



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Monday June 8, 2020

9:00 AM

Administration Building  
Valleyview, AB

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#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Regular Council Meeting minutes held Tuesday, May 25, 2020.	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION	11:15 a.m. 5.1 2019 Draft Financial Statement	15
#6	BYLAWS	6.1 Bylaw 20-853 MD of Greenview Library Board	17
#7	BUSINESS	7.1 Purchase of 2020 Light Duty Vehicles	24
		7.2 Spring 2020 Grant Requests	34
		7.3 Enforcement Services Program Priorities	37
		7.4 Greenview Industrial Gateway Graphics Branding	50
		7.5 Grande Cache Recreation Centre – Arena Dressing Room Revitalization	98
		7.6 Grande Cache Recreation Centre – Custodial Contractor Request for Decision	117
		7.7 Nitehawk Budget Reallocation	205

7.8 Policy 1018 Expenditure and Disbursement Revision 222

7.9 CAO/Managers' Reports 240

#8 NOTICE OF MOTION

#9 CLOSED SESSION

9.1 Local Public Body Confidences  
(FOIPP; Section 23)

#10 MEMBERS  
REPORTS/EXPENSE  
CLAIMS

- Ward 4
- Ward 5
- Ward 7
- Division 9

264

#11 ADJOURNMENT

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta on Monday May 25, 2020

**#1  
CALL TO ORDER**

Reeve Dale Smith called the meeting to order at 9:04 a.m.

**Present**

Ward 5	Reeve Dale Smith
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

**ATTENDING**

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

**ABSENT**

Deputy Reeve	Tyler Olsen
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**#2  
AGENDA**

MOTION: 20.05.290. Moved by: COUNCILLOR DUANE DIDOW  
That Council adopt the May 25, 2020 Regular Council Meeting Agenda as amended;

- Move Agenda Item 4.2 to before Agenda Item 4.1

CARRIED

**#3  
MINUTES**

MOTION: 20.05.291. Moved by: COUNCILLOR ROXIE RUTT  
That Council adopt the minutes of the Regular Council Meeting held on Monday May 11, 2020 as presented.

CARRIED

**#3.1  
BUSINESS ARISING  
FROM THE  
MINUTES**

**3.1 BUSINESS ARISING FROM MINUTES**

**#4  
PUBLIC HEARING**

**4.0 PUBLIC HEARING**

**4.2 BYLAW 20-841 RE-DESIGNATE FROM AGRICULTURE ONE DISTRICT TO  
COUNTRY RESIDENTIAL ONE DISTRICT**

Chair Dale Smith opened the Public Hearing regarding Bylaw 20-841 at 9:15 a.m.

<b>IN ATTENDANCE</b>	Development Officer  Leona Dixon
<b>REFERRAL AGENCY &amp; ADJACENT LAND OWNER COMMENTS</b>	Development Officer, Leona Dixon, provided a summary of the responses from referral agencies.
<b>APPLICANT BACKGROUND INFORMATION</b>	The proposed rezoning would allow for the subsequent subdivision of a vacant second parcel from the quarter to allow for future residential development. The area is treed and has a Farmland Assessment Rating of 6%. Access would be addressed during the subdivision process requiring an approach to the proposed lot to be installed by Greenview at the applicant's expense. Access to the balance exists from Township Road 730.
<b>QUESTIONS FROM COUNCIL</b>	The Chair called for any questions from Council. None were heard.
<b>IN FAVOUR</b>	The Chair requested that anyone in favour of the application come forward. None were heard.
<b>OPPOSED</b>	The Chair requested that anyone opposed of the application come forward. None were heard.
<b>QUESTIONS FROM THE APPLICANT OR PRESENTER</b>	The Chair called for any questions from the Applicant or those that had spoke in favour or against the application. None were heard.
<b>FAIR &amp; IMPARTIAL HEARING</b>	The Chair asked the Applicant if they have had a fair and impartial hearing. Applicant was not in attendance.
<b>CLOSING OF BYLAW</b>	Chair Dale Smith closed the Public Hearing regarding Bylaw 20-841 at 9:22 a.m.

**#5  
DELEGATIONS**

**5.0 DELEGATIONS**

There were no Delegations present.

**#6  
BYLAWS**

**6.0 BYLAWS**

**6.2 BYLAW 20-841 RE-DESIGNATE FROM AGRICULTURE ONE DISTRICT TO COUNTRY RESIDENTIAL ONE DISTRICT**

**BYLAW 20-841  
SECOND READING**

MOTION: 20.05.292. Moved by: COUNCILLOR TOM BURTON  
That Council give Second Reading to Bylaw No. 20-841, to re-designate an 4.04-hectare ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NW-34-72-22-W5.

CARRIED

**BYLAW 20-841  
THIRD READING**

MOTION: 20.05.293. Moved by: COUNCILLOR DALE GERVAIS  
That Council give Third Reading to Bylaw No. 20-841, to re-designate a 4.04-hectare ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NW-34-72-22-W5.

CARRIED

**6.3 BYLAW 20-853 M.D. OF GREENVIEW LIBRARY BOARD**

**BYLAW 20-853  
FIRST READING**

MOTION: 20.05.294. Moved by: COUNCILLOR DUANE DIDOW  
That Council give first reading to Bylaw 20-853 "M.D. of Greenview Library Board Amendment".

CARRIED

**BYLAW 20-853  
SECOND READING**

MOTION: 20.05.295. Moved by: COUNCILLOR DALE GERVAIS  
That Council give second reading to Bylaw 20-853 "M.D. of Greenview Library Board Amendment".

CARRIED

**6.4 BYLAW 20-839 PARTIAL ROAD ALLOWANCE CLOSURE REQUEST – SOUTH OF SE-25-70-25-W5**

**BYLAW 20-839  
FIRST READING**

MOTION: 20.05.296. Moved by: COUNCILLOR DALE GERVAIS  
That Council give first reading to Bylaw 20-839 to close 0.227 hectare ± of the undeveloped government road allowance lying south of the Sturgeon Heights Cemetery located on SE-25-70-25-W5.

CARRIED

**BYLAW 20-839  
PUBLIC HEARING**

MOTION: 20.05.297. Moved by: COUNCILLOR ROXIE RUTT  
That Council schedule a Public Hearing on July 13, 2020 at 9:15 a.m. for Bylaw No. 20-839 to close 0.227 hectare ± of the undeveloped government road allowance lying south of the Sturgeon Heights Cemetery located on SE-25-70-25-W5.

CARRIED

**6.5 BYLAW 20-840 PARTIAL ROAD ALLOWANCE CLOSURE REQUEST –  
SOUTH OF SE-09-72-01-W6**

**BYLAW 20-840  
FIRST READING**

MOTION: 20.05.298. Moved by: COUNCILLOR WINSTON DELORME  
That Council give first reading to Bylaw 20-840 to close approximately 0.719 hectare ± within Road Plan 0421800 lying south of SE-09-72-01-W6 as shown on Schedule 'A' hereto.

CARRIED

**BYLAW 20-840  
PUBLIC HEARING**

MOTION: 20.05.299. Moved by: COUNCILLOR TOM BURTON  
That Council schedule a Public Hearing on July 13, 2020 at 9:30 a.m. for Bylaw No. 20-840 to close 0.719 hectare ± of Road Plan 0421800 lying south of SE-09-72-01-W6 as shown on Schedule 'A' hereto.

CARRIED

**4.1 BYLAW 20-850 "MUNICIPAL WARD BOUNDARIES AND COUNCIL  
COMPOSITION**

Chair Dale Smith opened the Public Hearing regarding Bylaw 20-850 at 9:48 a.m.

**IN ATTENDANCE**

Legislative Services Officer

Danie Lagemaat

**REFERRAL AGENCY  
& ADJACENT LAND  
OWNER  
COMMENTS**

Legislative Services Officer, Danie Lagemaat, provided a summary of the responses received.

**APPLICANT  
BACKGROUND  
INFORMATION**

Greenview is proposing an eleven Member Council to balance representation of all areas of Greenview with the new realities Greenview faces with the dissolution of Grande Cache into a hamlet of Greenview. Greenview Council wanted to maintain, as best as possible, the balance of representation for the rural areas with the new urban area. For this reason, Council felt it best to largely maintain the boundaries of all wards of Greenview as they have been since 1994. Greenview Council felt that an additional Councillor in Grovedale was warranted, with its growth over the last 15 years since Greenview became incorporated, as well as projected future growth in that area. Greenview Council was wary of moving to a 9 member Council as it would

likely mean the loss of a Councillor in the areas around Valleyview due to the population statistics.

**QUESTIONS FROM COUNCIL**

The Chair called for any questions from Council.  
None were heard.

**IN FAVOUR**

The Chair requested that anyone in favour of the application come forward.  
None were heard.

**OPPOSED**

The Chair requested that anyone opposed of the application come forward.  
Mr. Rennie Cauchie voiced his concern on Greenview absorbing Grande Cache and the debt that accompanied the town.

**QUESTIONS FROM THE APPLICANT OR PRESENTER**

The Chair called for any questions from the Applicant or those that had spoke in favour or against the application.  
None were heard.

**FAIR & IMPARTIAL HEARING**

The Chair asked the Applicant if they have had a fair and impartial hearing.  
Applicant responded yes.

**CLOSING OF BYLAW**

Chair Dale Smith closed the Public Hearing regarding Bylaw 20-850 at 10:11 a.m.

Reeve Dale Smith recessed the meeting at 10:12 a.m.  
Reeve Dale Smith reconvened the meeting at 10:23 a.m.

**6.1 BYLAW 20-850 MUNICIPAL WARD BOUNDARIES AND COUNCIL COMPOSITION**

**BYLAW 20-850 SECOND READING**

MOTION: 20.05.300. Moved by: COUNCILLOR WINSTON DELORME  
That Council give second reading to Bylaw 20-845 "Municipal Ward Boundaries and Council Composition".

CARRIED

**BYLAW 20-850 THIRD READING**

MOTION: 20.05.301. Moved by: COUNCILLOR LES URNESS  
That Council give third reading to Bylaw 20-845 "Municipal Ward Boundaries and Council Composition".

Councillor Acton requested a recorded vote

**For:** Councillor Winston Delorme, Councillor Bill Smith, Councillor Dale Gervais, Councillor Tom Burton, Reeve Dale Smith, Councillor Les Urness

**Opposed:** Councillor Duane Didow, Councillor Shawn Acton

CARRIED

## **6.6 BYLAW 20-852 PARTIAL ROAD ALLOWANCE CLOSURE REQUEST – SOUTH OF SE-09-72-01-W6**

### **BYLAW 20-852 FIRST READING**

MOTION: 20.05.302. Moved by: COUNCILLOR TOM BURTON  
That Council give first reading to Bylaw 20-852 to close approximately 1.110 hectare ± within Road Plan 0421800 lying south of SE-09-72-01-W6 as shown on Schedule 'A' hereto.

CARRIED

### **BYLAW 20-852 PUBLIC HEARING**

MOTION: 20.05.303. Moved by: COUNCILLOR ROXIE RUTT  
That Council schedule a Public Hearing on July 13, 2020 at 9:15 a.m. for Bylaw No. 20-852 to close 1.110 hectare ± of Road Plan 0421800 lying south of SE-09-72-01-W6 as shown on Schedule 'A' hereto.

CARRIED

### **#7 BUSINESS**

## **7.0 BUSINESS**

### **7.1 PARTIAL ROAD ALLOWANCE CLOSURE REQUEST – SOUTH OF SE-09-72-01-W6 (NORTHLAND)**

#### **PARTIAL ROAD ALLOWANCE CLOSURE REQUEST**

MOTION: 20.05.304. Moved by: COUNCILLOR TOM BURTON  
That Council approve the sale and consolidation of approximately 1.110 hectare ± within Road Plan 0421800 lying south of SE-09-72-01-W6 as shown on Schedule 'A' hereto, to Northland Logistics Corp, for a total price of \$6,000.00 plus GST, plus all associated survey and transfer costs, subject to Ministerial approval and third reading of Bylaw 20-852.

#### **REFERRED MOTION**

MOTION: 20.05.305. Moved by: COUNCILLOR DALE GERVAIS  
That Council refer motion 20.05.304., Partial Road Allowance Closure Request – South of SE-09-72-01-W6, to a future Council meeting, allowing Administration to clarify fair market value.

CARRIED

### **7.2 PARTIAL ROAD ALLOWANCE CLOSURE REQUEST – SOUTH OF SE-09-72-01-W6**

#### **PARTIAL ROAD ALLOWANCE CLOSURE REQUEST**

MOTION: 20.05.306. Moved by: COUNCILLOR TOM BURTON  
That Council approve the sale and consolidation of approximately 0.719 hectare ± within Road Plan 0421800 lying south of SE-09-72-01-W6 as shown on Schedule 'A' hereto, to Darel Gene Klassen and Paulie Sarah Kern, for a total price of \$1,800.00 plus GST, plus all associated survey and transfer costs, subject to Ministerial approval and third reading of Bylaw 20-840.

CARRIED

### **7.3 PARTIAL ROAD ALLOWANCE CLOSURE REQUEST – SOUTH OF SE-25-70-25-W5**

#### **PARTIAL ROAD ALLOWANCE CLOSURE REQUEST**

MOTION: 20.05.307. Moved by: COUNCILLOR ROXIE RUTT

That Council approve transfer and consolidation of a portion of the government road allowance adjacent to the south side of the Sturgeon Heights Cemetery located on SE 25-70-25 W5, 0.227 hectare ±, to Synod of Diocese of Athabasca Church of Canada; and waive all associated purchase and survey fees, subject to Ministerial approval and third reading of Bylaw 20-839.

CARRIED

### **7.4 8 MILE ROAD REQUEST**

#### **8 MILE ROAD REQUEST**

MOTION: 20.04.308. Moved by: COUNCILLOR WINSTON DELORME

That Council direct administration to return the 8 Mile capital project back in the 2020 approved budget for preliminary works to start in 2020 and construction in 2021.

MOTION: 20.05.309. Moved by: COUNCILLOR BILL SMITH

That Council table motion 20.05.308., 8 Mile Road Request, until later in the meeting.

CARRIED

Councillor Shawn Acton vacated the meeting at 10:58 a.m.

Reeve Dale Smith recessed the meeting at 10:58 a.m.

Reeve Dale Smith reconvened the meeting at 11:08 a.m.

### **7.5 VICTOR LAKE ROAD UPGRADE**

#### **VICTOR LAKE ROAD UPGRADE**

MOTION: 20.05.310. Moved by: COUNCILLOR WINSTON DELORME

That Council award the Victor Lake project to Klassen Brothers Northern in the amount of \$995,918.89 funds to come from the 2020 Capital Budget.

CARRIED

### **7.6 GREENVIEW FIBER OPTICS**

#### **GREENVIEW FIBER OPTICS**

MOTION: 20.05.311. Moved by: COUNCILLOR DUANE DIDOW

That Council direct Administration to develop and post a Request for Proposal for fiber optic services throughout Greenview.

CARRIED

## 7.7 TOURISM INTERPRETIVE CENTRE – LEVEL OF SERVICE

### TOURISM INTERPRETIVE CENTRE

MOTION: 20.05.312. Moved by: COUNCILLOR DUANE DIDOW  
That Council approve the Grande Cache Tourism Interpretive Centre operate on a 5-day per week schedule from the time it reopens until December 31, 2020.

CARRIED

Councillor Shawn Acton re-entered the meeting at 11:41 a.m.

## 7.8 POLICY 1002 TRAVEL AND SUBSISTENCE

### POLICY 1002

MOTION: 20.05.313. Moved by: COUNCILLOR DALE GERVAIS  
That Council approve Policy 1002 Travel and Subsistence as amended;  

- Add Norther Travel Premium as required to Provision 5.1

CARRIED

## 7.9 POLICY 1013 CREDIT CARDS

### POLICY 1013

MOTION: 20.05.314. Moved by: COUNCILLOR ROXIE RUTT  
That Council approve Policy 1013 Credit Cards as presented.

CARRIED

MOTION: 20.05.315. Moved by: COUNCILLOR DALE GERVAIS  
That Council lift tabled motion 20.05.308. 8 Mile Road.

CARRIED

### 8 MILE ROAD REQUEST

MOTION: 20.04.308. Moved by: COUNCILLOR WINSTON DELORME  
That Council direct administration to return the 8 Mile capital project back in the 2020 approved budget for preliminary works to start in 2020 and construction in 2021.

Councillor Acton Requested a recorded vote

**For:** Councillor Shawn Acton, Councillor Tom Burton, Councillor Dale Gervais, Councillor Les Urness, Councillor Duane Didow, Councillor Winston Delorme

**Against:** Reeve Dale Smith, Councillor Roxie Rutt, Councillor Bill Smith

CARRIED

Reeve Dale Smith recessed the meeting at 12:06 p.m.

Reeve Dale Smith reconvened the meeting at 12:49 p.m.

### **7.11 CROOKED CREEK COMMUNITY RECREATION CLUB REALLOCATION OF FUNDS**

#### **CROOKED CREEK COMMUNITY RECREATION CLUB**

MOTION: 20.05.316. Moved by: COUNCILLOR BILL SMITH  
That Council approve the reallocation of \$7,893.38 from the 2019 grant funds awarded to the Crooked Creek Community Recreation Club for painting the interior and exterior of the Ridgevalley arena building.

CARRIED

### **7.10 POLICY 6320 GREENVIEW RENTAL EQUIPMENT**

#### **POLICY 6320**

MOTION: 20.05.317. Moved by: COUNCILLOR DUANE DIDOW  
That Council approve Policy 6320 Greenview Rental Equipment as presented.

#### **REFERRED MOTION**

MOTION: 20.05.318. Moved by: COUNCILLOR BILL SMITH  
That Council refer motion 20.05.317. Policy 6320 Greenview Rental Equipment, to a future Council meeting.

CARRIED

### **7.12 COVID-19 VERBAL UPDATE**

#### **COVID-19 UPDATE**

MOTION: 20.05.319. Moved by: COUNCILLOR BILL SMITH  
That Council accept the verbal update on the re-opening plan around COVID-19.

CARRIED

#### **#8 NOTICE OF MOTION**

### **8.0 NOTICE OF MOTION**

Reeve Dale Smith requested for Administration to bring back a proposal of a Beaver Control Policy to include a harvest incentive to a future council meeting.

#### **#9 CLOSED SESSION**

### **9.0 CLOSED SESSION**

#### **CLOSED SESSION**

MOTION: 20.05.320. Moved by: COUNCILLOR SHAWN ACTON  
That the meeting go to Closed Session, at 1:35 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

## **9.1 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS**

*(FOIPP; Section 21)*

## **9.2 DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY**

*(FOIPP; Section 16)*

### **OPEN SESSION**

MOTION: 20.05.321. Moved by: COUNCILLOR SHAWN ACTON  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 2:39 p.m.

CARRIED

### **WILLMORE WILDERNESS FOUNDATION**

MOTION: 20.05.322. Moved by: COUNCILLOR ROXIE RUTT  
That Council direct Administration to send Willmore Wilderness Foundation a letter advising that due to Greenview's 2020 Budget reductions, the \$100,000.00 grant issued February 20, 2020 will include the grants for the 2021 and 2022 calendar years.

CARRIED

### **TMIP REVENUE SHARING MEMORANDUM OF UNDERSTANDING**

MOTION: 20.05.323. Moved by: COUNCILLOR DALE GERVAIS  
That Council approve the amended Tri-Municipal Industrial Partnership Revenue Sharing Memorandum of Understanding, as presented.

CARRIED

### **CORRESPONDENCE WITH ENVIRONMENT & PARKS**

MOTION: 20.05.324. Moved by: COUNCILLOR DUANE DIDOW  
That Council approve correspondence to the Environment & Parks, cc to applicable ministries, and Greenview MLA's regarding the Tri-Municipal Industrial Partnership project May 2020 update.

CARRIED

### **#10 MEMBER REPORTS & EXPENSE CLAIMS**

## **11.0 MEMBERS BUSINESS**

### **WARD 1**

**COUNCILLOR WINSTON DELORME** updated Council on his recent activities, which include;  
May 11, 2020 Regular Council Meeting  
May 19, 2020 Committee of the Whole Meeting

### **WARD 2**

**COUNCILLOR DALE GERVAIS** updated Council on his recent activities, which include;  
May 11, 2020 Regular Council Meeting  
Municipal Planning Commission Meeting  
May 19, 2020 Committee of the Whole Meeting

- WARD 3**                    **COUNCILLOR LES URNESS** updated Council on his recent activities, which include;  
May 11, 2020 Regular Council Meeting  
Municipal Planning Commission Meeting  
May 19, 2020 Committee of the Whole Meeting
- WARD 4**                    **COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;  
May 11, 2020 Regular Council Meeting  
Municipal Planning Commission Meeting  
Water North Coalition Conference Call  
May 19, 2020 Committee of the Whole Meeting
- WARD 5**                    **REEVE DALE SMITH** submitted his update to Council on his recent activities, which include;  
May 11, 2020 Regular Council Meeting  
Municipal Planning Commission Meeting  
May 19, 2020 Committee of the Whole Meeting  
Conference Call with Mayor Given & Reeve Beaupre
- WARD 6**                    **COUNCILLOR TOM BURTON** submitted his update to Council on his recent activities, which include;  
May 11, 2020 Regular Council Meeting  
Municipal Planning Commission Meeting  
Policy Review Committee Meeting  
East Smoky Recreation Board Meeting  
May 19, 2020 Committee of the Whole Meeting
- WARD 7**                    **COUNCILLOR ROXIE RUTT** submitted her update to Council on her recent activities, which include;  
May 11, 2020 Regular Council Meeting  
Municipal Planning Commission Meeting  
Policy Review Committee Meeting  
Grande Prairie Public Library Meeting  
May 19, 2020 Committee of the Whole Meeting  
FCSS Meeting  
Grand Spirit Foundation Meeting  
Peace Library Systems Meeting
- WARD 8**                    **COUNCILLOR BILL SMITH** updated Council on his recent activities, which include;  
May 11, 2020 Regular Council Meeting  
Community Futures Grande Prairie Meeting  
Municipal Planning Commission Meeting

May 19, 2020 Committee of the Whole Meeting

**DIVISION 9**

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

May 11, 2020 Regular Council Meeting

Municipal Planning Commission Meeting

Policy Review Committee Meeting

West Yellowhead Community Futures Meeting

May 19, 2020 Committee of the Whole Meeting

FCSS Meeting

**DIVISION 9**

**COUNCILLOR TYLER OLSEN** unavailable to give his report.

**MEMBERS  
BUSINESS**

MOTION: 20.05.325. Moved by: COUNCILLOR BILL SMITH

That Council accept the Members Business Reports as presented.

CARRIED

**#11  
ADJOURNMENT**

**12.0 ADJOURNMENT**

MOTION: 20.05.326. Moved by: COUNCILLOR WINSTON DELORME

That Council adjourn this Regular Council Meeting at 3:25 p.m.

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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REEVE



# REQUEST FOR DECISION

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SUBJECT: **2019 Draft Financial Statement**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 8, 2020  
DEPARTMENT: CORPORATE SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO SW  
GM: AN  
MANAGER:  
PRESENTER:

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## RELEVANT LEGISLATION:

**Provincial** (cite) – MGA Section 276-278 and Sections 281  
**Council Bylaw/Policy** (cite) –

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## RECOMMENDED ACTION:

**MOTION: That Council approve the 2019 Draft Financial Statement as presented by Metrix Group LLP Chartered Accountants for submission to the Minister of Alberta Municipal Affairs.**

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## BACKGROUND/PROPOSAL:

The Metrix Group LLP is the appointed auditor for Greenview. Phil Dirks, CPA, CA (Partner) will lead the presentation.

The auditor has completed the draft audited financial statements for the MD for the year ending December 31, 2019.

For the 2019 financial statements, the legislated date for submitting the statements to the Minister has been changed from May 1, 2020 to October 1, 2020.

Council will be able to ask any questions relating to the financial statements.

Once the draft statements are accepted, they will be finalized and submitted to the Minister.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the Financial Statements is that the municipality can submit the information to the Minister of Alberta Municipal Affairs as legislated.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not approve the financial statements as recommended, however Administration does not recommend this because the information must be submitted to the Minister of Alberta Municipal Affairs as legislated.

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## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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:**

The approved financial statements and information will be submitted to Minister of Alberta Municipal Affairs.

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**ATTACHMENT(S):**

- List all the supporting documents included for this RFD



# REQUEST FOR DECISION

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SUBJECT: **Bylaw 20-853 M.D. of Greenview Library Board**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 8, 2020 CAO: SW MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER: DL  
STRATEGIC PLAN: Level of Service

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## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION: That Council give third reading to Bylaw 20-853 “M.D. of Greenview Library Board Amendment”.**

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## BACKGROUND/PROPOSAL:

The original bylaw established the number of appointees and gave them a 1-year term. In discussions with the Public Libraries Service Branch, they made a few recommendations:

1. Remove the provision of the terms of appointment from the bylaw. The Act covers the staggering of appointments. It will be up to Administration and the Library Board to track the appointments to ensure they are staggered.
2. Allow up to 10 Members to be appointed to the Library Board. It is specified in the amendment that 2 of the Library Board members must be Greenview Councillors.

The Act covers the terms of appointment and establishes the maximum number of appointees to the Board. These changes bring alignment between the Act and the Bylaw going forward.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will correct an oversight and may have staggered appointments for Library Board Members to ensure continuity.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may consider including a provision that would allow for the M.D of Greenview Library Board Audit to be conducted at the same time as the Greenview Audit using Greenview’s auditors. This will not apply to the 2019 audit as Greenview is already in the process of that audit, but subsequent audits would apply. Otherwise the level of audit may be determined by Council motion separate from the bylaw.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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 a revised bylaw to Council for third reading and will bring an RFD to appoint the Board Members at the same meeting where third reading is given.

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**ATTACHMENT(S):**

- Library Act Sections
- Proposed revised bylaw

- (l) “municipality” means municipality as defined in the *Municipal Government Act*;
- (m) “public library” means a municipal library, library system or community library;
- (n) “Public Library Rate” means the rate assessed and levied pursuant to section 11;
- (o) “school authority” means a school division.

RSA 2000 cL-11 s1;2006 c5 s2;2012 cE-0.3 s275

## **Part 1**

### **Municipal Libraries**

#### **Application**

**2** This Part applies to every municipal library board maintained in whole or in part by property taxes and

- (a) established under this Part, or
- (b) continued under this Part.

RSA 2000 cL-11 s2;2006 c5 s3

#### **Municipal board**

**3(1)** The council of a municipality may, by bylaw, establish a municipal library board.

**(2)** The council shall forward a copy of a bylaw made under subsection (1) to the Minister.

**(3)** Repealed 2006 c5 s4.

**(4)** On being established, the municipal library board is a corporation and shall be known as “The (name of municipality) Library Board”.

**(5)** The boards of management of all public libraries to which Part 3 of the *Libraries Act*, RSA 1980 cL-12, applies are continued as municipal library boards under this Act.

RSA 2000 cL-11 s3;2006 c5 s4

#### **Appointment**

**4(1)** A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.

**(2)** A person who is an employee of the municipal board is not eligible to be a member of that board.

(3) Not more than 2 members of council may be members of the municipal board.

(4) A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.

(5) Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.

(6) When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.

(7) Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.

1983 cL-12.1 s10;1998 c19 s5

#### **Date of appointment**

**5(1)** The appointments of the members of the municipal board shall be made on the date fixed by council.

(2) Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

1983 cL-12.1 s11

#### **Validity of proceedings**

**6** No resolution, bylaw, proceeding or action of any kind of the municipal board may be held invalid or set aside for the reason that any person whose election to council has been judged invalid acted as a member of the board.

1983 cL-12.1 s12

#### **Board duties**

**7** The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.

1983 cL-12.1 s13

#### **Budget**

**8(1)** The municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.



## **BYLAW NO. 18-805 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 Library Board.**

**Whereas**, the Council of the M.D of Greenview deems it expedient to propose the establishment of a municipal library board.

**Therefore**, with the authority and under the provisions of the *Libraries Act*, the Council of the M.D of Greenview duly assembled, enacts as follows:

#### **1. Title**

1.1 This Bylaw may be cited as the "Municipal Library Board Bylaw"

#### **2. Establishment and Membership**

2.1 There shall be established a Municipal Library Board for the M.D of Greenview.

2.2 The relationship between the M.D of Greenview Council and the Municipal Library Board shall be governed by the *Libraries Act* and any Amendments and Regulations pertaining thereto.

2.3 The board will consist of two (2) Councillors, and five (5) Members at Large.

2.4 A Trustee of the Grande Yellowhead Public School Division will serve in a liaison role as a non-voting Member of the Board.

#### **3. Term of Office**

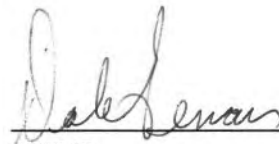
3.1 Each member of the Municipal Library Board shall be appointed at the pleasure of the Council for a term of one year, and may be re-appointed upon the expiry of the term at the pleasure of Council.

This Bylaw shall come into force and effect January 14, 2019.

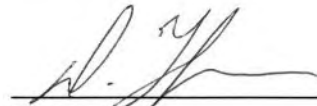
Read a first time this 10<sup>th</sup> day of December, 2018.

Read a second time this 10<sup>th</sup> day of December, 2018.

Read a third time and passed this 14<sup>th</sup> day of January, 2019.



REEVE



CHIEF ADMINISTRATIVE OFFICER



## BYLAW NO. 18-853 of the Municipal District of Greenview No. 16

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### A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw 18-805 “Municipal Library Board”.

**Whereas**, the Council of the M.D of Greenview deems it expedient to propose the establishment of a municipal library board.

**Therefore**, with the authority and under the provisions of the *Libraries Act*, the Council of the M.D of Greenview duly assembled, enacts as follows:

1. This Bylaw may be cited as “M.D of Greenview Municipal Library Board Amendment”.
2. Provision 2.3 shall be amended to:
  - a. The board will consist of up to 10 Members, including two (2) Councillors appointed from Greenview Council.
3. Provision 3 and 3.1 are hereby rescinded.
4. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2020.

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

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

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REEVE

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CHIEF ADMINISTRATIVE OFFICER



# REQUEST FOR DECISION

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**SUBJECT:** Purchase of 2020 Light Duty Vehicles  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** June 8, 2020  
**DEPARTMENT:** OPERATIONS  
**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**  
 ACAO SW  
 GM: RA  
 MANAGER: JF  
 PRESENTER: LB

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**RELEVANT LEGISLATION:**

**Provincial – N/A**

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

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**RECOMMENDED ACTION:**

**MOTION: That Council award the 2020 Light Vehicle Tender to Windsor Ford for ten units with an upset limit of \$406,990.10, with funds to come from the approved 2020 Capital Budget.**

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**BACKGROUND/PROPOSAL:**

Administration publically posted a tender with a closing date of March 25, 2020, inviting those interested in supplying Greenview with 18 light vehicles. Price total includes 10 units consisting of Capital Budget job IDs IT20002, ES20001, ES20002, ES20005, ES20006, FM20002, OP2004, OP2009, OP2018 and one unit will be from GRWMC budget. Greenview received 8 responses, which are listed below with price total listed for 10 units, reduced from 18 originally budgeted. The total approved budget for these 10 units is \$518,500.00. The following are the tender results:

Supplier	Make	Location	Price Total	Comments
Windsor Ford	Ford	Grande Prairie	\$406,990.10	Qualifies
Westgate Chevrolet	Chevrolet	Edmonton	\$407,210.00	Qualifies
Lamb Ford	Ford	Edmonton	\$416,302.00	Qualifies
Doug Marshall	Chevrolet	Grande Prairie	\$425,640.50	Qualifies
St. Albert Dodge	Dodge	Edmonton	\$450,855.00	Qualifies
Big Lakes Dodge	Dodge	High Prairie	\$471,578.00	Qualifies
GP Chrysler	Dodge	Grande Prairie	\$473,631.64	Qualifies
Courtesy Chrysler	Dodge	Calgary	\$470,113.63	Qualifies
<b>*Recommended by Administration</b>				

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. Greenview will have vehicles for staff to utilize in performing their tasks.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may choose a different Vendor for this purchase.

**Alternative #2:** Council may choose to not to execute this purchase.

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**FINANCIAL IMPLICATION:**

**Direct Costs: 406,990.10**

**Ongoing / Future Costs:** Ongoing maintenance as required while operated, and in service for Greenview.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will inform the interested parties of Council's decisions accordingly.

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**ATTACHMENT(S):**

- Policy No. 1018 – Expenditure and Disbursement

**Title: EXPENDITURE AND DISBURSEMENT POLICY**

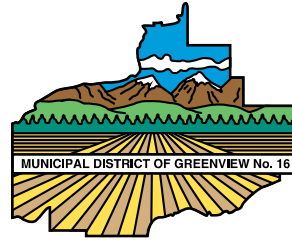
**Policy No: 1018**

**Effective Date: May 11, 2020**

**Motion Number: 20.05.275**

**Supersedes Policy No: NONE**

**Review Date: May 11, 2023**



**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.
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. Abiding by the NWPTA and CFTA when conducting tender calls, request for proposals or request for Quotes.
- 1.1.3. Certifying that the amount of a proposed expenditure or disbursement is fair and just; and within applicable policies.
- 1.1.4. Initiating a disbursement that is consistent with the purpose for which the money is available.
- 1.1.5. Managing program or service delivery within Council approved budget allocation.
- 1.1.6. Verifying that the goods and services have been received or the work has been performed satisfactorily.
- 1.1.7. Verifying that a request for cheque is supported by adequate documentation.
- 1.1.8. Verifying the accurate coding of invoices related to their financial budget responsibility.
- 1.1.9. Verifying that purchase card (credit and gas) procedures are followed.
- 1.1.10. Verifying all invoices and/or receipts are submitted to Accounts Payables.
- 1.1.11. 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. Cheque Requisitions

- 6.1. Cheque requisitions are required for:
  - 6.1.1. All grant expenditures; and
  - 6.1.2. 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.

## 7. Expenditure Approval

- 7.1. 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.
- 7.2. 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.

## 8. Purchasing Methods

- 8.1. 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.
- 8.2. 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.
- 8.3. Purchases between \$10,000.00 and \$74,999.99:
  - 8.3.1. 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 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 contract.
  - 8.3.2. 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.
- 8.4. Purchases over \$75,000.00:
  - 8.4.1. 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 9.1). 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.

## 9. Tendering/ Requests for Proposals

- 9.1. 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

- 9.2. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website [www.purchasingconnection.ca](http://www.purchasingconnection.ca). Additional means of tendering notices may also be used.
- 9.3. 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:

- 9.3.1. Low bidder does not meet specifications;
  - 9.3.2. Low bidder cannot deliver within the required time;
  - 9.3.3. The quality of performance of previous contracts or services may be in question;
  - 9.3.4. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);
  - 9.3.5. The ability, capacity, experience and efficiency of the bidder.
10. The opening of tenders or requests for proposal must be completed in the advertised public setting.



# REQUEST FOR DECISION

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SUBJECT: **Spring 2020 Grant Requests**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 8, 2020  
DEPARTMENT: COMMUNITY SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO SW MANAGER: KK  
GM: GM PRESENTER: LL

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

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## RECOMMENDED ACTION:

**MOTION: That Council approve funding of the Spring 2020 Community Grants totalling \$94,000.00, with funds to come from the Community Service Miscellaneous Grant Budget.**

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## BACKGROUND/PROPOSAL:

On May 19, 2020 the Committee of the Whole reviewed and recommended that Council disburse the Spring 2020 Community Grants as indicated on the Spring 2020 Approved Grant Listing (attached). The Committee of the Whole reviewed each of the grant applications during the meeting and made recommendations accordingly. The approved grant listing titled “Spring 2020 Approved Grant Listing” resulted from the meeting.

Council approved the 2020 Approved Grant Listing at the January 13, 2020 Regular Council meeting in the amount of \$341,001.82.

The 2020 Community Service Miscellaneous Grant Budget is \$1,000,000.00. The balance of the 2020 Community Service Miscellaneous Grant Budget as of May 21, 2020 is \$721,385.18. With the approval of the 2020 Spring Grant Listing in the amount of \$94,000.00, the balance of the 2020 Community Service Miscellaneous Grant Budget would be \$627,385.18.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the community based grant applicants can pursue their fiscal plans accordingly.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to approve, amend or take no action to the recommended motion.

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FINANCIAL IMPLICATION:

**Direct Costs: \$94,000.00**

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will notify the grand applicants of Council's decision.

---

ATTACHMENT(S):

- Spring 2020 Approved Grant Listing

## 2020 Spring Approved Grant Listing

Grant Applicant:	Operating Approved	Capital Approved	Approved
Grande Cache Animal Society	\$ -	\$ -	\$ -
Big Brother Big Sisters	\$ -	\$ -	\$ -
Cranberry Rodeo Association	\$ 15,000.00	\$ -	\$ 15,000.00
New Fish Creek Community Association	\$ -	\$ 15,000.00	\$ 15,000.00
Valleyview Chamber of Commerce	\$ 2,500.00	\$ -	\$ 2,500.00
Grande Cache Royal Canadian Legion		\$ 50,000.00	\$ 50,000.00
Grande Prairie Curling Club	\$ -	\$ 1,500.00	\$ 1,500.00
Grande Prairie Buckwild Association	\$ -	\$ -	\$ -
Smoky River Nordic Ski Club	\$ 10,000.00		\$ 10,000.00
Operating and Capital Totals:	\$ 27,500.00	\$ 66,500.00	
Grand Total:	\$94,000.00		



# REQUEST FOR DECISION

---

SUBJECT:	<b>Enforcement Services Program Priorities</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 8, 2020	ACAO SW	MANAGER: GF
DEPARTMENT:	PROTECTIVE SERVICES	GM:	PRESENTER: GF
STRATEGIC PLAN:	Level of Service		

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION:** That Council accept the presentation for establishing the Greenview Community Peace Officer program priorities for information as presented.

**MOTION:** That Council direct the Greenview Community Peace Officer Program Administration to focus 2020 program priorities on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

---

## BACKGROUND/PROPOSAL:

Greenview Enforcement Services has been up and running for 2 months and during that time, the department has fielded numerous calls for service, and self generated enforcement work. Currently, CPO Joshua SCHULTZ has been dealing with several parking complaints in the Narrows, and currently patrols there once a week and has ticketed people parked illegally. SCHULTZ has been patrolling the FTR twice a week, and has fielded complaints in the Valleyview and Grovedale areas and makes regular patrols in the areas as needed. The majority of the complaints are related to land use and unsightly properties. SCHULTZ does enforcement patrols in the Grande Cache area on a regular basis and issues several enforcement tickets with his limited equipment. A large number of complaints come from the Grande Cache area, as local Greenview ratepayers still do not know about the Greenview Enforcement Services Section. As the word gets out, the call volume will certainly increase. Visibility thus far has been greatly welcomed. Sgt. FERRABY and CPO SCHULTZ just completed the Weights and Dimensions on May 31<sup>st</sup>. Portable mobile scales have been ordered and weight enforcement on the local roads will be performed on a regular basis, with a focus on the FTR. The CPO vehicles will be completed on June 12<sup>th</sup>, which will allow officers to perform their duties related to enforcement with the proper tools.

Enforcement Services is looking for direction and priorities as laid out by council for administration to move forward with the enforcement program in an effective way.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The main benefit of Council accepting the recommendation would be to set priorities and give direction to Enforcement Services that would benefit the MD of Greenview and the ratepayers.
2. The secondary benefit would be giving Enforcement Services direction as to how council would like the program to evolve.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** *Council allows Sgt. FERRABY to continue building the Enforcement Services Program without council's direction, using the discretion of Sgt. FERRABY's previous enforcement experience.*

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** No Direct Costs involved.

**Ongoing / Future Costs:** There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

*Using that framework outline the proposed level of public engagement associated with the recommended action.*

**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:**

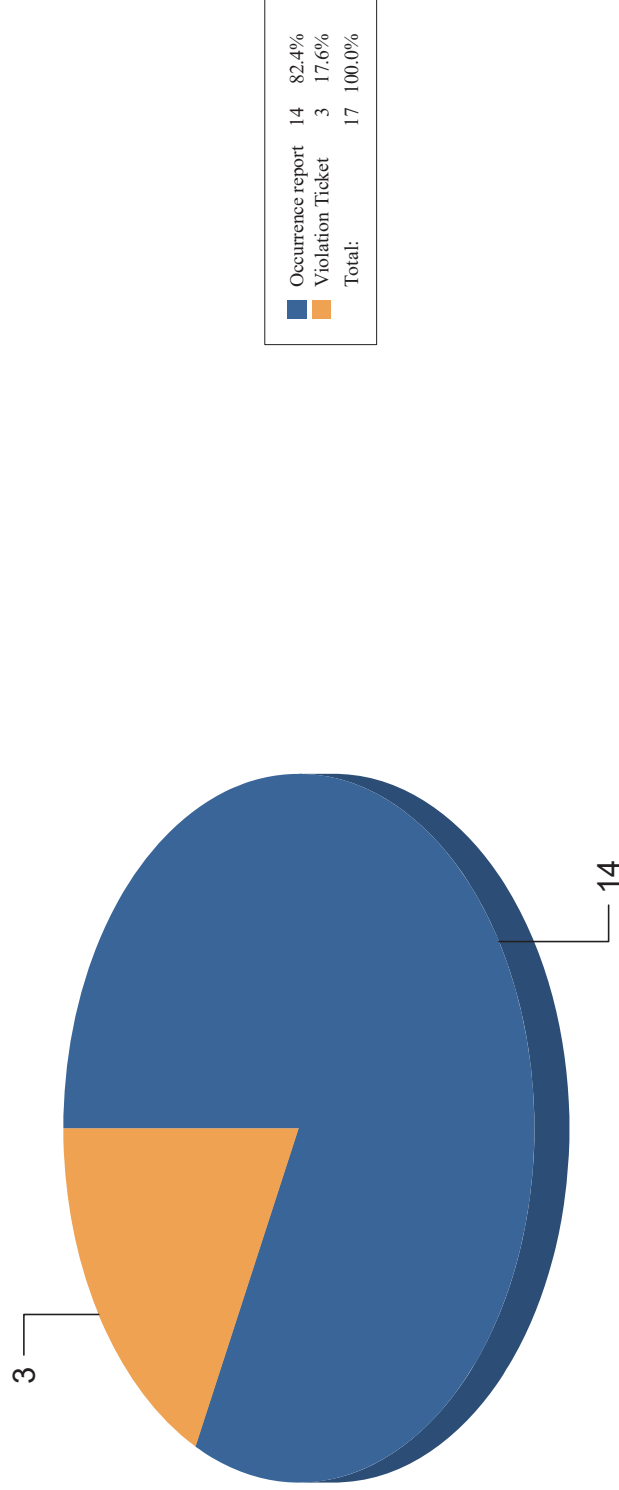
Once Council sets out direction for the Enforcement Services program, the program can effectively be modeled to the direction of Council.

---

ATTACHMENT(S):

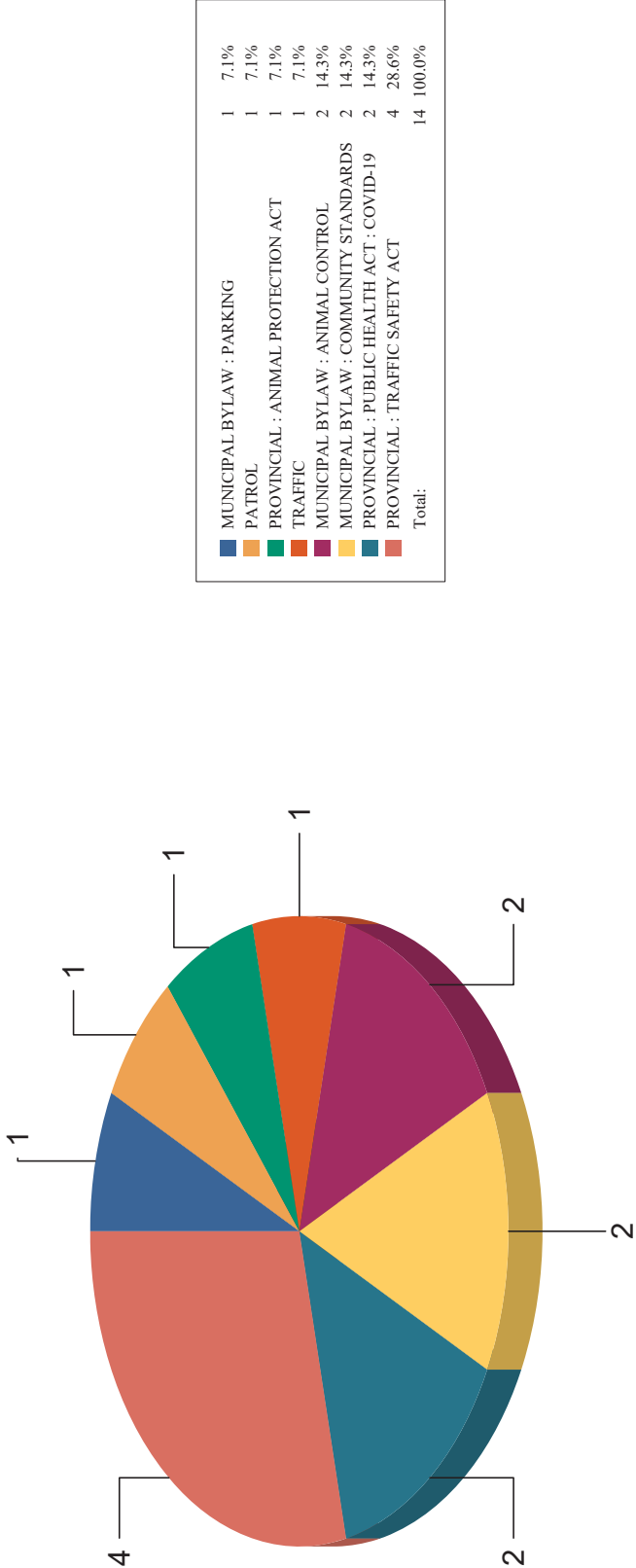
- Monthly call stats for April and May of 2020.

## Count of Reports Completed



# Count of Incident Types

Occurrence report



7.14% # of Reports: 1 Occurrence report	MUNICIPAL BYLAW : PARKING
7.14% # of Reports: 1 Occurrence report	PATROL
7.14% # of Reports: 1 Occurrence report	PROVINCIAL : ANIMAL PROTECTION ACT

7.14% # of Reports: 1 Occurrence report TRAFFIC

14.29% # of Reports: 2 Occurrence report MUNICIPAL BYLAW : ANIMAL CONTROL

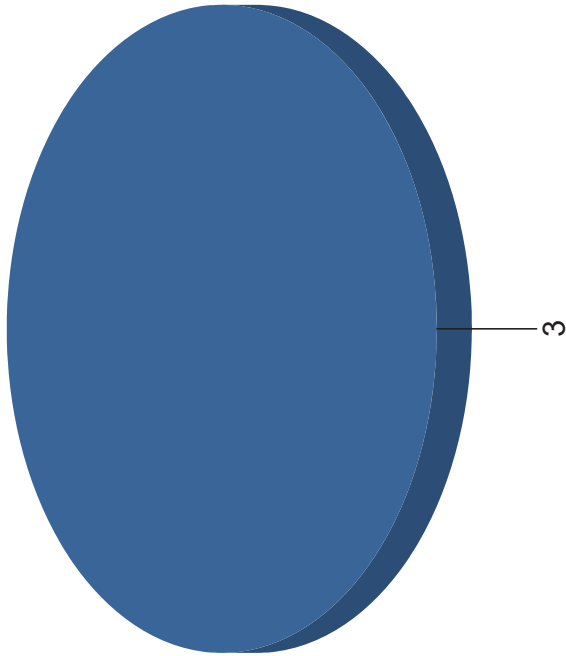
14.29% # of Reports: 2 Occurrence report MUNICIPAL BYLAW : COMMUNITY STANDARDS

14.29% # of Reports: 2 Occurrence report PROVINCIAL : PUBLIC HEALTH ACT : COVID-19

28.57% # of Reports: 4 Occurrence report PROVINCIAL : TRAFFIC SAFETY ACT

**Grand Total: 100.00% Total # of Incident Types Reported: 14 Total # of Reports: 14**

# Count of Incident Types



■ STOP/PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE 44(N)	3	100.0%
Total:	3	100.0%

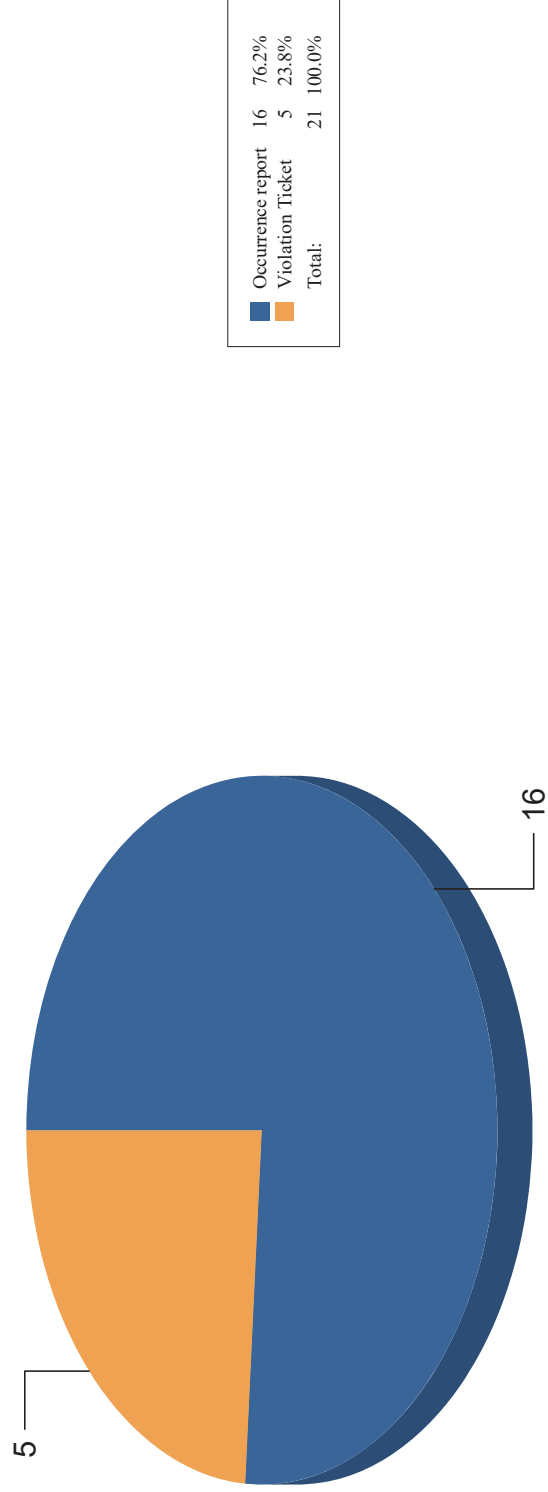
100.00% # of Reports: 3	Violation Ticket	STOP/PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE 44(N)
-------------------------	------------------	--

Grand Total:	100.00%	Total # of Incident Types Reported: 3	Total # of Reports: 3
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Grand Total:	100.00%	Total # of Incident Types Reported: 17
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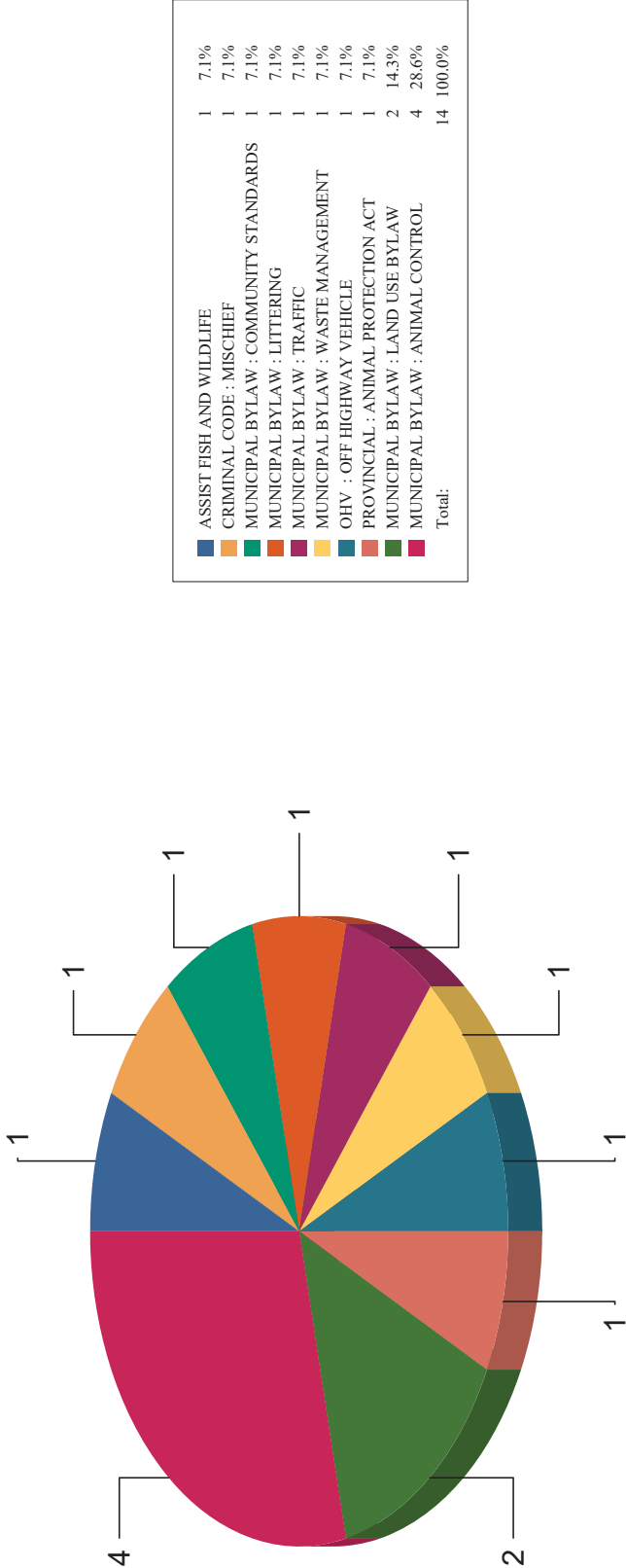
MAY 2020    Statistics from: 5/1/2020 12:00:00AM to 5/31/2020 11:59:00PM

## Count of Reports Completed



# Count of Incident Types

Occurrence report



6.25% # of Reports: 1 Occurrence report ASSIST FISH AND WILDLIFE

6.25% # of Reports: 1 Occurrence report CRIMINAL CODE : MISCHIEF

6.25% # of Reports: 1 Occurrence report MUNICIPAL BYLAW : COMMUNITY STANDARDS

6.25% # of Reports: 1 Occurrence report MUNICIPAL BYLAW : LITTERING

6.25% # of Reports: 1 Occurrence report MUNICIPAL BYLAW : TRAFFIC

6.25% # of Reports: 1 Occurrence report MUNICIPAL BYLAW : WASTE MANAGEMENT

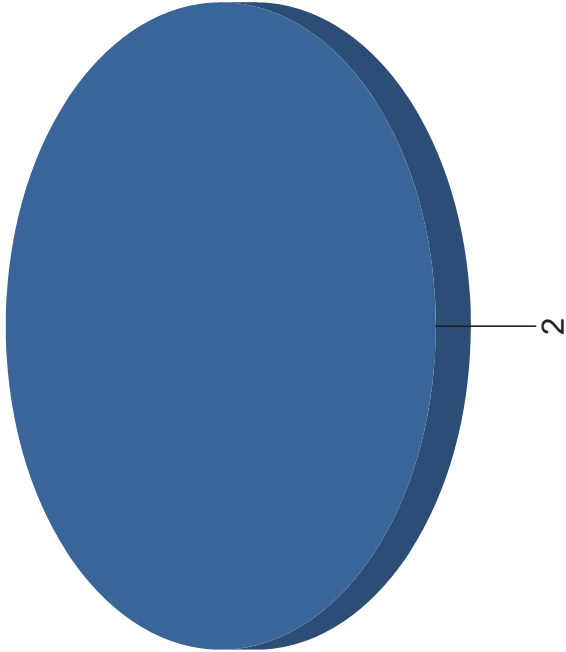
6.25% # of Reports: 1 Occurrence report OHV : OFF HIGHWAY VEHICLE

6.25% # of Reports: 1 Occurrence report PROVINCIAL : ANIMAL PROTECTION ACT

12.50% # of Reports: 2 Occurrence report MUNICIPAL BYLAW : LAND USE BYLAW

25.00% # of Reports: 4 Occurrence report MUNICIPAL BYLAW : ANIMAL CONTROL

# Count of Incident Types

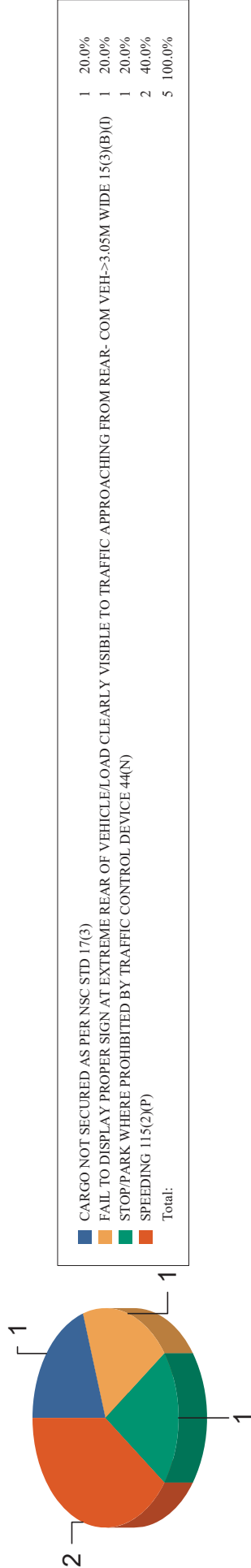


■	PROVINCIAL : TRAFFIC SAFETY ACT	2	100.0%
	Total:	2	100.0%

12.50% # of Reports: 2	Occurrence report	PROVINCIAL : TRAFFIC SAFETY ACT
------------------------	-------------------	---------------------------------

Grand Total:	100.00%	Total # of Incident Types Reported: 16	Total # of Reports: 16
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# Count of Incident Types



20.00% # of Reports: 1 Violation Ticket CARGO NOT SECURED AS PER NSC STD 17(3)
20.00% # of Reports: 1 Violation Ticket FAIL TO DISPLAY PROPER SIGN AT EXTREME REAR OF VEHICLE/LOAD CLEARLY VISIBLE TO TRAFFIC APPROACHING FROM REAR- COM VEH->3.05M WIDE 15(3)(B)(I)
20.00% # of Reports: 1 Violation Ticket STOP/PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE 44(N)

Grand Total: 100.00% Total # of Incident Types Reported: 5 Total # of Reports: 5

Grand Total: 100.00% Total # of Incident Types Reported: 21



# REQUEST FOR DECISION

---

SUBJECT: **Greenview Industrial Gateway Graphics Branding**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 8, 2020 ACAO SW MANAGER: KK  
DEPARTMENT: ECONOMIC DEVELOPMENT GM: GM PRESENTER: KK  
STRATEGIC PLAN: Regional Cooperation

---

## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) - N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council accept the Graphics for the proposed Greenview Industrial Gateway project for information, as presented.**

---

## BACKGROUND/PROPOSAL:

The Tri-Municipal Industrial Partnership (TMIP) Committee approved Greenview Industrial Gateway for a trade name for the TMIP area at the February 7, 2020 meeting (minutes have not been accepted, due to Covid-19 and project realignment).

Four names were proposed by Outcrop Media for the TMIP committee's review. TMIP Committee approval was given for Greenview Industrial Gateway to be utilized as the new trade name.

Graphics developed for the February 7, 2020 TMIP Committee meeting were not approved and it was asked of the project manager to attain new graphics for the new trade name and brand. These were provided in early May 2020.

Outcrop has provided two graphic options:

1. Concept 1
2. Concept 2

Of the provided graphic concepts, Administration recommends concept 2 as displayed on the attached PowerPoint slide 15..

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the TMIP committee will be prepared to move forward with marketing once the entity is formed.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to advise Administration to seek additional graphic concepts.

**Alternative #2:** Council has the alternative to amend or take no action to the recommended motion.

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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 graphic options to the TMIP committee for selection.

---

ATTACHMENT(S):

- Greenview Industrial Gateway Focus Group Report
- Greenview Industrial Brand Style Sheet



# Tri-Municipal Industrial Partnership Greenview Industrial Gateway

Focus Group Report – May 2020

# What's Included

- Methodology
- Brand Associations
- Name Reactions
- Visual Identity Design Reactions
- Advice for Website Content
- Additional Considerations
- Appendix (visual identity concept stimulus)



# Methodology

# Methodology

Two virtual focus groups with a total of seven attendees were conducted on May 6<sup>th</sup> and 8<sup>th</sup>, 2020 using Zoom video conferencing.

These focus groups consisted of stakeholders both familiar and unfamiliar with the Tri-Municipal Industrial Partnership.



# Brand Associations

# Brand Associations

At the beginning of each focus group, participants were asked:

***What are the first words that come to mind  
when I talk about this project?***

Responses to this probe varied, but a few key themes stood out:

- **Opportunity**
- **Collaboration**
- **Within reach, but with challenges**



# Brand Associations

## Opportunity

Participants associated the project with opportunity for growth and economic development. Knowing the potential of the region, they saw the Partnership as a future economic driver, comparing it to the Alberta Industrial Heartland.

“Open for business.”

“Heartland of  
northern Alberta.”

“My first thought is  
*potential opportunity.*”

“Opportunity is on our doorstep  
ready to be realized now.”

# Brand Associations

## Collaboration

Reflecting both the collaborative nature of the project and the synergies inherent in an industrial park, participants associated the project with collaboration. Participants recognize that the success of this project will benefit many partners but will also require cooperation to realize these benefits.

“My first thought is collaboration.”

“If developed properly  
we can all benefit together.”

# Brand Associations

## Within reach, but with challenges

Although the project is associated with opportunity, participants were also quick to bring up the potential challenges to realizing this opportunity. Importantly, these challenges were not viewed to be immediately threatening to the project, but instead as hurdles that would need to be overcome for success. In particular, it was underscored that the project would need to keep a measured pace to overcome likely logistical challenges.

“When you are dealing with three different municipalities, it is slow moving and as such it makes it hard to anticipate when you can go out and market it. Need to keep the ball rolling to realize the opportunity.”

“Great opportunity to bring new businesses to the area, but when I put my environmental sustainability hat on, I have concerns. It can be done right, but it needs to be done right.”



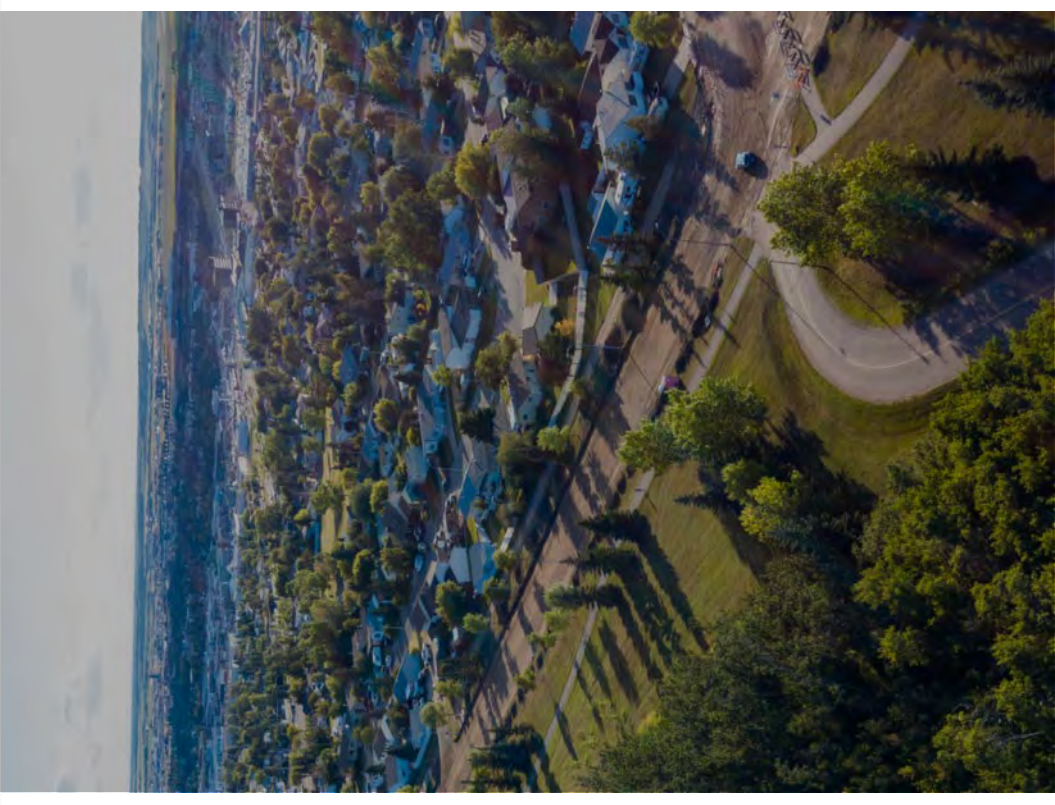
# Name Reactions

# Name Reactions

After discussing brand associations, participants reflected on the name 'Greenview Industrial Gateway.'

Two themes emerged from this discussion:

- **Location Specific**
- **Gateway Imagery**



# Name Reactions

## Location Specific

Depending on familiarity with the region, participants had different reactions to the name.

Participants familiar with the area immediately associated the project with Greenview municipality. Those who were less familiar, did not have the same association and viewed the name as a potential generic name to imply renewable or sustainable.

Considering a tagline could be a solution to provide further context on the location.

“Would need a tagline to identify the location and the goals.”

“I had to look it up. I am familiar with Grand Prairie, but not Greenview”

“I automatically think of the municipality of Greenview.”

“From the outside it is a very generic name. Almost a stock business name you would use in a case study.”

# Name Reactions

## Gateway

Including the word 'Gateway' in the name was liked by participants, who thought it alluded to an entrance or a passageway. This aligned well with their association of the project being an opportunity ready to be realized.

“Does it tie us to Northern Gateway?”

“The gateway.  
Has a good ring to it.”

“Gateway is an entrance to something. I guess an entrance to whatever you are selling.”

“For us, it is access to the coast in liquids and natural gas. LNG off the west coast is highly desirable.”



# Visual Identity Design Reactions

# Design Reactions

During the focus groups, participants reviewed two brand concepts and shared their reactions.\*

Key insights from these reactions were:

- While participants had positive reactions to both concepts, there was a **strong preference for Concept 2**.
- Concept 2 was seen to represent **progress and innovation**, while also capturing the industrial nature of the park through the colour palette.
- For both designs, participants preferred versions with the **maple leaf**, as it anchored the location in Canada.

\* See Appendix for complete visual identity concepts.

Concept 1



**GREENVIEW**  
Industrial Gateway

Concept 2



**GREENVIEW  
INDUSTRIAL  
GATEWAY** 

# Design Reactions

## Maple Leaf

For both design concepts, participants appreciated the versions incorporating the maple leaf. Recognizing that the location of Greenview is unlikely to be recognized outside of Alberta, the maple leaf serves to geographical anchor for the design.

“I would expand maple leaf.”

“I like the maple leaf.”

“I want to know where it is,  
I love the maple leaf  
adds that.”

“The maple leaf does help  
with the location context.”

# Design Reactions

## Concept 1 Reactions

### Overall Reactions

Participants generally reacted positively to the first design, but with minimal enthusiasm.

### Design Elements

Participants projected that the accent squares in the design were there to represent different sizes of businesses that could reside in the Gateway.

### Colour Palette

In combination with the Greenview name, the green in the first colour palette was interpreted to signal environmental sustainability.



“Pretty catchy.  
Like the black  
background.”

“Anyone outside of  
Grande Prairie would  
see it as eco-friendly.”

“If the brand speaks to  
international investors  
in renewable energy.  
They’ll look to Alberta  
because of the wealth  
of knowledge.”

“People might not know  
that this is a park, might  
think of it as a pipeline.”

“The bubbles in the speak to  
different sizes of businesses that  
could be in the park.”

# Design Reactions

## Concept 2 Reactions

### Overall Reactions

Participants reacted strongly and positively to this design, communicating that it better aligned with how they would want to perceive the brand.

### Design Elements

The chevron – incorporated into the ‘G’ and used as accents – was seen to visualize progress and moving forward.

### Colour Palette

The use of blue colour palette within this design was seen to better align with industrial projects – even seen to mirror the colour of coveralls.



“The arrows give the sense of moving forward, progressiveness.”

“This design does say less conventional. Fits better with innovation.”

“Blue is always identified with industry because of the coveralls.”

“Like the focusing on innovation. The ‘G’ style is growing on me. I like how the wording is blocked.”

# Design Reactions

## Comparing Designs

Although participants reacted favourably to Concept 1, there was a marked preference for Concept 2.

In comparing the concepts, participants viewed Concept 2 as being more progressive and innovative, while Concept 1 was perceived to be more abstract.

“I like Concept 2 better,  
more bold.”

“Compared to Concept  
1, I find this logo  
[Concept 2] less busy.”

“Didn't have to warm up to  
Concept 2, like I did for  
Concept 1.”

“Prefer Concept 2, it feels  
industrial.  
Other one felt a little fluffy.”



# Advice for Website Content

# Advice for Website Content

When asked about the content they would want to see in a website for the project, participants highlighted the following areas:

## ***Development requirements + Plans***

Participants communicated that they would value easy access to development and design requirements. They also would like to see the subdivision plans with lot sizes and roads. As available, including logos of companies on the lots would be welcomed.

## ***Level of Servicing***

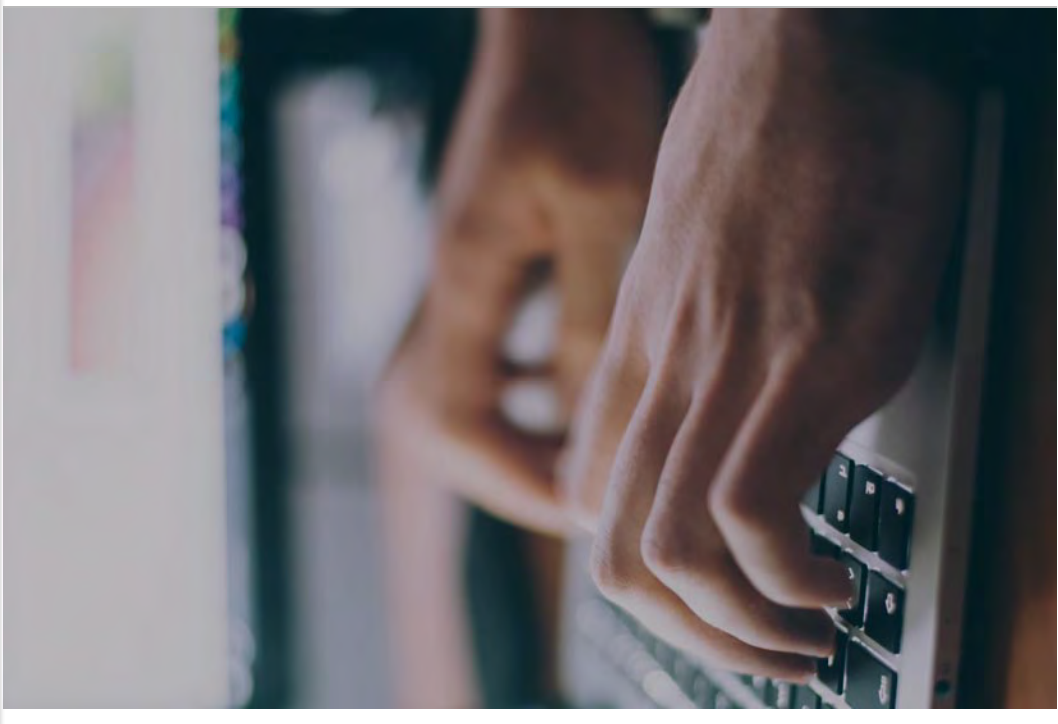
Articulate if this is fully serviced industrial land, what would be available for services, services for field/supply chain.

## ***Pricing and Contact information***

Pricing was indicated as a key point of information to be included on the website. If this information is not included, then it is important to provide clear contact information to obtain it.

## ***Indigenous Relations***

Participants highlighted that it is standard for large industrial projects to have a section of their website dedicated to their indigenous relations and that this section should be included in the major headers of the website.





# Additional Considerations

# Additional Considerations

Throughout the course of the focus groups, multiple comments arose that did not pertain directly to the branding of the project but could impact the overall success of the project:

- **Target audience**
- **Indigenous relations**
- **Matching marketing to technical considerations**



# Additional Considerations

## Target audience

Throughout the focus groups, participants highlighted that it will be important to determine the priority target audience for the project – local/regional or large multinationals?

“Step back and take a look if you can come up with a logo that cover the bases in term of all stakeholders and those that are most important.”

“If they are looking to not just be a place for local business and want to attract investment, they need that hook.”

“I would recommend getting a better understanding of who they are trying to attract. Local vs. International.”

# Additional Considerations

## Indigenous relations

On an unaided basis, participants in both focus groups inquired about indigenous consultation for this project. They highlighted that strong relationships with indigenous communities would be important for this project. Furthermore, they suggested that this branding initiative – with the new name – would serve as an opportunity to reach back out to these communities.

“Going forward, I would focus on reaching out to indigenous communities.”

“Has there been indigenous consultation for this project?”

“Maybe this could be an opportunity to connect with indigenous communities for their input. Clean slate to get buy-in.”

# Additional Considerations

## Matching marketing to technical considerations

Retelling anecdotes from other projects where expectations did not meet reality, participants stressed the importance of matching the marketing for the project with the technical realities in place. Clearly managing expectations of the Gateway will be critical to meeting customer demand.

“What you are selling actually needs to be for sale. Don't want to hit a wall in the regulatory phase.”

“We have run into a few situations where the developments get going and the review processes for natural resources have not been communicated. Need to be aware of the sour gas. To get all of this stuff built, you need to be aware of the approvals up front.”



# Appendix

Design Concepts

# Concept 1

Greenview Industrial Gateway is a brand that reflects **collaboration** and **partnerships**.





**GREENVIEW**  
Industrial Gateway



**GREENVIEW**  
Industrial Gateway



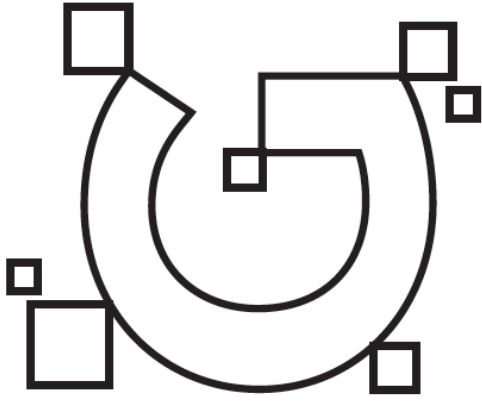
**GREENVIEW**  
Industrial Gateway



**GREENVIEW**  
Industrial Gateway



**GREENVIEW**  
Industrial Gateway



**GREENVIEW**  
Industrial Gateway



**GREENVIEW**  
Industrial Gateway



**GREENVIEW**  
Industrial Gateway



**GREENVIEW**  
Industrial Gateway



# Concept 2

Greenview Industrial Gateway is  
a brand that reflects **progressive  
thinking** and **innovation**.





# GREENVIEW INDUSTRIAL GATEWAY









# INNOVATION STARTS WITH PEOPLE.


Greenview Industrial Gateway  
Brand Vision Board





**GREENVIEW  
INDUSTRIAL  
GATEWAY**

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 ad minim. quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea  
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**GREENVIEW  
INDUSTRIAL  
GATEWAY**

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 didunt ut labore et dolore magna aliqua. Ut



## Identity Usage



Full Colour Logo



Black + White Logo



Reverse Logo

## Identity



The identity must always have a minimum space around which can be calculated by the size of 2Gs from the Greenview Industrial Gateway Wordmark. This will minimize visual clutter around the logo and provide clarity and focus when surrounded by other elements.

## Identity Colour Palette



**PMS 2736C**  
100%  
C99 M93 Y0 K0  
R41 G59 B151  
#293b97



**PMS 285C**  
100%  
C84 M55 Y0 K0  
R45 G111 B183  
#2d6fb7

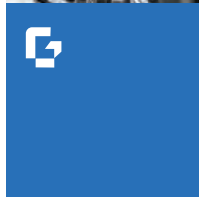


**PMS 282C**  
100%  
C100 M87 Y42 K52  
R9 G31 B64  
#081e3f



**PMS 179C**  
100%  
C4 M91 Y90 K0  
R228 G61 B47  
#e43d2f

## Brand Elements + Imagery



## Wordmark Typeface

**ABCDEFGHIJKLMNOPQRSTUVWXYZ  
vwxyz  
abcdefghijklmnopqrstuvwxyz  
1234567890**

Nobel Bold

## Secondary Typeface (Body Copy)

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
vwxyz  
abcdefghijklmnopqrstuvwxyz  
1234567890

Agenda Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
vwxyz  
abcdefghijklmnopqrstuvwxyz  
1234567890

Agenda Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
vwxyz  
abcdefghijklmnopqrstuvwxyz  
1234567890

Agenda Bold



# REQUEST FOR DECISION

---

SUBJECT: **Grande Cache Recreation Centre – Arena Dressing Room Revitalization**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 8, 2020 CAO: SW MANAGER: KG  
DEPARTMENT: RECREATION GM: GM PRESENTER: KG  
STRATEGIC PLAN: Level of Service

---

## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council approve the final architectural drawings for the Grande Cache Recreation Centre – Arena Dressing Room Revitalization as presented for pricing and future tender.**

---

## BACKGROUND/PROPOSAL:

The Grande Cache Recreation Centre is a multiuse facility that offers an Aquatic Centre, an NHL size arena, 4 sheet curling rink, Fitness Centre, 4 additional multipurpose rooms & more! The Grande Cache Recreation Centre is utilized by the residence from the Hamlet of Grande Cache & surrounding area year round.

## RECOMMENDATION

Administration recommends that Council accept the architectural drawings created by Beirsto & Associates Engineering LTD as presented and administration will submit for pricing and future tender.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Administration can proceed create a tender package and acquire pricing.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not accept the recommendation by administration.

**Alternative #2:** Council has the alternative to propose another option if they choose.

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**FINANCIAL IMPLICATION:**

There is no financial implication to accepting the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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.

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**FOLLOW UP ACTIONS:**

Administration will proceed accordingly with Council's decision.

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**ATTACHMENT(S):**

- Architectural Drawings
- Project Summary – Beirsto & Associates





## **Grande Cache Dressing Rooms - Design Brief**

Project No: 19GEBD5026

Date: May 25, 2020

To: Kevin Gramm, Manager, Recreation Services

From: Lori Thiessen

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The aging arena dressing rooms and public washrooms have deteriorated and a number of conditions no longer meet code and accessibility standards. Functionally, the washrooms within each dressing room are currently shared between multiple dressing rooms resulting in logistical challenges because teams cannot be provided with separate spaces. This is especially true of sports that have team members with different genders. In addition, the old pool mechanical room is an underutilized space and contains abandoned mechanical ducts, conduit, and electrical panels. Finally, the old wheelchair lift is not operational and was no longer required once access to the new elevator was available.

The goal of this project is to update the lower level arena dressing room space to meet current codes, improve functional demands, utilize the available space in the old pool mechanical room, and provide accessibility and usability to all persons inclusive of age, gender, or level of mobility.

### **Factors Taken Into Consideration:**

- The old pool mechanical room has no direct access to the ice surface, and there is some existing equipment / panels that must be kept, including the main sprinkler pipes.
- None of the existing dressing rooms or public washrooms provide for wheelchair accessibility
- After hours use of the curling rink requires access to the public washrooms but no access to the arena or pool area.
- Washrooms in referee dressing room and small dressing room do not meet code requirements because they have no sinks.
- Floor drains in existing gang showers do not meet code.
- Staff need direct access and visual sightlines to arena corridor and should be provided with amenities for a self-contained lunch room including a fridge, sink access for washing, and lockers.
- Arena janitor room should be centrally located to serve adjacent areas.

### **Features of the Proposed New Floor Plan:**

- One additional dressing room has been added for a total of 4 large, 2 medium, and 1 small handicap accessible dressing rooms. Currently, the existing area has 4 large dressing rooms with shared washrooms, and 2 small dressing rooms.
- All dressing rooms have their own washroom and shower facilities.
- Dressing room washrooms have a mix of gang showers and individual shower stalls to accommodate a variety of user needs.
- Referee room can also be utilized as a wheelchair accessible dressing room, with shower, toilet, and sink designed to accommodate a wheelchair.

- New public washrooms are designed for wheelchair usage and have the same number of toilets and urinals as the existing.
- All washrooms have hands-free (automatic) soap, paper towel, hand dryers, toilets and urinals for convenience and to reduce risk of bacterial and viral transmissions.
- Doors have been eliminated between dressing rooms and their adjacent washroom for convenient hands-free movement between spaces.
- Double doors to arena corridor, stairs/exit, and curling rink will be equipped with openers and hold-open devices, or alternately can be locked off with fob access only for after-hours use of only a portion of the facility.

#### Mechanical Plumbing and Heating Design

Design of the system is considerate of construction methodology and accommodated existing infrastructure where possible. Sanitary drainage has been designed to limit the number of break-in connections in anticipation that existing sewer pipes were constructed of cast iron as evidenced during an onsite inspection. Existing suspended pipes that are abandoned and no longer required will be demolished and connecting pipes re-routed within the new ceiling space. To improve comfort and meet code requirements, the existing duct branches of the HVAC system will be demolished and redesigned to meet the heating and ventilation requirements of the individual spaces. The proposed design will utilize the main existing insulated supply duct and existing air handling equipment to reduce the need to replace costly infrastructure that has an additional 14+ years of expected life. The new design will be suitable for new replacement equipment once the existing equipment reaches its lifespan.

#### Electrical Design

Extent of electrical work consists of new energy efficient LED lighting throughout. New power circuits including receptacles for hair dryers, water fountains, equipment charging station and convenience receptacles in the dressing rooms are also proposed. A new power panel is required to support the new circuits and has been proposed to be located in the basement mechanical/electrical room located between the new public washrooms. It is proposed that a power systems study including an arc flash study for the upstream equipment be performed prior to commencing electrical work. The electrical design further proposes eliminating the need of the existing BIX panel, which was the old telephone demarcation point located in the mechanical room, to the new telephone demarcation installed in the building expansion. New devices to enhance security and travel convenience including CCTV camera devices, door operators with hold open devices and electromagnetic lock devices have also been included, as well as new fire alarm devices to match new layout and to meet code requirements.

# Recreation Services Greenview Grande Cache

Grande Cache Recreation Centre Arena Dressing Rooms Review

Kevin Gramm – Recreation Services Manager

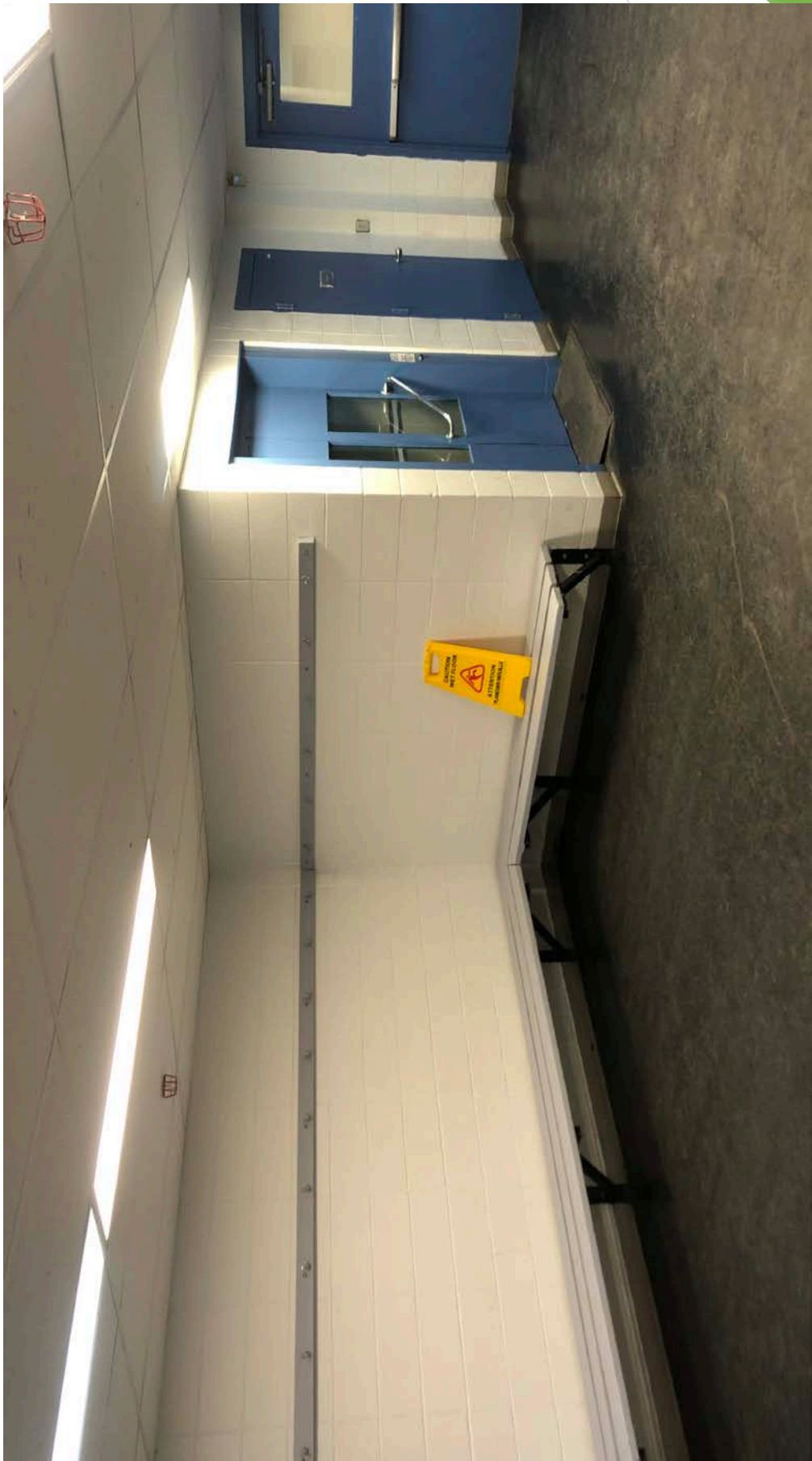
Grande Cache recreation centre has always provided the best location possible for tournaments, events, skating and other things such as graduations. The dressing rooms and associated arena have always provided a multitude of opportunity for adult and youth alike to recreate, participate and gather. The photo below represents the current area in recreation centre for accessing the four largest dressing rooms in which the public utilize on many levels for recreation. Whether it is a minor hockey tournament, figure skating test day, adult recreation hockey league, carnivals or the Canadian Death Race the department does it's best to ensure clean, inviting and safe locations for all. The infrastructure is dated and inadequate for today's requirements.



The Grande Cache recreation centre has seen many renovations over its 50 year history to the dressing room area. Many phased in approaches can be seen in the various walls and ceilings indicating that great attempts were made to address the capacity issues with the current designs and community needs. Limitations such as funds, modern designs and techniques as well as philosophies of use have contributed to the history of the location and its demands for functionality and quick fixes. Social philosophies of space requirements, increases to varying genders for sports and levels of participation and a need to be barrier free compliant have led our team down this journey towards better efficient use of the area.



The downstairs dressing rooms last renovation added a handicap lift, sitting area and various other upgrades to make the location suitable for the public access requirements at that time. The handicap lift is no longer required at this location due to the installation in the most recent facility update of an elevator which provides services to the entire basement. The space becomes very congested during high traffic use.





Downstairs dressing room access is not without its security concerns. Due to the style of doorways and panic hardware the attached curling lounge requires access to the larger washroom capacity but leaves the facility susceptible to wandering patrons and opportunists. Adequate space will allow for increase design efficiencies and security measures.



Remnants of days past, after the addition of the new aquatics facility and customer service areas a former filtration room is now utilized only for storage of various items the Recreation Centre uses. A better use of this space would add a much needed increase to public use capacity and assist in modernizing the dressing room area.



Above is an example of 4 similar multipurpose use dressing rooms. Basic room designs, 4 dressing rooms share 2 gang showers with 6 shower heads, 2 toilets, 2 urinals and 3 sinks. The rooms have to be locked from the inside to prevent theft and mixture of genders during use when required. 2 smaller rooms accommodate referees and other needs.

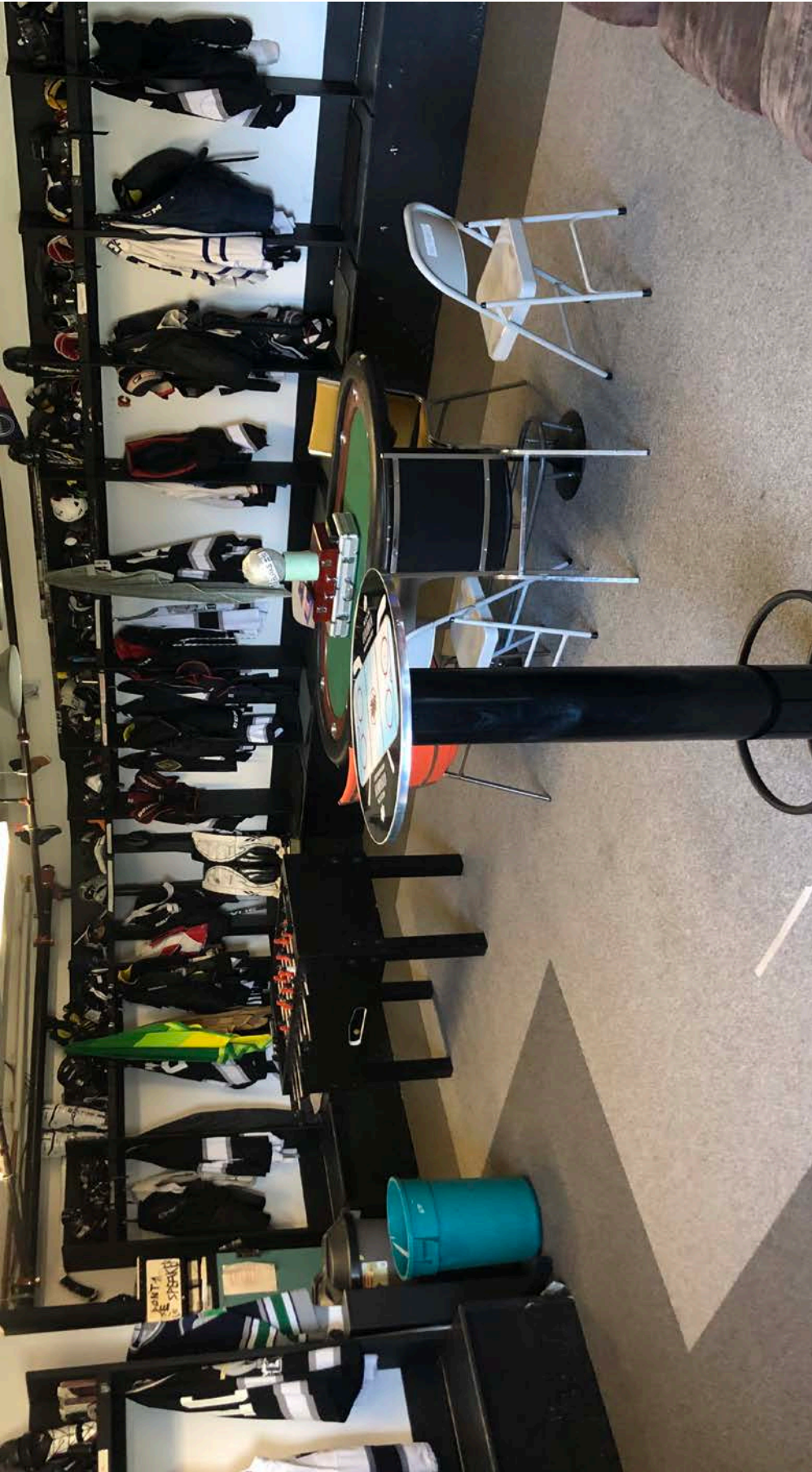
Minor hockey teams often request 2 dressing rooms as 1 room is not adequate for a full size team compliment. Men's league, sometimes having 15 - 18 full grown men are shoulder to shoulder in the rooms.



Exterior view of the space leased by the Grande Cache Rockies Association.

What additional facility capacity is present: A two story leased space provides additional support for dressing rooms. The Grande Cache Rockies Association leases a space attached to the Recreation Centre. Room # 1 below has seating capacity for 26 adults. This room was completely renovated under an insurance claim in 2012 as a result of flood damage from a burst water line in the upstairs ceiling. The area has 1 gang with 6 shower heads, 1 toilet, 1 sink and 1 urinal.



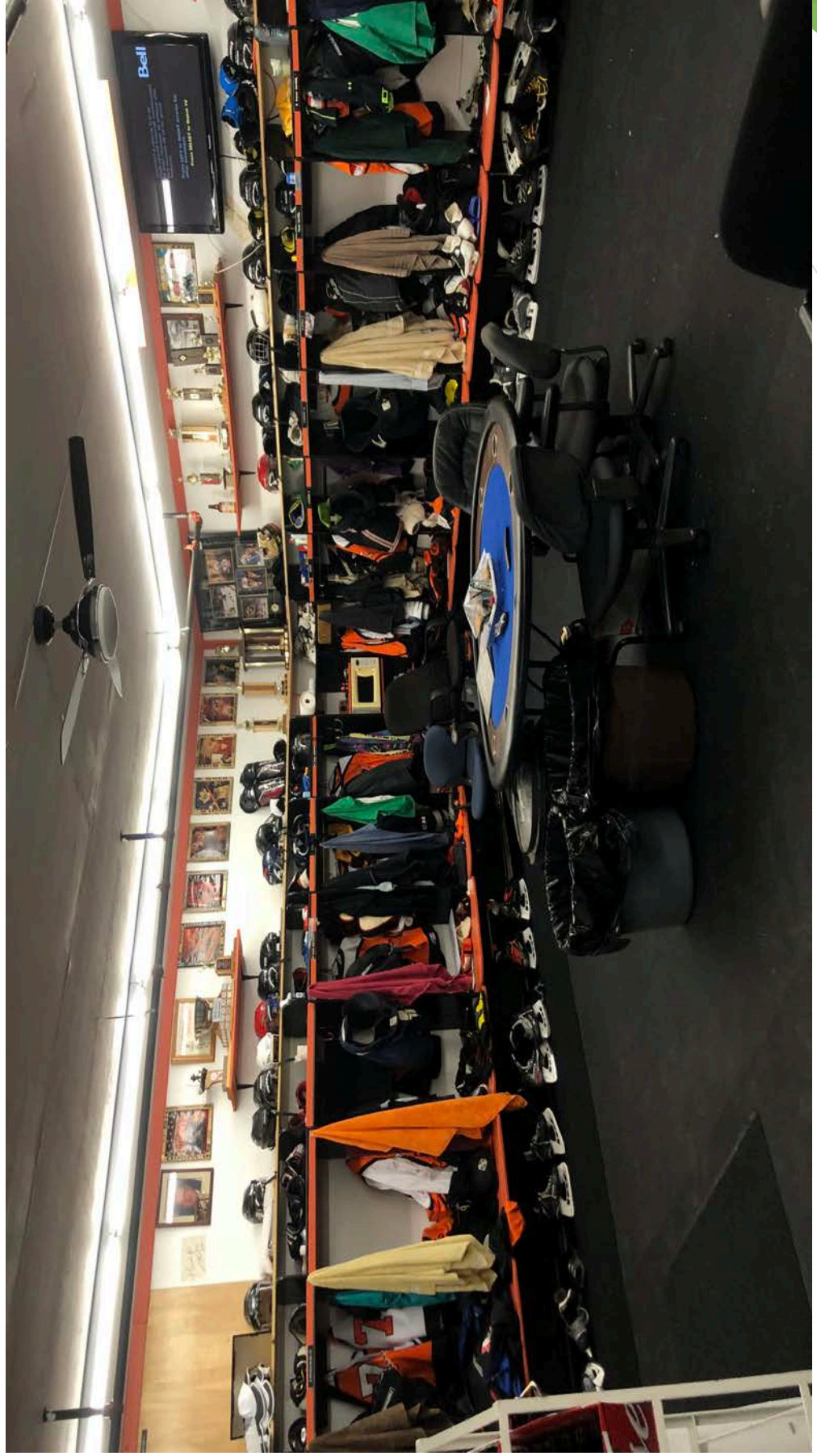


Level 2 above has the capacity to provide 20 seating areas for adults and was renovated after the resulting water damage to the area. The upstairs location has 3 individual showers, 1 toilet and 1 sink.



Exterior view of the dressing room space currently leased by the Grande Cache Muttoneers Association.

The Grande Cache Muttoneers Association leases a dressing room space that has the capacity for 29 adult seating spaces. The room has 1 gang shower stall with 4 shower heads, 1 toilet and 1 sink.



This concludes the review of  
dressing room capacity in the  
Grande Cache Recreation Centre  
Questions?



# REQUEST FOR DECISION

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SUBJECT: **Grande Cache Recreation Centre – Custodial Contractor Request for Decision**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 8, 2020 ACAO SW MANAGER: KG  
DEPARTMENT: RECREATION GM: GM PRESENTER: KG  
STRATEGIC PLAN: Level of Service

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## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION:** That Council authorize Administration to enter into an annual agreement with H.Y. Cleaning Services A1215-2<sup>nd</sup> Ave, Wainwright, AB T9W 1G8 for custodial services for the Grande Cache Recreation Centre as per the Request for Proposal #AB-2020-0184, for the annual sum of \$119,808.00 plus GST, with funds to come from the 2020 Recreation Operating Budget.

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## BACKGROUND/PROPOSAL:

The Grande Cache Recreation Centre is a multiuse facility that offers an Aquatic Centre, an NHL size arena, a 4 sheet curling rink, Fitness Centre, 4 additional multipurpose rooms & more! The Grande Cache Recreation Centre is utilized by the residence from the Hamlet of Grande Cache & surrounding area year round.

Administration posted the Request for Proposal on the Alberta Purchasing Connection website and received two bids prior to the April 30, 2020 deadline.

## MERIT ANALYSIS

The two bids, were rated utilizing the below matrix, as outlined in the Request for Quotation.

Criteria	Weight
Experience and Qualifications, and Services Concepts	30
Operations Plan	30
Organization Profile	10
Pricing	20
Presentation quality, thoroughness, detail	10
Total	100

## MERIT BID COMPARISON

Based on the two comparable bids, H.Y. Cleaning's overall merit rating came in higher when compared against its competitor.

Company:	H.Y. Cleaning	Acoustical & Total Cleaning	Greenview In House Service
<b>Weighting Merit Comparisons</b>	100%	70%	TBD

### COST BENEFIT ANALYSIS

The cost proposed for the Custodial Contract are itemized below to accurately compare the two proposals. Included in this chart is a depiction of the overall cost for the Custodial Contractor Bids in comparison to an in-house MD of Greenview staff service, this comparison is provided for reference purposes.

Comparable Pricing	Bid Company's		
	H.Y. Cleaning	Acoustical & Total Cleaning	Greenview In House Service
<b>Deliverable and lump sum fees</b>			
Day porter and evening custodial services provided.	\$119,808.00 \$1,120.00 VCT \$2,240.00 spec Plus GST	\$109,104.60 \$2,425.00 VCT \$4,850.00 spec Plus GST	Staff salaries = \$144,404 Benefit @ 33% = \$47,650 Administrative Costs
Consumable Supplies	Inc.	\$13,800.00 (Est)	\$29,300.00 (budget #)
Equipment and Support	Provide own equipment	Provide own equipment	Would need to purchase new equipment
<b>Total Annual Cost</b>	<b>\$123,168.00</b>	<b>\$143,979.60</b>	<b>\$221,354.00</b>

**VCT: Vinyl Flooring    Spec: Concrete Floor Polishing**

The VCT/Spec portions of the aforementioned table are specialized services that are required, however, fall outside of the annual maintenance services contract. Administration will manage this expense accordingly within the 2020 Recreation Facilities Operation Budget and the Expenditure and Disbursement Policy.

### RECOMMENDATION

In the midst of the global pandemic, cleanliness and sanitization are of utmost importance to the staff and residents of Greenview. Administration recommends that Council award the Custodial Contract to H.Y. Cleaners, to deliver custodial services for the Grande Cache Recreation Centre.

### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Administration can proceed with the contract.
2. The benefit of Council accepting the recommended motion is that Greenview residents in Grande Cache can feel safe knowing that the facility they enter is sanitized and cleaned to a high standard.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not accept the recommendation by administration.

**Alternative #2:** Council has the alternative to propose another option if they choose.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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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 proceed accordingly with Councils decision.

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ATTACHMENT(S):

- H.Y. Cleaners Bid
- Acoustical & Total Cleaning Bid



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REQUEST FOR PROPOSAL

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**Request for Proposal for: Grande Cache Recreation Centre Custodial Contract**

**Issued: March 9, 2020**

**Walk Through: 10:00 am on Friday, April 3, 2020**

**Submission Deadline April 30, 2020**

### Introduction

The Grande Cache Recreation Centre is a multiuse facility that offers an Aquatic Centre, a NHL size arena, 4 sheet curling rink, Fitness Centre, multipurpose rooms and more! The Grande Cache Recreation Centre is utilized by residence from the Hamlet of Grande Cache and surrounding area.

The Recreation Centre is home to a number of events including the Sinister Sports Death Race, Community Round Dance(s), weddings, birthday parties, community and sporting events. The Recreation Centre is also utilized by various user groups including; Grande Cache Minor Hockey, Akasaka Figure Skating Club, Grande Cache Otters, Grande Cache Caribou League, and many more!

## Background

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The facilities referred to in this RFP include, the lobby, meeting rooms, office spaces, public washrooms, located in the heart of the Grande Cache Recreation Centre. The current cleaning area is approximately 47,000 square feet.

## Submission Procedure

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Proposals must be received to Grande Cache Recreation Centre, Box 1079 Valleyview, Alberta, T0H 3N0 no later than April 16, 2020. Hard copies will be accepted in an envelope marked "Lease and Operation of the Grande Cache Recreation Centre Concession".

To be fair to all applicants, Greenview respectfully denies any request to review draft copies of proposals prior to final submission.

## Opening, Evaluation and Contracting

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All proposals satisfying the requirements of this Request for Proposal will be evaluated to establish which of the proponents' best fulfills the needs of Greenview and the guidelines it has established to contract clean the Grande Cache Recreation Centre. Greenview anticipates entering into an agreement with the selected operator for the 2020 – 2021 year with the option to renew annually.

This Request for Proposal, however does not commit Greenview to award any agreement or to pay any costs incurred in the preparation of a proposal. Greenview reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proponents' to cancel this Request for Proposal, if it is in the best interest of Greenview to do so. The decision that Greenview makes, will be final.

All queries relating to this Request for Proposal, or site visit requests should be directed to Kevin Gramm, Manager, Recreation Services (780) 827 -2446 ext. 234.

## Proposal Contents:

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Proposals should include the following information

### **1.0 Evaluation Criteria:**

The evaluation of each proposal will be based on two aspects pass/fail and by a scored criteria section. These two aspects will determine who will be awarded the opportunity to provide custodial services at the Grande Cache Recreation Centre.

#### **1.1 Mandatory Requirements**

The following elements are mandatory by Greenview for an organization or group to contract clean the Grande Cache Recreation Centre and must be outlined in the proposal.

Each submittal will be evaluated based on a pass/fail method for the following criteria.

1. Ability to obtain a current Greenview Business License (Pass/Fail)
2. Ability to obtain Insurance (Pass/Fail)
  - a. Hold a minimum 2-million-dollar liability insurance (or greater) to operate a concession.
  - b. Hold contents insurance for all items not owned by Greenview.
  - c. Proof of insurance will be a binding condition on whichever organization/ entity is selected.

#### **1.2 Evaluation and Selection**

The following elements are program criteria deemed valuable by Greenview for an organization to operate the Grande Cache Recreation Centre Concession.

Based on the following criteria, each submittal will be provided a score based on their submission.

## Experience and Qualifications & Services Concepts

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- i. Each proposal should include a narrative description of the contractors operating concept. The narrative should demonstrate clearly the contractor's ability to fully and successfully perform its proposed concept within the physical facility provided.
  - o Recommended Proposed Operation Plan
  - o Each proposal should include statements describing the suppliers existing personal operating policies addressing the following areas; training, Health & Safety, equipment, and maintenance.
  - o Each proposal should include Operating Hours. Please note that the below hours are based on facility busy times. These are recommended hours for the cleaning services to be provided.

## Organization Profile

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- i. Each proposal should be accompanied by details of the contractor's organization and the names of the contact information of references for whom the contractor has provided similar services.

## Pricing

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- ii. Supply an annual sum of services with monthly costs

## Presentation Quality, Thoroughness and Detail

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Criteria	Weight
Experience and Qualifications, and Services Concepts	30
Operations Plan	30
Organization Profile	10
Pricing	20
Presentation quality, thoroughness, detail	10
Total	100

The evaluation team will not be limited to the criteria referred to above, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. The evaluation team may apply the evaluation criteria on a comparative basis, evaluating the proposals by comparing one proponent's proposal to another proponent's proposal. All criteria will be applied evenly and fairly to all proposals.

## Additional Information

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The evaluation team may, at its discretion, request clarifications or additional information from a proponent with respect to any proposal, and the evaluation team may make such requests to only selected proponents. The evaluation team may consider such clarifications or additional information in evaluating a proposal.

## Interviews

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The evaluation team may, at its discretion, invite some or all of the proponents to appear before the evaluation team to provide clarifications of their proposals. In such event, the evaluation team will be entitled to consider the answers received in evaluating proposals.

## Negotiation of Agreement and Award

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Greenview selects a preferred proponent, then it may:

- Enter into a contract with the preferred proponent
- Enter into discussions with the preferred proponent to clarify any outstanding issues and attempt to finalize terms of the contract, including financial terms. If discussions are successful, Greenview and the preferred proponents will finalize the contract.
- If at any time Greenview reasonably forms the opinion that a mutually acceptable agreement is not likely to be

reached within a reasonable time, give the preferred proponent written notice to terminate discussions, in which event Greenview may then either open discussions with another Proponent or terminate this RFP and retain or obtain the services in some other manner.

### **General Conditions**

#### **No Obligation**

This RFP is not a tender and does not commit Greenview in any way to select a preferred proponent, or to proceed to negotiations for an agreement, or to award any agreement. Greenview reserves the complete right to at any time reject all proposals, and to terminate this RFP process.

#### **Proponents Expenses**

Proponents are solely responsible for their own expenses in preparing, and submitting proposals, and for any meetings, negotiations or discussions with the Greenview or its representatives, will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or the loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a proposal, or participating in negotiations for an agreement, or other activity related to arising out of this RFP.

#### **No Contract**

By submitting a proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed under, or arises from this RFP, prior to signing a formal written contract.

#### **Solicitation of Council Members and Greenview Staff**

Proponents will not contact any member of the MD Council, and Greenview Staff with respect to this RFP. Other than the Recreation Services Manager at any time prior to the award of a contract or the termination of this RFP.

## **Scope of Services**

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In the interest of ensuring a positive experience for all our facility patrons including employees, utilizing the Grande Cache Recreation Centre, our goal is to have a clean, safe Recreation Centre committed to servicing the public. The minimum simplified scope of work is listed below:

- Align with Alberta Health & Safety cleanliness requirements for pool and food service facility standards.
- Storage and maintenance of custodial materials and equipment in compliance with OH & S standards. Custodial contractors are required to supply the following:
  - All cleaning, polishing, and vacuuming equipment
  - All cleaning, polishing, and vacuuming supplies (except items in which are supplied by Greenview)
  - The materials and supplies shall be purchased wherever possible from firms who can provide local advisory services by full-time representatives.
  - The contractor must follow procedure and protocol for ordering supplies that Greenview provides. The Contractor must equip his/ her staff with suitable, modern, equipment and to ensure it is not damaged, or cause unnecessary wear and tear to building surfaces and must be stored in the identified custodian's room. This equipment (carts, pails, vacuum cleaners, brooms, mops, etc.) must be replaced when worn out.

- The Contractor shall not use the facilities of the building for storage of materials or equipment for use elsewhere, nor shall other operations of the contractor be directed from the premises in the building.
- Conduct work in accordance with the task & location frequency schedule, which may vary depending on activities occurring in the facility.
- All employees or sub-contractors must be fully trained, competent in the particular operation assigned to them. Cleaning services are required to meet inspection standards in alignment with the Contractors agreement.

The principals by which the Grande Cache Recreation Centre Custodial Contractor will function and operate on are:

- Efficiency in Service: The contractor will deliver personalized and consistent service in an efficient and friendly manner.
- Timely Services: The contractor will provide services that meet and exceed Greenview's expectations (quality goods, products, services and programs that provide value for money.)
- Innovation: The contractor is to provide services that interact with the facility programs (e.g. fitness activity programs)
- Sustainability: The contractor is to strive to meet industry established benchmarks on reduction of waste including recycling and packaging.
- Consistency: Consistency of product quality and service
- Safety and Sanitation: The contractor is to ensure that all equipment is maintained and is complies with Alberta Health and Safety standards.

## Scope of Contract Price

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The Custodial contract fee agreement, will be reflective of the price allocated, as agreed upon by Greenview and the operator. The monthly rate will be fixed for the first year, subsequent years will be negotiated annually.

## Utilities

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Suitable water service, Greenview drainage, lighting, and heating of designated premises will be provided, but without liability on part arisen Greenview's part from temporary interruption thereof on account of breakdown, power failure or like causes.

In the event any utility service must be interrupted for repair or modification, Greenview will provide the Contractor with as much advance notice as possible. In the event of any such interruption or any disruption of utility services, Greenview shall take reasonable steps to restore them promptly but shall not be responsible for any loss or delay sustained by the contractor resulting in such interruptions from any cause.

## Additions/Deletions of Equipment/Accessories

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The operator will be responsible for providing any other equipment not outlined in *schedule A*. Approval of additional equipment is required by the Grande Cache, Recreation Services Manager.

## Equipment Damage

The contractor will assume all risk and responsibility for any loss, destruction, or damage occurring to any of the equipment in the Recreation Centre, including what is listed in *Schedule A* in Scope of Contract. In the event of any loss due to theft, fire, accidental disruption of facility services, vandalism, or other causes the loss shall be solely on the contractor.

## Full Service and Maintenance of Equipment

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The contractor agrees, to provide, all maintenance (scheduled/nonscheduled) and remedial service for all supplied equipment. All maintenance will be done at no cost to Greenview for parts, labour, tools, equipment/truck, mileage, etc. The contractor will be responsible for the maintenance of all equipment as per manufactures guide lines.

The contractor shall keep the machines in a clean and sanitary condition. This requirement includes interiors, exteriors, tops and the areas under the machines.

## Regulations

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The contractor agrees to comply with applicable federal, provincial, local rules and regulations. These include, but are not limited to, the following; Federal, Provincial and local health safety and licensing laws and/or regulations relating to custodial services, and the Municipal District of Greenview, Municipal Code.

## Schedule A

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The following scope of services is included as a guide to the proposed. It is designed to identify the minimum service level expected from the successful consultant and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project:

**MD of Greenview Grande Cache- Recreation Centre:** 47,300 s/f approx.

**Frequency:** 7 days per week (Monday – Sunday)

Please note that the size provided for the facility is for information purposes only and should not be used for calculating your bid. It is the responsibility of each bidder to familiarize themselves with the size and the contract area.

**In Scope Specifications:** Custodial Services:

### 1. Description:

The work of this Contract consists of the furnishing of all labor, materials and equipment required for the day to day maintenance of cleaning and sanitary conditions in the above mentioned Greenview Facilities. The work shall be done in accordance with these specifications using the best techniques of the trade in frequencies given in the attached schedule, so as to comply with the inspection standards which form a part of these specifications.

### 2. Fire Safety:

Waxes, floor finishes, polishes and cleaning materials are very susceptible to spontaneous ignition/combustion therefore, and all such materials must be stored in metal containers with a self-closing lid. All litter shall be stored in a fire-resistive space until collected by the garbage service and/or removed from the building. Janitor rooms and storage closets must be kept clean, neat and tidy at all times. All waxes, polishing oils, etc. must be kept tightly sealed and stored in separate shelving from rags and other cleaning materials. All floor mops shall be stored in a suspended position to allow free air circulation around heads of mops.

### **3. Materials and Equipment:**

All materials and supplies shall be of a quality satisfactory to the Manager, Recreation Services. Materials shall be delivered to the building in original containers bearing the suppliers' original labels. Breaking down, and putting away bulk quantities shall be done on the premises assigned to the Contractor.

#### **The Contractor shall supply:**

- a. All cleaning, polishing and vacuuming equipment.
- b. All cleaning, polishing and vacuuming supplies (except those listed below, as supplied by the MD).
- c. Where possible, environmentally friendly (green) products will be used and supplied for the appropriate cleaning.
- d. The materials and supplies shall be purchased wherever possible from firms who can provide local advisory services by full-time representatives.
- e. The Contractor must follow procedure and protocol for ordering supplies that Greenview provides. The Contractor must equip his/ her staff with suitable modern equipment to enable as not to damage or cause unnecessary wear and tear to the building surfaces, furnishing or equipment. Equipment used in daily routines shall remain in the building and be stored in the custodian's room. This equipment (carts, pails, vacuum cleaners, brooms, mops, etc.) must be replaced when worn out.

The Contractor shall not use the facilities of the building for storage of materials or equipment for use elsewhere, nor shall other operations of the Contractor be directed from premises in the building.

### **4. Task/ Location Frequency Schedule:**

The work must be done in accordance with the Task/Location Frequency Schedule which is part of this specification. The task locations or frequencies may be varied after experience has been gained in cleaning the building, but not without consulting with the Manager, Recreation Services. The Contractor will provide the Manager, Recreation Services with a 6 month schedule twice a year outline when "project work will be done."

### **5. Inspection Standards:**

The work must be performed by a fully-trained person(s), competent in the particular operation assigned to them. All work shall be inspected by the Manager, Recreation Services or his delegate, who has the authority and knowledge necessary for effective influences on the conduct of the work. The Contractor

shall be available for discussion as necessary, at which times any shortcomings will be brought to the Contractor's attention so that corrections may be made. The Inspection Standards are meant to indicate acceptable results of good cleaning techniques and are part of this specification. The Manager, Recreation Services, will not assume any responsibility for instructor workers in the techniques and will not normally speak directly to the works, but may do so in urgent matters if the delegate is not immediately available.

## **6. Work Assessment:**

The Contractor's overall performance and the quality of work will be determined by the Manager, Recreation Services.

### **Description of Services & Methods of Cleaning:**

#### **1. Spot Cleaning**

This service consists of the removal of all defacing matter from surfaces, scuff marks at desk areas, spots, smudges, stains, scuff marks and traffic lanes in all areas of the building and including carpets.

#### **2. Pickup Services**

This service consists of removing debris from floors and other horizontal surfaces and emptying waste receptacles.

#### **3. Project Work**

Project works shall consist of tasks that are preforming at monthly or greater frequencies that are other than routine. Examples are: floor stripping and refinishing, Major Window washing, high dusting, etc.

#### **4. Routine Work**

Routine work shall consist of tasks preformed at frequencies less than monthly.

#### **5. Extra Work**

This service shall consist of any cleaning tasks, except emergency cleaning, not included in the specifications. Authorization to proceed with such work must first be obtained in writing from the Manager, Recreation Services or his/her delegate representative.

#### **6. Clean**

As used in the specification shall mean that, after a cleaning procedure has been completed, the surface shall be neutral (soil and residue free).

#### **7. Air Handling Units – Grills – Supply and Return**

As used in the specifications includes induction units, heating converting and forced flow heating units, wall-mounted radiators, floor, wall and ceiling-mounted force flow heating units.

#### **8. Dust Mopping**

A dust control method shall be used in all dust mopping operations by using either a nonoil retardant on clean dust mops or disposable dust mop cloths. Sweeping compounds containing oils, abrasives or

other harmful substances shall not be used. Power vacuum equipment may be used in lieu of dust mopping. All areas of the floors shall be dust-mopped or vacuumed, including areas under furniture.

#### **9. Wet mopping**

This operation shall be preceded by dust mopping. Clean water shall be used for wet mopping, a small amount of detergent may be added. Mop swirls on the floor from dirty mops and water will not be acceptable. Buffing shall follow wet mopping where a buffable floor finish is used. NOTE: When mopping in washrooms, use germicidal agent.

#### **10. Scrubbing and Refinishing**

This operation shall be preceded by dust removal. Warm water with the recommended amount of detergent added shall be used. Power scrubbing equipment must be used. Either using a scrubbing brush or suitable synthetic pad. The solution must be given time to work its chemical action on the floor surfaces, all residues must be picked up and the floor rinsed clean. Floor finish, minimum 5 coats, shall be applied and buffed if recommended by the manufacturer or a non- buffable finish may be used.

#### **11. Stripping and Refinishing**

This shall consist of the complete removal of all floor finish and other residues, when rinsed, floors should be neutral. Sealing of floors should be done with an approved penetrating floor sealer, it will be applied after the floors have been stripped. A minimum of 5 coats of floor finish should be applied and buffed as recommended by the manufacturer. Furniture, including cabinets and file cabinets must be removed for this operation, unless requested otherwise. Soil and residue must be removed from the baseboards and all other vertical surfaces, including furniture legs and bases, while it is still solvent.

#### **12. Buffing**

This must be performed by mechanical means using either lamb's wool, felt or the correct synthetic pads.

#### **13. Spray Buffing**

Spray buffing will be permitted in lieu of washing, finishing and buffing in office areas. Spray buffing shall be done in other areas only with permission of the Manager, Recreation Services. If spray buffing in other areas does not maintain the standards of cleanliness required, the Contractor will be directed to return to the frequencies of wash, wet mop and rinse, and scrub and refinish as specified. When spray buffing is used, unless equipment and methods of cleaning used by the Contractor indicate otherwise, spray buffing must be followed by either vacuuming or dust mopping and dusting of furniture.

#### **14. Miscellaneous Floor Cleaning**

Traffic lanes and worn areas of floor finish will be removed and/or repaired as they occur, either by scrubbing, finishing or buffing or by spray buffing. Corners must be kept free of dirt, dust and water marks at all times. Cleaning solutions must not be allowed to seep under furniture, partitions, etc. petroleum based waxes shall not be used on asphalt tile floors.

**15. Walls and Ceilings**

Walls must be washed with warm water and detergent as recommended by the manufacturer. Walls and ceilings must be rinsed with warm clean water. At the end of the cleaning operation there shall be no visible soil, streaks or other discoloration on the finish.

**16. Windows and Glass Surfaces**

Windows must be washed with a non-streaking agent; alcohol solution may be used. The window washing operation shall include all adjacent metal surfaces such as mullions, frames, sills, etc. and window screens where they are installed.

**17. Door Mats and Mat Recesses**

Door mats shall be removed where applicable and cleaned using water and detergent. A stiff bristle brush may be used to remove encrusted dirt. Mats must be cleaned.

**18. Waste Receptacles**

Waste receptacles shall be damp wiped after each emptying. They will be washed completely as required in the specifications with warm water containing a germicidal agent.

**19. Vinyl Upholstered Furniture**

This material may be washed and/or damp wiped using warm water and a germicidal agent, it must be wiped dry. Suitable furniture cleaner, liquid or spray, may be used as an alternative method of cleaning. Care must be taken to insure all cleaner residue is wiped from the surfaces.

**20. Washroom Cleaning**

Washbasins, toilet tanks and urinals must be thoroughly washed with warm water and the recommended amount of detergent in accordance with the manufacturer. Extra attention must be given when cleaning the underside of the seats and the rims of the toilet bowls. Toilet bowls and urinals must be de-scaled at least once a week. The de-scaling agent must be applied in such a way as to avoid damage to the fixtures and surrounding areas. Spray deodorant shall be used as required. Only trained workers in washroom sanitation will be accepted in these areas. Shower walls, floors, doors and fixtures will be washed and scrubbed with the appropriate cleaning agent where applicable.

NOTE: USE GERMICIDAL AGENT.

**21. Non-Washable Ceilings**

These ceilings shall be vacuumed. This work must have prior approval of the Manager, Recreation Services.

**22. Finishes**

All surfaces listed hereunder shall be cleaned by a damp wiping with a soft cloth or chamois. The cleaning solution, except where otherwise indicated, must be clean water to which germicidal agent and/or another non-harmful cleaner has been added. The surface must always be properly rinsed and dried. Acid, abrasive and other cleaning materials may be used provided adequate care is taken not to damage the treated surface.



## **H.Y. CLEANING**

A1215-2<sup>nd</sup> Ave  
Wainwright, AB T9W 1G8  
PH: 780-842-9575

### **Grande Cache Recreation Centre**

Attention: Kevin Gramm, Manager, Community Services

Grande Cache Recreation Centre has a reputation for quality service and well-maintained buildings. Our goal is to surpass the previous custodial standards to earn trust and confidence with exceptional H.Y. Cleaning services.

When team members are appreciated, properly trained and paid fairly, they stay strong, loyal and driven. At H.Y. Cleaning, we don't just maintain basic standards we go above and beyond.

### **How do we do it**

We have:

- Competent and caring team
- Hands-on Extensive training program for all employees
- Higher Standards, Code of Conduct and Work Ethics
- Team members all obtain R.C.M.P. Vulnerable Sector checks
- Team Members routinely pass evaluations
- Scheduled and unscheduled site inspections to ensure quality control
- Always prompt communications with employees and clients

### **Our Mission**

It is our mission at H.Y. Cleaning to change the game of custodial services forever by being more than just a cleaning company. Client and employee requirements and safety first. We back this up with exceptional support and dedication.

## **Our Objectives**

We are a group of humble people who believe in the work we do! We work within a strong loyalty to our values as a company, such as accountability, importance of clients needs, safety, action and integrity.

## **Our People**

We only hire the best of the best out in the field and here in our office. H.Y. Cleaning is a team of hard workers who take pride in their work which fosters great client relationship.

We have prepared this proposal for Grande Cache Recreation Centre specific needs. We look forward to partnering with you.

Leave the dirty work to us,



Hanan Yehia  
Founder and President



Request for Proposal #AB-2020-0184

Janitorial Proposal

Location:

Grande Cache Recreation Centre  
10450 Hoppe Ave  
Grande Cache, AB T0E 0Y0

Creation Date: March 9, 2020

Closing Date: April 16, 2020

#### **Chapter 1: Executive Summary**

- 1.1 Description of Services Proposed
- 1.2 Advantages of Proposal Solution
- 1.3 Vendor representative responsible for preparation of Proposal
- 1.4 Vendor clarification contact
- 1.5 Vendor representative empowered to conduct contract finalization
- 1.6 Price assumptions, service level and product and/or duration of the work

#### **Chapter 2: Proposal Narrative**

- 2.1 Services Requirement. Vendor advantages proposed solution beneficial to the vendors' clients

#### **Chapter 3: Price Quotations**

- 3.1 Pricing in lump sum form. Price for standard proposed work for location.
- 3.2 Pricing for additional out of scope work in hourly rate and daily 8-hour rate for each proposed Resource per Grande Cache Recreation centre
- 3.3 Payment Terms

#### **Chapter 4: Contract Provisions**

- 4.1 Provisions in the General Requirements
- 4.2 Provisions "Met"
- 4.3 Provisions "Not Met"

#### **Chapter 5: Corporate Resume for Project Team Key Members**

- 5.1 Resume for Owner and Operations Manager of H.Y. Cleaning - Hanan Yehia
- 5.2 Resume for Logistics and Communications Manager – Dee (Donna) Bolingbroke
- 5.3 Resume for Painting Division Manager – Christian Betancourt

## **Chapter 6: Corporate References**

### **6.1 Vendor References**

## **Chapter 7: Health & Safety Plan**

### **7.1 Vendor Health & Safety Plan**

## **Chapter 8: Vendor Insurance, Licencing etc.**

### **8.1 Liability Insurance Certificate**

### **8.2 Business Licence**

### **8.3 Vendor Security Clearance**

### **8.4 Vendor Security Clearance for Vulnerable Sector**

### **8.5 Worker's Compensation Board Clearance Letter**

### **8.6 Vendor G.S.T.**

## **Chapter 9: Closing Statement**

### **9.1 Vendor Closing Statement**

## **Chapter 1: Executive Summary**

### **Description of services:**

#### **1.2 Advantages of Proposal Solution**

Some of the unique advantages with H.Y. Cleaning are:

- Very hands on approach from the owner and management
- Full on-site training and clear expectations of employees
- Highly experienced in the cleaning industry
- Quality products
- Owner herself is very passionate about each and every job
- Owner and supervisors schedule site inspections, but also do unscheduled site visits for quality control
- Very approachable by their employees and all clients
- Prompt response from owner, managers and supervisors to client and employees

#### **1.3 Vendor representative responsible for preparation of proposal**

Dee Bolingbroke, Logistics, Supervisor and Communication Manager  
c/o H.Y. Cleaning  
A1215 – 2<sup>nd</sup> Avenue  
Wainwright, AB.  
T9W 1G8

#### **1.4 Vendor Clarification Contact**

Hanan Yehia, Owner, Operations and Supervision Manager  
c/o H.Y. Cleaning  
A1215 – 2<sup>nd</sup> Avenue  
Wainwright, AB.

#### **1.5 Vendor representative empowered to conduct contract finalization**

Hanan Yehia, Owner, Operations and Supervision Manager  
c/o H.Y. Cleaning  
A1215 – 2<sup>nd</sup> Avenue  
Wainwright, AB.  
T9W 1G8

#### **1.6 Price assumptions, service level and product and/or duration of the work**

- Price assumptions as per Schedule A
- Service level as per Schedule of Work
- Product SDS sheets attached
- Duration of the work has not been set

## **Chapter 2: Proposal Narrative**

**2.1 Service requirement.** Vendor advantages proposed solution beneficial to the vendor's clients

Vendor advantages proposed solution beneficial to H.Y. Cleaning clients are:

- Very hands on approach from the owner and management
- Full on-site training and clear expectations of employees
- Highly experienced in the cleaning industry
- Quality products
- Owner herself is very passionate about each and every job
- Owner and supervisors schedule site inspections, but also do unscheduled site visits for quality control
- Very approachable by their employees and all clients
- Prompt response from owner, managers and supervisors to client and employees

### **Chapter 3: Price Quotations**

3.1 Pricing in lump sum form, price for proposed work for Grande Cache Recreation Centre for standard proposed work

Location per year for standard proposed work \$ 119,808.00 + GST

3.2 Pricing for additional out of scope work in hourly rate and daily 8-hour rate.

- \$28.00 per hour and \$ 224.00 per 8-hour rate

- Any location requiring specialty work that is not within H.Y. Cleaning pool of employee's skill currently employed, will be sub-contracted. This will be subjected to availability in the area of the Grande Cache Recreation Centre. The cost for such services will be cost plus 15% administration fee to cover time and expenses to source sub-contractor.

3.3 Payment Terms

- Accepted as Net 30 days from the date Invoice is issued for standard proposed work and for additional out of scope work.

### **Chapter 4: Contract Provisions**

4.1 Provisions in the General Requirements - MET

4.2 Provisions in the Schedule of Work - MET

### **Chapter 5: Corporate Resume for project team key members**

5.1 Resume for Owner, Operations and Supervision Manager of H.Y. Cleaning – Hanan Yehia

- 5.1 total pages 4

5.2 Resume for Logistics, Supervisor and Communications Manager – Dee Bolingbroke

- 5.2 total pages 2

5.3 Resume for Painting Division Manager – Christian Betancourt

- 5.3 total pages 2

## **Chapter 6: Corporate References**

### **6.1 Vendor References**

#### **- East Central Catholic Schools**

Glenn Nowosad

Assistant Superintendent of Schools

[glenn.nowosad@ecacs16.ab.ca](mailto:glenn.nowosad@ecacs16.ab.ca)

1018-1<sup>st</sup> Avenue

Wainwright, Alberta, T9W 1G9

Phone: 780-842-3992

Cell: 780-201-7575

Fax: 780-842-5322

#### **-Northern Gateway School Division**

Cheryl Lovich

Health & Safety Coordinator

[cheryl.lovich@ngps.ca](mailto:cheryl.lovich@ngps.ca)

Box 279, 5112-53 Avenue

Sangudo, Alberta, T0E 2A0

Phone: 780-284-8101

#### **-Special Areas Board**

Evelyn Manion

Office Manager

[evelyn.manion@specialareas.ab.ca](mailto:evelyn.manion@specialareas.ab.ca)

Box 67, Youngstown, Alberta, T0J 3P0

## **Chapter 7: Health & Safety Plan**

7.1 H.Y. Cleaning Health & Safety Policy

7.2 H.Y. Cleaning Work Alone Policy

7.3 H.Y. Cleaning Hazard Assessment Procedures & Formal Hazard Assessment form

7.4 H.Y. Cleaning Health & Safety Plan Quick Reference

7.5 H.Y. Cleaning Chemical Safety Quick Reference

7.6 Custodial CCOHS

## **Chapter 8: Vendor Insurance, Licencing etc.**

8.1 Liability Insurance Certificate

8.2 Vendor Security Clearance

8.3 Vendor Security Clearance for Vulnerable Sector

8.4 Vendor Worker's Compensation Board Clearance Letter

8.5 Vendor G.S.T.

## **Chapter 9: Closing Statement**

9.1 Vendor Closing Statement

We thank you for this opportunity to submit our proposal bid for RFP: AB-2020-01844, Janitorial Services for Grande Cache Recreation Centre. We look forward to hearing from Greenview and the Evaluation Team.



H.Y. Cleaning Services

A1215 - 2nd Ave  
Wainwright, AB T9W 1G8

# Estimate

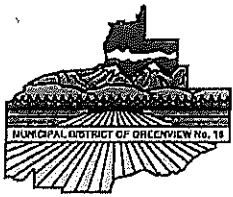
Date	Estimate #
2020-04-16	20200416

Name / Address
Greenview Rec Center Box 1079 Valleyview, Alberta T0H 3N0

Description	Qty	Rate	Total
Janitorial Service - As per Schedule A	12	9,984.00	119,808.00
Grande Cache Recreation Centre			
Monday to Sunday			
GST on sales		5.00%	5,990.40
<b>Total</b>			CAD 125,798.40

GST/HST No. 792198533

admin11@hycleaningservices.com



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Grande Cache Recreation Centre Custodial Contract - Schedule A

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The following scope of services is included as a guide to the proposed. It is designed to identify the minimum service level expected from the successful consultant and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project:

**MD of Greenview Grande Cache- Recreation Centre:** 47,300 s/f approx.

**Frequency:** 7 days per week (Monday – Sunday)

Please note that the size provided for the facility is for information purposes only and should not be used for calculating your bid. It is the responsibility of each bidder to familiarize themselves with the size and the contract area.

### **In Scope Specifications: Custodial Services:**

#### **1. Description:**

The work of this Contract consists of the furnishing of all labor, materials and equipment required for the day to day maintenance of cleaning and sanitary conditions in the above mentioned Greenview Facilities. The work shall be done in accordance with these specifications using the best techniques of the trade in frequencies given in the attached schedule, so as to comply with the inspection standards which form a part of these specifications.

#### **2. Fire Safety:**

Waxes, floor finishes, polishes and cleaning materials are very susceptible to spontaneous ignition/combustion therefore, and all such materials must be stored in metal containers with a self-closing lid. All litter shall be stored in a fire-resistive space until collected by the garbage service and/or removed from the building. Janitor rooms and storage closets must be kept clean, neat and tidy at all times. All waxes, polishing oils, etc. must be kept tightly sealed and stored in separate shelving from rags and other cleaning materials. All floor mops shall be stored in a suspended position to allow free air circulation around heads of mops.

#### **3. Materials and Equipment:**

All materials and supplies shall be of a quality satisfactory to the Manager, Recreation Services. Materials shall be delivered to the building in original containers bearing the suppliers' original labels. Breaking down, and putting away bulk quantities shall be done on the premises assigned to the Contractor.

**The Contractor shall supply:**

- a. All cleaning, polishing and vacuuming equipment.
- b. All cleaning, polishing and vacuuming supplies (except those listed below, as supplied by the MD).
- c. Where possible, environmentally friendly (green) products will be used and supplied for the appropriate cleaning.
- d. The materials and supplies shall be purchased wherever possible from firms who can provide local advisory services by full-time representatives.
- e. The Contractor must follow procedure and protocol for ordering supplies that Greenview provides. The Contractor must equip his/ her staff with suitable modern equipment to enable as not to damage or cause unnecessary wear and tear to the building surfaces, furnishing or equipment. Equipment used in daily routines shall remain in the building and be stored in the custodian's room. This equipment (carts, pails, vacuum cleaners, brooms, mops, etc.) must be replaced when worn out.

The Contractor shall not use the facilities of the building for storage of materials or equipment for use elsewhere, nor shall other operations of the Contractor be directed from premises in the building.

**4. Task/ Location Frequency Schedule:**

The work must be done in accordance with the Task/Location Frequency Schedule which is part of this specification. The task locations or frequencies may be varied after experience has been gained in cleaning the building, but not without consulting with the Manager, Recreation Services. The Contractor will provide the Manager, Recreation Services with a 6 month schedule twice a year outline when "project work will be done."

**5. Inspection Standards:**

The work must be performed by a fully-trained person(s), competent in the particular operation assigned to them. All work shall be inspected by the Manager, Recreation Services or his delegate, who has the authority and knowledge necessary for effective influences on the conduct of the work. The Contractor shall be available for discussion as necessary, at which times any shortcomings will be brought to the Contractor's attention so that corrections may be made. The Inspection Standards are meant to indicate acceptable results of good cleaning techniques and are part of this specification. The Manager, Recreation Services, will not assume any responsibility for instructor workers in the techniques and will not normally speak directly to the works, but may do so in urgent matters if the delegate is not immediately available.

**6. Work Assessment:**

The Contractor's overall performance and the quality of work will be determined by the Manager, Recreation Services.

**Description of Services & Methods of Cleaning:**

**1. Spot Cleaning**

This service consists of the removal of all defacing matter from surfaces, scuff marks at desk areas, spots, smudges, stains, scuff marks and traffic lanes in all areas of the building and including carpets.

**2. Pickup Services**

This service consists of removing debris from floors and other horizontal surfaces and emptying waste receptacles.

**3. Project Work**

Project works shall consist of tasks that are performing at monthly or greater frequencies that are other than routine. Examples are: floor stripping and refinishing, Major Window washing, high dusting, etc.

**4. Routine Work**

Routine work shall consist of tasks performed at frequencies less than monthly.

**5. Extra Work**

This service shall consist of any cleaning tasks, except emergency cleaning, not included in the specifications. Authorization to proceed with such work must first be obtained in writing from the Manager, Recreation Services or his/her delegate representative.

**6. Clean**

As used in the specification shall mean that, after a cleaning procedure has been completed, the surface shall be neutral (soil and residue free).

**7. Air Handling Units – Grills – Supply and Return**

As used in the specifications includes induction units, heating converting and forced flow heating units, wall-mounted radiators, floor, wall and ceiling-mounted force flow heating units.

**8. Dust Mopping**

A dust control method shall be used in all dust mopping operations by using either a nonoil retardant on clean dust mops or disposable dust mop cloths. Sweeping compounds containing oils, abrasives or other harmful substances shall not be used. Power vacuum equipment may be used in lieu of dust mopping. All areas of the floors shall be dust-mopped or vacuumed, including areas under furniture.

**9. Wet mopping**

This operation shall be preceded by dust mopping. Clean water shall be used for wet mopping, a small amount of detergent may be added. Mop swirls on the floor from dirty mops and water will not be acceptable. Buffing shall follow wet mopping where a buffable floor finish is used. NOTE: When mopping in washrooms, use germicidal agent.

**10. Scrubbing and Refinishing**

This operation shall be preceded by dust removal. Warm water with the recommended amount of detergent added shall be used. Power scrubbing equipment must be used. Either using a scrubbing brush or suitable synthetic pad. The solution must be given time to work its chemical action on the floor surfaces, all residues must be picked up and the floor rinsed clean. Floor finish, minimum 5 coats, shall be applied and buffed if recommended by the manufacturer or a non- buffable finish may be used.

#### **11. Stripping and Refinishing**

This shall consist of the complete removal of all floor finish and other residues, when rinsed, floors should be neutral. Sealing of floors should be done with an approved penetrating floor sealer, it will be applied after the floors have been stripped. A minimum of 5 coats of floor finish should be applied and buffed as recommended by the manufacturer. Furniture, including cabinets and file cabinets must be removed for this operation, unless requested otherwise. Soil and residue must be removed from the baseboards and all other vertical surfaces, including furniture legs and bases, while it is still solvent.

#### **12. Buffing**

This must be performed by mechanical means using either lamb's wool, felt or the correct synthetic pads.

#### **13. Spray Buffing**

Spray buffing will be permitted in lieu of washing, finishing and buffing in office areas. Spray buffing shall be done in other areas only with permission of the Manager, Recreation Services. If spray buffing in other areas does not maintain the standards of cleanliness required, the Contractor will be directed to return to the frequencies of wash, wet mop and rinse, and scrub and refinish as specified. When spray buffing is used, unless equipment and methods of cleaning used by the Contractor indicate otherwise, spray buffing must be followed by either vacuuming or dust mopping and dusting of furniture.

#### **14. Miscellaneous Floor Cleaning**

Traffic lanes and worn areas of floor finish will be removed and/or repaired as they occur, either by scrubbing, finishing or buffing or by spray buffing. Corners must be kept free of dirt, dust and water marks at all times. Cleaning solutions must not be allowed to seep under furniture, partitions, etc. petroleum based waxes shall not be used on asphalt tile floors.

#### **15. Walls and Ceilings**

Walls must be washed with warm water and detergent as recommended by the manufacturer. Walls and ceilings must be rinsed with warm clean water. At the end of the cleaning operation there shall be no visible soil, streaks or other discoloration on the finish.

#### **16. Windows and Glass Surfaces**

Windows must be washed with a non-streaking agent; alcohol solution may be used. The window washing operation shall include all adjacent metal surfaces such as mullions, frames, sills, etc. and window screens where they are installed.

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Door mats shall be removed where applicable and cleaned using water and detergent. A stiff bristle brush may be used to remove encrusted dirt. Mats must be cleaned.

#### **18. Waste Receptacles**

Waste receptacles shall be damp wiped after each emptying. They will be washed completely as required in the specifications with warm water containing a germicidal agent.

**19. Vinyl Upholstered Furniture**

This material may be washed and/or damp wiped using warm water and a germicidal agent, it must be wiped dry. Suitable furniture cleaner, liquid or spray, may be used as an alternative method of cleaning. Care must be taken to insure all cleaner residue is wiped from the surfaces.

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NOTE: USE GERMICIDAL AGENT.

**21. Non-Washable Ceilings**

These ceilings shall be vacuumed. This work must have prior approval of the Manager, Recreation Services.

**22. Finishes**

All surfaces listed hereunder shall be cleaned by a damp wiping with a soft cloth or chamois. The cleaning solution, except where otherwise indicated, must be clean water to which germicidal agent and/or another non-harmful cleaner has been added. The surface must always be properly rinsed and dried. Acid, abrasive and other cleaning materials may be used provided adequate care is taken not to damage the treated surface.

# MULTI-PURPOSE ROOM #4 EVACUATION PLAN

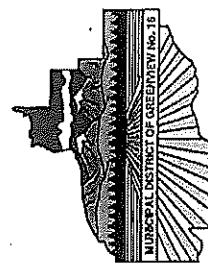
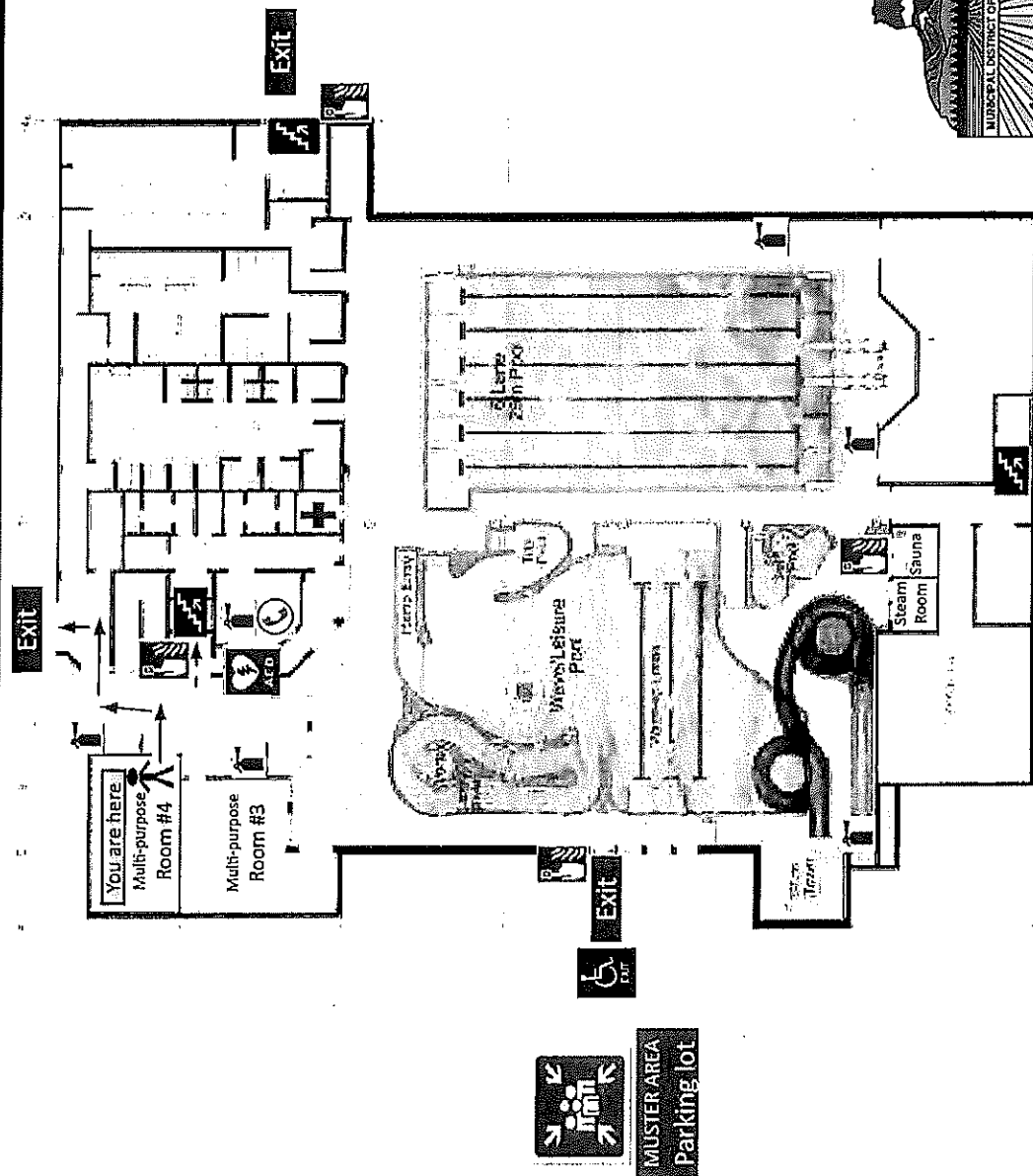
**LEGEND**

	YOU ARE HERE
	FIRE EXTINGUISHER
	FIRE ALARM PULL
	EMERGENCY PHONE
	FIRST AID
	MUSTER AREA
	EYEWASHING STATION
	AED
	STAIRWELL EXIT
	WHEELCHAIR EXIT
	PRIMARY EVACUATION ROUTE
	SECONDARY EVACUATION ROUTE

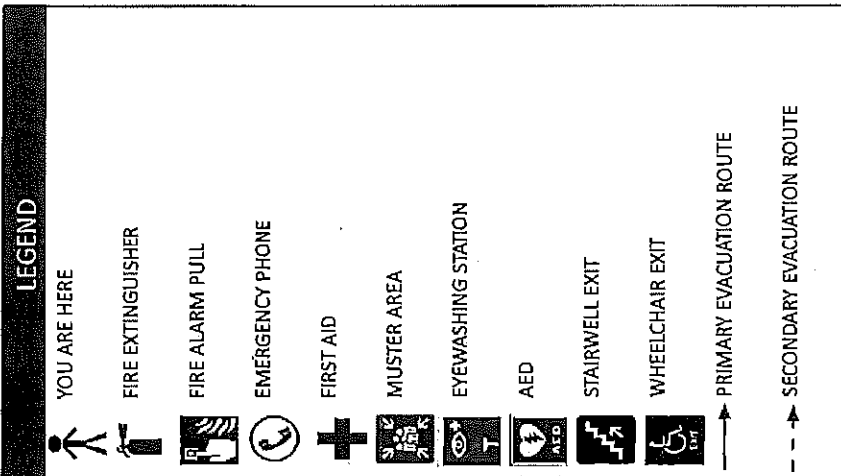
IN CASE OF EMERGENCY DO NOT USE ELEVATORS.

EXIT FACILITY AT SOUND OF FIRE ALARM TO MUSTER AREA.

Fire & Ambulance Call 911



# Grande Cache Recreation Centre



**IN CASE OF EMERGENCY DO NOT USE ELEVATORS.**

**ALARM TO MUSTER AREA.**

**Fire & Ambulance Call 911**

Hanan Yehia  
A1215-2<sup>nd</sup> Ave, Wainwright, Alberta, T9W1G8  
780-842-9575

I have earned a reputation as a conscientious Employer, Custodian and organizer. I have a knack for immediately establishing a good rapport with clients, employees and vendors.

I am a very eager person that is willing to learn and handle challenges that come my way. I look at challenges as opportunities; I am a happy-go-lucky type of person. I can multi-task, I work as a team player. I strive for the best and make sure that clients receive excellence above and beyond what is expected. I am fluent in 3 different languages, English, Spanish, and Arabic.

I look forward to speaking with you and look forward to the opportunity to work with Northern Lakes College. Please feel free to contact me via E-mail and/or phone, [hycleaning10@gmail.com](mailto:hycleaning10@gmail.com) or [invermerca@hotmail.com](mailto:invermerca@hotmail.com) and/or 780-842-9575.

As a contractor for your organization, I provide:

- Efficiency, reliability, and accuracy.
- Maturity, honesty, ability to look at challenges as opportunities.
- Excellent knowledge and experience of custodial duties.
- Strong leadership skills.
- Strong ethics and exceptional work standards.
- Ability to multi-task.
- Effective communication skills, oral and written.
- Prioritizing and work scheduling.

Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Hanan Yehia  
H.Y. Cleaning/2193206 Alberta Ltd.

## **Experience**

H.Y.Cleaning

Owner

May 2019 – Present

Quindell Builders LTD

Bookkeeper/Office Administrator (QuickBooks)

Jan 2014 – Present

- Processed Payroll
- Prepared all monthly Financial Statements
- Reconciled all accounts on a monthly basis, corrected any errors found
- Paid all bills on a timely matter
- Handled all Deposits and bank situations
- Controlled inventory
- Processed Source Deductions, filed GST, T-4, T-5018 Slips
- Processed Record of Employment (ROE)
- Clerical and office duties which included, but not limited to, answering phones, helping customers with complaints or needs/wants for their homes, filing, receiving and sending mail, processed all documents for employees as needed.

Tony's Pizza & Grill

Wainwright, AB T9W 1N7

Bookkeeper (Simply Accounting)

February 2014 – Present

- Bookkeeper – Accounting duties, payroll, and inventory
- Effective interpersonal relationships
- Handling of cash flow and deposits

Hounsell Construction  
Bookkeeper (Simply Accounting)  
April 2015 – December 2016

- Process Payroll
- Process Monthly Financial Statements
- Reconcile all Accounts
- Process Source Deductions, file GST, T-4, T-5018

Tim Horton's  
Store Front  
January 2016 – September 2017

- Customer Service
- Handling Cash
- Cleaning
- Preparing Coffee and Meals to order

Statistics Canada  
April 2016 - August 2016

- Following maps in Rural areas
- Gathering information
- Visiting Homes

East Central Alberta Catholic School Division  
November 2018 – Present

- Janitorial Services

## **Education**

Bachelor of Commerce – Accounting  
- Distance Learning 1<sup>st</sup> Semester June 2015

Alberta Education  
- General Education Development (GED) Diploma January 2015

## **Reference**

Mindy McLennon  
780-842-0042  
Cleaning Services

Jodie Waslick  
780-753-1037  
Supervisor  
Census Canada

Oref Kratchmer  
780-872-1010  
Transloader  
Rail Serve

CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT

Hanan Yehia

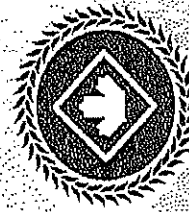
HAS COMPLETED A TRAINING PROGRAM FOR

**WHMIS 2015**

Workplace Hazardous Materials Information System

October 1, 2019

DATE OF COMPLETION



EMPLOYER SIGNATURE

**WORKSITE SAFETY**  
COMPLIANCE CENTRE

CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT

Hanan Yehia

HAS COMPLETED A TRAINING PROGRAM FOR

**TDG**

Transportation of Dangerous Goods by Ground



December 11, 2019

DATE OF COMPLETION

EMPLOYER SIGNATURE

**WORKSITE SAFETY**  
COMPLIANCE CENTRE

## **SUMMARY**

Energetic, results oriented, hardworking, dedicated and eager to work for a secure company seeking a reliable employee. Excellent organization, communication, and relationship building skills. Articulate and friendly with a professional approach.

## **HIGHLIGHTS**

- Exceptional work ethic
- Detail-oriented
- Strong interpersonal skills
- Outstanding problem solving and active listening skills
- Organized and efficient

## **EXPERIENCE**

**May 2019 to Present**

### **LOGISTICS and SUPERVISOR, H.Y. CLEANING.**

- Project cost projections
- Staffing and project schedules
- Cleaning duties
- Client relations
- Documentation
- Safety Plan

**Feb 2019 to Jan 2020**

### **SAFETY REP., RECEPTION AND LABOURER – ST. AMAND'S CONTRACTING LTD.**

- Data entry for safety documents
- Assisting with staffing, project planning and schedules
- General cleaning duties
- Client relations
- Documentation
- Safety Rep duties

**April 2018 to Feb 2019**

### **CONSTRUCTION GENERAL MANAGEMENT – QUINDELL BUILDERS LTD.**

- Project cost management
- Staff and project schedules
- Ordering material
- Physical labor
- Cleaning duties
- Hot shots
- Client relations

**APRIL 2016 TO APRIL 2018**

### **OFFICE ADMINISTRATION - FALCAN INDUSTRIES LTD.**

- Customer service (Telephone and face to face)
- Operating multiline phone systems, copiers, fax machines, computers and software including Excel spreadsheets, FalCan computer program, Microsoft Excel and Word
- Credit/debit POS system use and reconciliation
- Liaison between employees and office management
- Responsible for P.P.E. supply
- Maintain and improved crucial data entry
- Invoicing and receivables entry
- Assisted company by performing physical labor for shipments incoming and outgoing.
- General Cleaning

**JUNE 2015 TO APRIL 2016**  
**(Maternity relief position)**

**RECEPTIONIST AND FUEL ADMINISTRATION, VANEE LIVESTOCK LTD**

- Customer service (Telephone and face to face)
- Operating multiline phone systems, copiers, fax machines, computers and software including Excel spreadsheets, AXON business program, QuickBooks, Microsoft Excel and Word
- Bank deposits
- Credit/debit POS system use and reconciliation
- Liaison between drivers/lease operators to ensure proper communication, accurate mileage and fuel logging
- Prepare monthly I.F.T.A Fuel Tax and Oregon Fuel Tax
- Maintain and improve crucial data entry
- Invoicing, payables and receivables entry
- Assisted company by performing physical labor/detailing semi's trucks when needed
- General Cleaning

**JAN 1999 TO DEC 2010**

**OFFICE ADMINISTRATION AND LABOURER, ROACH & SONS RANCHING LTD.**

- Customer Service (Telephone and face to face)
- Invoicing, receivables, bank deposits,
- Developing and data entry feed and bedding allocations and usage
- Interviewing for job positions
- Employee schedules and tracking of hours
- Creating and managing various excel spread sheets
- Expertise in operating feedlot specific computer program
- Farm laborer -harvest, cattle handling and horsemanship
- Cleaning, Organizing and preparing meals

**Certification**

- Basic First Aid
- WHMIS and WHMIS 2015, WHMIS 2015 Worker Education
- Controlling Hazardous Energy
- Construction Safety Training Systems
- Fall Protection Awareness
- Aerial Work Platform
- Flag Person Training and Flag Person Train-the-Trainer
- Skidsteer Operator Training
- Excel Level 1A, 1B, 2, Formulas and functions-Medicine Hat College
- Inspiring Champions (Customer care and communication)

**References**

Hanan Yehia, Owner/Management/Supervisor, H.Y. Cleaning. 780-842-9575  
Kathy Sherriffs, (Pipeline Inspector) Alberta Energy Regulator. 780-898-7965  
Trudy Walters Busk, Owner/Management/Supervisor, Just Like Mum's Catering. 780-888-6500 (I worked for Trudy for many years helping with Catering jobs.)



**Donna Bolingbroke**

**Is Certified**

**In**

**Emergency First Aid & CPR/AED Level C**

Certificate number 101074026

Expiry Date: 2022-04-01

Issue Date: 2019-04-02

Issued in: AB

To validate a certificate, go to [myrc.redcross.ca](http://myrc.redcross.ca) and click on Validate Certificate. Complete both fields and click on Validate. The search result will either verify the certificate or indicate an issue.

**Jaws Safety Service**

<http://www.jawssafety.com>



1 877 356-3226 [myrc.redcross.ca](http://myrc.redcross.ca)

# Cristian Belancourt

## Skills & Abilities

Painting interior and exterior work, both languages English and Spanish, trustworthy, ethical, self-motivated, responsible, reliable, team member, windows and iOS operating system.

## Experience

### Painting and Detailing | Quindell Builders | 2016 - Present

Reliable, Responsible, Honest, Hardworking Individual. We have been doing a great job start to finish. More than 20 projects fully completed, from rentals, new home and commercial constructed buildings.

### Painting and Detailing | Daventry Developments | 2018- Present

Commercial and Home builders. We have been doing a great job from start to finish, more than 20 projects completed. Rentals, home and commercial buildings.

### Supervisor | Teleperformance LATAM | January 2013- August 2015

Supervisor AT&T, monitoring quality process, manager of large groups of people.

## Objective

My short-term goal is to obtain a position with an organization that is progressive and performance driven. Being a dedicated and committed employee I feel that I would be a great asset to this organization



hycleaning10@ 780-806-9923  
gmail.com



Address:  
2 - 906 4 Ave.  
Wainwright, AB.  
T9W 1C6

## References

Homeowner (Renovation):  
Contact: Angela Ford: 780-842-0002

Tony's Pizza (Renovation):  
Contact: Sultana Jaber 780-806-7711

St. Amand's Contracting (Luke renovation)  
Contact: Todd McGeachy 780-842-8050

## Education

**Paint Decoration Detailer/ Interior Designer.**  
| 2016 - 2019 | Universidad Arturo Tejada –  
Bogotá- Colombia International

**Relations and Political Studies | Professional  
Studies.**  
January 2009- June 2015 | Universidad Militar  
Nueva Granada  
Bogotá - Colombia

## TRAINING, AND CERTIFICATIONS.

- Basic First AID
- WHMIS And WHMIS 2015
- TDG Transportation of Dangerous Goods
- Health and Safety

CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT

Cristian Betancourt

HAS COMPLETED A TRAINING PROGRAM FOR

**WHMIS 2015**

Workplace Hazardous Materials Information System



January 5, 2020

DATE OF COMPLETION

EMPLOYER SIGNATURE

**WORKSITE SAFETY**  
COMPLIANCE CENTRE

CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT

Cristian Betancourt

HAS COMPLETED A TRAINING PROGRAM FOR

**TDG**

Transportation of Dangerous Goods by Ground

January 5, 2020

DATE OF COMPLETION



EMPLOYER SIGNATURE

WORKSITE SAFETY  
COMPLIANCE CENTRE



Issue Date: May 12, 2019

Version: 1

Rev No: 1

## Safety Plan

### Section 1

### Safety Policy

Revision Date: Aug 15, 2019

Preparation: Dee Bolingbroke

Authority: Hanan Yehia Issuing Dept: Safety

Page: Page 1 of 4

H.Y. Cleaning is committed to providing their clients with highest quality of service. In order to accomplish this goal, the safety of our employees, contractors, and the general public is of utmost importance. On-going hazard analysis, communication and training will provide our workers with the skills and knowledge to perform their jobs efficiently and with reduced risk.

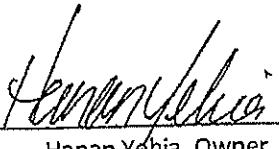
It is the duty and responsibility of every employee to actively participate in making the work environment safe and productive. All employees must comply with the safety standards set by H.Y. Cleaning as well as all relevant government regulations. All employees have the obligation to refuse unsafe work. If they feel they are in danger or their job is too dangerous, then it they must stop what they are doing at once and report it to their supervisor.

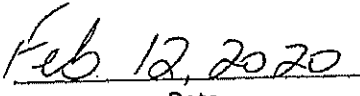
Owners, Management and Supervisors are responsible to ensure that all employees are properly trained, and all appropriate safety procedures are complied with. "Safe Productive Service" is always to be promoted.

Employees, contractors and sub-contractors contracted by H.Y. Cleaning, must follow our health and safety policies as well as all applicable health and safety legislation, codes and acts of OH&S of Alberta, to the best of their ability. Doing this, fulfills the goal of this company, to keep not just direct employees or contractors safe, but all persons and property including the public and visitors protected.

Our goal is a healthy, injury free, productive working environment for our employees and for others around us. Our commitment is to the safety of our employees, clients and the public. Working together we will achieve this goal.

This Policy does not take precedence over jurisdictional OH&S legislation and regulatory standards.

  
Hanan Yehia, Owner

  
Date

### 1.1 GENERAL RESPONSIBILITIES

It is the responsibility of all personnel to continually strive for and apply the highest level of safety standards in all day-to-day operations. The responsibilities of each person will vary from time to time, depending on specific situations.

As a service company, H.Y. Cleaning has the opportunity to work for many different clients. Most of our clients have safety programs in place. In addition to complying with H.Y. Cleaning Health and Safety Plan, personnel are required to comply with the terms and conditions of the client's program as well.

To ensure the most effective and efficient procedures are utilized; all personnel will use every method available to them, to their best advantage.

This will include but is not limited to:

- Pre-planning workdays;
- Effective and efficient scheduling of personnel, tasks and equipment;
- Selection and training of personnel;
- Safe material handling and control;
- Supervising operations;
- Site inspections for safety and quality control;
- Inspecting processes and equipment;
- Promoting the importance of reporting "near miss" situations and ensuring they are reported and investigated in a timely manner;
- Knowing and complying with applicable client and company policies and/or procedures, as well as municipal, provincial and federal legislation; and
- Interpreting company policy to personnel, where necessary.

### 1.2 FEDERAL, PROVINCIAL AND MUNICIPAL REGULATIONS.

Safety legislation is designed to protect the worker, the public and the environment. Compliance with legislative standards helps prevent personal injuries, fines and legal action.

Regulatory requirements include all acts, regulations, policies, practices and procedures administered by the governments and their agencies. Copies of the applicable legislation are available at the office; All employees are encouraged to review these. In several cases, the industry practices and the accepted practices of all related associations are also considered legislative requirements.

Rules, especially company rules, will be reviewed and updated as required so they remain current. Reviews will occur when operations or regulatory requirements change, or these procedures are found ineffective.

Listed below are a few examples of regulations H.Y. Cleaning and its personnel are responsible to comply with:

Federal:

Transportation of Dangerous Goods Act and regulation; and  
WHIMIS and WHMIS 2015.

Provincial:

Occupational Health & Safety Act;  
Worker's Compensation Act;  
Employment Standards Regulation;

### 1.3 OWNER/MANAGER RESPONSIBILITIES

It is the responsibility of ownership and management to promote a healthy and safe work environment for all personnel. They will:

- set an example and provide leadership in the health and safety program;
- provide information, instructions and assistance to all supervisory staff in order to protect the health and safety of all our employees;
- understand and enforce the accident prevention policy as well as the OH&S Legislation as it applies to all areas of the company operations;
- provide all supervisory staff with proper, well maintained tools and equipment as well as personal protective equipment as may be required;
- will provide ongoing health and safety training as required by legislation and industry;
- will monitor all departments and projects and will hold them accountable for their individual safety performance.

### 1.4 SUPERVISORS

- will know and apply the company's safety policies and procedures and OH&S legislation;
- will ensure all employees are trained and educated to company standard and requirements, which included use and care of personal protective equipment;
- will advise employees of potential hazardous situations as they relate to their job tasks;
- will arrange for medical treatment as required;
- will report all accidents/incidents/near misses/health concerns to senior management immediately;
- will take the lead role for incident investigations in their area of responsibility;
- will perform, or ensure a designate performs regular inspections as required in their area of responsibility

### 1.5 WORKERS

- are responsible to read, understand and comply with H.Y. Cleaning Health and Safety policies, plan and safe work practices;
- are responsible to wear the appropriate personal protective equipment and clothing for their tasks;
- are responsible to report any unsafe, unhealthy condition to their Supervisor immediately;


- are responsible to report any near miss, injury, equipment damage incident to their Supervisor immediately and complete the required reports;
- are responsible to take every reasonable precaution to protect the safety of themselves, other workers in their area and the general public;
- are responsible to attend safety meetings and actively participate in the Health and Safety Program

#### 1.6 CONTRACTORS, SUPPLIERS AND VISITORS

- are required to cooperate with H.Y. Cleaning representatives and employees in all areas of the Health and Safety Program;
- are responsible to report to their contact immediately upon arrival at the work site; and
- contractors and visitors will be held accountable to comply with all prescribed safety procedures while at H.Y. Cleaning work sites.

#### 31.7 SUB CONTRACTORS

- any person or organization hired to perform work on behalf of H.Y. Cleaning is required to follow all safety policies, plans and measures to ensure a safe work zone.

	Safe Work Procedure – Working Alone		
	Document ID: H.Y. CLEANING SWP	Revision: 000	Issue Date: May 15, 2019
	Reviewed By: Hanan Yehia (Owner)		Rev. Date: Jan 17, 2020

## APPLICATION

Due to the nature of our business, Working Alone is a common occurrence while conducting Custodial Services. If the employee/associate is working with members of the public, it may be considered working alone if it is unreasonable to expect those members of the public to be able to provide assistance if required. After school hours, typically there is no other people in the buildings.

## HAZARDS

- Slips, Trips or Falling
- Injuring one's self while working where simple first aid is necessary
- Cleaning chemicals
- Working alone
- Accidental chemical spills
- Weather extremes to and from site
- Students, staff or the public within the school during work times
- Powered equipment

## REQUIRED PPE

- Safety glasses (when necessary)
- Rubber gloves
- Dust mask (when necessary)
- Cell phone
- Hearing protection (when necessary)
- Scrubs/Smock
- Non slip footwear

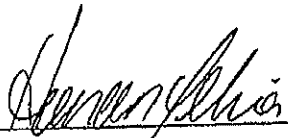
## SAFE WORK POLICY

1. All employees/associates have the right to access a check-in system that will ensure that help can be dispatched and available to them.
2. All employees/associates are obligated to follow all policies of H.Y. Cleaning.
3. The purpose of effective electronic communication is to provide workers with a method of obtaining assistance if injured or ill.
4. Check-in policy is the act of notifying the Contact Person (Employer, Supervisor or designate) that a task is starting, continuing or ending, or that the worker is ok. The method of check-in is either telephone calls or text message correspondence between the employee and their Contact Person.
5. Frequency of contact will be based on the completed Hazard Assessments for the task being done while working alone.

6. The Contact Person must be notified if the employee will not be on site at scheduled work times so that if a predetermined contact is missed (indicating there is a potential problem) the Contact Person can execute procedures for help to the employee.

HAZARD RANKING	CONTACT FREQUENCY
High – remote location, no secondary staff during shift, no local hospital	Upon arrival to site and at least every ONE hour during shift and when a worker changes site or leaves the location.
Moderate – semi-remote location, no secondary staff during shift, no local hospital	Upon arrival to site and at least every TWO hours and when a worker changes site or leaves the location.
Low – non-remote location, secondary staff, local hospital	Upon arrival to site and at least ONCE during the shift and when a worker changes site or leaves the location.

7. The mechanism of contact will be either visual verification that the worker is OK or a conversation between the Contact Person and the worker to confirm they are OK.
- This conversation must take place in real time (i.e., cannot rely on emails or voicemail messages that may not be checked for several hours).
  - At all times a worker who is working alone must be able to contact someone in real time who is able to provide assistance in the event of an emergency. Records of this contact must be kept so that it can be verified that the process is being followed and so that missed contacts are noticed and acted upon.
  - An exception to the documentation requirement would be the use of a "Buddy System" to verify the safety of workers. Using this method, workers would be assigned to work in pairs and would check on each other throughout the work shift.
  - Text messages are approved for Check-in's; however, both the employer and the employee/associate must receive a response Text message to confirm it has been received. In the case that a Text message response has not been confirmed, a phone call must take place to ensure communication is received.
  - If contact is not successful or the worker is not visually located, the follow-up is required to ensure the worker is safe. The Contact Person must attempt contacting the worker by cell phone. If the worker does not answer, then 2 more attempts will be made in 5-minute intervals. If no communication with the worker, then processes to locate the worker and verify their safety will initiate.
  - Cell phone purchases, bills or usage charges are not the responsibility of the Employer.
8. Hazard Assessments must be completed, each and every shift and must be reviewed upon changes to the scope of work. Hazard Assessments are crucial to the safety of all employees especially when working alone.



Hanan Yehia, Owner

Feb 12, 2020

Date



## Hazard Assessment Procedures

As per the Hazard Assessment directive, a Hazard Identification, Assessment and Control Worksheet needs to be completed when there is changing workspace / job or when new equipment is purchased. Hazard Assessments are ongoing and should be done as a regular part of the workday.

1. Fill in the date, who the Hazard Assessment was completed by and the department. Fill in the job/task you are performing the Hazard Assessment on.
2. Looking around your worksite and at your equipment, document any hazards that you see or anything that may become hazardous once the job starts.
3. Once you have documented ALL the hazards for that job/task, you will need to assess/rank the hazards. Determine the factor for each category using the table below. Start with the Frequency of Exposure, Potential Consequence and then Hazard Probability and rate the hazards identified. You will end up with each hazard having a three-number code assigned to it. Add those 3 numbers together and you will get your total rating.

	Level		Rate
Frequency of Exposure	High	Several people on a regular basis or 1 person continuously	3
	Med	Small number of people routinely or a large number infrequently	2
	Low	Infrequent	1
	Level		Rate
Severity	High	Serious injury / death	3
	Med	Time loss / Medical Aid	2
	Low	No injury likely / First Aid	1
	Level		Rate
Hazard Probability	High	Expected to occur	3
	Med	Some chance of occurring	2
	Low	Not likely to happen at all	1

Hazard Rating	Verbal Ranking
7-9	High Risk
4-6	Medium Risk
3	Low Risk

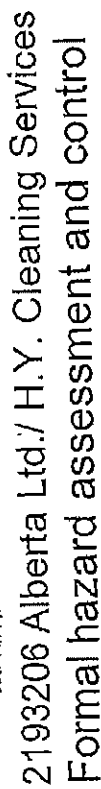
4. Focus priority on hazards defined as high risk and secondly hazards defined as medium risk. Assess risk considering any current existing controls. Document any current existing controls. If there are any hazards that do not have any existing controls, you will need to write a recommendation.
5. When writing recommendations, you want to implement controls using the Hierarchy of Elimination and Control (eliminate the hazard, engineering controls, administrative controls and PPE)
6. Once the recommendations are documented, select a date that the recommendations need to be implemented by and document the person responsible for implementing those recommendations.
7. A copy of the Hazard Assessment shall be sent to the Employer for review. The Safety Rep and Employer will record the recommendations on the Corrective Actions log on a monthly basis.
8. Managers/Supervisors will follow up with recommendations monthly.

#### Hazard Assessment and Control Form

Department:		Task:		Completed By:		Date:				
Job / Task	Frequency	Severity	Probability	Total	Priority	Existing Controls	Recommendations	Date Required	Person Responsible	Initial and Date When Complete
Hazard										

All recommendations implemented:    ☐ Yes    ☐ No    Supervisors Signature: \_\_\_\_\_

Managers Signature: \_\_\_\_\_    Date: \_\_\_\_\_

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### H.Y. CLEANING – Safety Plan Quick Reference:

**Hazard Assessments.** All Employees must complete the Hazard Assessment forms at the beginning of each and every shift. Hazard Assessments must be reviewed and signed by all employees working the shift.

**Lifting.** Lifting should be done by bending the knees and not twisting or turning the back. Keep the item close to the body.

**Avoiding slips and falls.** Employees should wear rubber soled shoes that have good traction. Look for obstructions, boxes, furniture, etc. that may be in the way before starting to work. Never leave cleaning tools, supplies or trash bags in walkways. Spills should be cleaned up immediately. Place hazard signs out in areas before cleaning floors or stairs with chemicals or damp mops. The edges of floor mats should lie flat on the floor.

**Safety on stairs.** When using stairs employees should use handrails. Employees should not carry anything on stairs unless they can see over the object they are carrying. Avoid running up or down the stairs. Broken handrails should be reported to a supervisor.

**Power Tools.** Employees must be trained to use power tools at the sites they are contracted to work. When extension cords are necessary, use caution. Ensure the connection is protected from water source and it is flat with no kinks or knots. Ensure safe placement of your feet to prevent tripping.

**Reporting Safety Concerns.** Any safety concern must be reported immediately to your supervisor and Safety Concern/Reporting sheet must be filled out completely.

Job safety is an important issue! All Employees/Associates of H.Y. Cleaning must follow safety procedures.

**School Name:** \_\_\_\_\_

**Location of Fire Extinguishers:** \_\_\_\_\_

**Location of Emergency Eye Wash Stations:** \_\_\_\_\_

**Location of First Aid Kit:** \_\_\_\_\_

**Location of P.P.E.:** \_\_\_\_\_

**Emergency Contact Numbers:**

**FIRE:** 911

**AMBULANCE:** 911

**R.C.M.P.:** 911

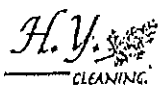
**HANAN YEHA (Owner/Supervisor):** 780-842-3575 (Also Working Alone Contact)

**DEE BOLINGBROKE (Supervisor):** 780-806-8411 (Also Working Alone Contact)

**POISON CONTROL:** 1-800-332-1414

**Principal:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**School Address:** \_\_\_\_\_



#### H.Y. CLEANING – Chemical safety Quick reference:

- All cleaning chemicals used in a building must have an SDS sheet. SDS (Safety Data Sheets) need to be available where the chemicals are being used and stored, including the janitors closet and vehicles if needed.
- All containers must have a label. Hand-made labels DO NOT qualify as an appropriate label. Each label must have the name of the product, required hazard warnings, and the name, address and phone number of the manufacturer. If the labels are worn or unreadable, they should be replaced. Check with your supervisor, as they will provide extra labels. Use the label system that is provided to replace in spray bottles etc. The labels must be completely filled out.
- Regardless if the chemical container does or doesn't have a label, don't sniff it to see if you can identify what's inside - a small sniff of a hazardous chemical can be dangerous and deadly.
- Never smoke around cleaning chemicals. No smoking on any school property.
- Never mix chemicals together – even if they are the same kind of chemical, due to shelf life, and especially ammonia and bleach; this is a lethal combination.
- If diluting chemicals with water, do it over a sink and not over an area that can be easily stained like carpet or a porous hard floor surface.
- Always wear PPE (personal protective equipment) like gloves, safety glasses, and possibly respirators (if required) when pouring or diluting chemicals.
- Chemicals require proper storage. Never store chemicals near electrical equipment, heat or in direct sunlight. Only use areas approved for storage.
- Check the SDS sheets for instructions on proper disposal of chemicals. Do not just pour them down the drain or flush them down the toilet without checking the SDS first.
- Follow WHMIS training you have received.
- WORK SAFE AT ALL TIMES!

CSIO

# CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.  
This certificate does not amend, extend or alter the coverage afforded by the policies below.

<b>1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS</b>		<b>2. INSURED'S FULL NAME AND MAILING ADDRESS</b>	
Sample Certificate		2193206 AB Ltd.	
For informational purposes only. Certificate will be issued on request,		1215A 2 Avenue	
when Certificate Holder name & address is supplied.			
	POSTAL CODE	Wainwright	Alberta
			POSTAL CODE T9W 1G8

**3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES** (but only with respect to the operations of the Named Insured)  
Janitorial Services w/Snow Removal Work - No Snow Removal on Public Roadways; Commercial & Residential Painting

## 4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

### LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY  <input type="checkbox"/> WAIVER OF SUBROGATION  <input type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION	The Wawanesa Mutual Insurance Company - 4130436	2019/10/10	2020/10/10	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE - EACH OCCURRENCE PRODUCTS AND COMPLETED OPERATIONS AGGREGATE <input type="checkbox"/> PERSONAL INJURY LIABILITY OR <input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY MEDICAL PAYMENTS TENANTS LEGAL LIABILITY POLLUTION LIABILITY EXTENSION	\$1,000	\$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$10,000 \$100,000
<input type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES				NON-OWNED AUTOMOBILES HIRED AUTOMOBILES		
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED BODILY INJURY (PER PERSON) BODILY INJURY (PER ACCIDENT) PROPERTY DAMAGE		
<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM				EACH OCCURRENCE AGGREGATE		
<b>OTHER LIABILITY (SPECIFY)</b> <input checked="" type="checkbox"/> BOND	SGI Canada Insurance Services Ltd. - B654029939	2019/10/10	2020/10/10			\$5,000

## 5. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

<b>6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS</b>		<b>7. ADDITIONAL INSURED NAME AND MAILING ADDRESS</b> (Commercial General Liability - but only with respect to the operations of the Named Insured)	
Western Financial Group (WAI) 910 - 3 Avenue		Sample Certificate	
Wainwright AB		Applies to the Commercial General Liability only	
POSTAL CODE T9W 1V2			
BROKER CLIENT ID: 2193ABLB01		POSTAL CODE	
<b>CERTIFICATE AUTHORIZATION</b>			
OWNER Western Financial Group (WAI)		CONTACT NUMBER(S)	
AUTHORIZED REPRESENTATIVE Michelle Stafford, CAIB		TYPE Main NO. (780) 842-4411 TYPE Fax NO. (780) 842-4320	
SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>Michelle Stafford</i>		TYPE NO. TYPE NO.	
DATE February 11, 2020		EMAIL ADDRESS wwai@westernfg.ca	

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE LICENSED PREMISES



1018 - 2nd Avenue, Wainwright, AB T9W 1R1

Tel: 780.842.3381 Email: receptionist@wainwright.ca  
Fax: 780.842.2898 Web: www.wainwright.ca

## 2020 Business License

VALID TO: December 31st, 2020

*License valid for the specified period unless sooner forfeited*

THIS IS TO CERTIFY THAT 2193206 ALBERTA LTD.

AT LICENSED LOCATION A1215 - 2 AVENUE

Has paid the fee as prescribed under the provisions of the stated bylaw to carry on business as

COMMERCIAL CLEANING  
RESIDENTIAL & COMM. PAINTING

Municipal address:

A1215 - 2 AVENUE

In the event of any changes, the Licensee must  
immediately notify the License issuer.

In accordance with  
Business Licensing Bylaw No.: 2011-12

LICENSE NUMBER

12917



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Protected B  
once completed

PIB	CMP PPU 030
PIB	CMP PPU 005

## Release of Results of Vulnerable Sector Check

Reference Number

### Important Notices

- This information does not constitute a Certified Criminal Record by the RCMP.
- A Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.
- This information may not contain all criminal record convictions, or convictions and records related to "young persons" pursuant to the *Youth Criminal Justice Act*.
- Motor vehicle records not checked; consult provincial/territorial ministries for driver's abstract.

### Applicant Information

Current Legal Surname (required) YEHIA	Current Legal Given Names (required) Hanan		
Gender <input type="radio"/> Male <input checked="" type="radio"/> Female	Date of Birth (yyyy-mm-dd; required) 1979-08-12		
Current Address (required) A1215 - 2 Avenue	City (required) Wainwright	Province AB	Postal Code (A9A 9A9; required) T9W 1G8

### Vulnerable Sector Check Results

Note: This is not an affirmation of good character

- ☒ **Negative:** Based solely on the names and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including Record Suspension (Pardoned) sex offender records, did not identify any records with the name and date of birth of the applicant. All available police records management systems and court records, where applicable were also searched. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
- ☐ **Incomplete:** Based solely on the names and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including Record Suspension (Pardoned) sex offender records, could not be completed. All available police records management systems and court records, where applicable were also searched. Positive identification that a criminal record does or does not exist requires the applicant to submit fingerprints to the RCMP National Repository of Criminal Records by an authorized police service. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
- ☐ **Possible Match:** Based solely on the names and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including Record Suspension (Pardoned) sex offender records, has resulted in a possible match to a registered criminal record, but not to a pardoned sex offender record. All available police records management systems and court records, where applicable were also searched. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. As such, the criminal record information declared by the applicant does not constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
- ☐ **Match to Other Police Service Records:** There are records held by a police service that are relevant to screening the applicant. The existence of these types of local police records does not establish that the individual has a criminal record.
- ☐ **Adverse Information Located on Police Records Management Systems:** Based solely on the names and date of birth provided by the applicant, adverse information was located. The existence of these types of records does not establish that the individual has a criminal record.

Additional Comments (this field expands)

### Received by

Employee Name Laurie DAY	HRMIS No. 000167603	Detachment Stamp or Seal <b>R.C.M. POLICE WAINWRIGHT DETACHMENT 826 - 3<sup>rd</sup> AVENUE WAINWRIGHT AB T9W 1R3</b>
Signature <i>Laurie Day</i>	Date (yyyy-mm-dd) <i>2020-03-24</i>	



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Protected B  
once completed  
PIB CMP PPU 030  
PIB CMP PPU 005

## Release of Results of Vulnerable Sector Check

Reference Number:

### Important Notices

- This information does not constitute a Certified Criminal Record by the RCMP.
- A Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.
- This information may not contain all criminal record convictions, or convictions and records related to "young persons" pursuant to the Youth Criminal Justice Act.
- Motor vehicle records not checked; consult provincial/territorial ministries for driver's abstract.

### Applicant Information

Current Legal Surname (required) BOLINGBROKE	Current Legal Given Names (required) Donna Marie		
Gender <input type="radio"/> Male <input checked="" type="radio"/> Female	Date of Birth (yyyy-mm-dd; required) 1971-09-04		
Current Address (required) Apt. B 1101 - 4 Ave	City (required) Wainwright	Province AB	Postal Code (A9A 9A9; required) T9W 1H1

### Vulnerable Sector Check Results

Note: This is not an affirmation of good character

☒ **Negative:** Based solely on the names and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including Record Suspension (Pardoned) sex offender records, did not identify any records with the name and date of birth of the applicant. All available police records management systems and court records, where applicable were also searched. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

☐ **Incomplete:** Based solely on the names and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including Record Suspension (Pardoned) sex offender records, could not be completed. All available police records management systems and court records, where applicable were also searched. Positive identification that a criminal record does or does not exist requires the applicant to submit fingerprints to the RCMP National Repository of Criminal Records by an authorized police service. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

☐ **Possible Match:** Based solely on the names and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including Record Suspension (Pardoned) sex offender records, has resulted in a possible match to a registered criminal record, but not to a pardoned sex offender record. All available police records management systems and court records, where applicable were also searched. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. As such, the criminal record information declared by the applicant does not constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

☐ **Match to Other Police Service Records:** There are records held by a police service that are relevant to screening the applicant. The existence of these types of local police records does not establish that the individual has a criminal record.

☐ **Adverse Information Located on Police Records Management Systems:** Based solely on the names and date of birth provided by the applicant, adverse information was located. The existence of these types of records does not establish that the individual has a criminal record.

Additional Comments (this field expands)

### Received by

Employee Name Melanie FREY	HRMIS No. 000292210	Detachment Stamp or Seal R.C.M. POLICE WAINWRIGHT DETACHMENT 826 - 3rd AVENUE WAINWRIGHT AB T9W 1R3
Signature 	Date (yyyy-mm-dd) 2019-11-12	

9912 – 107 Street  
PO Box 2415  
Edmonton AB T5J 2S5

Email: [ebusiness.support@wcb.ab.ca](mailto:ebusiness.support@wcb.ab.ca)  
Tel: (780) 498-3999 (1-866-922-9221)  
Fax: (780) 498-7999  
WCB website: [www.wcb.ab.ca](http://www.wcb.ab.ca)

April 13, 2020

Reference Number: 3470363

Dear Sir or Madam:

Re: 2193206 ALBERTA LTD.  
1215A 2 AVE  
WAINWRIGHT AB T9W 1G8

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
8846868	H.Y. CLEANING Janitorial/Cleaning Services	May 15, 2019	worker coverage personal coverage for: HANAN YEHIA
	PAINTING/DECORATING	Jan 01, 2020	worker coverage personal coverage for: HANAN YEHIA

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.



Government  
of Canada

Gouvernement  
du Canada

Canada Revenue Agency

Logout

## Operating names

Business number

792198533

Business name

2193206 Alberta Ltd.

Operating names currently on file for this business 

Operating name	Edit	Delete
H.Y. Cleaning		

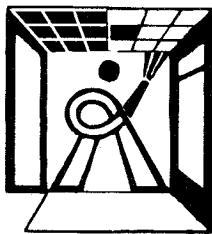


+ Add new operating name

Screen ID: B-BN-MON-01

Date modified:

2019-05-20



# ACOUSTICAL & TOTAL CLEANING SERVICES CO.

SINCE 1983

A division of Acoustical Ceiling and Building Maintenance Ltd.

7940 Coronet Road

Edmonton, Alberta T6E 4N8

Phone: (780) 496-9035 Fax: (780) 414-1071 E-Mail: info@atclean.ca



April 30, 2020

Kevin Gramm

Manager, Recreation Services Grande Cache

Municipal District of Greenview No.16

10450 Hoppe Avenue

Grande Cache, Alberta T0E 0Y0

Dear Mr. Gramm,

## **For the Provision of Janitorial Services for Grande Cache Recreation Center.**

Thank you for the opportunity to bid on the above project. We are pleased to submit our proposal and quotation for the supply of janitorial services for Grande Cache Recreation Center.

We have done our best to ensure that our quotation is complete in all respects, and it meets all the requirements specified in the Request for Proposal documents. However, should you require clarification or further details on any item herein, please do not hesitate to contact me.

Acoustical has grown steadily since 1983 by providing professional, problem-free services to our clients together with a continual focus on customer care and safety. Our staff takes pride and ownership in the work they do, and this is reflected in the results we obtain. We are confident that you will enjoy peace of mind knowing that our service teams are keeping your facilities looking their best.

We have reviewed and understood the terms and conditions applicable to this contract, and have no objection to them.

Thank you again for the opportunity to submit our proposal. We look forward to being of service, and to working with you on this project.

Yours truly,

Kyla Makowsky

Director of Sales and Marketing



# ACOUSTICAL & TOTAL

**CLEANING SERVICES CO.**

SINCE 1983

A division of Acoustical Ceiling and Building Maintenance Ltd.

7940 Coronet Road

Edmonton, Alberta T6E 4N8

Phone: (780) 496-9035 Fax: (780) 414-1071 E-Mail: info@atclean.ca



April 30, 2020

Kevin Gramm

Manager, Recreation Services Grande Cache

Municipal District of Greenview No.16

10450 Hoppe Avenue

Grande Cache, Alberta T0E 0Y0

Dear Kevin, thank you very much for the opportunity to be of service to you.

For the provision of **7 day per week janitorial services** to the Grande Cache Recreation Complex as per the price break down listed below:

- 1.) Day Porter Services.....\$3, 173.69, plus GST, per month.
- 2.) Evening Janitorial Services.....\$5, 918.36, plus GST, per month.
- 3.) Consumable Washroom Supply\*.....\$1, 150.00, plus GST, per month.  
\*approximate estimate of usage based on 150 people per day
- 4.) Strip and Wax VCT Flooring.....\$2, 425.00, plus GST, per time.

**Our duties will include:** As per the Scope of Work provided in "Request for Proposal for the Town of Grande Cache Recreation Complex Custodial Services" package, issued June 14, 2017.

Cleaning exterior windows, steam cleaning carpets and upholstery, cleaning inside of the appliances, collecting and washing of dishes, cleaning window coverings, if required, will be estimated separately.

DUE AND PAYABLE 30 DAYS NET  
OUR PRICES DO NOT INCLUDE GST  
COURTESY OF CONFIRMATION REQUESTED  
WE STRIVE TO PROVIDE EXCELLENT QUALITY OF SERVICES

\$5 Million Liability Insurance, \$100,000 Fidelity Bond,  
WCB # 252801/8

Looking forward to being of service to you, I remain  
Yours sincerely,

Kyla Makowsky  
Director of Sales and Marketing

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## **RESPONSE TO THE SCOPE OF WORK**

Acoustical Ceiling and Building Maintenance Ltd. assures that it is fully capable of performing the services as outlined in the provided Scope of Work. In its 35 year history, Acoustical has performed such duties basic janitorial cleaning, grounds maintenance, and snow removal for a variety of organizations of various sizes, and no matter the size, we have always provided the highest quality of service.

Acoustical has always prided itself in its ability to ensure that any task set before it is accomplished swiftly and with the highest quality. Our adherence to our policy of '*honesty in all practices*' ensures that we never take on a task that we cannot accomplish. If we do not have the skills or resources to see a job done to our high standards, we will ensure that it is done by an individual of the highest skill and professionalism. You may rest assured that your site is being taken care of by a group of well-trained responsible individuals.

The many divisions of Acoustical's operations hires only the most responsible and reliable individuals who are placed through Acoustical's rigorous training program to meet ever client's needs.

### **Statement of Conflict of Interest**

Acoustical has no known conflicts of interest that would prevent us from providing the services outlined in this RFP. There are no litigations or related activities present in any of Acoustical's operations that would disrupt services if Acoustical were to be awarded the RFP.

## **LEGAL AND CONTACT INFORMATION**

The following contact information is to be used for the purposes questions or clarifications of this response, any may legally bind the company during contract negotiations:

Individual Name: Kyla Kirk	
Respondent Address: 7940 Coronet Road, Edmonton, AB, T6E 4N8	
Position Title: Director of Sales and Marketing	
Telephone: (780)-496-9035	Fax: (780)-414-1071
Email: kyla@atclean.ca	

Contact information for our management team is as follows:

### **President**

Irena Makowsky (780)-686-6477 irena@atclean.ca

### **Director of Operations**

Allan Makowsky (780)-850-7503 allan@atclean.ca

### **General Manager**

Ted Abbot (780)-446-1512 ted@atclean.ca

### **Operations Manager**

Tomasz Szauksztel (780)-860-7717 tomek@atclean.ca

### **Director of Sales and Marketing**

Kyla Kirk (780)-901-8045 kyla@atclean.ca

**Project Manager**

Jeanette Vandale (587)-337-6700 [jeanette@atclean.ca](mailto:jeanette@atclean.ca)

They also can be reached at any time through the contact number provided below.  
Our contact information is as follows:

**Acoustical and Total Cleaning Services Co.**

7940 Coronet Road

Edmonton, Alberta T6E 4N8

Phone: (780) 496-9035 (24 hours a day, 7 days a week)

Fax: (780) 414-1071

Email: [info@atclean.ca](mailto:info@atclean.ca)

We answer phone calls immediately during business hours and within minutes if you call after hours or on a holiday. We answer e-mails and fax messages within one working day at the most.

**COMPLETED PROJECTS**

Within its portfolio, Acoustical cleans the following government institutions providing evening cleaning, day cleaning, as well as day porter services:

- Neil Crawford Provincial Center
  - Alberta Infrastructure
  - J.G. O'Donoghue Building
  - O.S. Longman Laboratory
  - Agronomy Building
  - Medical Examiner's Office
  - Level III Bio Containment Lab
- Alberta Research Council
- Devon Research Center
- Leduc Food Processing Plant and Agrivalue Building
- Leduc Courthouse
- Leduc Vehicle Inspection Station
- Henwood Rehabilitation Center
- RCMP Red Earth Detachment
- RCMP Canmore Detachment
- RCMP Banff Detachment
- RCMP Bashaw Detachment
- 108 Street Building
- Sterling Place
- Oxbridge Place

We also currently clean for the following municipalities and counties providing evening cleaning and day porter cleaning services:

**Drayton Valley**

- Civic Center
- Fire Hall
- CETC
- Water Treatment Plant

- Public Library
- Children and Community Support Services

#### Strathcona County

- Ordze Transit Station
- Bethel Transit Station
- Strathcona County Bus Barns
- Strathcona County Public Service Yard
- Strathcona County Human Resource Building
- Strathcona County Administration Building
- Strathcona County Fire Station #2
- Strathcona County Fire Station #4
- Josephburg Service Yard
- Josephburg Municipal Airport

Acoustical's personnel are trained from the beginnings of their careers to provide expert level work at all of our job sites. Our management team has approximately 85 years of combined experience in the janitorial service industry; our supervisors are trained personally by our management staff to ensure that knowledge and communication makes it way consistently to all levels of employees; all supervisors are trained in window washing, carpet cleaning, floor refinishing, power scrubbing, pressure washing, lawn trimming, lawn mowing use ride on mower, snow removal using snow blowers; our employees are trained by our supervisors in all skill sets, and are sorted in to specialized divisions to maximize efficiency in one or more tasks.

#### BUILDING SPECIFICS

INSTITUTION	TYPE OF SERVICE	YEARS	SIZE
<b>GWL Realty Advisors Inc. 108St Building Oxbridge Place Sterling Place</b>	Full time day cleaning services including 3 crews with 3 working supervisors. Total number of employees is 5 per building. Contract includes basic janitorial in government offices and medical facilities including: <u><b>Daily</b></u> sweeping/mopping hard surfaced flooring; vacuuming of all carpeted areas; spot washing all walls, doors, door frames, partition glass, window glass, window frames; complete clean of bathroom areas including: floors, walls, countertops, sinks, toilets, urinals, stall partitions, mirrors, lights, dispensers, replenishing dispensers, removing garbage; complete clean of kitchen areas including: floors, walls, countertops, sinks, cupboards, tables, chairs, appliances outside, and removing garbage; wiping and dusting of desks, bookshelves, cabinet tops, and other low surfaces below 6 feet; <u><b>Monthly</b></u> buffing of hard surfaced flooring; washing of baseboards; dusting of picture frames, wall mounted emergency equipment, tops of doors, tops of window frames, thermostats and surfaces between 6 and 10 feet; vacuuming of upholstery; <u><b>Yearly</b></u> high dusting of all surfaces above 10 feet; cleaning of windows inside and outside; refinishing of all hard surfaced flooring; extraction clean of all carpeted areas <u><b>Extra Work:</b></u> biohazard clean-up, water damage restoration	2012-present	537, 000 sq ft  108 St Building – 157 000 sq ft 11 storeys  Oxbridge Place – 210, 000 sq ft 14 storeys  Sterling Place – 170, 000 sq ft. 12 storeys

<b>Neil Crawford Provincial Center</b> Alberta Infrastructure J.G. O'Donoghue Building O.S. Longman Laboratory Agronomy Building Medical Examiner's Office Level III-Bio Containment Lab	Full time day cleaning services and part time night cleaning services including a day time crew of 10 and a night crew of 5. Contract includes basic janitorial of offices, warehouses, laboratories, medical facilities including: <b>Daily</b> sweeping/mopping hard surfaced flooring; vacuuming of all carpeted areas; spot washing all walls, doors, door frames, partition glass, window glass, window frames; complete clean of bathroom areas including: floors, walls, countertops, sinks, toilets, urinals, stall partitions, mirrors, lights, dispensers, replenishing dispensers, removing garbage; complete clean of kitchen areas including: floors, walls, countertops, sinks, cupboards, tables, chairs, appliances outside, and removing garbage; wiping and dusting of desks, bookshelves, cabinet tops, and other low surfaces below 6 feet; <b>Monthly</b> buffing of hard surfaced flooring; washing of baseboards; dusting of picture frames, wall mounted emergency equipment, tops of doors, tops of window frames, thermostats and surfaces between 6 and 10 feet; vacuuming of upholstery; <b>Yearly</b> high dusting of all surfaces above 10 feet; cleaning of windows inside and outside; refinishing of all hard surfaced flooring; extraction clean of all carpeted areas <b>Extra Work:</b> biohazard clean-up, water damage restoration	2018-present	950,000 sq ft  AI – 330,000 sq. ft. 4 storey J.G.O- 330,000 sq ft 4 storey OS Longman – 190, 000 9 storey Agronomy- 50,000 sq ft 3 storey Med Ex. – 35, 000 sq ft 1 story Level III Bio – 15, 000 sq ft 1 storey
Alberta Research Council Devon Research Center Leduc Food Processing Plant and Agrivalue Building Leduc Courthouse Leduc Vehicle Inspection Station	Full time day cleaning services and part time night cleaning services including a day time crew of 9 and a night crew of 18. Contract includes basic janitorial of offices, warehouses, laboratories, medical facilities including: <b>Daily</b> sweeping/mopping hard surfaced flooring; vacuuming of all carpeted areas; spot washing all walls, doors, door frames, partition glass, window glass, window frames; complete clean of bathroom areas including: floors, walls, countertops, sinks, toilets, urinals, stall partitions, mirrors, lights, dispensers, replenishing dispensers, removing garbage; complete clean of kitchen areas including: floors, walls, countertops, sinks, cupboards, tables, chairs, appliances outside, and removing garbage; wiping and dusting of desks, bookshelves, cabinet tops, and other low surfaces below 6 feet; <b>Monthly</b> buffing of hard surfaced flooring; washing of baseboards; dusting of picture frames, wall mounted emergency equipment, tops of doors, tops of window frames, thermostats and surfaces between 6 and 10 feet; vacuuming of upholstery; <b>Yearly</b> high dusting of all surfaces above 10 feet; cleaning of windows inside and outside; refinishing of all hard surfaced flooring; extraction clean of all carpeted areas <b>Extra Work:</b> biohazard clean-up, water damage restoration	2018-present	730,000 sq ft.  ARC – 330, 000 sq ft 4 storey DRC- 300, 000 sq ft 4 storey Leduc Food Processing – 60,000 sq ft 2 storey Leduc Court – 30,000 sq ft 1 storey VIS – 10, 000 sq ft 3 all 1 storey bldng
<b>Strathcona County</b> Bethel Transit Ordze Transit	Basic janitorial of offices, warehouses, transit facilities, common areas including: <b>Daily</b> sweeping/mopping hard surfaced flooring; vacuuming of all carpeted areas; spot washing all walls, doors, door frames, partition glass, window glass, window frames, complete clean of	2017-present	260, 000 sq ft All buildings 1 storey except Bus Barns and

Bus Barns SPSY Human Resources Administratio n Airport Trailer Josephburg Public Works Fire station # 2 Fire station #4	bathroom areas including: floors, walls, countertops, sinks, toilets, urinals, stall partitions, mirrors, lights, dispensers, replenishing dispensers, removing garbage; complete clean of kitchen areas including: floors, walls, countertops, sinks, cupboards, tables, chairs, appliances outside, and removing garbage; wiping and dusting of desks, bookshelves, cabinet tops, and other low surfaces below 6 feet; <b>Monthly</b> buffing of hard surfaced flooring; washing of baseboards; dusting of picture frames, wall mounted emergency equipment, tops of doors, tops of window frames, thermostats and surfaces between 6 and 10 feet; vacuuming of upholstery; <b>Yearly</b> high dusting of all surfaces above 10 feet; cleaning of windows inside and outside; refinishing of all hard surfaced flooring; extraction clean of all carpeted areas <b>Extra Work:</b> biohazard clean-up, water damage restoration		SPSY at 2 storey
<b>Henwood          Rehabilitation          Clinic</b>	7 day per week day time cleaning completed by a crew of 5 daily. Contract includes basic janitorial in high security areas including: <b>Daily</b> sweeping/mopping hard surfaced flooring; vacuuming of all carpeted areas; spot washing all walls, doors, door frames, partition glass, window glass, window frames; complete clean of bathroom areas including: floors, walls, countertops, sinks, toilets, urinals, stall partitions, mirrors, lights, dispensers, replenishing dispensers, removing garbage; complete clean of kitchen areas including: floors, walls, countertops, sinks, cupboards, tables, chairs, appliances outside, and removing garbage; wiping and dusting of desks, bookshelves, cabinet tops, and other low surfaces below 6 feet; <b>Monthly</b> buffing of hard surfaced flooring; washing of baseboards; dusting of picture frames, wall mounted emergency equipment, tops of doors, tops of window frames, thermostats and surfaces between 6 and 10 feet; vacuuming of upholstery; <b>Yearly</b> high dusting of all surfaces above 10 feet; cleaning of windows inside and outside; refinishing of all hard surfaced flooring; extraction clean of all carpeted areas <b>Extra Work:</b> biohazard clean-up, water damage restoration	2009- present	200,000 sq ft All 1 storey

## CORPORATE INFORMATION AND CAPABILITIES

Acoustical and Total Cleaning Services Co. ("Acoustical") is a completely diversified cleaning company. We have provided commercial, institutional and industrial janitorial services since 1983. In its 34 year history it has also operated under the names Acoustical Dry Cleaning Inc. (August 4 1983 – August 20, 1986) and Acoustical Ceiling and Building Maintenance LTD. (August 20, 1986 to present). We have passed hands from its founder and owner Boris Sukalsky, to its current owner and operator Irena Makowsky. We presently employ 197 people, and have been consistently profitable for the last 20 years.

Acoustical has its office in Edmonton, and provides services to customers across Alberta.

We carry \$5,000,000 in Commercial General Liability insurance, \$5,000,000 in Automobile Insurance. We are accredited by the Better Business Bureau, Complyworks, CQN, BROWZ, and have been awarded the Contractor's Check Health & Safety Accreditation Program Certificate. We are Members of ISSA and Associate Members of the Alberta Construction Safety Association, the Building Owners and Manager Association (BOMA), and the Edmonton Chamber of Commerce. We are long-time members in good standing of the Alberta Workers' Compensation Board. Our WCB Number is 252801/8.

We have a variety of safety measures in place as a part of our Health and Safety Program including, but not limited to:

- Vehicle Inspection and Maintenance program
- PPE Inspection program
- Equipment Maintenance Inspection program
- Lock Out Tag Out program
- Safe Work Practices for all jobs performed in the company
- Safe Job Procedures for all jobs performed in the company
- Site specific Safe Work Practices and Safe Job Procedures for use by employees on specific site
- Formal Hazard ID process
- PSI for site specific hazard assessment
- Ongoing WHMIS and First Aid training
- CSTS training for supervisors and heavy duty cleaners
- Working Alone Policy, Anti-Violence Policy, Drug and Substance Abuse program
- Dedication to Safety Rewards Program

As of July 8, 2016 we have received our Certificate of Recognition (COR) Status for Health and Safety.

Our service philosophy can be summed up in the term "One Serve". Our employees and managers focus on serving one customer at a time, and taking care of one issue at a time so that they can devote their energy and skills to providing the best possible service to that customer.

Our belief is that we are not here simply to perform the jobs outlined in your RFP. Instead, we take complete ownership of each building and the cleaning responsibilities associated with it. Though we are hired to perform janitorial tasks, we also concern ourselves with building security, building maintenance, energy conservation and management, environmental responsibilities and cost-saving recommendations, to name just a few.

If you have any concerns regarding cleaning or the results of any inspection, you may call your specific site manager at any time and they will respond instantly. Alternatively, you can call our office 24 hours a day, 7 days a week, and get a response within minutes.

We do not see ourselves as outsiders who clean your premises, but as partners who work with you. Among our employees, we constantly promote a culture of professionalism, service and ownership of the work. If ever our staff detects a problem or security situation that they feel is not correct, they will immediately bring it to our attention, and we will immediately inform you.

### 24 HR Response

If you have a problem of any kind, we want to hear about it immediately. You can reach us 24 hours a day, 7 days a week (holidays included) by simply calling our main office phone number: (780) 496-9035. If you call during office hours, we will talk to you immediately; if you call after hours, we will phone you back within minutes. Emails sent during office hours are generally replied to within an hour. Emails sent after office hours, are replied to at the beginning of the next business day unless flagged as an emergency.

When you report a problem to the Project Manager, they react immediately. They immediately contact our personnel onsite to discuss the issue and discover the reason for the problem. They make sure that the concern is handled immediately and follow up by requesting pictures after the fact and performing site inspections to provide quality control. They will administer corrective actions as are needed and monitor the personnel closely for two weeks after the issue has arisen. In this way they are able to ensure that your concern is dealt with and that it does not happen again.

If you make a request to remove an individual from site, they can be removed and replaced with temporary staff by the next business day while the Project Manager recruits a new permanent staff member.

### Proactivity

Acoustical values a strong line of communication between management and staff, and management and Clients. This line of communication is how Acoustical discovers what each individual needs to make the job easier, and to make each and every person happy. Concerns are resolved before they become issues and management has a constant line of information regarding the site they are overseeing.

To further the line of communication between Client and staff, Acoustical proposes the following. Each main janitor closet will contain a log book which will allow communication between our cleaning staff and yourself. Questions, concerns, and comments regarding tasks that have been done or need to be completed will be available for all to review. Each book is updated daily by the supervisors assigned to that area. All noted problems, anomalies and "issues" are recorded in the Maintenance Log Book. Any on-site emergency issues that we detect — security breaches, property damage, serious safety issues and the like — are brought to your attention immediately, day or night.

We will meet with our employees regularly to ensure that they know their jobs and are able to work efficiently and provide you with status reports. We provide monthly inspections and hazard assessments to ensure the high standards of our work and the excellent condition of your buildings. All assessments and inspections are performed with the site supervisor so that they know firsthand the issues that are arising at the site. A corrective action plan is formed with timelines for corrections to be made, and given to the Site Supervisor to be shared with their team. Each item is to be signed off upon completion and faxed or emailed to the Project Manager for review. In this way the Project Manager can then add the corrective actions to their next inspection list to ensure these items have been addressed. If you would like, copies of these documents can be left in a communication book onsite or emailed to a previously arranged contact person.

### Process and Quality Management

At Acoustical we stress the importance of not only efficiency in work, but also high quality. Each and every employee of Acoustical is trained in our Quality Assurance Program upon hire. All supervisors and specialty cleaners are trained further regarding the specification of their specialty (i.e. carpet cleaning, waxing, window washing, etc.). Each employee undergoes retraining after a one year period. At this time they undergo the mandatory update of all the training they took at their initial orientation. Retraining may take place sooner if there are changes made to more than 25% of our programs, or at the Project Managers discretion.

Acoustical believes in taking care of problems before they happen. We do this using our Quality Assurance Program which emphasizes quality control, responsibility and accountability of actions, and reliability on the job site. We monitor the quality of the work we do in the following ways:

- Monthly cleaning inspections
- Safety inspections every two months
- Once per year audits
- Corrective Action Reports cataloguing deficiencies found and correction administered
- Once per year Client Satisfaction Surveys
- Once per year employee performance reviews
- Once per year supervisor performance reviews

Using these techniques, either in complete or combination, allows us correct deficiencies before they become problems. This ensures that your building is consistently at a high standard and does not degrade slowly over time. This also helps the sustainability of the building by constant maintenance of flooring and surfaces, preventing the need for extra work costs, or replacement costs.

This also allows Acoustical to have a good working knowledge of the state of the building at any given time. Maintenance issues such as broken fixtures, bulbs, shelving etc. are noted during inspection and will be reported immediately, allowing for adequate time for repair and corrective action.

### Resourcing Methodology

Acoustical does its best to ensure that every site is supplied with high quality and responsible personnel who take pride in the job that they do. Acoustical has a very effective hiring procedure which allows us to find and maintain a reliable staffing count at all times. Acoustical uses a variety of job banks and online sites to find and filter resumes, and of course, walk-ins are always welcome to drop off a resume.

The potential candidate will go through a preliminary screening by the Office Manager, who determines their experience, what documents and certificates they possess, and what area the individual would fit best. Once past the initial screening, the individual is sent to a Project Manager for an official interview. Through a series of probing questions, the Project Manager determines if the individual is a good fit for the company, and where their talents are best suited. Once hired, the employee is required to submit all documents pertaining to the work including a criminal record

check. From there, they are sent to the Training Managers who provide a company orientation and safety training, including WHMIS. The company orientation covers the following topics:

- Working Alone  
Violence in the Workplace
- Substance Abuse Policy
- Acoustical Code of Conduct
- Acoustical Dress Code
- Disciplinary Protocols
- PPE Requirements
- Inspections
- Environmental Management Program
- Quality Assurance Program
- Health and Safety Manual

Once initial training is complete, the employee is trained in general cleaning tasks which meet Acoustical's high standards, and are placed in either the after construction department of Acoustical's operation, or the commercial janitorial service department as a light duty cleaner or heavy duty cleaner.

When tasked with a new building, such as those outlined in this RFP, the new employee is given a complete tour of the building by the Project Manager. They are given a copy of the Scope of Work to follow through on their tour. They are shown the emergency response procedures and other pertinent safety related items.

If for any reason an employee is unable to work, Acoustical has more than 60 employees who can take over at your job site should any lack of staff occur. All employees are highly trained, security cleared.

#### Service Training

We recognize that a single training session is never sufficient. Over time, employees forget details about cleaning procedures and cleaning products that can be critical not only for efficient cleaning, but for the health and safety of every person on site. For this reason, we conduct on-going training programs that keep our employees' skills at peak levels, ensures the safety of all people, and guarantees our quality is second to none. From the time a new employee joins us, she or he is in "constant training" mode.

Our training consists of the following, conducted both onsite and offsite.

- Classroom safety training and on-site toolbox meetings
- Initial WHMIS training
  - Initial training in cleaning methods and proper use of cleaners and equipment
  - MSDS Training for all products
- Ongoing WHMIS training (refresher courses)
  - Ongoing training for the proper use of tools and equipment
  - Refresher and update MSDS training
- Man lift training

- First Aid training for all supervisory and management staff
- Personal protective equipment ("PPE") training
- Security training

We have daily onsite supervision including on-the-job training, weekly meetings with all our staff, formal monthly site inspections and informal bi-weekly inspections. In addition we hold daily management meetings with supervisors to discuss job-related matters.

It is important for safety reasons that our staff fully understands what they are taught. Because our employees speak many different languages, we translate our courses into their native language whenever necessary. We are one of the few organizations that offer this service.

Unless designated by legislation, complete training programs are done at time of orientation, then once per year thereafter. If an employee is not performing to company standards, they will be placed through training at the discretion of their Project Manager, who monitors their job performance. Most training programs are conducted on site at our home office, and take approximately one day to complete, this includes online training for WHMIS, Fall Protection Training, and Elevated Work Platform training. The only exception to this training is St. John's Ambulance First Aid training, which takes place at the St. John's Ambulance Training Center.

All training for a new site is "hands on". We know that no one can learn a buildings requirements and standards simply by looking at a piece of paper. When an employee is trained to work on site, they are first given a tour of the facility by the site's Project Manager, who is aware of the building's scope of work and specific needs. The Project Manager remains on site for the remainder of the first shift to answer any questions and help to ensure the job is complete. At this time all appropriate supplies and equipment, all documentation including a MSDS book, hazard assessment forms, and scopes of work, and all contact information is left on site in the janitor closet for easy access. The employee can contact their manager directly with any further concerns, and the Project Manager will return to site upon request of the employee if they require further assistance. Training for a new site can take up to two weeks, depending on the comfort level of the new employees.

#### Implementation Plan

##### **Before start date (one month – one week):**

1. Acoustical will begin the process of sourcing individuals for the contract period. This will include:
  - Initial interview with the office manager or human resource manager
  - Review of criminal clearances, driver's abstracts, and legal documentation
  - Secondary interview with the project manager
  - Review of individuals references
  - Job offer
2. The project manager will arrange with the building operators to walkthrough the sites (alone or with Acoustical custodial supervisor or management member) to review
  - the project scope of work
  - site specific expectations
  - difficult or problematic areas or areas of concern
  - locations of custodial closets or storage spaces
  - locations of water access and dump sites

- locations of garbage and recycling cans
- types of consumables needed for each site
- additional equipment needed for each site

3. Acoustical will begin the process of sourcing equipment and supply materials for the contract. This will include:

- Ordering and set up of needed equipment not supplies by the district
- Ordering and storing the first months of chemical supply
- Ordering and storing the first months consumable supply
- Creating SDS booklets and WHMIS labels

4. Acoustical will begin the process of designing and creating site safety manuals, hazard assessment documentation, and communication logs for each site.

5. Employees will start the in house training process. Reviewing the scope of work and any additional information provided by the city and the project supervisor.

6. Employees will be orientated to the company including training in WHMIS, Emergency Response Procedures, Safe Work Practices and Procedures, the Quality Assurance Program, the Environmental Management Program.

#### **One week before start date:**

1. Acoustical and the Greenview representatives will meet to discuss the first day of services, to make changes to any requirements, and discuss potential difficulties.

2. The project manager will be in contact with the district representatives and building operators to discuss the processes for obtaining keys, fobs, and access to the buildings.

#### **Start Date:**

1. The assigned Project Manager will contact the District Representative to pick up and sign out all necessary keys for the buildings.

2. The Project Manager will arrange with the building operators for access to any buildings that will allow day time drop off of consumables, supply, and equipment. All equipment will be marked with Acoustical stickers and an inventory log will be created for each site.

3. The Project Manager, Secondary Manager, Operations Manager, and building supervisors will arrange for the transportation and drop off of consumables, supply and equipment to all buildings where access is after hours only.

4. The Project Manager, Secondary Manager, Operations Manager, and building supervisors will be onsite to facilitate accept the delivery of start-up items and will provide the cleaners with the scope of work for the site.

5. Cleaners will be provided a one hour tour of the sites with the managers and supervisors. The managers will be on site, or otherwise available, to answer any questions, solve any issues, and ensure the smoothness of the shift.

6. Management will perform frequent inspections for the first month to rectify issues or forgotten items that may have occurred over the course of the contract set up.

#### **Continuing Services:**

1. The Project Manager will perform their first formal site inspection and quality assessment each month. They will review the work which has been done, and that which still needs to be done. They will cite any corrective actions which need to be taken. Once completed, the inspection and the corrective actions will be forwarded to you to review and put forward your own suggestions.

2. The team will be reviewed to ensure job duties are being fulfilled and company standards are being followed. Any necessary corrective actions and discipline procedures will be taken as a

result of this review, including revision of training and scope of work or replacement of crew members.

3. A quarterly safety audit and quality assurance audit will be conducted at all sites. The Project Supervisor will be accompanied with the Health, Safety and Environment Coordinator for these audits, and the HSE Coordinator will provide feedback to the team. At the end of the audits the Project Supervisor and the HSE Coordinator will write the official report with comments, concerns, and corrective actions. These forms will be forwarded to you to allow you to stay updated.

4. Corrective actions will be implemented which can include retraining of staff, review of the scope of work, written warning, suspension or termination. In the case of termination, a backup member from the Acoustical main office team will be placed in the interim.

6. Schedules will be sent to building operators regarding yearly periodics at all sites. Crew members from the main office will be dispatched to provide the specialty cleaning services needed for this work. The work will be inspected and signed off complete by the supervisor, the Project Manager, and the site crew.

7. With the client's permission, Acoustical will provide the client staff with the Acoustical Yearly Client Satisfaction survey to rate our work for the past year. The information will be gathered, analyzed, and used to rework the training program before the start of the next year. All results can be forwarded for the client's records.

## **OTHER INFORMATION**

### Safety and Environmental Concerns

We post current and updated Safety Data Sheets (SDS) in each janitorial room from the start date of the contract. All our cleaning products are clearly identified and labeled with the appropriate safety labels. Each and every employee is trained in WHMIS, as well as the proper usage of the chemicals, the proper amount of solution to be used in water, and proper chemical disposal techniques. This helps us to avoid unnecessary use of chemicals, spillage of toxic substances, and accidental environmental contamination. Each employee is trained in our Environmental Management Program, which is posted on the company safety boards at the office for quick review. This policy is to be followed on every site, unless a pre-existing policy is implemented by the employer.

Acoustical provides all green washroom supplies which are approved by Eco Logo and Green Seal. Acoustical supplies Kimberly Clark Scott toilet tissue at 100% recycled content and 40% consumer waste, Kimberly Clark Scott Paper towel at 60% recycled content and 40% consumer waste, and Pur Value garbage bags which are 100% recyclable material. Acoustical does its best to ensure that its cleaning products are as environmentally safe as possible while still remaining effective. Acoustical can special order any and all products required by the site.

We are in constant contact with our suppliers who are required to inform us about new "green" products as soon as they are introduced. We regularly evaluate new products at our home office and determine their safety, suitability and cost-effectiveness. Whenever we find such a product, we introduce it to site as soon as practicable. This is our personal commitment to our fragile environment.

Acoustical makes it our mission to conform to any environmental standards set out by our Client. We are very knowledgeable about LEED standards and have no problem to altering any practices to suite your needs.

Many organizations do not understand how following an environmentally friendly mandate specifically helps them. LEED standards focus on building sustainability which improves the quality and the longevity on the buildings. Following these standards will remove expensive replacement costs of flooring and painting, by using effective non-abrasive chemicals which clean quickly to avoid surface damage, and low impact equipment which remains efficient while avoiding unnecessary wear and tear. Though slightly more expensive in the initial phase, these chemicals and equipment save buildings and organizations a lot of money in the end. These standards are also the safest for the elderly, the young, those with disability, and animals

#### Recycling Programs

Acoustical will follow any recycling program outlined by the Client which suites the Client's preferences. If no recycling program is in place, employees are instructed to follow Acoustical's 5 bin policy.

#### Products and Equipement

Please see the attached list of environmentally friendly products and equipment Acoustical will implement at contract start.

#### Client/Supplier Partnership

Acoustical works tirelessly with both Client and Supplier to ensure that every site has all appropriate equipment, materials, and supplies needed for efficient and high quality services. Any product needed by the Client can be obtained by our excellent suppliers, who are always on the lookout for new innovative products and equipment to increase quality and efficiency of the work while being as environmentally friendly as possible. Rest assured of reliable and qualified suppliers will always do their best to find any product needed on you sites.

### **STANDARD OPERATING PROCEDURES**

Below are the listed Green Cleaning techniques for Acoustical & Total Cleaning Services Co. This list is not exhaustive and new cleaning techniques may be added or revised.

#### Dusting

Dust has one of the most serious effects on indoor air quality. It is the cause of many allergies and serious dust contamination can lead to illness. The objective of Acoustical is to eliminate this risk by properly removing and disposing of airborne particles. This will be accomplished using the following guidelines:

- Employees shall use only the equipment and tools which trap and remove dust like microfiber cloths and dusters.
- When using a microfiber cloth, use it only when folded, and refold when soiled
- Do not used aerosol dust polishes
- Always dust highest surfaces to lowest surfaces to ensure maximum pick up of dust particles
- When performing high dusting, dust from height where possible, do not use long handled dusters which could flick dust into the air to resettle elsewhere

#### Carpet Care

Carpeted flooring is one of the largest particle collecting agents in a facility. Proper and efficient vacuuming is one of the best tactics for the removal of dust and debris, preventing carpet stains which could need the use of harsher chemicals and equipment, and increasing the life of the carpet. Acoustical always does its best to take care of carpeted areas using the following methods:

- Use only hepa-filtered vacuums which control dust blow back, noise pollution, and minimal electricity use
- Use only hepa-filtered vacuum bags with control dust blow back and are reusable, preventing unnecessary garbage
- Vacuuming all common area spaces daily and wall to wall vacuuming every two weeks to decrease dirt build up which could result in unnecessary carpet replacement
- Immediate stain removal using eco-friendly stain removers
- Once per year carpet cleaning using eco-friendly stain removers to improve carpet life
- Monitoring all carpet care activities in the Floor Care Log

#### Hard Surface Floor Care

Hard surfaced flooring is one of the main culprits of harboring viruses causing illnesses due to poor sanitation procedures. Improper hard surfaced floor care causes expensive replacement and repairs, illness from poor sanitization, and decreased life from the building. Acoustical works hard to improve the life of your floors in the following ways:

- Mopheads are to be rinsed with a sanitizer daily and put to wash weekly
- Separate mopheads will be used for common areas, washrooms, and kitchens to prevent cross contamination of surfaces
- Mop water will be changed every 1000 square feet or earlier depending on the status of the flooring
- All chemical solution used will be diluted and disposed of as per MSDS sheets
- All hard surfaced flooring will be cared for as per Acoustical's Floor Care Maintenance Program
- All hard surfaced flooring should be stripped and waxed once per calendar year to avoid unnecessary wear and tear that could lead to floor replacement
- All hard surfaced floor care shall be recorded in the Floor Care Log

#### Surface Sanitization

Proper sanitization of surfaces is key to preventing illness and ensuring the cleanliness of a facility. To ensure that Acoustical uses environmental friendly but efficient sanitization products which kill harmful bacteria and viruses without damaging the environment or causing unnecessary health hazards due to exposure. In this way we guarantee the health and safety of the facility.

- Sanitization chemical will be diluted and disposed of as per MSDS sheet
- Spray sanitizer on to hard surface – do not spray directly into electronics
- Let sanitizer sit for up to 10 minutes, do not immediate wipe
- After 10 minutes wipe surface with a damp cloth, then with a dry cloth

#### **Procedures for Cleaning Involving Equipment**

### Vacuums

- should always be hepa-filtered and have hepa-filtered vacuum bags
- should come with the largest attachments to efficiently pick up as much debris as possible
- should have reusable vacuum bags when possible, and all bags should be emptied at  $\frac{3}{4}$  full to prevent filter issues

### Carpet Extractors

- provide enough notice to tenants of the cleaning schedule and ensure people with allergies are scheduled around appropriately
- ensure windows and doors are open for proper ventilation
- properly maintain common areas including proper sweeping, mopping, and vacuuming to ensure unnecessary debris is not being carried on to the carpets
- create a carpet cleaning schedule for common areas
- create Floor Log to record all carpet maintenance and track activity

### Buffing

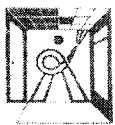
- ensure floor has proper finish for buffing or burnishing
- research type of flooring to select proper restorative product is selected
- ensure proper pads are selected for flooring, chemicals used, and machine used
- use only high speed buffers with noise reduction technology to minimize the amount of noise pollution
- use only machines with chemical control options to maximize the use of cleaning products and avoid wastage

### Stripping/Refinishing

- ensure proper notification is given and schedule around people of high risk
- ensure proper ventilation to avoid chemical exposure
- research flooring type and ensure that all stripper and waxing is proper for the flooring type
- ensure that all chemical is properly diluted to maximize use
- ensure that chemical is blocked from entering under doorways to ensure maximum use and avoid repair costs
- ensure that wet floor signs and proper PPE is used

## REFERENCES

<b>REFERENCE #1</b>
Contact Name: Dale Lee, Property Manager Vermont Property Group [Stony Plain Limited Partnership] Suite 100, 10408 124 St NW, Edmonton, AB, T5N 1R5
Phone #: 780-720-0767; dale.lee@vermontpropertygroup.com
Duration of service: July 2013 – present
Use of facility: Offices, medical facilities, common areas
Type of services performed and number of workers provided: Evening janitorial services in commercial office buildings in the Edmonton area including window cleaning, carpet cleaning, floor refinishing, water damage restoration, and emergency call outs. Provision of all consumables, chemicals, supplies, and equipment.
<b>REFERENCE #2</b>
Contact Name: Crystal Lehoux, Director, Edmonton Region GWL Realty Advisors Inc. 10065 Jasper Avenue, Suite 1800, Edmonton Alberta T5J 3B1
Phone #: 780-944-6221, email: crystal.lehoux@gwlra.com
Duration of service: July 2012-present
Use of facility: Government offices, high security areas, general offices, common areas
Type of services performed and number of workers provided: Contract janitorial work in downtown high rise towers including day porter services, emergency call out services for water damage restoration and biohazard cleaning, floor refinishing, carpet and upholstery cleaning, interior window cleaning, high dusting and cleaning. All buildings with BOMA Best certifications. Provision of all consumables, chemicals, supplies, and equipment.
<b>REFERENCE #3</b>
Contact Name: Nikki Howard Tenant Services Supervisor Strathcona County Facility Services 2001 Sherwood Drive, Sherwood Park, AB, T8A 4W3
Phone #: 780-416-6704; Email: Nikki.Howard@strathcona.ca
Duration of service: 2015-present
Use of facility: Municipal and county offices, high security areas, warehouses, transit facilities, fire stations, public works shops
Type of services performed and number of workers provided: Contract janitorial work including day porter services, emergency call out services for water damage restoration and biohazard cleaning, floor refinishing, carpet and upholstery cleaning, interior and exterior window cleaning, high dusting and cleaning, after construction services. All buildings are operated to a LEED standard. Provision of all consumables, chemicals, supplies, and equipment.



## **ATTACHMENT 1**

**WCB Letter**

**Certificate of Insurance**

**COR Certificate**

**CIMS- Green Building Certificate**

9912 -- 107 Street  
PO Box 2415  
Edmonton AB T5J 2S5

Email: [ebusiness.support@wcb.ab.ca](mailto:ebusiness.support@wcb.ab.ca)  
Tel: (780) 498-3999 (1-866-922-9221)  
Fax: (780) 498-7999  
WCB website: [www.wcb.ab.ca](http://www.wcb.ab.ca)

April 30, 2020

Reference Number: 3339382

PROCUREMENT OFFICER  
MUNICIPAL DISTRICT OF GREENVIEW #16  
PO BOX 1079  
VALLEYVIEW AB T0H 3N0

Dear Sir or Madam:

Re: ACOUSTICAL CEILING & BUILDING MAINTENANCE LTD.  
7940 CORONET RD NW  
EDMONTON AB T6E 4N8

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
2528018	ACOUSTICAL & TOTAL CLEANING SERVICES		
	CO		
	JANITORIAL INCL. CONSTRUCTION CLEAN	Jan 01, 1984	worker coverage
	UP		no personal coverage

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (11846030)

# CERTIFICATE OF INSURANCE

## BROKER

Caliber Insurance Solutions Ltd.  
4470-97 Street  
Edmonton, AB T6E 5R9

This is to certify to the Certificate Holder that policies of insurance as herein described have been issued to the Insured named below and are in force at this date. The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy(s). This Certificate is issued as a matter of information only and confers no rights on the Holder and imposes no liability on the Insurer.

## INSURED

Acoustical Ceiling & Building Maintenance Ltd.  
7940 Coronet Road  
Edmonton, AB T5P 4M8

## INSURANCE COMPANIES AFFORDING COVERAGE

- ☐ 1 The Economical Insurance Group
- ☐ 2 Travelers Canada
- ☐ 3
- ☐ 4
- ☐ 5

NUMBER	COVERAGE FORM	POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE	COVERAGE DETAILS	COVERAGE LIMIT
1	COMMERCIAL GENERAL LIABILITY	40167078	Jul 1, 2019	Jul 1, 2020	Bodily Injury and Property Damage - Per Occurrence	\$5,000,000
					Products and Completed Operations - Aggregate	\$5,000,000
					Personal Injury Limit	\$5,000,000
					Advertising Injury	\$5,000,000
					General Aggregate	\$5,000,000
					Medical Payments	\$25,000
					Tenants' Legal Liability	\$750,000
1	NON-OWNED AUTOMOBILE LIABILITY	40167078	Jul 1, 2019	Jul 1, 2020	Aggregate Limit	\$5,000,000
2	OWNED AUTOMOBILE LIABILITY	AFL0132972	Jul 1, 2019	Jul 1, 2020	Bodily Injury and Property Damage - Per Occurrence	\$5,000,000

## DESCRIPTION OF OPERATIONS

Commercial Janitorial Services

## CERTIFICATE HOLDER

To Whom it May Concern

CALIBER INSURANCE SOLUTIONS LTD.

Per: 

July 8, 2019

Date

*Partnerships*

IN INJURY/REDUCTION

*Certificate  
of  
Recognition*

This certificate recognizes that

**ACOUSTICAL CEILING & BUILDING MAINTENANCE LTD.**

In keeping with the principles of *Partnerships* has:

- developed and implemented an occupational health and safety program and,
- met the standard for *Partnerships* through an independent evaluation of their health and safety program.

*Shodan*

Alberta Association For Safety Partnerships  
Certifying Partner

Certificate # 20190718-2534

WCB Industry Code(s): 89701

*Ian Hooper*

Ian Hooper  
Government of Alberta

Expiry Date: July 18, 2022

*Alberta*  
Government



Having undergone a comprehensive assessment of its management structure and green cleaning operations by an independent accredited CIMS-GB assessor

# Acoustical Ceiling & Building Maintenance Ltd.

is hereby CERTIFIED to

## the ISSA Cleaning Industry Management Standard Green Building Criteria

and has successfully demonstrated a commitment to the delivery of environmentally preferable services designed to meet customer needs and expectations.

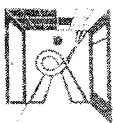
This Certification is valid June 28, 2018 through June 28, 2020.



A handwritten signature in black ink, appearing to read "John Barrett".

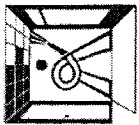
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John Barrett, Executive Director  
ISSA



## ATTACHMENT 2

### Chemical Supply Options



## ACOUSTICAL AND TOTAL CLEANING SERVICES CO.

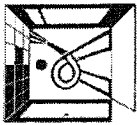
### GREEN PRODUCT LIST

#### GLASS AND SURFACE CLEANER

Product Code	Description	Eco-Certifications
AVMOR69	Avmor EP69 EcoPure Glass and Surface Cleaner 4L	EcoLogo, Avmor Green Approved
AVMOR61	Avmor EP61 Glass and Surface Cleaner 4L	EcoLogo, Avmor Green Approved

#### WASHROOM CLEANERS

Product Code	Description	Eco-Certifications
AVMOR74	Avmor EP74 EcoPure Toilet Bowl Cleaner 946 mL	EcoLogo, Avmor Green Approved
AVMOR50	Avmor EP50 EcoPure Cleaner & Disinfectant w/Hydrogen Peroxide 4L	EcoLogo, Avmor Green Approved
AVMOR69	Avmor EP69 EcoPure Glass and Surface Cleaner 4L	EcoLogo, Avmor Green Approved
AVMOR70	Avmor EP70 Washroom Cleaner 4L	EcoLogo, Avmor Green Approved
AVMOR77	Avmor EP77 Heavy Duty Washroom Cleaner	EcoLogo, Avmor Green Approved
AVMORS22	Avmor S-22 Cleaner/Descaler/Brightener	EcoLogo, Avmor Green Approved
UC1040-1	UltraChemLabs Multipurpose Cleaner and Conditioner 4L	Truly Green, EcoLogo

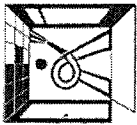


## HEAVY DUTY CLEANER/DEGREASERS

Product Code	Description	Eco-Certifications
AVMOR64	Avmor EP64 EcoPure Neutral pH All-Purpose Cleaner and Degreaser 4L	EcoLogo, Avmor Green Approved
AVMOR65	Avmor EP65 EcoPure Heavy Duty General Purpose Cleaner and Degreaser 4L	EcoLogo, Avmor Green Approved
AVMOR67	Avmor EP67 EcoPure Heavy Duty Industrial Degreaser 4L	EcoLogo, Avmor Green Approved

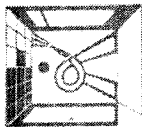
## NEUTRAL CLEANERS/FLOOR CLEANERS

Product Code	Description	Eco-Certifications
AVMOR64	Avmor EP64 EcoPure Neutral pH All-Purpose Cleaner and Degreaser 4L	EcoLogo, Avmor Green Approved
AVMOR88	Avmor EP88 EcoPure Neutralizer and Salt Remover 4L	EcoLogo, Avmor Green Approved
JOO1	Stride Neutral Floor and General Purpose Cleaner 18.9L	Green Seal GS-37
AVMOR62	Avmor EP62 EcoPure Carpet and Fabric Stain Remover 4L	EcoLogo, Avmor Green Approved
CAPTIVE	Captive 800 Encapsulation Cleaner 4L	EcoLogo, Avmor Green Approved
DISTANCE	Distance Sealer Floor Finish 4L	EcoLogo, Avmor Green Approved
IMPACT	Impact Floor Stripper	EcoLogo, Avmor Green Approved



## MULTI-SURFACE/GENERAL PURPOSE CLEANERS

Product Code	Description	Eco-Certifications
AVMOR50	Avmor EP50 EcoPure Cleaner & Disinfectant w/Hydrogen Peroxide 4L	EcoLogo, Avmor Green Approved
AVMOR64	Avmor EP64 EcoPure Neutral pH All-Purpose Cleaner and Degreaser 4L	EcoLogo, Avmor Green Approved
Biomor	Biomor Multipurpose Cleaner 4L	EcoLogo, Avmor Green Approved
AVMOR66	Avmor EP66 EcoPure Surface Disinfectant 4L	EcoLogo, Avmor Green Approved
AVMRO65	Avmor EP65 EcoPure General Purpose Cleaner 4L	EcoLogo, Avmor Green Approved
AVMOR51B	Avmor EP51-B EcoPure Quaternary Cleaner Disinfectant 4L	EcoLogo, Avmor Green Approved
AVMOR76	Avmor EP76 EcoPure Hard Surface Cream Cleanser 945mL	EcoLogo, Avmor Green Approved
AVMOR75	Avmor EP75 EcoPure Graffiti Remover 4L	EcoLogo, Avmor Green Approved



# ACOUSTICAL AND TOTAL CLEANING SERVICES CO.

## GREEN PRODUCT LIST

### GLASS AND SURFACE CLEANER

Description	Eco-Certifications
Vision RTU Glass Cleaner	EcoLogo,

### WASHROOM CLEANERS

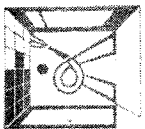
Description	Eco-Certifications
Protocol K-671 Environmental Bowl Cleaner	EcoLogo
Protocol K-300 All Purpose Cleaner/Degreaser	EcoLogo
Protocol K-650 Calcium, Rust, Lime Remover	EcoLogo

### NEUTRAL CLEANERS/FLOOR CLEANERS

Description	Eco-Certifications
Protocol K-400 Neutral Cleaning/Floor Cleaner	EcoLogo,
Protocol K-650 Calcium, Rust, Lime Remover	EcoLogo
Formula 2000 Stripper	EcoLogo
Protocol K-451 Floor Finish	EcoLogo

### MULTI-SURFACE/GENERAL PURPOSE CLEANERS

Description	Eco-Certifications
Protocol K-300 All Purpose Cleaner/Degreaser	EcoLogo,
Peroxi 3 Cleaner/Sanitizer	EcoLogo,
Eliminator 42 Quaternary Disinfectant	EcoLogo





# REQUEST FOR DECISION

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SUBJECT: **Nitehawk Budget Reallocation**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 8, 2020  
DEPARTMENT: COMMUNITY SERVICES  
STRATEGIC PLAN: Quality of Life

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO SW MANAGER:  
GM: GM PRESENTER: GM

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council authorize the reallocation of \$68,250.00, a portion of the capital grant provided to Nitehawk Recreation Area during the 2020 calendar year, to be utilized for operational expenditures.**

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## BACKGROUND/PROPOSAL:

The Nitehawk Recreation Area Acting General Manager and Board of Director President attended the May 19, 2020 Committee of the Whole Meeting to present their request to reallocate a portion of the grant funds received in the 2020 calendar year to be utilized for capital expenditures. Nitehawk received a \$275,000.00 operating/capital grant for the 2020 calendar year.

Nitehawk's original funding request for the 2020 calendar year was \$100,000.00 for operating and \$226,500.00 capital for a total of \$326,500.00. Upon budget deliberations, Council reduced Nitehawk's grant for the 2020 calendar year to \$275,000.00.

Nitehawk is requesting to reallocate a portion of the capital funding to operation expenditures. The reason is due to the unprecedented situation that COVID-19 has presented, and the early closure of the ski area operations on March 7, 2020 as mandated by the Province of Alberta and the Alberta Lift Authority. This situation resulted in a \$210,000.00 loss in budgeted revenues for the month of March alone, which included approximately \$60,000.00 in School Group Revenue.

Nitehawk has worked with their Board of Finance Committee to build three operational scenarios that outline a best case, worst case, and most likely revenue and expense model for the next 4 (four) months. Nitehawk applied for the Federal Government's 75% Emergency Wage Subsidy when the application opened on April 27<sup>th</sup>. Nitehawk has already taken advantage of the Provincial WCB Premium deferral, have reduced staffing, and have also reached out to many of the monthly expense suppliers to reduce the ongoing expenses as much as possible. The operational scenarios have taken into account the Provincial and Federal Government subsidy programs and the significant employee layoffs that have been done, however, \$131,000.00 in outstanding payables remains owed to their suppliers.

Nitehawk's presentation included the reallocation request made to Greenview, County of Grande Prairie and the City of Grande Prairie. The total reallocation request is \$175,000.00 of the total funds that the municipal partners contributed to Nitehawk. The amounts from each municipality requested to be reallocated to the operational expenses include \$68,250.00 from Greenview, \$43,750.00 from the County of Grande Prairie and \$63,000.00 from the City of Grande Prairie.

Administration is recommending that Council approve the reallocation to assist Nitehawk with supporting the unexpected increase in operational expenses that resulted due to the unprecedented circumstances from the COVID-19 pandemic.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is that the reallocation of the grant fund will assist Nitehawk with the unexpected increase in operational expenses that resulted due to the COVID-19 pandemic.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to deny the recommended motion.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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.

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**FOLLOW UP ACTIONS:**

Administration will contact Nitehawk to inform them of Council's decision.

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ATTACHMENT(S):

- Nitehawk Reallocation Request Presentation



# **NITEHAWK**

## **YEAR-ROUND ADVENTURE PARK**

Request to Council for reallocation of already received Capital Funds to  
Operating; due to COVID-19 forced closure of Winter Operations  
on Tuesday March 17, 2020.

# 2019/20

## Winter

### Season

#### at a glance...

				Nov 1, '19 - Apr 15, 20	Nov 1, '18 - Apr 15, 19	\$ Change	% Change
Ordinary Income/Expense							
	Income						
	Interest Income			1,392.91	75.60	1,317.31	1,742.47%
	14000 . Lessons			104,853.86	107,797.89	-2,944.03	-2.73%
	14010 . Rentals			77,760.10	69,717.88	8,042.22	11.54%
	14020 . Food and beverage			254,043.46	375,399.36	-121,355.90	-32.33%
	14040 . Sign Sales/Advertising			16,000.00	7,200.00	8,800.00	122.22%
	14050 . Group Lessons			179,252.20	183,864.05	-4,611.85	-2.51%
	14060 . Day passes			323,205.97	327,675.28	-4,469.31	-1.36%
	14070 . Operating Grants			66,033.32	82,858.33	-16,825.01	-20.31%
	14090 . Season passes			141,454.22	135,204.43	6,249.79	4.62%
	14100 . RV Park.			131,932.15	206,301.73	-74,369.58	-36.05%
	14300 . Events and Registration			52,171.37	54,556.69	-2,385.32	-4.37%
	14400 . Fundraising income - operating			138,384.03	119,199.78	19,184.25	16.09%
	14700 . Donations/Sponsorships			25,046.69	38,872.74	-13,826.05	-35.57%
	14800 . Merchandise Sales			9,300.23	5,965.22	3,335.01	55.91%
	4225 . Cash over/short			-490.02	0.00	-490.02	-100.0%
	Total Income			1,520,340.49	1,714,688.98	-194,348.49	-11.33%
	Gross Profit			1,520,340.49	1,714,688.98	-194,348.49	-11.33%
	Expense						
	Reconciliation Discrepancies			-3,643.54	0.00	-3,643.54	-100.0%
	15001 . Advertising and Promotion			40,611.13	58,191.88	-17,580.75	-30.21%
	15003 . Subcontract			16,820.80	15,534.33	1,286.47	8.28%
	15040 . Insurance expense			29,494.36	22,308.67	7,185.69	32.21%
	15045 . Interest and bank charges			35,963.66	28,398.79	7,564.87	26.64%
	15060 . Travel			4,385.35	4,133.02	252.33	6.11%
	15075 . Office			21,069.68	32,396.12	-11,326.44	-34.96%
	15080 . Fuel and oil			52,151.50	89,381.49	-37,229.99	-41.65%
	15085 . Rental			16,028.59	23,885.79	-7,857.20	-32.9%
	15100 . Utilities			138,120.18	133,196.75	4,923.43	3.7%
	15170 . Training			651.02	6,087.17	-5,436.15	-89.31%
	15200 . Repairs and maintenance			68,647.98	78,598.71	-9,950.73	-12.66%
	15300 . Materials and supplies			25,535.72	46,103.15	-20,567.43	-44.61%
	15400 . Food & beverage			108,226.32	186,461.58	-78,235.26	-41.96%
	15450 . Fundraising expenses -Operating			92,967.11	109,714.45	-16,747.34	-15.26%
	15475 . Equipment purchased for rentals			0.00	2,700.82	-2,700.82	-100.0%
	15800 . Wages Expense			572,819.24	742,775.79	-169,956.55	-22.88%
	15810 . Management Wage Expense			75,987.55	93,708.47	-17,720.92	-18.91%
	15850 . Other expenses			5,559.10	0.00	5,559.10	100.0%
	5800 . Wage Expense			4,291.38	0.00	4,291.38	100.0%
	Total Expense			1,305,687.13	1,673,576.98	-367,889.85	-21.98%
	Net Ordinary Income			214,653.36	41,112.00	173,541.36	422.12%

# A Few Steps taken to reduce our Expenses during the 2019-20 Winter Season...

- ▶ Closure of Restaurant for Lunches & Tuesday Evenings.
- ▶ Duty Manager Shifts covered by Salaried Employees.
- ▶ Elimination of 1 Shift Supervisor Position per day for outdoor Operations.
- ▶ Food & Beverage Supply Expense reduced (32% reduction in Revenue, but 42% reduction in Expense).
- ▶ Employee Benefit Premiums reduced from previous year, by switching suppliers.
- ▶ Diesel Fuel Costs reduced due to new Snowmaking Gun Upgrades (less air required).
- ▶ Removed Wednesday & Saturday Nights for skiing (Financial return wasn't there in 2019/20).
- ▶ Snowcat Operating Efficiencies, due to more experienced operators.  
(Translated to less Hours than last year, which saw savings in Fuel & Wages).
- ▶ Minimum Wage was reduced from \$15/hr to \$13.50/hr.
- ▶ Scheduling changes, using experience & data from our ticketing software, to adjust and fine tune shift start times.
- ▶ Cross Training between departments to improve operational efficiencies.

		Mar 20	Budget
Ordinary Income/Expense			
Income			
Interest Income		649	
14000 · Lessons		3,036	18,000
14010 · Rentals		7,265	16,900
14020 · Food and beverage		35,935	84,200
14040 · Sign Sales/Advertising		-	-
14050 · Group Lessons		37,025	70,000
14060 · Day passes		22,989	62,500
14070 · Operating Grants		16,508	16,500
14090 · Season passes		(405)	-
14100 · RV Park.		19,791	30,000
14300 · Events and Registration		2,032	4,500
14400 · Fundraising income - operating		-	
14700 · Donations/Sponsorships		495	2,500
14800 · Merchandise Sales		180	1,500
Wage Subsidy		2,739	
Reconciliation discrepancies			
4225 · Cash over/short		89	
Total Income		148,329	306,600
Gross Profit		148,329	306,600
Expense			
15001 · Advertising and Promotion		5,002	8,000
15003 · Subcontract		3,573	1,000
15040 · Insurance expense		15,263	7,000
15045 · Interest and bank charges		4,986	3,000
15060 · Travel		1,290	-
15075 · Office		3,050	5,500
15080 · Fuel and oil		2,986	10,000
15085 · Rental		2,060	3,000
15100 · Utilities		18,998	20,000
15170 · Training		(1,497)	400
15200 · Repairs and maintenance		3,936	6,000
15300 · Materials and supplies		3,575	3,500
15400 · Food & beverage		8,586	41,400
15450 · Fundraising expenses -Operating		169	
15475 · Equipment purchased for rentals		-	-
15800 · Wages Expense		92,678	155,000
15810 · Management Wage Expense		11,999	18,000
15850 · Other expenses		824	-
5800 · Wage Expense		-	
Total Expense		177,477	281,800
Net Ordinary Income		(29,148)	24,800

# The Month of March at a glance...

# Steps we took to reduce our operating costs due to COVID-19 Closure (March 17, 2020) ....

- ▶ Issued ROE's and Seasonal Layoff to approximately 60 Employees.
- ▶ Issued ROE's and Temporary Layoff to approx. 20 Year-Round Employees.
- ▶ Only kept 6 staff to keep our RV Park Operations and Municipal Capital Projects moving forward.
- ▶ Contacted Suppliers that provide us with monthly services, to inquire about suspending service. Many responded positively and were willing to work with us.
- ▶ Returned all unopened beverage inventory to our suppliers.
- ▶ Sold approximately \$7000.00 in Food Inventory to staff & other Community Partners.

# Federal & Provincial Government Subsidy Programs we have or are applying for.

- ▶ **Temporary Wage Subsidy (TWS)**
  - 10% reduction of Source Deductions paid (will be subtracted from CEWS)
- ▶ **Canada Emergency Wage Subsidy (CEWS)**
  - Up to 75% of Employee Wages for 12 weeks (to maximum of \$847/week/employee)
- ▶ **Canada Emergency Business Account (CEBA)**
  - \$40,000 Business Loan 75% to be repaid by December 31, 2022
- ▶ **Provincial WCB premium payment deferral**
  - AB Gov't to cover 50% of the 2020 premium when it is due in 2021

# BEST CASE SCENARIO

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# MOST LIKELY SCENARIO

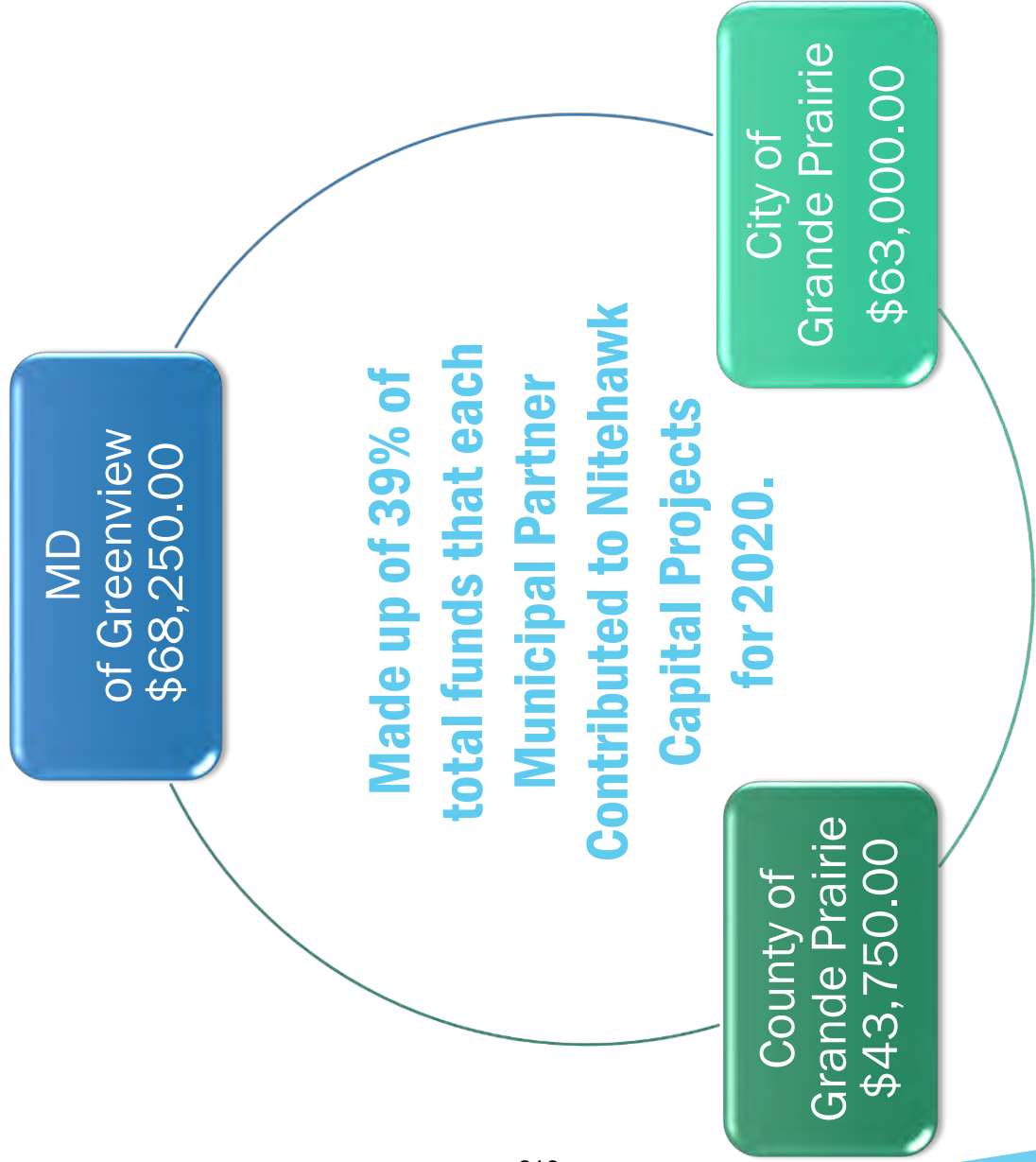
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# WORST CASE SCENARIO

Scenario 3: Worst Case - All revenue Generating Services Closed						
	May	June	July	August	TOTAL	
Ordinary Income/Expense						
Income						
Interest Income	189	189	189	189		756
Wage Subsidy	29,016	18,947	-	-		47,963
Total 14000 • Lessons	-	-	-	-		-
Total 14010 • Rentals	-	-	-	-		-
Total 14020 • Food and beverage	-	-	-	-		-
Total 14050 • Group Lessons	-	-	-	-		-
Total 14060 • Day passes	-	-	-	-		-
14070 • Operating Grants						
14090 • Season passes	-	-	-	-		-
Total 14100 • RV Park.	-	-	-	-		-
Total 14300 • Events and Registration	-	-	-	-		-
14400 • Fundraising income - operating	-	-	-	-		-
14700 • Donations/Sponsorships	495	495	495	495		1,979
Total 14800 • Merchandise Sales	-	-	-	-		-
Total Income	29,700	19,631	684	684		50,698
Gross Profit	29,700	19,631	684	684		50,698
Expense						
Total 15001 • Advertising and Promotion	325	325	325	325		1,300
15040 • Insurance expense						
15045 • Interest and bank charges						
Total 15045 • Interest and bank charges	1,516	1,701	1,568	1,879		6,664
15060 • Travel	264	264	264	264		1,056
Total 15075 • Office	1,096	966	12,247	1,447		15,757
Total 15080 • Fuel and oil	-	-	-	-		-
Total 15085 • Rental	1,068	1,068	1,365	1,090		4,592
Total 15100 • Utilities	15,150	15,150	14,967	14,967		60,234
Total 15200 • Repairs and maintenance	1,493	1,453	1,377	1,377		5,699
Total 15300 • Materials and supplies	564	373	13	13		963
Total 15400 • Food & beverage	-	-	-	-		-
15475 • Equipment purchased for rentals	-	-	-	-		-
Total 15800 • Wages Expense	15,934	18,484	18,484	18,484		71,386
15810 • Management Wage Expense	11,999	11,999	11,999	11,999		47,997
Termination Pay	-	-	15,497	-		15,497
Total 15850 • Other expenses	-	-	-	-		-
Total Expense	49,410	51,783	78,107	51,845		231,145
Net Ordinary Income	(19,710)	(32,152)	(77,423)	(51,162)		(180,447)

# Our Ask to Council...

- ▶ Nitehawk’s Board of Directors and Management would like to request Council to approve a reallocation of Capital Funding, that Nitehawk has already received from our Municipal Partners, to be used for Operating to assist Nitehawk with it’s immediate Financial Liabilities.



**Total  
Ask for  
reallocation  
up to  
\$175,000.**

# How will this help...

- ▶ These funds will be used immediately to assist with our financial liabilities to our Suppliers & Community Partners, which currently are at approximately \$134,000.00.

**Thank you for  
your time and  
consideration.**

**Questions?**





# REQUEST FOR DECISION

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SUBJECT: **Policy 1018 Expenditure and Disbursement Revision**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 8, 2020 ACAO SW MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER: DL  
STRATEGIC PLAN: Level of Service

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION: That Council approve revised policy 1018 as presented**

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## BACKGROUND/PROPOSAL:

Council approved Policy 1018 at the May 25, 2020 Council Meeting. A provision amending the expenditure limits was missed and Administration is seeking Council approval for the change. The proposed change can be found at section 2.4:

- 2.4.1 CAO up to the maximum budget allocation for operational expenses;
  - 2.4.2 ACAO, General Managers, CFO, up to \$500,000;
  - 2.4.3 Department Managers up to \$50,000;
  - 2.4.4 Assistant Managers up to \$10,000;
  - 2.4.5 Executive Assistants-up to \$5,000;
  - 2.4.6 All other designated staff up to \$1,000.
  - 2.4.7 Other staff as delegated in writing by the Expenditure Officers.
- 

## BENEFITS OF THE RECOMMENDED ACTION:

1. Expenditure limits will have been clarified.
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## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose not to amend the expenditure limits provision and leave it as approved May 25, 2020.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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.

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**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

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**ATTACHMENT(S):**

- Policy 1018 as approved May 25, 2020
- Policy 1018 with proposed revision

**Title: EXPENDITURE AND DISBURSEMENT POLICY**

**Policy No: 1018**

**Effective Date: May 11, 2020**

**Motion Number: 20.05.275**

**Supersedes Policy No: NONE**

**Review Date: May 11, 2023**



**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.
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. Abiding by the NWPTA and CFTA when conducting tender calls, request for proposals or request for Quotes.
- 1.1.3. Certifying that the amount of a proposed expenditure or disbursement is fair and just; and within applicable policies.
- 1.1.4. Initiating a disbursement that is consistent with the purpose for which the money is available.
- 1.1.5. Managing program or service delivery within Council approved budget allocation.
- 1.1.6. Verifying that the goods and services have been received or the work has been performed satisfactorily.
- 1.1.7. Verifying that a request for cheque is supported by adequate documentation.
- 1.1.8. Verifying the accurate coding of invoices related to their financial budget responsibility.
- 1.1.9. Verifying that purchase card (credit and gas) procedures are followed.
- 1.1.10. Verifying all invoices and/or receipts are submitted to Accounts Payables.
- 1.1.11. 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. Cheque Requisitions**

- 6.1. Cheque requisitions are required for:
  - 6.1.1. All grant expenditures; and
  - 6.1.2. 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.

## **7. Expenditure Approval**

- 7.1. 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.
- 7.2. 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.

## 8. Purchasing Methods

- 8.1. 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.
- 8.2. 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.
- 8.3. Purchases between \$10,000.00 and \$74,999.99:
  - 8.3.1. 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 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 contract.
  - 8.3.2. 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.
- 8.4. Purchases over \$75,000.00:
  - 8.4.1. 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 9.1). 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.

## 9. Tendering/ Requests for Proposals

- 9.1. 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

- 9.2. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website [www.purchasingconnection.ca](http://www.purchasingconnection.ca). Additional means of tendering notices may also be used.
- 9.3. 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:

- 9.3.1. Low bidder does not meet specifications;
  - 9.3.2. Low bidder cannot deliver within the required time;
  - 9.3.3. The quality of performance of previous contracts or services may be in question;
  - 9.3.4. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);
  - 9.3.5. The ability, capacity, experience and efficiency of the bidder.
10. The opening of tenders or requests for proposal must be completed in the advertised public setting.

**Title: EXPENDITURE AND DISBURSEMENT POLICY**

**Policy No: 1018**

**Effective Date: May 11, 2020**

**Motion Number: 20.05.275**

**Supersedes Policy No: NONE**

**Review Date: May 11, 2023**



**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.
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. Abiding by the NWPTA and CFTA when conducting tender calls, request for proposals or request for Quotes.
- 1.1.3. Certifying that the amount of a proposed expenditure or disbursement is fair and just; and within applicable policies.
- 1.1.4. Initiating a disbursement that is consistent with the purpose for which the money is available.
- 1.1.5. Managing program or service delivery within Council approved budget allocation.
- 1.1.6. Verifying that the goods and services have been received or the work has been performed satisfactorily.
- 1.1.7. Verifying that a request for cheque is supported by adequate documentation.
- 1.1.8. Verifying the accurate coding of invoices related to their financial budget responsibility.
- 1.1.9. Verifying that purchase card (credit and gas) procedures are followed.
- 1.1.10. Verifying all invoices and/or receipts are submitted to Accounts Payables.
- 1.1.11. 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. ACAO, General Managers, CFO, up to \$500,000;
  - 2.4.3. Department Managers up to \$50,000;
  - 2.4.4. Assistant Managers up to \$10,000;
  - 2.4.5. Executive Assistants-up to \$5,000;
  - 2.4.6. All other designated staff up to \$1,000.
  - 2.4.7. 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. Cheque Requisitions

- 6.1. Cheque requisitions are required for:
  - 6.1.1. All grant expenditures; and
  - 6.1.2. 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.

## 7. Expenditure Approval

- 7.1. 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.

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- 8.1. 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.
- 8.2. 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.
- 8.3. Purchases between \$10,000.00 and \$74,999.99:
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  - 8.3.2. 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.
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## 9. Tendering/ Requests for Proposals

- 9.1. 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
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Construction	\$200,000.00	\$250,000.00

- 9.2. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website [www.purchasingconnection.ca](http://www.purchasingconnection.ca). Additional means of tendering notices may also be used.
- 9.3. 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:
  - 9.3.1. Low bidder does not meet specifications;
  - 9.3.2. Low bidder cannot deliver within the required time;
  - 9.3.3. The quality of performance of previous contracts or services may be in question;
  - 9.3.4. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);
  - 9.3.5. The ability, capacity, experience and efficiency of the bidder.
10. The opening of tenders or requests for proposal must be completed in the advertised public setting.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** CAO Services

**Submitted by:** Stacey Wabick, ACAO

**Date:** 6/8/2020

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### **Assistant Chief Administrative Officer, Stacey Wabick**

The Chief Administrative Officer (CAO) and Assistant Chief Administrative Officer (ACAO) had a busy month as every Greenview department continues to be impacted by either the wet spring, COVID19 or both. During this time communication became the focal point to ensure adequate support is provided to departments through the Senior Leadership Team and in many cases directly to ratepayers.

Keeping with communication as a focal point, despite the economic downturn, the Tri Municipal Industrial Partnership continues to be worked on by not only the Manager of Economic Development, but also the CAO who is ensuring an open dialogue and understanding of the current position of each municipality. Communication is also front and center with the three housing foundations that Greenview is in partnership with. The CAO, ACAO and Chief Financial Officer have all had a hand in working towards developing a clearer understanding and implementation of a more robust process for releasing Greenview funds for seniors housing operations and capital projects.

Work on Grande Cache Public Service Building and Fire Station admittedly continues to be slow. The ACAO is in constant contact with all of the main people who have a hand in its construction. A grande opening for the building was originally anticipated to be in June, however, Administration will be recommending another date to ensure more progress has been made before the event. Despite the slow progress, work is continuing and in the end the building will be a great addition in serving Grande Cache and area residents.

Greenview continues to be in a Local State of Emergency due to COVID19, which provides Administration the flexibility to respond to related events in a more timely manner. Saying that, however, there has been a change in focus that is geared towards the opening of more municipal services. Campgrounds and playgrounds have been opened and administration buildings will open to the public on June 15, 2020. Staff are in the process of ensuring proper precautions are in place to keep visitors and staff safe.

In closing, CAO Services and the Senior Leadership Team will continue to look for efficiencies and ways to ensure Greenview remains an up to date municipality. This process is like implementing a living document that requires constant attention and adjustments to ensure its efforts remain pertinent for those who live and work within the municipality.

### **Regional Fire Chief, Wayne Brown**

#### **Administration**

State of Local Emergency (SOLE) for COVID-19 response remains in place and is being reviewed. Greenview re-opening is underway. Buildings requiring public access (limited) will open June 15<sup>th</sup>. Boat Launches and campgrounds are open, playgrounds will open May 28<sup>th</sup>. All must follow provincial guidelines and regulations.

AFFRCS radio system update – mobile radios have been installed in all five (5) stations. Train-the-Trainer course will be held by Critical Communications May 27<sup>th</sup> at #32 Station Grovedale. Administration, expects to go live with the system early June.

Regional Deputy Fire Chief Gord Meek is reviewing current training and will be developing a comprehensive training strategy.

A firefighting course (NFPA 1001) has been launched by DFC Meek. 24 fire fighters will now be trained to that level. An NFPA 1021 course will follow as well as a Grain Entrapment course, set for early August.

Regional Deputy Fire Chief Bill Parsons is reviewing current Standard Operating Guidelines (SOGs) and will be developing Regional SOGs.

Work with Communications Stacey Sevilla and team continues for re-branding. Decals are now installed on fire apparatus'. New crests are being sewn on firefighter uniforms.

New Regional Fire Chief SUV has arrived and will be deployed effective May 28<sup>th</sup>.

SOLE for flooding was terminated on April 28<sup>th</sup>, 2020.

### **Regional Deputy Fire Chief, Brian Lott**

#### **Operations**

Station #33 has assisted Grande Cache Search & Rescue (GCSAR) in two operations. The local SAR group are very well organized and always a pleasure to work with.

#### **Training**

Station #33 will be cross training with Altagas in the near future. We would like to know their policies and procedures and compare them to ours in a natural gas leak situation.

#33 will be doing our annual cross training with Atco Electric in the near future as well.

#33 has found an NFPA 1051 Wildland Firefighter Instructor from the Jasper Fire Dept. This course will be offered to all Greenview firefighters and held in Grande Cache.

We are currently waiting for the Office of the Fire Commissioner's Office to re-open their training and certification department.

#33 has three probationary firefighters enrolled in the GFRS NFPA 1001 course currently being held.

#33 has twelve firefighters enrolled in the GFRS NFPA 1021 course that will be run by RDFC Meek in the near future.

### **Apparatus and Equipment**

All of #33's apparatus and equipment has been re-certified for 2020.

### **Personnel**

Station #33 has accepted two new firefighters to Greenvue Fire Rescue Services (GFRS). Nick Jenkins and Derek Jolie have joined our Station.

### **Regional Deputy Fire Chief, Gord Meek**

HCN Detectors have been purchased and distributed to each of the stations. The detectors will be used on all fire scenes to eliminate the member's exposure to Hydrogen Cyanide.

#31 Station getting annual truck checks (CVIP) and pump test completed

SCBA bottles to undergo 5yr hydrostatic testing.

Firefighter Grain Entrapment rescue course has been secured for the August 8 weekend through the Canadian Agricultural Safety Association.

GFRS will run public awareness campaign during the week leading up to the course and will host an open house for the public to come and watch rescues being performed.

### **Regional Deputy Fire Chief, Bill Parsons**

#### **Operational Update**

Met with Station 32 leadership for the next 6 month budget, Submitted wants to Fire Chief Wayne Brown. We are currently working on Business Cases

Working with crew on equipment inventory of Station32 and Trucks

#### **Training Update**

We have started training again. Respecting the social distancing and not more than 15 people in the station at any one time. Monday nights are 1001 and Tuesday nights are practical and truck checks. Deputy Fire Chief Gord Meek has tailored the 1001 course to follow a two week cycle,

Wildland 1051 training for 5 Station 32 members. June 4th start, practical/Exam in Peace River June 28th.

I have requested information from Rescue Canada on Swift water and Boat Operator Courses to look at cost saving options. (Waiting on material)

I have connected with Norbord and setting up meeting with Safety Lead. Possible training and tour of facility in near future.

### **Apparatus and Equipment**

Westvac was out last week to check ladders and pump test Engine 3210. All passed.

Engine 3211 has a valve leaking and was not able to be tested. Waiting on quote from Westvac for repair.

F24 UTV is in need of brake replacement.

A165 waiting to hear back on light bar and decals.

### **Sergeant, George Ferraby**

#### **Administration**

Enforcement Services is continuing to move forward considering the challenges with the COVID-19 restrictions. Sgt. Ferraby, is still awaiting his Peace Officer Appointment from the Solicitor General's Office.

The four (4) CPO vehicles are currently at Whyte Communications in Edmonton being outfitted. The new expected completion date for the first two vehicles has been moved to June 12<sup>th</sup>, as some equipment was delayed in the US due to the pandemic.

The MOU's for the three (3) enhanced policing agreements were given approval for termination, and the letters to the RCMP and Weyerhaeuser have been sent to the CAO and council for signatures and forwarding.

Sgt. Ferraby and CPO Schultz are attending the Weights and Measures course in Grande Prairie from May 26<sup>th</sup> to 31<sup>st</sup>. Once completed, both will be able to perform enforcement on the roadways.

CPO Schultz, has continued expanding his patrols on the FTR and in all other communities within the MD.

### **Information Systems, Peter Stoodley**

Rollout of the cell phone management system continues. All AG, I&P and Safety iPads have been configured and added to our management tool.

New Switches have been installed in the Toursim Centre, Rec Centre and Public Works in Grande Cache enabling the new VOIP phones which have been deployed to Rec and Public Works.

Workstations continue to be rollout in Grande Cache to improve user experience and standardize their environments.

In the configuration stages to enable the Debolt PSB to become standardized with conference room video conferencing (new pc and camera to be installed). The Fire Hall/Apparatus bay will also be standardized to meet configurations as at the other two locations.

Regular trips to Grande Cache continue each week until the facilities are up to standard.

With the implementation of the Ticket Board to the MD for dashboard viewing and ticket management, there are courses and subject matter to keep up on.

Implementation of the BYOD to the District. This will better improve service to seasonal employees and help reduce cell phone costs.

Presentation of a project management software which will enable the organization to better track minor and major projects. It will also help management requests by using forms and retaining that information in a database for easy retrieval.

Currently Information Systems is considering improving printing capability by implementing print management system to our remote offices.

Most recently attending a meeting for a brain storming session on POS for the Tourism Centre in Grande Cache. This has just begun and the expectation is to have something soon.

Support PPT has been created and we are ready to roll-out this process to the District. Consideration for group presentations have been considered.

We continue to upgrade our workstations (pcs, laptops, monitors) on a not so regular basis but as each workstation becomes problematic or if we can be proactive.

IS have asked AG (Kristin) to become apart of a better solution for managing seasonal workers hardware such as iPads and cell phones.

### **Information Systems, Shane Goalder**

Ordering of desktop application software such as Adobe Acrobat, and Office 365.

Setup of new users and 2020 seasonal staff. This includes rollout of computer equipment and cell phone devices where needed.

Work with Yardstick to prepare existing email system (Exchange 2013) for rollover to Office 365 email.

Equipment ordered for new Operations Building Offices.

Setup of new cellular modem and teleworker for Greenview Regional Waste Management Commission office in Little Smoky. This connects the office to the Greenview network.

Prepared and presented RFD for 2020 Aerial Photography Services to Council. Winning vendor is Geodesy Group.

Working with Hybrid Wireless and Yardstick Technologies to resolve networking issues in Grande Cache at the PSB.

Installed computer and document scanner at FSO for Enviomental Services Team.

Move staff and equipment to new offices has requested by SLT.

Meeting with Inland AV to discuss Council Chamber upgrades and requirements. Inland AV to provide an estimate for supply and install of new equipment. May require a Request for Tender to move forward.

Internet configured using Canadian Fiber Optics' 100 Mbps service at the Grande Cache PSB and made available to staff and visitors.

Meeting with Yardstick Technologies to review Greenview's network and security.

### **Information Systems, Peter Stoodley**

Rollout of the cell phone management system continues. All AG, I&P and Safety IPads have been configured and added to our management tool.

New Switches have been installed in the Toursim Centre, Rec Centre and Public Works in Grande Cache enabling the new VOIP phones which have been deployed to Rec and Public Works.

Workstations continue to be rollout in Grande Cache to improve user experience and standardize their environments.

In the configuration stages to enable the Debolt PSB to become stanadardized with conference room video conferencing (new pc and camera to be installed). The Fire Hall/Apparatus bay will also be standardized to meet configurations as at the other two locations.

Regular trips to Grande Cache continue each week until the facilities are up to standard.

Presentation of a project management software which will enable the organization to better track minor and major projects. It will also help management requests by using forms and retaining that information in a database for easy retrival.

Currently Information Systems is considering improving printing capability by implementing print management system to remote offices.

Most recently attending a meeting for a brain storming session on POS for the Tourism Centre in Grande Cache. This has just begun and the expectation is to have something soon.

Support PPT has been created and we are ready to roll-out this process to the District. Consideration for group presentations have been considered.



# Manager's Report

**Department:** Infrastructure & Planning

**Submitted by:** Roger Autio, General Manager, Infrastructure & Planning

**Date:** 6/8/2020

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**General Manager, Infrastructure & Planning, Roger Autio**

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

- Contractor for the Victor Lake project has been notified of the award and the contracts are being drawn for signature.
- Contractor for Phase 4 of the Forestry Trunk Road are at site completing the final stages.



- Pre-construction meeting was held with Klassen for Range Road 201. Expected start date is 1<sup>st</sup> to start mobilizing equipment to site.
- In process of having geotechnical report being completed on TWP RD 692 west of Hwy 666 in Grovedale to determine what is in the road and build a work plan. Land has been purchased for the extra right-of-way in areas that was not previously. Administration will have to have a solid plan due to the location of some of the homes and requests along this road. The surface is approximately 9m top but drainage and culvert replacements are a necessity. Trying to determine the lowest amount of impact to the landowners for regrade and a budget of construction.

- Simonette Hill on the FTR is being worked on due to the sloughing; currently the water is at the top of the hill in a drainage channel that was constructed with weeping tile but when the hill moves that tile is destroyed. There is a drainage channel behind the hill that is existing that leads to the river. This is our goal again to use what is there and dry the hill to eliminate the sloughing.
- Acquired the land for 64A road allowance to allow Greenview to register the road plan.
- Acquired the land on both sides of the road for BF78838 for fall replacement.
- Completing multiple drainage and culvert replacements from the spring run off to assist with operations.
- Working with contractor and engineering to complete deficiencies that are required on Range Road 690.
- Started the process of installing the pedestrian lights at the crosswalk of the Ridgevalley School.

#### **Manager, Environmental Services, Gary Couch**

- Contract 2 in Grovedale (WTP) is now going into contingency due to expected delay and expected extended supervision costs. Some costs to be recoverable under the contract.
- To date all services are operating normally through the department. No staff have been absent due to COVID -19.

#### **Interdepartmental**

- 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.
- Putting together a TWP 700 road approach culvert condition report for possible inclusion in Contract 3 in Grovedale.

#### **Complaints – Grande Cache**

- There have been a couple water main breaks in Grande Cache.
- Some residents frustrated by recycle bins being relocated due to abuse. It's for the betterment overall.

#### **Water and Wastewater – Grande Cache**

- The eight manholes that were recently lined this spring to minimize infiltration were inspected yesterday and are holding well.
- Preparing RFD for selection of GC sewer treatment plant consultant.
- Ongoing insurance and warranty work at the water treatment plant.

#### **Water and Wastewater – DeBolt, Ridgevalley, Little Smoky, Grovedale and Greater Greenview**

- Working on an MOU for operational assistance with Town of Valleyview.
- Hydrant flushing/ main valve exercising scheduled for the week of May 25.
- Installation of new pumps in Ridgevalley around lift station; anticipated to improve pumping and minimize backups.
- Investigating sewer connection in Grovedale that is suspicious.
- DeBolt lift station preliminary work on second possible sewer force main to lagoon to stop high flow issues and flooding.

- Dealing with prime contractor and bonding agency on remediation/correction of raw water pipeline in Grovedale.
- 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. Submitted pre-approval request to install water main in Alta Transportation's ROW subject to conditions.

#### **Solid Waste**

- Burning permits have been issued again for all sites.
- New attendant starting at South Wapiti transfer site.
- "Take it or leave it" sheds at all transfer stations have been closed due to COVID 19.

#### **Grande Cache**

- Utilities operators receiving training on equipment and scale house to assist with relief coverage.
- The equipment operator position is being advertised for landfill.

#### **GRWMC**

- Consideration was requested from the GRWMC to sell old CAT 953C crawler loader to Greenview environmental services for \$5000 for operation at the Grande Cache landfill in place of new 2022 budgeted loader to save on capital expenditures. Crawler will require up to \$50,000 for rebuild or new motor.
- Working with environmental contractor for ground water monitoring as per approval.
- New Crawler loader has arrived in Grande Prairie and a pre-inspections is happening prior to receiving

#### **Groundskeeper Supervisor, Facilities and Maintenance, Colleen Senyk**

- Fire pumps put into all MD locations in April.
- First aid and eyewash completed.
- Extra cleaning day staff were brought in because of Covid-19 for all the MD buildings with staffing over five.
- Co-vid barriers (plexi glass) placed into all facility reception areas: Grovedale & DeBolt PSBs, Valleyview, FCSS, OPS, Admin, AG, I&P, GC Tourism Centre and GC PSB.
- Co-vid floor and wall signage ordered – to be placed at reception areas in Valleyview, Grovedale, DeBolt and Grande Cache areas.
- Summer staff started April 06 and May 19, 2020.
- Office furniture moves for admin building ongoing.
- Through the months, normal ongoing maintenance on all facilities.

#### **New I&P Building**

- Office furniture ordered and delivered to I&P – 25 roller chairs and 10 supervisor chairs have been supplied.
- Accepted quote for Lang locks to re-key office locks and supply strike for exterior doors

- Accepted quote for Apex for security card readers.

#### **New Ag Services Building**

- Competition of AG nook and closet, dryer hook up and welding hood in the shop bay – May 25-29, 2020.

#### **Grande Cache Facilities Maintenance**

- Installation of a hot water tank and line according to safety inspection.

#### **DeBolt and Grovedale PSBs**

- Mandatory service inspection and repairs done on boiler systems.
- Incorporation of bag and filters into system.

### **Acting Manager, Operation, Josh Friesen**

#### **Operations East**

- Repairs are being made from damages caused by 2020 overland flooding with culvert replacements/upgrades, ditching, washout repairs, etc., utilizing Greenview staff and day labour.
- Street sweeping has begun along paved roadways in advance of crack sealing contractor arriving.
- Crack sealing on asphalt roads is underway. Contractor started in Operations East area and is moving west.
- Roadside brushing started late May. Crew has addressed ratepayer concern in Fish Creek and is working in Ridgevalley area presently.
- Preparing for dust control program.

#### **Operations Central**

- Repairs are being made from damages caused by 2020 overland flooding with culvert replacements/upgrades, ditching, washout repairs, etc., utilizing Greenview staff and day labour.
- Street sweeping completed in DeBolt, along FTR and RGE RD 13.
- Screening rip rap at Smoky River Pit with Operations West.
- Working with recreation department for repairs at Moody's Crossing.
- Preparing for dust control program.

#### **Operations West**

- Repairs are being made from damages caused by 2020 overland flooding with culvert replacements/upgrades, ditching, washout repairs, etc., utilizing Greenview staff and day labour.
- Street sweeping is ongoing in Grovedale area.
- Screening rip rap at Smoky River pit with Operations Central.
- Street sweeping has begun in Grovedale area; coordinating with Facilities Maintenance.
- Preparing for dust control program.

#### **Operations South**

- Two loads of cold mix purchased and pothole patching is underway.
- Street sweeping is ongoing.
- Assisted environmental services with digs.

- Sign repairs and installations.
- Delivered and spread gravel at tourism centre.
- Responding to various requests and concerns from ratepayers.

### Manager, Planning & Development, Sally Rosson

- 2020 flood mapping was created and updated to identify current locations.
- Planning staff have responded to drainage concerns in residential areas due to development activity.
- Follow-up on Northland's road closure application regarding turnaround and sale price.
- The spring rural addressing signage order was awarded to Fox Signs, who provided the most cost effective quote: includes 21 addresses and 3 A/B signs.
- TC Energy (Nova) 48-inch federally regulated pipeline is planned to intersect the TMIP lands, but does not intersect the Area Structure Plan. The pipeline is planned 100 metres north of the TMIP ASP utility zoned area, lying adjacent to our future planned open water reservoir. TC Energy is to advise of the required setback from the major sweet gas line to the propped water reservoir. A response was sent to the AEP of no concerns with the proposed pipeline. Staff have requested Munisight add the TMIP phased areas as an additional map layer to assist with further application reviews.
- Webmap/Munisight update will take place for the landmark information.
- Information was recently provided from the contractor so staff can work on preliminary updates to Greenview's Land Use Bylaw to amalgamate the Grande Cache Land Use Bylaw.
- Greenview's online business directory has been published on Greenview's website, which will remain a living document. Since it has been published, businesses have requested to be listed on the directory and staff have issued numerous business licenses. The current business license report was provided to the economic development department to assist with their current business retention & expansion plan due to Covid-19 response and post-COVID business engagement projects.
- In the future, research will take place to prepare and update the approach, road allowance and subdivision policies.

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

Monthly Summary of Activity in May 2020	
Type of Planning & Development Activity	Number of Applications
<b>BUSINESS LICENSES:</b>	17
<b>DEVELOPMENT PERMIT APPLICATIONS:</b>	15
<b>LEASE REFERRALS:</b>	9
<b>LAND USE AMENDMENTS (RE-DESIGNATION):</b>	0
<b>SUBDIVISION APPLICATIONS:</b>	2
<b>APPROACH APPLICATIONS:</b>	14
	Gravel/Asphalt
<b>ROAD CLOSURE APPLICATION</b>	0

Breakdown of the applications are outlined as follows:

**BUSINESS LICENSES: 17**

B20-250 / NE-5-69-6-W6, LOT 2, PLAN 9620277 / SPURS TRANSPORT LTD. / WARD 8  
B20-251 / SW-5-70-6-W6 / DAYLIGHT LEASE MAINTENANCE INC. / WARD 8  
B20-252 / SW-25-72-1-W6 / MOUNTAIN SPRINGS MECHANICAL / WARD 6  
B20-253 / SW-2-67-22-W5 / 1197667 ALBERTA LTD. O/A KNIGHT MEASUREMENT / WARD 2  
B20-257 / NE-4-70-6-W6, LOT 2, PLAN 0928441 / BALANCE MASSAGE / WARD 8  
B20-258 / NE-28-70-24-W5 / EDSON TRAIL DEVELOPMENTS / WARD 7  
B20-259 / SE-25-66-22-W5, LOT 1 & 2, PLAN 1296KS / WHEELERS ROUND ABOUT LTD. / WARD 2  
B20-260 / SE-19-71-26-W5 / RIDGEWEST BLASTING & PAINTING / WARD 7  
B20-262 / SW-3-57-8-W6, LOT 15, PLAN 0426473 / SHAND TRAILER COURT / DIVISION 9  
B20-263 / LOT 12, PLAN 1436RS / NAILS & LASHES BY JANINE / DIVISION 9  
B20-276 / NE-30-70-22-W5 / SILVER BARN FABs / WARD 3  
B20-277 / NW-33-69-6-W6, LOT 1, PLAN 1321380 / SUREWAY LOGGING LTD. / WARD 8  
B20-278 / NE-33-56-8-W6, LOT 6A, PLAN 1620250 / MACRO PROPERTIES / DIVISION 9  
B20-283 / SW-21-66-21-W5 / LITTLE SMOKY GIFT CO. / WARD 2  
B20-284 / LOT 23, PLAN 4978RS / THE RIDGE RESTAURANT & LOUNGE / DIVISION 9  
B20-285 / LOT 1, PLAN 2650RS / DARS BROTHERS LTD. O/A FAS GAS / DIVISION 9  
B20-291 / HAWKER PEDDLER / STANLEY ACCESS TECHNOLOGIES / DIVISION 9

**DEVELOPMENT PERMITS: 15**

D20-254 / SW-12-68-23-W5 / SHOP W/ VARIANCE / \$150,000/ MOORE / WARD 2  
D20-264 / LOT 1, PLAN 0223686 / DWEL. UNIT SINGLE DETACHED / \$80,000 / PETERSON / WARD 5  
D20-265 / LOT 1, PLAN 1523099 / GARAGE / \$35,000 / JONES / WARD 7  
D20-266 / LOT 14 & 15, PLAN 5117RS / BOTTLE DEPOT / \$100,000 / BHATT BROTHERS LTD. / DIVISION 9  
D20-267 / NE-15-62-4-W6 / SECUR. GATE & 4 DWEL.UNIT / \$500,000 / SEVEN GEN. ENERGY / WARD 8  
D20-268 / NE-5-67-5-W6 / SHOP / OFFICE / \$466,000 / WHITECAP RESOURCES INC. / WARD 8  
D20-269 / LOT 1, PLAN 0424596 / DISTILLERY MARKET. FOOD & BEV. SERVICE / GORDON / WARD 3  
D20-270 / NE-19-70-22-W5 / ACCESSORY BLDG / \$16,000 / WILLIS / WARD 3  
D20-272 / SE-9-66-21-W5 / OILFIELD SERVICE TANK FARM / \$15,000 / SHAW / WARD 2  
D20-274 / 16-20-60-20-W5 / WORK CAMP / XTO CANADA / WARD 2  
D20-275 / LOT 2, PLAN 0326029 / MANUF. DWELLING UNIT / \$305,000 / BADRY / WARD 8  
D20-281 / NW-20-70-22-W5 / GARAGE 3 CAR / \$100,000 / KRAHN / WARD 3  
D20-282 / SW-27-65-7-W6 / WORK CAMP / SMOKY VALLEY AGGREGATE / WARD 8  
D20-286 / 4-28-61-4-W6 / BORROW PIT / \$ 200,000 / SEVEN GEN. ENERGY / WARD 8  
D20-292 / LOT 1, PLAN 0622223 / ADDITION / \$25,000 / NEUFELD / WARD 8

**LEASE REFERRALS: 9**

L20-248 / SE-4-67-4-W6 / FRONTIER RESOURCE SERVC / SAND & GRVL EXTRACTION / WARD 8  
L20-255 / SW-34-66-4-W6 / NWR CONSULTING LTD. / ACCESS ROAD CLASS IV / WARD 8  
L20-256 / NE-14-64-2-W6 / EVOLVE SURFACE STRATEGIES INC. / FED. REG. PIPELINE / WARD 8  
L20-273 / NW-28-67-4-W6 / EVOLVE SURFACE STRATEGIES INC. / FED. REG. PIPELINE / WARD 8  
L20-287 / NE-12-67-4-W6 / EVOLVE SURFACE STRATEGIES INC. / ACCESS RD CLASS II / WARD 8  
L20-288 / NE-12-67-4-W6 / EVOLVE SURFACE STRATEGIES INC. / ACCESS RD CLASS II / WARD 8

L20-289 / NW-12-67-4-W6 / EVOLVE SURFACE STRATEGIES INC. / ACCESS RD CLASS II / WARD 8  
L20-290 / NW-12-67-4-W6 / EVOLVE SURFACE STRATEGIES INC. / WORK CAMP / WARD 8

**LAND USE AMENDMENTS: TOTAL 0**

**SUBDIVISIONS: TOTAL 2**

S20-007 / NE-04-72-26-W5 / FIRST PARCEL OUT / WOHLGEMUTH / WARD 6  
S20-008 / NW-34-72-22-W5 / SECOND PARCEL OUT / ACHEN / WARD 5

**GRAVEL APPROACH APPLICATIONS RECEIVED: TOTAL 14**

20\_003 G / NW-24-71-26-W5 / FARMLAND-NEW / FROESE / WARD 6  
20\_004 G / NW-34-72-22-W5 / RESIDENTIAL-NEW / MADER / WARD 5  
20\_005 G / SW-11-73-22-W5 / FARMLAND-UPGRADE / HOMELAND HUTTERIAN / WARD 5  
20\_006 G / NW-34-71-22-W5 / FARMLAND-NEW / CLAGGETT / WARD 5  
20\_007 G / NE-14-70-19-W5 / RESIDENTIAL-NEW / PANKIW / WARD 4  
20\_008 G / NE-14-70-19-W5 / RESIDENTIAL-UPGRADE / PANKIW / WARD 4  
20\_009 G / NE-14-70-19-W5 / FARMLAND-NEW / PANKIW / WARD 4  
20\_010 G / SE-23-70-19-W5 / RESIDENTIAL-UPGRADE / PANKIW / WARD 4  
20\_011 G / SE-23-70-19-W5 / RESIDENTIAL UPGRADE / PANKIW / WARD 4  
20\_012 G / SE-23-70-19-W5 / FARMLAND-UPGRADE / PANKIW / WARD 4  
20\_013 G / SW-23-70-17-W5 / FARMLAND-NEW / PANKIW / WARD 4  
20\_014 G / NE-17-20-22-W5 / FARMLAND-NEW / LOW IMPACT / WARD 3  
20\_015 G / NE-17-20-22-W5 / FARMLAND-NEW / LOW IMPACT / WARD 3  
20\_016 G / 3978KS-01-07 / RESIDENTIAL-NEW / JOHNSON / WARD 5

**ASPHALT APPROACH APPLICATIONS: TOTAL 0**

**ROAD CLOSURE APPLICATIONS: TOTAL 0**



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Department:** Corporate Services

**Submitted by:** Aleks Nelson, Chief Financial Officer

**Date:** 6/8/2020

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### **Chief Financial Officer, Aleks Nelson**

The Managers were invited to meet with me & Wanda to ask questions about anything in regards to budget, the budget process, coding etc. We had 2 managers and 2 assistant managers take us up on this offer and met with them to discuss their questions and/or concerns.

We held the first Finance department meeting with me as senior leader of the Corporate Services Department on May 13<sup>th</sup> – Wanda has already scheduled monthly department meetings for the remainder of 2020.

We welcomed Deb Welsh, Manager of Financial reporting to our team on June 1, 2020. Deb brings over 25 years of municipal experience to our team where she has worked primarily in rural municipalities in a finance role.

Tax Notice time this month with thousands of notices to print, scan, fold and stuff!! I'm told this year was different in a few ways - First with Marilyn not being able to keep up with Donna D. and Erin K. on the first morning of May 12<sup>th</sup> - then the biggest difference was having our ACAO and CAO join the fun in the afternoon. This is a record year-just two days for stuffing close to 18,000 notices.

The tax payment plan has been advertised on our Website and on Facebook. We have had a few inquiries from industry on the plan.

IPads have been ordered for all front offices for the use of the PaySimply program - In 2019 alone, the MD paid \$40,000 plus in credit card fees. Going foreword if a ratepayer wishes to use their credit card for payment, we will simply pass the iPad to them and they will use a link that directs them to the Pay Simply website. Alternatively, payments can be made from any device that has internet access. The difference is that the cardholder will be charged the fee instead of the MD. Important to note customers can still pay with their credit card without being restricted to making payments during Greenview operating hours.

## **Finance & Administration Manager, Donna Ducharme**

The month of May was a typical month for Donna with the exception of a few items, one big difference was the Tax Notices needed to be dealt with and Donna took time from her busy schedule to lend a hand getting them all done.

The second big difference for May was that she wasn't only dealing with audit for the MD - Greenview Regional Waste audit was on the go as well.

Then the usual tasks for Donna like month end, banc rec, insurance for equipment and generally running a well oiled machine she calls Finance.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** Community Services

**Submitted by:** Gerry Murphy, General Manager

**Date:** 6/8/2020

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### **General Manager Community Services, Gerry Murphy**

I'm glad to see Agricultural Services is fully staffed again including the return of the Manager and the addition of the new Administrative Assistant. It is, and will continue to be a challenging year for this team but they are up to the challenge.

Inspected Moody's crossing on May 15<sup>th</sup> and consulted with Roger Autio and Kevin Gramm on possible solutions to the roadway flooding issues.

Reached out to Johnathan Clarkson at Nighthawk with an offer of support and will work with Roger to include them in any flood recovery application with the province.

The Community Services Managers and I met to discuss preparing for the opening of the facilities they operate post COVID-19 and many challenges and solutions were brought forward. These meetings will feed into the Greenview Recovery Plan spearhead by the CAO and ACAO.

May 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> spent in Grande Cache and area with time split primarily between Recreation Services, Economic Development and FCSS.

### **Scholarships**

A total of 33 scholarship applications have been received, two (2) applications were disqualified as they arrived after the May 8<sup>th</sup> deadline. The number of applicants has increased this year, last year 20 eligible applications were received. Administration is preparing the listings to present the scholarship evaluations and recommendations at the June 22<sup>nd</sup> Council Meeting.

## **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 100% complete and the mezzanine is 100% complete in the shop area.

### **Staff**

Our Beautification Coordinator for Grande Cache will return on June 1, 2020. June 1, 2020 the rest of the Agriculture Department seasonal staff will be starting in Valleyview, Grovedale, and Grande Cache. In addition, on June 1, 2020 a new Administrative Assistant will be starting at the Agriculture Office in Valleyview.

### **Rental Program**

Rental volume is picking up as the spring season progresses, and staff are working to keep the rental equipment in good condition.

### **Pest Control Program**

To date, there have been a total of 61 wolves turned in for the 2020 program. Skunk traps continue to be rented out this spring.

### **Grande Cache Beautification**

Staff have been picking garbage, completing sod repairs around the hamlet, picked rocks left over from contractor work that was completed around the ball diamonds, cleaned garbage and refuse from vacant Greenview owned lots.

Staff have started mowing grass in the hamlet and have been following a priority list for mowing. Flower orders have been placed for the planters and hanging baskets.

### **Agricultural Service Board (ASB)**

Next scheduled ASB meeting is scheduled for June 24<sup>th</sup>.

### **Vegetation Management**

Starting to have equipment ready for upcoming spray season.

## **Economic Development Manager, Kevin Keller**

### **Grants/Sponsorships - Community Services Coordinator**

Administration presented the Spring 2020 grants at the May 19, 2020 Committee of the Whole Meeting and the recommendations for approval will be brought forth to the June 8<sup>th</sup> Council Meeting.

Administration has begun researching signage inventory for annual community grants.

Administration has began communications with the Grovedale Agricultural Society to assist them with grants.

Sent correspondence to prior grant recipients regarding 2019 financials not yet received.

Sent correspondence regarding a cemetery committee for the Grande Cache Co-ops & Enterprises.

## **Grande Cache Tourism & Interpretive Centre**

### **Facility/Maintenance**

The Tourism & Interpretive Centre is looking fabulous with only minor details and some light cleaning left to complete before our reopening.

Plexiglas has been installed on the front of our customer service desk as a safety measure to our staff and guests in preparation for the re-opening amid Covid-19.

The beautification team has been cleaning up the Interpretive Park and Parking lot.

Laurier Adams will clean the taxidermy exhibits before the re-opening of the Centre.

### **Programs and Events/Meeting Room Bookings/Projects**

Keith Darcel has made contact with myself regarding the upkeep of the Passport to the Peaks Program. He is looking to find someone or a special interest group to assist him in replacing the Cairns as well as maintaining some of the overgrown trails within the program.

Administration is in communication with the Jasper and Hinton Visitor Information Centres to keep updated in their re-opening schedules, procedures and protocols for the 2020 visitor season.

### **Staff and Service**

A new customer service representative will need to be hired prior to the reopening of our facility.

I have been asked if people can purchase items such as maps and Passport to the Peak binders while we are closed. I am offering to conduct pre-authorized payment and ship the products via Canada Post with additional shipping costs for those individuals who inquire.

## **Economic Development & Tourism:**

### **Small Business Supports and Programming**

To support local business and drive some community and tourism interest in the area, Administration undertook development of a Golf Greenview project. All six (6) Greenview golf courses are participating, with their management being excited at the prospect of promoting the golf opportunities within Greenview. Email address [golfgreenview@mdgreenview.ab.ca](mailto:golfgreenview@mdgreenview.ab.ca) has been created. Start date for Golf Greenview on site, and social media advertising is June 1<sup>st</sup>. Economic Development & Tourism is working to coordinate this promotion with Travel Alberta for July and August 2020.

Numerous sessions were attended on providing information and resources for supporting Small Biz Recovery, at association, provincial and federal levels. Information has been updated on Greenview

Business resource pages as the new information becomes available. Research and insights to help guide Alberta's Tourism Recovery. Workshop provided by Travel Alberta.

Administration and Community Futures West Yellowhead (CFWY) established a partnership to relaunch the Grande Cache Business Support Network. Initiative provided Grande Cache region small business with industry, government and association program updates, while allowing business a venue to collaborate on projects that are important to their community. This partnership was modeled after the Fox Creek Business Support Network that Greenview has been partnering in for the past 4 years. Administration is considering to create a Highway 43 Business Support Network for businesses located DeBolt to Valleyview and north. This may be operated in partnership with Valleyview Chamber of Commerce, Alberta Labor and Greenview.

### **Larger and Collaborative Projects**

Continued relationships with neighbouring municipalities for the development of a potential Electric Vehicle Charging Station network within Northwest Alberta. Coordinated calls with Community Energy, to chat about the next steps of the Northwest Electric Vehicle Charging station and was recommended to form an advisory committee. Administration reached out to Edson, Yellowhead County, Drayton Valley, Hinton and city of Grande Prairie.

Fiber Optic – Completion of the Greenview Fibre Optic Strategy Presentation to Council.

Continued progress on Community Coal Transition Projects, focusing on tourism strategy, wayfinding and trail mapping during the summer of 2020. The project is to be concluded by January, 2021.

Council has been updated on the Tri-Municipal Industrial Project throughout May 2020.

The Economic Development Coordinator completed the University of Waterloo's Year One - Economic Development Certification program.

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

#### **Administration**

Plans and procedures to relaunch public access in the Community Resource Center are in place. Initially we will be open to the general public in the mornings, and available by appointment only in the afternoon. We will limit the amount of residents accessing services to a maximum of four (4) at any one time. The public will be encouraged to do business by telephone if possible, and if in person services are required they will be encouraged to make an appointment. If a resident has no other option, they can access services and assistance without an appointment from 8:00 A.M to noon. Hand washing, physical barriers, and social distancing will be an expectation. As the Grande Cache office is housed in the provincial building, we must adhere to provincial conditions and they anticipate being closed to the general public for another month or two. While the doors on the provincial building remain closed, the FCSS office is still able to assist clients by telephone or appointment only during regular office hours.

While a definite date has not been determined as to when we will resume Home Support services, administration is well aware that many clients are eager for services to begin again. When a date is decided

upon, we will start with those with the highest needs, and through a phased in approach resume service to the remaining clients and begin taking new ones. All safety protocols and PPE (personal protective equipment) will be enhanced, and staff training conducted prior to entering people's homes.

Provincial Social Services Covid-19 grant funding applications were approved for Valleyview HEART team (Health, Education, and Action in Relationships Team). The purpose of this grant is to continue the outreach services in Valleyview provided by Odyssey House. The outreach worker assists clients in the area with domestic violence support. Grande Cache Victims Services Unit was also approved. The purpose of this application is to provide short term, individual, remote mental health support. Finally, Grande Cache Community Friends were successful in their application to increase food security in the area. The exact funding amount these organizations received from the province are unknown.

Interagency meetings in both locations are being held through zoom or teleconference. This will ensure social service agencies are aware of what programming and services are available so we can all support clients to the best of our abilities.

A three (3) series parenting webinar will begin in June. The focus of this series will be on discipline in times of stress. There will be no charge for parents to participate in this webinar. A psychological first aid course will be available for staff on June 16, training will be conducted by zoom.

To date, over 600 income tax returns have been filed for low income individuals. This has brought back approximately 3 million dollars into the community.

The Expression of Interest for the Alberta Works contract in Grande Cache was denied. At the time of writing this report, it is still unknown as to who the successful proponent is that will be providing employment services to residents living in or around the Hamlet.

#### **Grande Cache Recreation Services Manager, Kevin Gramm**

##### **3D Energy Audit – Summary Grant Information**

The Grande Cache Recreational Complex has a total floor area of 9,953 m<sup>2</sup> (107,095 ft<sup>2</sup>). The building originally constructed circa 1970 and consisted of a swimming pool, hockey arena/curling rink, office spaces, dressing rooms and concession area. A renovation in 2011 added another swimming pool common area, dressing rooms, a fitness area, multipurpose room and office spaces. With the addition of the new swimming pool, the original pool has been decommissioned and is planned to be converted to a field house. A spray park is located outside the facility, operating from June to September. The natural gas service provides energy to the boilers, ice/curling rinks direct gas fired heaters. The boilers provide hydronic heating and domestic hot water for the facility through a district heating delivery system. The make-up air units and air handling units are also heated hydronically via glycol coils through the boiler system. The electrical service provides electricity to all end-uses throughout the complex.

### **Grande Cache Recreation Centre**

The Aquatics facility shutdown continues to progress towards target completion. Two (2) identified remaining required projects to be completed before opening is the 25m pool sump basin repairs due to a substantial amount of damage that has been discovered between the ground water table and the pool water downward pressure. This is a noted design flaw created when the facility was constructed due to poor quality installation of materials. The other project is the replacement of the pool circulation pumps impellor systems which are still the original equipment installed in 2010 functioning at roughly 30% capacity. Finalization of these 2 projects is projected to be mid-June 2020.

### **Grande Cache Recreation Centre – Fitness Centre: RE19009**

RPC Group continues to work towards the completion of the fitness centre in the Grande Cache Recreation Centre. The project is 80% complete to date, four (4) change orders required and the project is 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 19<sup>th</sup>, 2020 due to the related delays associated with the COVID 19 pandemic.

### **Grande Cache Arena Dressing Room Design:**

Beirsto & Associates has completed final conceptual drawings. Council will be presented with the drawing revisions for acceptance at the June 8, 2020 Council meeting.

### **Grande Cache Municipal Campground: RE19008**

The campground is scheduled to open as of June 1<sup>st</sup> 2020. As of May 19<sup>th</sup>, 2020 the campground reservation system was opened for bookings at 50% capacity and modifications to support social distancing and sanitary conditions were made. There is no tenting permitted and all campers must be self-supported for services.

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

Project is complete, RTU commissioning completed May 22, 2020.

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

Project is complete.

### **RE20010 – Quantum 6 Panels:**

Panels ordered and awaiting an installation date.

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

Precision Engineering has been retained to continue the project, however it is currently on hold while I&P reviews the information to determine the best approach. A recent facility inspection noted that the wall has continued to deteriorate and needs to be addressed, Recreation Services is awaiting a recommendation.

### **COVID19:**

Recreation Services has established a weekly zoom meeting with staff to continue to assess our facilities and work towards providing any necessary information of what could possibly require implementation or installation prior to opening. This small group of staff are collectively working towards a ready state of operations in the new reality and have been tasked with identifying any gaps or updates required.

### **Recreation Services Assistant Manager, Deborah Wood**

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

Operations of Greenview outdoor recreation sites have all been modified in response to COVID – 19. As of right now, sites are operating under the following conditions:

1. Grande Cache Lake – Open for public use.
  2. Grande Cache Municipal Campground – Scheduled to open at 50% capacity on June 1<sup>st</sup>. All common buildings to be closed and no tenting allowed.
  3. Grovedale Fish Pond – Open for public use. Cook shack is closed.
  4. Johnson Park – Day use open. Campground scheduled to open June 1<sup>st</sup> at 50% capacity with outhouses being closed and tenting not permitted.
  5. Kakwa River PRA – Scheduled to open June 1<sup>st</sup> at 50% capacity and closed outhouses.
  6. Moody's Crossing – Day use open, campground to open at 50% capacity on June 1<sup>st</sup>. Outhouses within camping loop are closed with the expectation that campers are self-contained within their sites.
  7. Shuttler Flats PRA – Closed as it is a group use area.
  8. Smoky Sunset Landing – Open for public use.
  9. Southview PRA – Open for public use.
  10. Swan Lake – Closed due to the road being closed by operations. Once the road is re-opened, day use will be open with camping at 50% capacity.
- ❖ Physical distancing guidelines are posted and mass gathering restrictions are in place for all sites.

#### **Moody's Crossing**

The access road to Moody's Crossing is still under evaluation. A memo-of-findings has been provided by AllNorth outlining the drainage issues that are responsible for the spring flooding. Recreation is working with Operations to determine the best route moving forward. A temporary fix to improve the road for summer access will be completed prior to the campground opening June 1<sup>st</sup>.

#### **Swan Lake**

As aforementioned, Swan Lake has been closed because of spring damage to the road that provides access to the lake. Administration has been receiving a significant amount of complaints from the public regarding this closure. The recreation area will be open immediately following the road being re-opened. However, the docks require repairs and will be temporarily pulled out of the lake at this time, as well as the road cannot handle heavy equipment required prior to re-opening.

### **Johnson Park**

The final furnishings for Johnson Park are well underway and are anticipated to be completed prior to the campground opening on June 1<sup>st</sup>. However, the transplanting of trees into the site for shelter/privacy purposes has been delayed by the hired contractor. This is not projected to be completed until mid-June.

### **Recreation Leases**

No feedback has been provided from the province regarding all the lease renewal applications that have been submitted. Update requests have been sent but these are at a standstill at this time.

### **Recreation Services Assistant Manager, Michelle Richardson**

#### **Greenview Regional Multiplex**

All boiler repair work is complete. The system is upgraded to communicate directly with maintenance technicians to prevent damage to the BMS system and the boilers.

Ongoing work is being done, transferring all members to a digital system.

The Aquatic shut down is ongoing. Contractors have been awarded the work to repair concrete cracks, re-grout, and apply a gutter coating to the basins. The work will begin in June.

GRM administration is transferring over all waivers, forms, procedures and policies from the Town of Valleyview to the MD of Greenview.

This time has provided an opportunity to repair and paint all damaged walls within the facility. Ongoing evaluation of how to prevent wall damage is being done.

The maintenance team has started working on the outside landscaping upkeep and will be working with the landscapers in the next month to replace the warrantied shrubs.



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 3 Councillor Les Urness

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
5/25/2020	Regular Council Meeting	
5/28/2020	Greenview Regional Waste Management Commission	Meeting with the auditors. The financial condition of the GRWMC is robust and the auditors had no significant concerns



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
05/25/2020	Regular Council Meeting	
	Fox Creek Synergy Group	Conference Call
	Greenview Regional Waste Management Commission	



Council

\_\_\_\_\_  
Claimant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

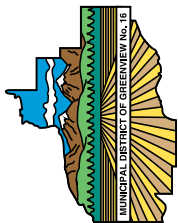
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Date



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 5 Reeve Dale Smith		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
5/25/2020	Regular Council Meeting	
6/1/2020	Other	Seniors Week – Red Willow Lodge
6/5/2020	Other	Northern Alberta Elected Leaders



# Municipal District of Greenview No. 16

NAME: Tom Burton Employee #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
May 11 2020			M	Council	120						
May 12 2020			M	Municipal Planning Commission	120						
May 12 2020			M	Policy Review Committee							
May 18 2020			M	East Smoky Recreation Board							
May 19 2020			M	Committee of Whole	120						
May 20 2020			M	Premier & Ministers Re-Launch Discussions							
May 25 2020			M	Council	120						
NOTES:				KILOMETER CLAIM			TOTAL				
				RATE	KM's	TOTAL		LESS GST			
				\$0.59 per km	480	283.20		NET CLAIM			
				\$0.15 per km	480	72.00					
				SUBTOTAL		355.20		TOTAL CLAIM			355.20
				LESS G.S.T.				LESS ADVANCES			
				TOTAL		355.2		AMOUNT DUE (OWING)			\$355.20
Meeting Code : M for Meetings C for Conferences											

\_\_\_\_\_  
 Claimant  
 \_\_\_\_\_ Approved \_\_\_\_\_ Date  
 \_\_\_\_\_ Date



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

Ward 7 Councillor Roxie Rutt		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
5/28/2020	P.A.C.E. Board of Directors	<ul style="list-style-type: none"> <li>* Looking at a new facility for the High Level offices</li> <li>* Covid-19 update: Building will be used again but with all necessary restrictions in place. Staff will return on a staggered schedule. Clients will also have staggered appointments.</li> <li>* Women's Support Group is being held on line</li> <li>* Board is looking for a new member due to a retirement</li> <li>* Board will meet with the facilitator of the Strategic Plan in the near future to finalize it.</li> <li>* Director is looking into a fund raising opportunity as PACE was unable to hold "Walk a mile in Her Shoes" this year.</li> <li>* AGM will be held via ZOOM on June 29 at 5:00 p.m.</li> </ul>



Council

	<b>Claimant</b>	
	Date	
	Approved	
	Date	



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Duane Didow		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
5/25/2020	Regular Council Meeting	Highlights on website
5/28/2020	Community Futures West Yellowhead	Board of Directors meeting



Department: Council

Date \_\_\_\_\_