycle of the wastewater facilities

and the annual amortization.

16.3. Interest: This reserve receives 10% of annually earned interest.

17. Water Reserve

17.1. Purpose: This reserve provides funds for replacement or construction of water distribution systems and networks within Greenview.

17.2. Receives: This reserve receives funds based on the life cycle of the water systems and the annual amortization.

17.3. Interest: This reserve receives 10% of annually earned interest.

18. Developer Contributions

18.1. Purpose: This reserve is funded by cash in lieu payments and off-site levies collected from developers.

18.2. Receives: This reserve receives funds received from development agreements and off-site levies.

18.3. Interest: This reserve receives no interest.

19. Economic Development Reserve

19.1. Purpose: This reserve provides funds for municipal development projects (property development, etc.) as depicted in the long-term capital plan.

19.2. Receives: This reserve receives funds based on Council's Economic Development Plan.

19.3. Interest: This reserve receives no interest.

20. Recreation Reserve

20.1. Purpose: This reserve provides funds for construction or replacement of Greenview's recreation facilities (campgrounds, multiplexes, etc.). Annualized contributions based on depreciation for existing facilities. Annual contribution to be used for development of future facilities.

20.2. Receives: This reserve receives annual Recreation asset amortization plus any other contributions Council provides.

20.3. Interest: This reserve receives 10% of annually earned interest.

21. Green View FCSS Reserve

21.1. Purpose: This reserve is used to set aside FCSS program surpluses from the FCSS programs operated by Greenview on behalf of the Town of Valleyview. The Green View FCSS Board shall determine the use of funds in this reserve.

21.2. Receives: This reserve receives any surplus balance at the end of a financial year.

21.3. Interest: This reserve receives no interest.

21.4. Maximum or Minimum: This reserve has no maximum or minimum.

- 21.1 Purpose: This reserve is used for the environmental reclamation of landfills and gravel pits and as the source and return of deposits and guarantees regarding reclamation.
- 21.2 Receives: This reserve receives funds specifically allocated in the operating budget, plus per tonne charges on waste interred by landfills, and gravel mined for Greenview use, to pay for environmental reclamation
- 21.3 Interest: This reserve receives no interest.
- 21.4 Maximum or Minimum: This reserve has no maximum or minimum.

22 Operating Contingency Reserve

- 22.1 This reserve provides funds to supply Greenview with emergency operating funds in case of a large scale disaster or other disruption to funding sources. Will be equivalent to \$13M the average of three months operating costs.
- 22.2 Receives: This reserve receives funds any unallocated surplus funds received during the year.
- 22.3 Interest: This reserve receives 10% of annually earned interest.



REQUEST FOR DECISION

SUBJECT: **Policy 2010 “Substance Abuse”**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: May 11, 2020
DEPARTMENT: HUMAN RESOURCES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 2010 “Substance Abuse” as presented.

BACKGROUND/PROPOSAL:

Greenview’s current Substance Abuse policy was last reviewed in 2003. There are new realities facing employers with the legalization of cannabis. The current policy only deals with illegal drug use and alcohol consumption. It does not address legal drugs or prescription drugs that may impair an employee’s ability to be fit for duty. The revised policy is a comprehensive policy that covers the responsibilities of employees, supervisors and senior managers. It also outlines testing protocols.

Changes from the April 15, 2020 PRC include:

- “for the term of their suspension” be added to Provision 6.
- “facility for” be added to Provision 7.

PRC debated the merits of including a provision that addressed the use of cannabis at Greenview functions. Another provision could be added to 3.3 “Greenview will not permit the use of cannabis at any Greenview business and social functions”. The committee and administration determined that the provision 3.3.e sufficiently covers the issue but thought council may want to discuss this issue.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an updated substance abuse policy that reflects present realities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

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):

- Policy HU 08
- Policy 2010



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

Section:
**HUMAN
RESOURCES**

POLICY NUMBER: HU 08

POLICY TITLE: SUBSTANCE ABUSE

Page 1 of 3

Date Adopted by Council / Motion Number:

03.04.210

PURPOSE:

To understand, communicate, and assist the employees of the M.D of Greenview in dealing with substance abuse.

POLICY:

The M.D. of Greenview is committed to the health and safety of its employees, and will not tolerate the use of illicit substances nor the abuse of alcohol, medications, or other substances by its employees where such use affects job performance.

PROCEDURE:

1.0 AWARENESS

- 1.1 The M.D. will provide policy awareness training to stress the importance of knowledge and prevention in avoiding substance abuse situations.
- 1.2 Management and Supervisors are responsible for ensuring that all of the employees are aware of the Substance Abuse Policy.
- 1.3 The M.D. shall assist, encourage, and financially support the employee to deal with the substance abuse problem as stated herein or as agreed to with the Manager of Human Resources.
- 1.4 Upon adoption of this policy, all new employees hired by the M.D. will be required to enter into an agreement to participate in a drug and alcohol testing program.
- 1.5 All existing and new employees will be provided with a copy of this policy and they shall acknowledge that they have read and understood the policy.

continued ...

2.0 EMPLOYEE RESPONSIBILITY

- 2.1 All employees of the M.D. of Greenview agree to report to work free from the impairments of alcohol or illegal drugs.
- 2.2 At all times, employees and will be treated fairly, confidentially, and with respect.
- 2.3 At anytime an employee identifies himself as having a substance abuse problem, the employee may approach the M.D. requesting assistance for the problem.
- 2.4 If the M.D.'s benefit plan does not provide insurance for evaluation and treatment for substance abuse, the M.D. will provide time off with pay for the employee to attend and undergo assessment and treatment for a period of one month, or as mutually agreed to by the Manager of Human Resources.
- 2.5 Should an employee believe that another staff member may have a substance abuse problem, the employee shall notify his/her immediate supervisor.
- 2.6 If any employee is found with possession of illegal drugs or the use of alcohol during work hours, the employee may be dismissed for 'just cause' and without notice.
- 2.7 If in the event that the employee is driving an M.D. vehicle or piece of equipment while under the influence of drugs or alcohol, he/she shall be immediately sent and driven home by his/her Supervisor. A review of the incident shall be conducted in accordance with the Personnel Policy, and the employee may be terminated for 'just cause' without notice.

3.0 SUPERVISOR'S RESPONSIBILITY

- 3.1 Supervisors must immediately notify the Manager of Human Resources if they suspect an employee is influenced by, and/or job performance is affected by, substance abuse.
- 3.2 If there is suspicion of a substance abuse, the Manager of Human Resources shall arrange a meeting with the employee and his/her immediate Supervisor.
- 3.3 At the meeting, if in the opinion of the Manager of Human Resources it is determined the employee may have a substance abuse problem, the employee shall be required to undergo an assessment conducted by an approved agency.
- 3.4 If the employee refuses to undergo an assessment, the employee may be terminated for just cause and without notice or may be put on probation in accordance to the Personnel Policy.
- 3.5 If the employee's work performance continues to be unsatisfactory, the employee will be disciplined in accordance with the Personnel Policy, and may be dismissed for 'just cause without notice.

continued ...

- 3.6 If the employee agrees to have an assessment done, and the assessment determines treatment, the M.D. will financially support treatment.
- 3.7 If the M.D.'s benefit plan does not provide insurance for evaluation and treatment for substance abuse, the M.D. will provide time off with pay for the employee to attend and undergo assessment and treatment, in an evaluation and recognized treatment program, for a period of one month or as mutually agreed by the Manager of Human Resources.

4.0 VOLUNTEER TESTING PROGRAM

- 4.1 Existing employees may voluntarily agree to enter into an agreement that will have the employee participate in a drug and alcohol testing program.
- 4.2 The agreement for a volunteer testing program will define the nature of when testing can be done, the level of tolerance allowed, and the type of testing the employer is conducting.
- 4.3 If the volunteer testing indicates a potential abuse, the employee shall participate in an evaluation and recognized treatment program.
- 4.4 The Manager of Human Resources shall be provided with a copy of the assessment.
- 4.5 The employee will be required to follow through with any recommendations for treatment.
- 4.6 The M.D. will only test employees when it is suspected a substance abuse problem exists and when the employee is in an affiliated situation or job that will impair their responsibilities.

Title: Substance Abuse

Policy No: 2010

Effective Date:

Motion Number:

Supersedes Policy No: HU 08

Review Date:



Purpose: Greenview has an interest in establishing programs to promote and enhance health and safety in the workplace. Greenview Substance Abuse Prevention Policy is directed at protecting the health and safety of employees, co-workers, general public and the environment. The Substance Abuse Prevention Policy combines drug and alcohol testing with education, training and access to assistance.

DEFINITIONS

Accredited Laboratory means a laboratory that meets guidelines and standards of the Substance Abuse and Mental Health Services Administration, which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States. Collection and testing processes follow the U.S. Department of Health and Human Services guidelines.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

Alcohol Concentration means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 litres of breath.

Breath Alcohol Technician means an individual trained and certified to conduct breath alcohol testing utilizing an Evidential Breath Tester.

Chain of Custody means the process of documenting the handling of a specimen from the time a donor gives the specimen to the collector, during the testing at the laboratory, and until the results are reported by the laboratory.

Collector means non-medical and medical personnel contracted by an agency who have received training in collecting urine samples in accordance with guidelines that would be acceptable to the regulatory agencies.

Designated Employer means an employer which is an affiliate of the organization and which is designated as such for the purposes of this Policy by the organization.

Drug means any substance other than food, which is taken to change the way the body or mind functions. Drug testing refers to marijuana, cocaine, opiates, phencyclidine and

Policy No: 2010

amphetamines with cut-off levels as per the Substance Abuse and Mental Health Services Administration of the Department of Health and Human Services, which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States.

Evidential Breath Testing Device means capable of measuring the alcohol content of deep lung breath samples with sufficient accuracy for evidential purposes. The Evidential Breath Tester must be on the conforming products list as per the U.S. National Highway Traffic Safety Administration.

Fit for Duty means being capable of performing work related duties in a safe, efficient, productive manner with no drugs and or alcohol present in the body at or above established standards.

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

Medical Review Officer (MRO) means a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant bio medical information.

MDMA means Methylenedioxymethamphetamine.

MDA means Methylenedioxyamphetamine.

Significant Incident means incidents involving a fatality, disabling injury, significant property damage, spill or abnormal discharge that may cause long term health effects to employees and or the public, public evacuation or serious environmental damage or an event or near miss that could have had potential serious consequences.

Substance medical marihuana is not recognized by Health Canada as a therapeutic drug therefore may be referred to as a substance.

Substance Abuse Professional (SAP) means a licensed Physician or a licensed or certified psychologist, social worker, employee assistance professional or an addictions counselor. All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol, drugs and related disorders. Also referred to as a Substance Abuse Expert (SAE).

Supervisor Training shall include the physical, behavioral, speech and performance indicators of probable alcohol or drug misuse and appropriate intervention strategies.

POLICY

1. Scope

- 1.1 This policy applies to all employees and management of Greenview. While this policy refers specifically to alcohol and drugs, it is intended to apply to all other forms of substance abuse.

- 1.2 The guiding principles of the Canadian Model for Providing a Safe Workplace, a best practice guide from the Construction Owners Association of Alberta (COAA) and Energy Safety Canada are incorporated into this policy.
- 1.3 Greenview shall comply with all applicable Federal and Provincial related laws and or regulations.

2. Roles and Responsibilities

2.1 Employees are expected to:

- a. Arrive fit for duty and remain fit for duty during their period of work.
- b. Take responsibility for their own safety and others at the workplace.
- c. Consult with their licensed medical practitioner or pharmacist regarding the proper use of medication they are using to determine if the medication may have a negative effect on their performance.
- d. Advise their direct supervisor, management, or Human Resources if they are using a prescribed drug that their licensed medical practitioner or pharmacist has advised would interfere with their ability to work.
- e. Disclose and seek advice on appropriate counseling or treatment if they suspect they have a dependency or an emerging substance abuse issue.
- f. Take appropriate actions to ensure a co-worker does not remain in an unfit condition at work that may endanger the employee, co-workers or others. This may include contacting your supervisor or management.
- g. Employees receiving standby pay for on-call situations are expected to be fit for duty and in compliance with these standards. If unexpected circumstances arise where an employee is requested to perform unscheduled services while under the influence of alcohol or medications, it is the responsibility of the employee to decline the call.

2.2 Supervisors will:

- a. Monitor and evaluate work performance with an objective of early identification and handling of all performance issues.
- b. Ensure that investigations of work related incidents are carried out in accordance with Greenview incident investigation procedures.
- c. Refer an employee for a drug and or alcohol test when required to do so under this policy.
- d. Monitor policy compliance and take appropriate action as required under this policy.
- e. Arrange for safe transportation of an employee to their residence or nearest public transportation when appropriate under this policy.

2.3 Management will:

- a. Act as a confidential and objective resource within Greenview on matters related to the Substance Abuse Prevention Policy.

- b. Monitor and evaluate work performance with an objective of early identification and handling of all performance issues.
- c. Ensure that investigations of work related incidents are carried out in accordance with Greenview incident investigation procedures.
- d. Refer an employee for a drug and or alcohol test when required to do so under this policy.
- e. Monitor policy compliance and take appropriate action as required under this policy.
- f. Arrange for safe transportation of an employee to their residence or nearest public transportation when appropriate under this policy.
- g. Undertake periodic reviews and revisions of the Substance Abuse Prevention Policy.

2.4 Human Resources/ Safety Personnel

- a. Act as a confidential and objective resource within Greenview on matters related to the Substance Abuse Prevention Policy.
- b. Communicate with the licensed medical practitioner, Medical Review Officer (MRO) and Substance Abuse Professional (SAP) as required.
- c. Provide confidential service to all employees regarding drug and alcohol information, referral to an SAP but not to provide any counselling.
- d. Maintain confidential records of all test results, including refusals to test, correspondence from the Medical Practitioner, MRO and or SAP.
- e. Maintain records of all training /education of management, supervisors and employees.

3. Prohibitions

3.1 Alcohol Use

- a. Alcohol concentration: No employee shall report for duty or remain on duty while having a confirmed alcohol concentration of 0.02 or greater.
- b. On duty use: No employee shall use alcohol while on duty.
- c. Pre-duty use: No employee shall perform work functions within four hours after using alcohol.
- d. Use following an incident: No employee required to take a post-incident alcohol test shall use alcohol for eight hours following the incident, or until he/she undergoes a post-incident alcohol test, whichever occurs first.

3.2 Drug Use

- a. No employee shall report for duty or remain on duty when the employee uses any drug, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee that the drug will not adversely affect the employee's ability to work safely at the job site. If a licensed medical practitioner advises

the employee that the drug will affect the employee's ability to work safely, the employee will immediately notify management of the circumstances.

- b. No employee in a safety sensitive position shall report for duty or remain on duty when the employee uses medical cannabis, except when the use is pursuant to the instructions of a licensed medical practitioner who has provided Greenview with an acceptable Clearance Letter that the prescribed medical cannabis will not adversely affect the employee's ability to work safely.
- c. Management shall ensure that the employee is removed from duty and accommodated to meet safety concerns. Accommodation where feasible may include work restrictions, modified duties, sick or disability leave.
- d. No employee will intentionally misuse prescription or over the counter medications in such a manner as to render themselves unfit to safely perform their duties.

3.3 Possession

- a. Possession, use or offering for sale of alcohol, cannabis, drugs or drug paraphernalia on Greenview or client sites or Greenview vehicles is prohibited.
- b. Possession of devices or products designed to compromise drug and or alcohol testing are prohibited.
- c. Employees who violate this provision may be subject to immediate termination and referral to law enforcement agencies when applicable.
- d. Use of alcohol for social functions or when it relates to Greenview business is permitted when approved by management who will ensure that the use does not contravene the intent of this policy and any applicable laws or regulations.
- e. Medical cannabis can only be possessed and used on Greenview property with prior written approval from management.

4. Testing Options

4.1 Post-Incident

- a. An employee will be drug and alcohol tested after an incident that involves a fatality, disabling injury or significant near miss that could have had potential serious consequences.
- b. Management and/or Supervisors are required to conduct immediate preliminary investigation.
- c. Testing will never delay necessary medical attention for injured worker following an incident.
- d. Testing is not required when the act or omission of the employee was not a contributing factor.
- e. Testing is required when the actions or inactions of a worker were the contributing factor leading to the incident and it is not frivolous.

- f. Wherever possible drug testing should occur within 2 hours of incident with attempts to test for up to 32 hours of incident. Alcohol testing should occur within 2 hours of incident with attempts to test for up to 8 hours of incident.
- g. Reasons are documented if testing is required, not required or unable to conduct required tests.

4.2 Reasonable Cause Testing

- a. An employee will be tested for alcohol and or drug use where Greenview management or other official, who is trained to identify drug and alcohol use by an employee, makes observations which form a reasonable basis for suspecting that the employee is in breach of this policy. Such observations must be documented, specific, clearly stated observations concerning the appearance, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of drug and alcohol use.
- b. Observations which may lead to reasonable cause testing are not limited to, but include: odor of alcoholic beverage or marihuana on breath, slurred speech, glassy eyes, unsteadiness in walking, standing, flushed face, disoriented and or drowsy, incidents or injuries, repeated errors in job performance, excessive absenteeism or lateness, credible complaints of drug and or alcohol use at work.

4.3 Return to duty

- a. Drug and or alcohol testing of an employee who has engaged in prohibited conduct and is returning to work after an assessment by a SAP and compliance with recommendations.

4.4 Follow up

- a. Drug and or alcohol testing on an unannounced basis for at least one year on return to duty. Frequency and duration of testing is determined by the SAP in consultation with management.

5. Training

Greenview recognizes that employee education on substance abuse and on our Substance Abuse Prevention Policy is a critical step in achieving the objectives of the program.

Employee training

- a. Employees will receive awareness education in regards to how this policy applies to everyone including: the risks of drug and alcohol use and their potential impact on safety in the workplace, consequences for policy violation, available resources for employee assistance

services, explanation of the testing procedures and situations when testing will occur.

Management / Supervisor Training

- a. Management will be given the above training as well as more specific training on how to recognize signs and symptoms of drug and alcohol use in the workplace and appropriate responses.

6. Maintaining a Valid Operator's License

All employees that operate a motor vehicle on behalf of Greenview are required to maintain a valid operator's license. Any loss of driving privileges (license) must be reported to your supervisor. The employee will no longer be allowed to drive on behalf of Greenview **for the term of their suspension**. Loss of driving privileges includes temporary suspensions.

7. Collection of Specimens and Analysis

A designated drug testing **facility for** Greenview will collect and process urine specimens for drug testing as required. Drug testing will be conducted according to US Dept. of Health & Human Services (HHS) standards in laboratories accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA). The accredited laboratory will perform required testing with test results forwarded to a Medical Review Officer.

Alcohol screen testing will be with an approved saliva tester or breath alcohol test. All alcohol screening tests at .020 or higher will be confirmed with an approved Evidential Breath Alcohol Testing Device on the Conforming Products List (CPL).

8. Positive Test Procedures

Positive alcohol test procedures

- a. Employees with a confirmed alcohol concentration of .020 to .039 will be removed from duty immediately and will not be allowed to return to work until the following shift. The employee may be subject to corrective disciplinary action up to termination.
- b. Employees having a confirmed alcohol concentration of .040 or greater will be removed from duty/suspended or terminated.

Positive drug test procedures

- a. Employees who are positive on drug tests as verified by the MRO will be removed from duty / suspended.

Refusal to test

- a. No employee shall refuse to submit to a drug and or alcohol test required under this policy.
- b. No manager or supervisor shall permit an employee who refuses to submit for required testing to remain on duty.
- c. An employee who refuses to submit to a required test, tampers or attempts to tamper with a test sample or obstructs the testing process will be considered to have violated this policy. Positive test procedures will apply.

Removal from duty

- a. Employees removed from duty / suspended having a positive drug test verified by an MRO and or a confirmed alcohol concentration of .040 or greater will be required to attend a meeting with management who will review each case and provide written correspondence of the resources available in evaluating and resolving problems associated with the misuse of alcohol and or drugs, including the names, addresses and telephone numbers of SAP's. Where practical management will endeavor to meet or contact the employee the next working day and direction will be provided regarding the suspension and return to work choices.
- b. Any employee removed / suspended from duty having a positive drug test result verified by an MRO and or a confirmed alcohol concentration of .040 or greater shall be evaluated by a Substance Abuse Professional who shall determine what assistance, if any, the employee needs in resolving substance abuse issues.
- c. In order for this policy to be effective in ensuring that Greenview employees will perform their duties unimpaired by alcohol or drugs, the provisions of this policy must be enforced. Accordingly, where an employee violates any provision(s) of this policy, the employee may be subject to corrective disciplinary action, as appropriate, up to and including termination.

Self-Disclosure

- a. Greenview understands that an alcohol or drug dependency is a preventable and treatable condition and recognizes that an individual may want assistance. Employees are encouraged and required to voluntarily come forward or seek assistance on their own, without fear of reprisal. Greenview will do its utmost to assist the employee. An employee who comes forward seeking assistance will be treated as if they had a positive drug and or alcohol test. Once an assessment has been completed a return to work plan can be formulated.

Use of Medical Cannabis

- a. An employee who is using or will be using Medical Cannabis will be removed and or suspended from safety sensitive duties pending the receipt of a clearance letter from the prescribing physician.
- b. Management will provide the employee with a letter of direction, copy of their job description, copy of their Physical Demands Analysis and a copy of the Provincial College of Physicians and Surgeons Guidelines for Prescribing Medical Cannabis.
- c. Return to safety sensitive duties is conditional on receiving a clearance letter from the prescribing physician who will indicate that they are aware of the employee's job description, physical demands analysis and that the Provincial College of Physicians and Surgeons Guidelines for Prescribing Medical Cannabis were followed, expected duration of the prescription requirement, frequency of use and that the prescribed medical cannabis will not interfere with the employee's ability to work in their safety sensitive position.
- d. Referral and or review may be considered at the discretion of management.
- e. The employee will be accommodated wherever feasible.

Medical Review Officer Issued Safety Advisory

- a. In the event of a reported positive drug test the MRO may determine that the donor has a legitimate drug / medical cannabis prescription; the positive result may be changed to a negative. If the MRO determines that the use of that particular prescribed drug / medical cannabis may compromise safety in the performance of a safety sensitive function the MRO will issue a "Safety Advisory" to the Designated Employer Representative (DER).
- b. The employee will be removed from duties and the use or pending use of Medical Cannabis guidelines will be followed when applicable.
- c. When a Safety Advisory is issued for a prescription drug other than cannabis the same procedure will apply.

9. Return to work after a positive test

An employee cannot be returned to duties until he / she has been evaluated by an SAP, complied with recommendations, and has a negative result on a return to duty test and or a breath alcohol concentration less than .020. The employee must provide a written report from the SAP verifying the evaluation and any required treatment or provide a release document for the required information. The SAP will only release relevant information which will assist in returning the employee to their duties.

Follow up testing will be conducted to monitor the returning employee for no less than one year. The frequency of testing will be determined by the SAP in consultation with management and will be designed to assist the employee in remaining alcohol and or drug free at the work place.

10. Confidentiality and Record Keeping

All drug test results are confidential and are released by the MRO or designate to the DER or alternate. Alcohol test results are confidential and released by the testing Greenview to the Designated Employer Representative or alternate. The DER or alternate may release relevant information to Greenview decision makers as required. Confidential information from an SAP will be handled in a similar manner.

All records will be maintained in a locked and secure manner. Records will be kept separate from personnel files. Negative test results will be maintained for no less than one year with positive test results and SAP assessments maintained for a five-year period. A third-party administrator can maintain records on behalf of Greenview.

11. Standards

Medical Review Officer

Initial Test Analyte	Initial Test Cut-off Concentration	Confirmatory Test Analyte	Confirmatory Test Cut-off Concentration
Marijuana Metabolites	50 ng/mL	THCA	15 ng/mL
Cocaine Metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL
Codeine/Morphine	2000 ng/mL	Codeine Morphine	2000 ng/mL 2000 ng/mL
Hydrocodone/ Hydromorphone	300 ng/mL	Hydrocodone Hydromorphone	100 ng/mL 100 ng/mL
Oxycodone/ Oxymorphone	100 ng/mL	Oxycodone Oxymorphone	100 ng/mL 100 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamine/ Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL

MDMA/MDA	500 ng/mL	MDMA ¹ MDA ²	250 ng/mL 250 ng/mL
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APPENDIX A

ANALYTES AND CUT-OFF LEVELS (URINE)

The laboratory will use the cut-off concentration levels of the above chart for initial and confirmation drug tests. All cut-off concentrations are expressed in nanograms per milliliter (ng/mL).

ANALYTES AND CUT-OFF LEVELS (ORAL FLUID)

Initial Test Analyte	Initial Test Cut-off Concentration	Confirmatory Test Analyte	Confirmatory Test Cut-off Concentration
Marijuana Metabolites	4 ng/mL	THCA	2 ng/mL
Cocaine Metabolites	20 ng/mL	Benzoylcegonine	8 ng/mL
Opioids	40 ng/mL	-----	-----
Codeine/Morphine	-----	Codeine Morphine	40 ng/mL 40 ng/mL
Hydrocodone/ Hydromorphone	-----	Hydrocodone Hydromorphone	40 ng/mL 40 ng/mL
Oxycodone/ Oxymorphone	-----	Oxycodone Oxymorphone	40 ng/mL 40 ng/mL
6-Acetylmorphine	-----	6-Acetylmorphine	4 ng/mL
Phencyclidine	10 ng/mL	Phencyclidine	10 ng/mL
Amphetamine/ Methamphetamine	50 ng/mL	Amphetamine Methamphetamine	50 ng/mL 50 ng/mL
MDMA/MDA	-----	MDMA ¹ MDA ²	50 ng/mL 50 ng/mL

The laboratory will use the cut-off concentration levels of the above chart for initial and confirmation drug tests. All cut-off concentrations are expressed in nanograms per milliliter (ng/mL).



REQUEST FOR DECISION

SUBJECT: Policy 4006 “Vehicle Replacement”

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: May 11, 2020

DEPARTMENT: INFRASTRUCTURE & PLANNING

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM:

MANAGER:

PRESENTER: DL

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 4006 “Vehicle Replacement” as presented.

BACKGROUND/PROPOSAL:

The previous vehicle replacement policy simply established a reserve for the replacement of vehicles and equipment. In order to be more fiscally responsible with the vehicles and equipment that are purchased by Greenview, Administration reviewed the vehicle replacement policy to ensure that Administration is maximizing the life cycle usage of vehicles and equipment before ordering replacement. This was done not only through extending the kms, hours, or years of a vehicle or piece of equipment where possible, but also establishing general principles for the purchase of vehicles for the best price, with the minimum specifications required to meet the needs of the organization. Administration also added responsibilities for managers and SLT to ensure that Greenview is budgeting and acquiring vehicles and equipment in the most cost effective way possible.

PRC recommended the following changes April 15, 2020:

- Addition of ACAO and CFO to definitions
- Removal of fire fighting vehicles and equipment from the policy. A separate Firefighting vehicles and equipment policy will be drafted as there are a number of additional factors to consider for the replacement of those and it would overcomplicate this policy.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a policy for vehicle and equipment replacement that will maximize the life cycle of the fleet and being fiscally responsible and accountable to Council and ratepayers.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

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):

- Current Policy 4006
- Revised Policy 4006

Title: EQUIPMENT AND VEHICLE REPLACEMENT

Policy No: 4006

Effective Date: January 26, 2016

Motion Number: 16.01.26

Supersedes Policy No: 4006



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) requires equipment and vehicles to operate the services provided, and shall ensure funds are available in the future to replace the equipment and vehicles by establishing an exclusive capital reserve fund.

Purpose: The purpose of the policy is to establish a capital reserve fund for the purpose of replacing capital equipment and vehicles for the Municipality's operations.

Principles:

1. Administration will recommend the type of equipment and vehicle(s) that will be required to be replaced on a regular basis, to ensure the services of the Municipality are provided as directed by Council.
2. Administration will establish a Capital Reserve Replacement rate, taking into consideration the life span of the equipment and vehicle(s) and the estimated replacement cost.
3. Equipment and Vehicle Reserve Replacement charges will be transferred to a capital reserve fund for equipment and vehicle replacement.
4. Interest earned from the vehicle and equipment reserve will be allocated to the reserve at year end.
5. Council shall authorize the transfer of funds to and from the reserve.

6. Vehicle and/or equipment will be evaluated for replacement based on the date of delivery to Greenview and the following criteria:

VEHICLE/EQUIPMENT TYPE	TIME IN SERVICE (years/kms/engine hours/condition)
Light/Medium Duty Vehicles	7 years / 150,000 kms
Medium Duty Diesel Vehicles	5 years / 300,000 kms
Heavy Duty Vehicles	10 years / 300,000 kms
Graders	5 years / 7,500 hours
Loaders	8 years / 7,500 hours
Backhoes	5 years / 5,000 hours
Track Excavators	6,000 hours
ATV's	10 years
Tractors	6,000 hours
Mowers	Condition
Fire Trucks	15 years
Rescue Vans	10 years
Water Tankers	15 years
Self-Contained Breathing Apparatus	15 years
Breathing Air Compressors	20 years
Thermal Imaging Cameras	10 years
Lift Stations	Condition
Water Pumps	Condition
UTV's	15 years

Title: Vehicle and Equipment Replacement

Policy No: 4006

Effective Date:

Motion Number:

Supersedes Policy No: NONE

Review Date:



Purpose: To ensure Greenview maintains a modern and reliable vehicle and equipment pool, at the lowest overall cost, through establishing a standard of equipment procurement, disposal, replacement and sustainable funding.

DEFINITIONS

ACAO means the Assistance Chief Administrative Officer.

CAO means Chief Administrative Officer.

CFO means the Chief Financial Officer.

GM means General Manager of one of the major departments and includes the Chief Financial Officer.

Greenview means the municipal corporation of the M.D. of Greenview No. 16.

Heavy Duty means a vehicle with a gross vehicle weight of greater than 10,000 lbs, including 1- ton trucks.

Life Cycle means the useful life of a vehicle or piece of equipment based on the average years, kilometres (km), or engine hours a vehicle or piece of equipment operates before maintenance becomes cost prohibitive.

Light/Medium Duty means vehicles with a gross vehicle weight of less than 8,500 lbs, including SUV's, minivans, ½ ton trucks.

Medium Duty means vehicles with a gross vehicle weight of between 8,500 and 10,000 lbs, including ¾ ton trucks.

SLT means Senior Leadership Team comprised of the GMs, CFO, ACAO and CAO.

POLICY

General Principles

1. Administration will recommend the type of equipment and vehicles that will be required to be replaced on a regular basis, to ensure the services of Greenview are provided as directed by Council.
2. Administration will endeavor to purchase the most economical and fuel efficient vehicles and pieces of equipment available and will recommend for purchase the most basic vehicle to suit the department's needs
3. Used vehicles and pieces of equipment may be considered for purchase.
4. Administration may consider leasing vehicles or equipment when economically feasible.
5. All fleet acquisition and disposal will be conducted through the legislated procurement processes and in accordance with Greenview purchasing policies.
6. In circumstances where a vehicle or piece of equipment becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.
7. Upon review, if a vehicle or piece of equipment has continually performed at a high level, with a satisfactory maintenance record, that vehicle or piece of equipment may be considered for a life cycle extension.
8. Vehicles and equipment will be evaluated for replacement based on the following criteria:

VEHICLE/EQUIPMENT TYPE	TIME IN SERVICE (years/kms/engine hours/condition)
Light/Medium Duty Vehicles	10 years / 200,000 kms
Medium Duty Diesel Vehicles	10 years / 300,000 kms
Heavy Duty Vehicles	10 years / 300,000 kms
Graders	10 years / 7,500 hours
Loaders	10 years / 7,500 hours
Backhoes	10 years / 7,500 hours
Track Excavators	7,500 hours
ATV's/UTV's	15 years
Tractors (all types)	7,500 hours
Zambonis	10 years
Light Duty Mowers (zero -turn, self-propelled)	5 years
Gang Mowers	10 year
Fire Trucks	25 years
Rescue Vans	20 years
Water Tankers	20 years
Self-Contained Breathing Apparatus	15 years
Breathing Air Compressors	20 years

9. Fleet Coordinator and Managers are responsible to recommend replacement of vehicles and equipment in accordance with this policy.
10. Vehicle accessories must be approved by the GM.
11. Vehicle replacement requests must be approved by the GM.
12. SLT must sign off on department requests for fleet vehicles above light/medium duty.

Equipment and Vehicle Fleet Reserve

13. Administration will establish an Equipment and Vehicle Fleet Reserve.
14. Administration will establish a Capital Reserve Replacement rate, taking into consideration the life span of the equipment and vehicle(s) and the estimated replacement cost.
15. Equipment and Vehicle Fleet Reserve replacement charges will be transferred to a capital reserve fund for equipment and vehicle replacement.
16. Fleet replacement and due to obsolescence or end of life cycle will be financed through the Equipment and Vehicle Fleet Reserve.
17. Fleet replacement due to physical damage will be financed through appropriate insurance procedures, with the balance for replacement coming from the vehicle replacement reserve.
18. Proceeds from the disposal of vehicles or equipment will be allocated to the Equipment and Vehicle Fleet Reserve.
19. Interest earned from the Equipment and Vehicle Fleet Reserve will be allocated to the reserve at year end.
20. Council shall authorize the transfer of funds to and from the reserve.



REQUEST FOR DECISION

SUBJECT: **Policy 4020 Snow Removal Rural Residential Driveways**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: May 11, 2020 CAO: DT MANAGER:
DEPARTMENT: OPERATIONS GM: PRESENTER: RA
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 4020 “Snow Removal Rural Residential Driveways” as presented.

BACKGROUND/PROPOSAL:

Administration made some minor modifications to the snow removal residential driveways policy. The most significant change was specifying that the policy applies to rural residents, which are those that do not reside in the hamlets of Greenview. A number of definitions were added for clarity.

PRC recommended the following changes April 15, 2020:

- “Private” be added to Provision 5.
 - Grande Cache Public Service Building be added to provision 7.1.
 - Greenview be used instead of municipality.
-

BENEFITS OF THE RECOMMENDED ACTION:

1. There will be more clarity to the policy for residents.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

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 to the recommended motion.

ATTACHMENT(S):

- Current Policy 4006
- Revised Policy 4006



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

Section:

**OPERATIONS
SERVICES**

POLICY NUMBER: OP 24

POLICY TITLE: SNOW REMOVAL / RESIDENT DRIVEWAYS

Page 1 of 2

Date Adopted by Council / Motion Number:

11.05.292

PURPOSE:

To establish guidelines under which driveway clearing services may be provided to residents of the M.D.

POLICY:

1. Driveway snow removal for the M.D.'s residents will be provided by the Municipality on a low priority basis.
2. Residents who wish to have their driveways cleared must first enter into a one-time "Snowplowing Private Driveways" Agreement on the necessary forms releasing the Municipal District, Municipal District employees, and agents from any potential liability arising from snowplow operations on private property.
3. The snowplowing service fee will be established by Council in the "Schedule of Fees" for the Municipality.
4. Snow removal to non-residential sites will not be allowed.
5. Parking areas, granary access, hay access, and other areas are not considered driveways, and will not be cleared.
6. The driveway will be cleared only when all other priorities have been completed.
7. The Resident will be issued a snowplow sign indicating the resident's Agreement number. The snowplow sign is to be placed at a location that is easily visible to the operator when the Resident is requesting the snowplow service. The operator will specify the appropriate Agreement number on his/her timesheet acknowledging that the driveway has been plowed and the Municipal District will invoice the Resident for snowplow maintenance. The Municipal District will issue invoices to Residents on a monthly basis.
8. The Municipality will forward statements to the Resident showing all charges incurred by the Resident for snowplowing completed by the Municipality and the Resident will be required to pay for all charges not later than thirty (30) days immediately following the date of the invoice. In the event that the Resident does not pay his/her account, the Municipality will not perform further snowplowing until the account is paid and any account remaining outstanding will be a debt due to the Municipality.
9. The operator will have the right to refuse to clear a driveway should he have any doubts about safety, equipment damage, or the ability to exit the site.

POLICY TITLE: SNOW REMOVAL / RESIDENT DRIVEWAYS

Page 2 of 2

Date Adopted by Council / Motion Number:

11.05.292

10. An exception is made to this policy for the Grande Cache Co-operatives as follows provided Permission to Enter agreements are signed by each Co-operative.
- 10.1 Residents of the Co-operatives may purchase, in advance, snowplow flags for residential driveways from the Grande Cache Municipal Sub-Office for snowplowing services. The fee is established by Council annually in accordance with the “Schedule of Fees” for the municipality. The fee for one flag shall be for each 400 meters, or portion thereof, of driveway to be cleared.
- 10.2 Snowplowing is to be provided at no charge by the Municipal District to the school bus routes located within the Grande Cache Co-operatives.

REEVE

C.A.O.

Title: Snow Removal Rural Residential Driveways

Policy No: 4020

Effective Date:

Motion Number:

Supersedes Policy No: OP 24

Review Date:



Purpose: To establish guidelines under which driveway clearing services may be provided to rural residents of Greenview.

DEFINITIONS

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

Hamlet Residential Property means residential property located within a hamlet of Greenview, including Little Smoky, Ridgevalley, DeBolt, Landry Heights, Grovedale and Grande Cache.

Non-resident means a commercial or institutional property.

Rural Resident means a resident residing outside the boundaries of a hamlet of Greenview.

POLICY

1. Driveway snow removal for rural residents of Greenview will be provided by Greenview on a low priority basis.
2. Rural Residents who wish to have their driveways cleared must first enter into a one-time "Snowplowing Private Driveways" Agreement on the necessary forms releasing Greenview, and Greenview employees and agents from any potential liability arising from snowplow operations on private property.
3. The snowplowing service fee will be established by Council in the "Schedule of Fees" for Greenview.
4. This policy does not apply to non-residential property and **hamlet residential property**.
5. Private parking areas, granary access, hay access, and other areas are not considered driveways, and will not be cleared.
6. The driveway will be cleared only when all other priorities have been completed.
7. An exception is made to this policy for the Grande Cache Co-operatives as follows provided Permission to Enter agreements are signed by each Co-operative.

7.1 Residents of the Co-operatives may purchase, in advance, snowplow flags for residential driveways from the Grande Cache Public Services Building for

snowplowing services. The fee is established by Council annually in accordance with the “Schedule of Fees” for Greenview. The fee for one flag shall be for each 400 meters, or portion thereof, of driveway to be cleared.

7.2 Snowplowing is to be provided at no charge by Greenview to the school bus routes located within the Grande Cache Co-operatives.

PROCEDURE

8. The Resident will be issued a snowplow sign indicating the resident’s Agreement number. The snowplow sign is to be placed at a location that is easily visible to the operator when the Resident is requesting the snowplow service. The operator will **record the agreement number acknowledging that the driveway has been plowed.** ~~specify the appropriate Agreement number on his/her timesheet acknowledging that the driveway has been plowed and the Municipal District will invoice the Resident for snowplow maintenance. The Municipal District will issue invoices to Residents on a monthly basis.~~
9. Greenview will forward statements to the Resident showing all charges incurred by the Resident for snowplowing completed by Greenview and the Resident will be required to pay for all charges not later than thirty (30) days immediately following the date of the invoice. In the event that the Resident does not pay his/her account, Greenview will not perform further snowplowing until the account is paid and any account remaining outstanding will be a debt due to Greenview.
10. The operator will have the right to refuse to clear a driveway should they have any doubts about safety, equipment damage, or the ability to exit the site.



REQUEST FOR DECISION

SUBJECT: **2020 Ratepayer BBQ's**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: May 11, 2020
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council cancel the Ratepayer BBQ's until the Covid-19 Provincial Regulation CMOH Order 07-2020 has been lifted.

BACKGROUND/PROPOSAL:

Due to Covid-19 provincial regulation CMOH order 07-2020 *Record of decision of the Chief Medical Officer of Health outlining new restrictions and prohibitions to protect Albertans and prevent the spread of COVID-19. Albertans are prohibited from attending gatherings of more than 15 people, and they must continue to observe two metres of social distancing.*

Administration is recommending to cancel the Ratepayer BBQ's until the order has been lifted.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be in compliance with the provincial order.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to rescind motion 19.10.724 Greenview Ratepayer BBQ's and hold the event in 2021.

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



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: CAO Services

Submitted by: Denise Thompson, CAO

Date: 5/11/2020

In late April, Greenview was in 2 separate State of Local Emergencies; one for COVID-19 and the other was because of flooding. At the time of this report, Greenview remains in a State of Local Emergency due to the COVID-19 pandemic.

Operations has assessed the damage due to flooding and is preparing a repair and replacement plan for the infrastructure effected. Culvert failures, drainage issues, road washouts and beaver dams will all keep the attention of staff for the summer and beyond. Construction and Engineering will work with Operations and together to address the deficiencies.

Legislative Services is in the final stages of the Ward Boundary Review Bylaw. Working with the Communications Department, the Legislative Services Officer is working on an advertisement strategy for public hearings as well as an electronic procedure. Continuing to update policies and bylaws, Leg Services is keep busy with a demanding workload.

Many conferences and courses have been cancelled, including FCM in Toronto. Council is governing in this pandemic, cautiously adhering to the distancing requirements in meetings. Use of virtual meeting tools has committees and Council meetings being conducted with people both in person and from a distance.

Assessments/Tax Notices are being prepared and will be out later this month. CAO Services has offered up their help to Finance to prepare the mail out if necessary. Audit is close to completion – a bit challenging with the audit company working remotely. With the budget out of the way, my Chief Financial Officer is now focused on improving our reporting systems. Managers will soon see added value in the reporting systems, thus being able to better capture their real-time balances. Council too will be presented a higher level of financial reporting, giving improved accuracy and timing to the business of Greenview.

Communications has been working with the Director of Emergency Manager to keep our public informed about COVID-19. Echoing the messaging from the Province, Greenview has been cautious to remain aligned with facts and direction from Alberta Health Services.

Due to COVID-19, All Staff day has been cancelled. We look ahead to 2021, hoping that it is safe to gather for training and corporation-wide interaction.

Enforcement Services is working with all departments to elevate our Community Peace Officers' functions to address bylaw complaints. We are awaiting the vehicle units to be outfitted for patrol. Building relationships with RCMP, Fish & Wildlife and our public, our Peace Officers are well on their way to establishing Greenview's enforcement agency.

Protective Services continues to build the Regional Fire Services team. With a complete compliment of Station Chiefs, Regional Chief Brown is working on cross training and training and support strategies within each station.

I.T. is working on establishing fibre optic internet in the Public Services Building in Grande Cache. Now under the guise of the Assistant CAO, the department is establishing processes to best serve the needs of the corporation.

Health & Safety falls within the HR Department. Greenview has invested in an e-compliance system which Health & Safety is working to roll out. The ability to archive information/reports/forms, data collection and e-tools will assist the organization in elevating our safety and compliance. HR continues to manage the needs of the organization, including the temporary layoffs due to COVID-19. Those staff members waiting to return to work when their facilities open back up will receive back to work instruction when it is deemed appropriate.

The Senior Leadership Team continues to work together to provide solid leadership for Greenview. We meet a minimum of once a week, carefully examining, debating and considering the business interests, staffing team, programs and services and Council wishes. We are motivated to find solutions to long standing issues and have a keen desire administer with prudence, accountability and equity in everything we do as Senior Management for Greenview.

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

Denise Thompson
CAO



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: Community Services

Submitted by: Gerry Murphy, General Manager

Date: 5/11/2020

General Manager Community Services, Gerry Murphy

Team Building

Attended ASB on April 29th, the Board had questions around staffing. The timing of hiring the Problem Wildlife Officer was their primary concern but the Wetlands position and the status of the Agriculture Services Manager was also discussed. The Agricultural Service Manager is scheduled to return May 12th.

Interviews are ongoing for the Agricultural Services Administrative Assistant.

Toured Grande Cache on April 7th and met with staff.

Attended numerous budget workshops in April and the Policy Review Committee Meeting on April 15th.

Community Development Initiative

The Community Development Initiative funding agreement is prepared and submitted to the Town of Valleyview for their review and consideration.

Administration is preparing the Town of Fox Creek Community Development Initiative funding agreement.

Agricultural Services Assistant Manager, Dave Berry

Administration

The Agriculture Service Department staff are still settling into the new Agriculture Services building. Renovations in the Weed Inspector office are 95% complete and the mezzanine is 85% complete in the shop area. The mezzanine will be very useful as a storage area for the department and an office area for the Yardman. As the frost is coming out of the ground and the mud is drying up, we are packing the clay areas and the gravel that was laid in last fall.

Staff

Our Beautification Coordinator for Grande Cache has gone on leave for a while and one of her last year's seasonal staff has stepped up to fill in.

Two staff from the Recreation Department have been transferred to Valleyview Vegetation Control staff, and three have been transferred to Grande Cache Beautification staff. As the season progresses, one of those the seasonal staff will take over as Grande Cache weed/pest inspector. The regular seasonal staff who are returning as Weed/Pest Inspectors and Vegetation Management will be starting on June 1st. We feel very fortunate to have many of our seasonal staff returning for this season.

As of February 26, we have had one of our returning Weed/Pest Inspectors filling in as Administrative Support, until the position is filled.

We are also pleased that our Yardman has returned to begin his season as of April 14.

Training/Conferences/Seminars

The COVID-19 issue has resulted in many seminars that the Agricultural Service team planned to host, being cancelled.

We did, however, manage to host a Deadstock Removal and Predation Seminar on April 28th via Zoom. That was a new experience for us, and we had 10 people from across the province participate. We were pleased with the success of that event. We are looking forward to hosting some events towards fall, and are hopeful that the COVID-19 situation will improve by then so we can proceed.

Rental Program

Rental volume is picking up as the spring season progresses, and staff are working to prepare the yard as well as the equipment to be ready for the season. We have received, for the 2020 Capital items, 2 post pounders, 1 grain vacuum and the wash unit.

Pest Control Program

To date, there have been a total of 61 wolves turned in for the 2020 program.

The Agricultural Service staff are starting to get complaints and requests for beaver control to protect infrastructure.

A few skunk traps have been rented out this spring.

Grande Cache Beautification

Staff have been moving in to the old Grande Cache firehall, and have been picking garbage, repairing equipment and cleaning up around the parks and the hamlet in general.

Flower orders have been placed for the planters and hanging baskets.

Agricultural Service Board

Next scheduled ASB meeting is scheduled for May 27th.

Vegetation Management

Nothing to report at this time.

Economic Development Manager, Kevin Keller

Grants/Sponsorships - Community Services Coordinator

The Economic Development Administrative Support staff commenced the duties of the Community Services Coordinator (CSC) position on March 30th. Cross-training for this position was conducted throughout early April to establish seamless hand off of the responsibilities.

Administration responded to the annual internal audit questions with regards to the Community Services Miscellaneous Grants.

The following is the tracking of sponsorship events approved by Council that have notified of cancellation due to the pandemic situation. The groups have been contacted to return the grant and reapply if applicable next year:

2020 Cancelled Events	Amount Sponsored
North West Regional Skills Competition	\$3,000.00
Community Futures Peace Country (Women of the North Conference)	\$500.00
VVMH Midget Icebears Provincials	\$4,500.00
Grande Cache Ice Breakers Tournament	\$2,500.00
Community Futures Yellowhead Lemonade Day	\$500.00
Valleyview Cup Charity Hockey Tournament	\$500.00
Wanham Plowing Match	\$2,000.00
PARTY Program - Town of Valleyview Peace Officer	\$500.00
Big Lakes County Charity Golf Tournament	\$1,000.00
	Total = \$ 15,000.00

Grande Cache Tourism & Interpretive Centre

Renovations at the Tourism Interpretive Center are nearing completion, with expectations that the facility will be ready for the public in early May. Exhibits and the gift shop are being put back in their proper places and clean-up has begun in most areas of the facility.

A Greenview staff member (Certified Journeyman Electrician) has installed new pot lights and a few new light fixtures to eradicate dark areas around the facility. He has also upgraded all existing fixtures and bulbs to LED. We are looking into replacing a few existing pendant light fixtures once the remaining projects are completed.

The Agricultural Services crew has begun seasonal cleanup of the Bird's Eye Interpretive Park, located outside the Tourism Information Centre.

Administration is drafting a 5-year extension to Stingray Radio's current radio tower lease agreement. Their current lease expires on December 31, 2020. The radio tower is located on the top of the Tourism Interpretive Centre and brings a small revenue to Greenview for the occupied space.

Inventory purchases for the gift shop have been delayed until such time as the province of Alberta indicates tourism areas and businesses are open again and Greenview opens its public facilities.

Economic Development & Tourism:

Economic Development Coordinator attended daily sessions of programs/webinars on government economic ministry, post-secondary and association offerings and strategies on how to support business and industry beyond the first wave of the Corona pandemic. Relevant links and tools were added throughout the month to the Greenview Business resources page on the Greenview's website.

Working with the Communications Department daily to ensure government COVID-19 programs, updates and links specific to industry and tourism are being updated.

Focused on utilizing current Greenview records, industry association and regional Chamber of Commerce's directories to build a contact list for Greenview businesses. A phone outreach program to ensure businesses are aware of government COVID -19 support initiatives has been conducted.

Maintain communications with Travel Alberta representatives to ensure Greenview is included in provincial promotions once tourism initiatives are restarted. Additionally, Travel Alberta is interested in Greenview's upcoming dinosaur experience to be housed at the Grande Cache Tourism Information Centre beginning in early 2021. Travel Alberta's interest may provide promotional support to launch public awareness of the tourist attraction.

Once travel restrictions are lightened a proposed new Greenview Tourism initiative may be launched to support visits to the six (6) golf courses that are located within Greenview. The concept is to distribute Greenview Golf Passports and when the individual golfs all the Greenview courses in one season they will receive a sleeve of golf balls and a pair of “nineteenth hole” beverage holders. This would align well with Grande Prairie Regional Tourism’s “camp at home” program beginning in the summer of 2020.

Administration is developing opportunities to highlight regional Greenview businesses in conjunctions with other Greenview sponsored events. These proposed “mini-expos” would only be 2-3 hours in length, but would be an opportunity for Greenview hamlet/rural based businesses to promote themselves and highlight they are located in Greenview and are open for business. It would be a great opportunity to introduce themselves to the regional populations and to Greenview leadership. These events would not begin until public gathering restrictions are reduced to permit such events.

Continue working with consultant on the Greenview Fiber Optics Strategy Project to be concluded the first week of May 2020.

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

Administration

The Career and Employment Request for Proposal for the Grande Cache area has been completed and submitted to the Province. The agency who is awarded the contract will begin to deliver career and employment services on June 1, 2020 in Grande Cache.

While the FCSS offices are closed to the public, each location is supporting residents over the phone or through email. Many residents continue to make inquiries regarding Employment Insurance, Canada Emergency Response Benefit (CERB), and filing income tax.

Administration continues to reach out to clients two (2) or three (3) times per week. Contacting residents regularly reduces social isolation and is an avenue to monitor needs. Grocery and medication delivery remains available to any resident who requires it. The Red Willow Lodge, prior to the pandemic, would make meals for Town of Valleyview residents and our Home Support service would deliver the meals. The Lodge discontinued making meals for non-residents at the end of April. This action has been done to reduce chances of infection in the lodge, as anyone who is not a resident is not permitted to enter. There were 11 clients utilizing this service, and administration has contacted each of them to ensure their food security is not jeopardized. All of the residents have found alternate means of acquiring food.

Effective April 21st, the Government of Alberta will be temporarily suspending applications for the \$30 million in emergency social services funding to charities, not-for profits and civil society organizations to support their COVID-19 response. The Government has received over 600 applications. Current applications are being reviewed, and approvals for urgent requests will occur before reopening intake of applications.

The total number of requests have been in excess of \$33 million dollars. The province will make direct contact and implement funding agreements with respective agencies, and therefore local FCSS programs may or may not be informed. Administration has been contacted by the Valleyview Food Bank advising us they were successful in their application.

The Family Resource Network Hub and Spokes have been announced. Greenview has been divided into two service areas with hubs in Whitecourt and Jasper. Whitecourt and Area Family Support Program (FSP) will offer services in Valleyview for children aged 7-18. Services will include family and or individual counselling: family support; skill development; and case management and coordination of services. Fox Creek is a spoke under Whitecourt and will provide services in Valleyview and area to families with children aged 0-7. Grande Cache falls under the hub in Jasper. The Hinton Friendship Center is the spoke designated to serve families with children 0-18 in Grande Cache. Services will include both targeted and intensive programming for families. Green View FCSS will remain providing universal prevention.

With COVID-19, flooding, and fire season approaching, the FCSS team is preparing for the potential of opening a Reception Centre and providing all duties required in emergency social services (ESS). ESS services include registration and inquiry, housing, food, pet care, personal services, and volunteer coordination.

Recreation Services Assistant Manager, Deborah Wood

General Outdoor Recreation Site Operations

Greenview outdoor recreation sites have all been closed in response to COVID – 19. Immediately following the closures, Administration began receiving several complaints from ratepayers who wanted access to waterbodies for angling purposes (primarily Swan Lake). Additionally, Greenview staff has observed several people parking in front of barricades and walking into the park to fish. As such, administration is currently working towards a plan to have boat launches open to the public by the middle of May. All facilities within these partially open parks will be closed, and campground sections will be barricaded off. Extensive signage will be put in place to encourage physical distancing and an emphasis will be placed on having the sites patrolled.

Moody's Crossing

Moody's Crossing has seen significant flooding of the main road due to spring melt. At this time AllNorth has been brought on board to do an analysis of the existing issues on site. A visual assessment was done at the peak of the water flow, and a full survey will be completed when it is safe to do so. A summary of findings and next steps will be provided following the thorough analysis. The problem areas are not within the sections with new (2018) construction, but are all related to the previously existing road and drainage.

While the goal of mid-May river access opening stands for Moody's Crossing, it will be delayed if required, as it relates to road damage and/or dangerous water levels of the river.

Recreation Leases

It has been determined that many leases that were acquired through the Town of Grande Cache have expired. Administration is working closely with Alberta Environment and Parks to ensure that these issues are mitigated as quickly as possible. Lease renewals have been submitted for the following sites:

- Fireman's Pit
- Grande Cache Lake
- Grande Cache Golf Course
- Power Pond

In addition to the lease renewal applications, temporary field authorization applications have been submitted for the sites to allow for authorized access.

A renewal application has also been submitted for Grovedale Fish Pond as it is set to expire in the fall of 2021.

The lease for Smoky Sunset Landing is still pending at this time. All aspects of the application have been accepted with the exception of the sketch. Multiple requests for updates on the status of the application have been submitted without response.

Grande Cache Recreation Services Manager, Kevin Gramm

Grande Cache Recreation Services:

3D Energy audit complete and we continue to work with 3D Energy to access grant funds through the Municipal Climate Change Action Centre for engineering proposals and project grant funding.

Reviewing the scope of requirements to establish and create a Grande Cache Recreation Services Board for the Hamlet of Grande Cache and surrounding areas.

We continue to be ahead of schedule on all approved projects. The extra time has allowed the department to address ongoing issues with various facilities.

All necessary signage is installed and playgrounds / recreation spaces flagged or barricaded from public access. Weekly SITREP reports submitted to the DEM, Wayne Brown.

Staff are 80% complete on the transfer of Active Net to Book King Software. All manuals, documents and future opening guidelines are in progress for updates.

The community bus review is complete and connecting with interagency members to collect further data.

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 66% complete to date. 4 change orders to date, still within the built in values for the original contract. Contingency on the project has not been affected to date. Substantial completion re-established for June 19th, 2020 due to COVID 19 related delays.

Grande Cache Recreation & Trails Masterplan: RE19010

EDS presented the final report for Council during the April 20th Committee of the Whole meeting. The next steps will be for Recreation Services to review the recommendations and discuss with EDS the priority setting to present to Council at an upcoming Council Meeting. Funding has been reduced to progress forward with implementation at this time and direction setting will be the priority at this time.

Grande Cache Arena Dressing Room Design:

Beirsto & Associates has completed final conceptual drawings. A review and design meeting was held in GC on April 16th, 2020 to determine further project mechanical considerations. The project will continue as intended with a final package available to Council in May for review.

Grande Cache Ball Diamonds: RE19007

Project has been cancelled as per Council Motion.

Grande Cache Municipal Campground: RE19008

The Campground is currently closed and any further project funding has been cancelled as per Council Motion.

RE20002 - Phase 5 Park:

Project has been cancelled.

RE20005 - Recreation Centre Lobby Cooling AHU

Project in progress, due to be completed May 13th 2020.

RE20006 - Recreation Centre chemical feed systems:

Project is complete.

RE20007 – Aquatics Chemical Controllers:

Project is complete.

RE20008 – Recreation Centre Air Handling Units Coil Modifications:

Project is complete.

RE20009 – Recreation Centre Boiler Room Ventilation:

Project is complete.

RE20010 – Quantum 6 Panels:

Panels ordered and awaiting an installation date.

RE20011 - Grande Cache Curling Rink Retaining Wall:

The Grande Cache Curling Rink retaining wall is 90% complete, project continues in 2020. Precision Engineering has been retained to continue the project. Tender package is being developed for release and bid. Funding has been reduced and will continue in 2021. The 2020 plan is to complete the tender package and bid submissions.

Recreation Services Assistant Manager, Michelle Richardson**Greenview Regional Multiplex**

With the closure of Greenview Regional Multiplex, administration has been actively working on multiple maintenance items to ensure the facility will not have another shutdown in 2020. A full aquatic shut down is underway, minor concrete and tile work is required, and contractors have been scheduled with the goal of getting the facility fully functional prior to the pandemic restrictions being lifted. Administration is working on the repair to the boiler system from the extreme cold damage in January. The heat exchanger was replaced, and the contract work is postponed until May, due to not being able to have specialized parts shipped right now with COVID 19. With the closure of the facility, administration is working towards moving all members and facility users' documents to a digital platform. Upon opening, the facility will have a fully functional digital waiver platform that will help us align with Greenview's vision of being paperless.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: Corporate Services

Submitted by: Aleks Nelson, Chief Financial Officer

Date: 4/30/2020

CFO, Aleks Nelson

Much of the past month was spent finalizing the annual budgets, the tax rate bylaw and the monthly plan bylaw.

I will have the opportunity to visit all the hamlets next week to introduce myself to available staff and to start to familiarize myself with some of the other municipal facilities.

Donna and I participated in a telephone meeting with Greenview's investment advisor. We expressed our concerns with the unknown future of Greenview's cash flows.

He commented that Greenview is in an excellent position to weather the potential storm and assures us our investments are liquid and attractive in the market place should we need to sell any of them, which is certain considering the capital plan and the contribution to Hwy 40 is all funded from reserves.

He also invited us to attend a webinar on May 13, 2020 at noon to listen to Todd Hirsch, Chief Economist for ATB who will be providing an Alberta economic update.

Finance & Administration Manager, Donna Ducharme

Another month gone by and Donna is right in the thick of Audit! This year the auditors are definitely earning their keep when it comes to Greenview.

Donna travelled to Grande Cache last week to say farewell to Judith Coughlin, she was with the former Town of Grande Cache for 20 years & even though she was only with Greenview for a short time she will be missed.

Donna also inquired about a project module for GRW as there will be capital items purchased this year, once it's confirmed that the Project module is available for use, Wanda will be setting them up and tracking will be underway.

Her finance team is gearing up for their annual tax stuffing event – every year they get faster so it should be interesting to see if they beat their record from last year which was around two and half days for over 16,000 notices!!

Then of course the usual tasks of the month for Donna, month end, new vehicles and equipment to be insured and registered, insurance claims and so on.



Manager's Report

Function: Infrastructure & Planning

Submitted by: Roger Autio, General Manager Infrastructure & Planning

Date: 5/11/2020

General Manager, Infrastructure & Planning, Roger Autio

- Working with Operations and Construction on the recent flooding
- Working with Operations on the recent environmental concern
- New I & P building update; Wiring, Plumbing and duct work are completed. Drywall is up and mudding has started.

Assistant Manager, Construction & Engineering, Leah Thompson

- Administration held pre bid meeting for the Victor Lake project with consultant to review and answer questions that arose from the tender document that were coming in from contractors who were preparing a bid.
- Held tender opening via zoom on April 22nd for the Victor Lake project. RFD to come to Council May 11th to award the contract.
- Held tender opening via zoom on April 24th for the Forestry Trunk Road Paving project. RFD to come to Council May 11th to award the contract.
- Administration attended an online meeting with TransCanada to discuss master road use agreements that are in place and what is in need of change for requirements within Municipal Roads during road construction.
- Met with landowner to sign off agreement for the purchase of land for the Sunset House Drainage for rehabilitation in the fall of 2020.
- Town of Valleyview has completed their gas line move and block valve on Range Road 230.
- Dealing with flooding issues within Goodwin Road and the landowners that were of concern. Contractor, administration and consultant representative were at location for multiple days to field any concerns from landowners and to have a presents there to ensure that we were working on the issues. Most

landowners were thankful that there was an MD presence and understanding of the thaw and the amount of water moving.

- First Nations Consultations for projects have been put on hold due to Covid-19. We don't foresee this negatively reflecting our projects.
- Contractor for Phase 4 of the Forestry Trunk Road will be at site to finish up some top soil movement and finishing up project by middle of May weather dependant.
- Contract for Range Road 201 has been signed and received by the Contractor, will be setting up a preconstruction meeting once their permits, traffic assessments and environmental assessments are completed.
- Reviewing projects that are eligible for Resource Road Funding within our current budget.
- Km 7 on the Forestry Trunk Road had some test drilling completed for geotechnical requirements.
- Administration is working with Operations to determine the drainage concerns at the intersection of Twp. 729 and RR 261 and resolve the direction of the water and the condition of the ditches.
- Administration has discussed with Alberta Transportation regarding the drainage on Secondary Hwy 736 near Twp. 734 working on a strategic plan that would benefit all parties with the least amount of impact.
- Digital meetings with consultant, regarding the next phases and cost estimates for the future phases of the FTR requirements.
- Grovedale lagoon access of 30m x 1100m area includes the existing road has been purchased from the landowners. Process of purchasing the from Alberta Environment and Parks Sales Division for selling the crown portion of the lagoon and part of the access road to Greenview
- Farmland Access land has been acquired adjacent to RR 242. Acquiring pipeline crossing agreements, one is an insolvent company in receivership. Registered road plan has been completed along with internal surveying of the new road. Was at location to discuss with landowners.
- Acquiring 64A road allowance to allow Greenview to register the road plan.
- Administration is collaboratively working on 2 projects with the Environmental Department.
- Will be acquiring land on both sides of the road for BF78838 for fall replacement located on RR 222.
- Will be acquiring land for TWP Rd 692 in Grovedale for the purpose of road upgrades.

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. Contract dozers brought in to push back snow banks and open ditches alongside Greenview equipment.
- Respond to flooding, culvert washouts, etc... close roadways, steaming culverts
- Begin repairs for recovery from flooding damages utilizing day labour and Greenview staff

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. Contract dozers brought in to push back snow banks and open ditches alongside Greenview equipment.
- Steamer units are ready to go for the upcoming spring runoff season. Crews have already responded to a few culverts that were frozen
- Begin repairs for recovery from flooding damages utilizing day labour and Greenview staff
- Street sweeping has begun in Grovedale area, coordinating with Facilities Maintenance

Operations South

- Crosswalk, catch basins and sidewalk snow removal, clear build up and ongoing winter road maintenance and snow hauling as well as culvert steaming
- Pothole patching has begun
- Coordinated with Environmental Services to haul 104 loads of cover material to landfill and worked together on two digs
- Contract dozer brought in to push back heavy snow drifts on FTR. KM 157-158
- Street sweeping has begun in Hamlet of Grande Cache

Manager, Environmental Services, Gary Couch

- Environmental Services have implemented procedures to protect staff and residents from the spread of COVID-19
- To date all services are operating normally through the department. No staff have been absent due to COVID -19.
- Working with Operations in Grande Cache to cover the garbage at the pit. Clean up at landfill is and will be ongoing for some time

Complaints

Grande Cache

- 2 sewer backups resulting in home owners plugging the lines with wipes.

Water and Wastewater

Grande Cache

- Ongoing meter replacement
 - Manhole inspections
 - Toured potential Consultant around Wastewater Treatment Plant to prepare proposal.
- Industrial Pumps working with staff for repair/rebuild of raw water pump

DeBolt, Ridgevalley, Little Smoky

- Assisting Town of Valleyview with Water Treatment Plant issues and working on a MOU for operational assistance.
- Hydrant flushing/ main valve exercising scheduled for the week of May 25th.
- Flooding in Grovedale resulted in damage to the lift station. CDN doing repairs
- Operators dealt with a lot of flooding in Ridgevalley around lift station.
- Sewer CC repair in Grovedale.
- Manhole inspections.
- Grovedale Water Plant and associated contracts.
- Dealing with prime Contractor and Bonding Agency on remediation/correction of raw water pipeline
- Grovedale area construction preparing for return from winter Shutdown.
- Landry Heights Water install on schedule. Asphalt concerns by contractor as road surface isn't holding up well in general. Poor existing subgrade and minimal asphalt thickness are contributing.
- Continued progress on Valleyview Rural Water plans.

Solid Waste

- There has been a wood restriction place on all transfer stations/landfills throughout Greenview resulting from the province wide fire ban. Wood will be accepted until each site has met their capacity.
- South wapiti Transfer station receive a large amount of unacceptable material in Burn area. Wood restriction implemented until cleared.
- "Take it or leave it" sheds at all Transfer Stations have been closed indefinitely due to COVID 19.

Grande Cache

- Utilities operators receiving training on equipment and scale house to assist with relief coverage.
- Working with Operations to cover the garbage at the pit. Clean up at landfill is ongoing at the landfill.
- Cardboard bins will be located to the landfill due to the ongoing issues with residents not utilizing them correctly.
- The 2 grass bins will be removed. Residents will be instructed to take all clippings to the landfill.
- The Scale house attendant position has been advertised internally, previous attendant is now the permanent equipment operator.

GRWMC

- Consideration will be requested to possibly sell old CAT crawler loader to Greenview for Grande cache Landfill. Required rebuild or new motor.
- AEP Annual landfill report submitted for
- Scale house attendant has been hired.

Manager, Planning & Development, Sally Rosson

- Spring circulation of the Landowner maps are being finalized and available for public sale.
- Planning & Development Staff QGIS training was re-scheduled in-house via video conference on April 29-30, 2020. QGIS will replace GeoMedia Professional.
- Preliminary work on incorporation of the two Land Use Bylaws for Hamlet of Grande Cache and Greenview will be coming from the contractor to administration in the next few weeks.
- On April 14, 2020, Big Mountain Light Industrial Development (Plan 882 2869, Lot 2) were advised that Greenview is not interested in purchasing their property. Big Mountain have requested a time extension of the subdivision to allow them until to July 2021 to finalize.
- Working on the Development Permit application for the commercial development permit D20-079 of a Petro Canada Gas Bar/Dairy Queen in Hamlet of Grande Cache.
- A number of road closure Bylaws No. 20-839, 840 & 844 will be coming forward to Council in June 2020 for first readings and to schedule public hearing dates.
- Superior Safety Codes has taken over the files from Canadian Safety and have issued a partial occupancy certificate to allow the distillery operation. The Alberta Building Code does not allow the F1 Distillery and A2 Kitchen/seating occupancy within the same building. A type D Occupancy for tasting area may be considered. The owners have contacted Alberta Safety Codes Authority (ASCA) to try to resolve the matter. The owners have been asked to apply for additional development permit for the operation of food services to market their processed fruit, berries, for sale of jams, baked goods as that was not on the original application.
- Effective April 2020, a Farm Building Confirmation is being required where the owner declares the building is strictly for farm use. This information assists the assessment department. We have received three applications to date.
- The current land/subdivision file information for the Hamlet of Grande Cache will be scanned and placed in FileHold after the others.

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

Monthly Summary of Activity in April 2020	
Type of Planning & Development Activity	Number of Applications
BUSINESS LICENSES:	26
DEVELOPMENT PERMIT APPLICATIONS:	16
LEASE REFERRALS:	13
LAND USE AMENDMENTS (RE-DESIGNATION):	1
SUBDIVISION APPLICATIONS:	1
APPROACH APPLICATIONS:	0
	Gravel/Asphalt
ROAD CLOSURE APPLICANTS	0

Following is a breakdown of the Business License applications with the majority being renewals within the Hamlet of Grande Cache:

BUSINESS LICENSES: 26

B20-191 / LOT 11, BLK 38, PLAN 0425096/ LS OILFIELD SAFETY SERVICES LTD. / DIVISION 9
B20-192 / LOT 3, BLK 9, PLAN 2502RS / SERVUS CREDIT UNION / DIVISION 9
B20-193 / LOT 13A, BLK 9, PLAN 858TR / REMAX MOUNTAIN REALTY / DIVISION 9
B20-194 / LOT 11, BLK 38, PLAN 0425096 / CORDAL MEDICAL SERVICE / DIVISION 9
B20-195 / LOT 26, BLK 16, PLAN 2769RS / ARCTOS RESOURCE SERVICES / DIVISION 9
B20-196 / LOT 14 & 15, BLK 31, PLAN 5117RS / RO-DAR CONTRACTING LTD. / DIVISION 9
B20-197 / LOT 11, BLK 38, PLAN 0425096 / CENOVUS ENERGY LTD. / DIVISION 9
B20-198 / LOT 11, BLK 38, PLAN 0425096 / EAGLE ROCK HOLDINGS LTD. / DIVISION 9
B20-200 / LOT 13, BLK 29, PLAN 7722953 / MACH INDUSTRIAL / DIVISION 9
B20-203 / SW-17-69-6-W6 / PACHAMAMA HEALING CENTRE NORTH / WARD 8
B20-204 / SW-19-71-25-W5 / SUMMER'S GOLD MARKET GARDEN / WARD 7
B20-205 / SW-33-70-24-W5 / HORIZON COUNTRY CLUB / WARD 7
B20-206 / SE-5-73-26-W5 / TINMAN METAL WORKS / WARD 6
B20-207 / SE-25-66-22-W5 LOT 3, PLAN 1296KS / CLAIM JUMPER HOLDINGS / WARD 3
B20-208 / NW-33-69-6-W6 LOT 2, PLAN 1025482 / DACAPA CRANE & RIGGING / WARD 8
B20-209 / LOT 33A, PLAN 9624056 / 777871 AB LTD BLANCHETTE TRUCKING / DIVISION 9
B20-210 / LOT 33A, BLK 13, PLAN 9624056 / JUST CLOWNING AROUND / DIVISION 9
B20-212 / SW-12-67-21-W5 / RATZ NEST MECHANICAL / WARD 2
B20-213 / SE-20-70-22-W5 LOT 5, PLAN 1983KS / R.B. CURRY AUTO TRANSPORT / WARD 3
B20-214 / LOT 42, 43, 44, BLK 9B, PLAN 4978RS / SOBEYS LIQUOR / DIVISION 9
B20-215 / LOT 8, BLK 20, PLAN 2835RS / CMB CARPENTRY LIMITED / DIVISION 9
B20-216 / LOT 13A, BLK 9, PLAN 858TR / 2228282 AB INC. / DIVISION 9
B20-218 / SE-22-71-26-W5 LOT 10, PLAN 2879MC / EAST SMOKY GAS CO-OP / WARD 7
B20-219 / SE-9-66-21-W5 / INCLINED VAC SERVICES / WARD 2
B20-220 / NW-14-69-23-W5 LOT 1, PLAN 1523507 / GREENVIEW CARPENTRY / WARD 3
B20-222 / NE-22-71-22-W5 / MOOSE MEDICINE GREENHOUSE / WARD 5

To provide additional detail on the following development permits, Murphy Oil applied for nine compressor (compr.) sites that are located in Kaybob North/Two Creeks/Tony Creek areas of Ward 2.

DEVELOPMENT PERMITS: 16

D20-199 / SW-19-67-7-W6 / WORK CAMP- \$80,000.00 / HORIZON NORTH CAMPS / WARD 8
D20-201 / NE-33-67-5-W6 / STORAGE - \$100,000.00 / MAINLINE CONSTRUCTION / WARD 8
D20-202 / SW-12-67-21-W5 / BUSINESS: AUTO REPAIR / RATZLAFF RYAN & KAREN / WARD 2
D20-217 / LOT 13A, PLAN 858TR / RESTAURANT - \$5000.00 / SHANNON HILL / DIVISION 9
D20-221 / NE-3-67-22-W5 / TEMP TANK FARM - \$30,000.00 / PROCESS ENERGY / WARD 2
D20-229 / 12-20-65-7-W6 / BORROW PIT - \$100,000.00 / CPP ENVIRONMENTAL / WARD 8
D20-231 / 15-19-64-17-W5 / COMPR. - \$650,000.00 / MURPHY OIL COMPANY LTD / WARD 2
D20-232 / 10-24-69-6-W6 / WASTE CELL - \$2,500,000.00 / TERVITA CORPORATION / WARD 8
D20-233 / 5-23-65-21-W5 / COMPR. - \$650,000.00 / MURPHY OIL COMPANY LTD / WARD 2
D20-234 / 16-27-64-17-W5 / COMPR. - \$650,000.00 / MURPHY OIL COMPANY LTD / WARD 2
D20-235 / 13-31-63-15-W5 / COMPR. - \$450,000.00 / MURPHY OIL COMPANY LTD / WARD 2
D20-236 / 6-6-65-17-W5 / COMPR. - \$650,000.00 / MURPHY OIL COMPANY LTD / WARD 2
D20-237 / 3-34-65-20-W5 / COMPR. - \$450,000.00 / MURPHY OIL COMPANY LTD / WARD 2
D20-238 / 4-5-66-19-W5 / COMPR. - \$450,000.00 / MURPHY OIL COMPANY LTD / WARD 2
D20-239 / 15-23-64-18-W5 / COMPR. - \$450,000.00 / MURPHY OIL COMPANY LTD / WARD 2
D20-240 / 7-15-64-17-W5 / COMPR. - \$650,000.00 / MURPHY OIL COMPANY LTD / WARD 2

LEASE REFERRALS: 13

L20-223 / SE-33-60-4-W6 / NWR CONSULTING / SAND & GRAVEL PRE-CON PHASE / WARD 1
 L20-224 / NE-4-61-4-W6 / TERRASHIFT ENGIN. / SAND & GRVL PRE-CON PHASE / WARD 8
 L20-225 / SW-4-62-5-W6 / TERRASHIFT ENGIN. / SAND & GRVL PRE-CON PHASE / WARD 8
 L20-226 / SW-25-61-6-W6/TERRASHIFT ENGIN. / SAND & GRVL PRE-CON PHASE / WARD 8
 L20-227 / SE-27-60-6-W6 / TERRASHIFT ENGIN. / SAND & GRVL PRE-CON PHASE / WARD 1
 L20-228 / NE-18-62-4-W6 /TERRASHIFT ENGIN. / SAND & GRVL PRE-CON PHASE / WARD 8
 L20-241 / SE-36-65-3-W6 / EVOLVE SURFACE STRATEGIES / PIPELINE VALVE SITE / WARD 7
 L20-242 / NW-28-63-1-W6 / EVOLVE SURFACE STRATEGIES / PIPELINE VALVE SITE / WARD 7
 L20-243 / NW-28-63-1-W6 / EVOLVE SURFACE STRATEGIES / PIPELINE VALVE SITE / WARD 7
 L20-244 / SW-10-63-1-W6 / EVOLVE SURFACE STRATEGIES / PIPELINE / WARD 7
 L20-245 / SW-21-60-26-W5 / LORRNE CONSULTANTS / BORROW PIT / WARD 1
 L20-246 / NW-14-67-4-W6 / EVOLVE SURFACE STRATEGIES / PIPELINE / WARD 8
 L20-247 / NW-25-65-3-W6 / EVOLVE SURFACE STRATEGIES / PIPELINE VALVE SITE / WARD 7

LAND USE AMENDMENTS: TOTAL 1

A20-005 / NW-24-71-26-W5 / A-1 DISTRICT TO CR-1 DISTRICT / FARMSTEAD SEPARATION BEING TAKEN OUT OF EXISTING PHYSICALLY SEVERED PARCEL / FROESE / WARD 7

SUBDIVISIONS: TOTAL 1

S20-005 / SE-25-73-01-W6 / FIRST PARCEL OUT 4.15 HA/10.25 AC / WARKENTIN / WARD 6

GRAVEL APPROACH APPLICATIONS: SENT TO CONSTRUCTION AND ENGINEERING: **TOTAL 0**

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

ROAD CLOSURE APPLICATIONS: **TOTAL 0**

*The following charts provides additional details from the
Planning & Development 2019 Year End Report*

<u>2019 Residential Permits</u>		
Totals	Zoning	Ward
New Dwelling Units, SFD or Modular: 27	(3) CR-3 (6) CR-1 (15) Ag-1 (2) HR (1) R-1C	Crooked Creek: 5 DeBolt: 5 Valleyview: 3 Sunset House: 1 Grande Cache: 1 Grovedale: 8 New Fish Creek: 4

Manufactured Homes: 17	(13) Ag-1 (2) CR-1 (1) HR (1) R-MHC	Grande Cache: 1 DeBolt: 3 Sunset House: 3 Grovedale: 2 New Fish Creek: 1 Crooked Creek: 4 Little Smoky: 3
Suites: 7	(3) CR-1 (4) Ag-1	Crooked Creek: 4 DeBolt: 2 Grovedale: 1
Accessory Buildings: 36	(16) Ag-1 (7) CR-1 (2) CR-3 (1) HR (8) R-1C (1) R-1B (1) R-1A	Grande Cache: 10 Grovedale: 14 Valleyview: 3 Little Smoky: 1 Crooked Creek: 1 DeBolt: 5 New Fish Creek: 1 Sunset House: 1
Home Occupations: 16	(9) Ag-1 (4) CR-1 (2) R-1C 1) R-3	Grande Cache: 3 Grovedale: 5 Valleyview: 1 Little Smoky: 2 Crooked Creek: 2 DeBolt: 1 New Fish Creek: 2
Total: 103 Residential Permits		

<u>2019 Industrial Permits</u>		
Totals	Zoning	Uses
Total New Facilities: 9	(7) CL (2) M-2	Waste Management Expansions
Total Facility Additions: 12	(2) Ag-1 (1) M-2 (8) CL (1) M-1	Accessory Buildings Pump Electrical Building Office Washroom
Total Compressors: 13	All CL Crown Land	Compressors
Total Storage: 5	(4) M-2 (1) CL	Storage Sites

Total Borrow Pits: 12	All CL Crown Land	Sand/Gravel pits Water Reservoir
Total: 51 Industrial Permits		

<u>2019 Institutional/Commercial/Recreation Permits</u>		
Totals	Zoning	Uses
Total Institutional Permits: 3	(2) INS (1) PPS (1) DC	Accessory Building Sign Monument Government Gravel Stockpile
Total Recreation Permits: 5	(2) CL (3) REC	Accessory Building Shelters Outdoor Movie Theatre Washrooms
Total Commercial Permits: 13	(7) C-1 (2) C-2 (1) HI (2) M-1 (1) RC	Additions Office/Business Expansion Signage Solar
Total: 21 Institutional/Commercial/Recreational Permits		

<u>2019 Work Camp Permits</u>	
Totals	Zoning
Approved Permits: 26	(25) CL (1) M-1
Refused Permits: 4	(3) CL (1) Ag-1
Total: 30 Work Camp Permits	

Manager, Facilities Maintenance, Alfred Lindl / Acting Manager Colleen Senyk

- New AG-Service building; still under construction with card readers, security system, mezzanine and rekeying

- Grande Cache new PSB: RPC working on deficiencies, deficiencies not complete to date
- Grande Cache Tourism Centre: Renovation with touch ups, finish flooring in one room, finish electric, G&M has to finish HVAC system is being completed
- Through the month, normal ongoing Maintenance on all Facilities, focus is snow removal and ice care, now cleaning parking areas of rock and debris

Department: Council

Claimant	_____
Date	_____
Approved	_____
Date	_____



Council

Claimant	_____
Date	_____
Approved	_____
Date	_____



Employee # : _____
Department: _____ Council

Meeting Code : M for Meetings
C for Co

 Approved

 Date



Council

Claimant	_____
Date	_____
Approved	_____
Date	_____



Employee # : _____
Department: Council

Duane Didow Claimant	Apr27, 2020 Date	Approved Date
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MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Tyler Olsen		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
4/28/2020	Other	Nitehawk
4/29/2020	Other	Grande Prairie Regional Tourism
4/30/2020	Other	Emergency Management
5/5/2020	Other	Batch Approvals Grande Cache
5/5/2020	Other	MD Greenview Library – PLSB webinar
4/27/2020	Regular Council Meeting	



Council

Claimant	_____
Date	_____
Approved	_____
Date	_____