



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

July 27, 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 July 13, 2020.	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	4.1 Bylaw 20-848 Partial Road Allowance Closure Request – West of NW 9-69-21 W5M	14
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 20-855 “Advertising”	18
#7	BUSINESS	7.1 Tax Sale Trust Bank Account	22
		7.2 Policy 2011 Respectful Workplace and Policy 2012 Violence Prevention	25
		7.3 Narrows Subdivision Improvements Discussion	43
		7.4 Peace Region Economic Development Alliance Municipal Membership Fee Increase	49
		7.5 RMA Resolution: Seniors Housing Requisition	54
		7.6 Dr. Schwegmann’s Farewell/Retirement Sub-Committee	59

#8 NOTICE OF MOTION

#9 CLOSED SESSION

9.1 Confidential Evaluations (Verbal)  
*(FOIPP; Section 19)*

#10 MEMBERS  
REPORTS/EXPENSE  
CLAIMS

- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 9

62

#11 ADJOURNMENT

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta on Monday July 13, 2020

**#1  
CALL TO ORDER**

Reeve Dale Smith called the meeting to order at 9:00 a.m.

**Present**

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

**#2  
AGENDA**

MOTION: 20.07.370. Moved by: COUNCILLOR TOM BURTON  
That Council adopt the July 13, 2020 Regular Council Meeting Agenda as amended;

- Change legal 4.1
- Agenda Item 9.2 Privileged Information
- Agenda Item 9.3 Privileged Information

CARRIED

**#3  
MINUTES**

MOTION: 20.06.371. Moved by: COUNCILLOR WINSTON DELORME  
That Council adopt the minutes of the Regular Council Meeting held on Monday June 22, 2020 as amended;

- Change Agenda Item 7.10 from Beaver Control Policy to Beaver Harvest Policy

CARRIED

**#3.1  
BUSINESS ARISING  
FROM THE MINUTES**

**3.1 BUSINESS ARISING FROM MINUTES**

**#4  
PUBLIC HEARING**

**4.0 PUBLIC HEARING**

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

Chair Dale Smith opened the Public Hearing regarding Bylaw 20-840 at 9:16 a.m.

**IN ATTENDANCE**

Development Officer  
Guest

Leona Dixon  
Clara Wakefield

**REFERRAL AGENCY &  
ADJACENT LAND  
OWNER COMMENTS**

Development Officer, Leona Dixon, provided a summary of the responses from referral agencies.

**APPLICANT  
BACKGROUND  
INFORMATION**

Greenview received a road closure request from Sturgeon Heights Community Club on August 1, 2019, to close 0.227 hectare (0.56 acre) ± of the undeveloped road allowance adjacent to the south boundary of the cemetery. The area would subsequently be consolidated with the existing title to the cemetery registered in the name of Synod of Diocese of Athabasca Church of Canada, consisting of 0.806 hectare (1.99 acres) ± and located on SE-25-70-25 W5. A survey plan, copy attached, provided by the applicant and dated October 1978, shows where gravesites have been developed within the undeveloped road allowance immediately south of the cemetery.

**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.  
None were heard.

**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.  
Applicants response was yes.

**CLOSING OF BYLAW** Chair Dale Smith closed the Public Hearing regarding Bylaw 20-840 at 9:21 a.m.

**4.2 BYLAW 20-839 PARTIAL ROAD ALLOWANCE CLOSURE REQUEST – SOUTH OF SE 25-70-25 W5M**

Chair Dale Smith opened the Public Hearing regarding Bylaw 20-839 at 9:22 a.m.

**IN ATTENDANCE** Development Officer Leona Dixon

**REFERRAL AGENCY & ADJACENT LAND OWNER COMMENTS** Development Officer, Leona Dixon, provided a summary of the responses from referral agencies.

**APPLICANT BACKGROUND INFORMATION** Greenview received a road closure request from Darel Gene Klassen (Klassen) and Paulie Sarah Kern (Kern) on March 20, 2019, to close a portion of Road Plan 0421800 as shown on the attached survey plan labeled Schedule 'A', being an area consisting of 0.719 hectare ± (1.78 acres). The area would subsequently be consolidated with the existing title to their agricultural quarter SE-09-72-01-W6 (Certificate of Title 152010955001 cont. 130.82 acres).

**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. None were heard.

**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. Applicants response was yes.

Chair Dale Smith closed the Public Hearing regarding Bylaw 20-839 at 9:28 a.m.

**#5  
DELEGATIONS**

**5.0 DELEGATIONS**

There are no Delegation presenting.

**#6  
BYLAWS**

**6.0 BYLAWS**

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

**BYLAW 20-839  
RESCIND MOTION  
20.05.296**

MOTION: 20.07.372. Moved by: COUNCILLOR DALE GERVAIS  
That Council rescind Motion #20.05.296 '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

**RESCIND MOTION  
20.05.307**

MOTION: 20.07.373. Moved by: COUNCILLOR ROXIE RUTT  
That Council rescind Motion #20.05.307 '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

**BYLAW 20-839  
FIRST READING**

MOTION: 20.07.374. Moved by: COUNCILLOR WINSTON DELORME  
That Council give first reading to Bylaw 20-839 to close 0.214 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  
TRANSFER &  
CONSOLIDATION**

MOTION: 20.07.375. Moved by: COUNCILLOR WINSTON DELORME  
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, 0.214 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

## 6.2 BYLAW 20-854 SCHEDULES OF FEES

BYLAW 20-854  
FIRST READING

MOTION: 20.07.376. Moved by: COUNCILLOR SHAWN ACTON  
That Council give first reading to Bylaw 20-854 "Schedules of Fees"  
as amended;

- Miscellaneous Equipment
  - 15 (vii) add "(Purchase)" to Magpie Trap (GST Included)
- Schedule 'F' Infrastructure and Planning General
  - 5 (i.)(ii.)(iii.) Remove 'Right of Way'
- Capitalize 'B' in DeBolt throughout document
- Remove Fee for Beaver Harvest from Schedule
- Schedule 'G' Environmental Services
  - 8. Gravity Wastewater Collection System Connection Fee (Grovedale)
    - i. Sanitary Services Installation Fee \$8000.00
    - ii. Connection Fee \$12,500.00
  - 9. add Grovedale
- Schedule J
  - upgrade Sturgeon Lake Area Structure Plan Map to Phase 1 instead of Phase 4

CARRIED

#7  
BUSINESS

## 7.0 BUSINESS

### 7.1 ROAD REQUEST FOR RESIDENCE SE-12-72-26 W5M

ROAD REQUEST  
SE 12-72-26 W5M

MOTION: 20.07.377. Moved by: COUNCILLOR TOM BURTON  
That Council provide approval for the requested farmland access to SE-12-72-26-W5, with funds to come from the 2021 budget with funds to come from the 2021 Construction Budget.

DEFEATED

### 7.2 ROAD REQUEST FOR RESIDENCE NE 18-70-21 W5M

ROAD REQUEST  
NE 18-70-21 W5M

MOTION: 20.07.378. Moved by: COUNCILLOR SHAWN ACTON  
That Council provide approval for the residential development roadway request within NE-18-70-21-W5 to be constructed in 2021, with funds to come from the 2021 Construction Budget.

CARRIED

### **7.3 TRI-MUNICIPAL INDUSTRIAL PARTNERSHIP PROJECT MANAGER**

**TMIP PROJECT  
MANAGER**

MOTION: 20.07.379. Moved by: COUNCILLOR ROXIE RUTT  
That Council direct Administration to proceed with contracting a project manager for the Tri-Municipal Industrial Partnership (TMIP).

CARRIED

### **7.4 GREENVIEW INDUSTRIAL GATEWAY GRAPHICS**

**GREENVIEW  
INDUSTRIAL  
GATEWAY GRAPHICS**

MOTION: 20.07.380. Moved by: COUNCILLOR ROXIE RUTT  
That Council direct Administration to defer Greenview Industrial Gateway graphics review until the Tri-Municipal Industrial Partnership (TMIP) Committee has the opportunity to review at their next meeting.

CARRIED

### **7.5 GRANDE CACHE COOPERATIVES & ENTERPRISES TERMS OF REFERENCE**

**GRANDE CACHE  
COOPERATIVES &  
ENTERPRISES  
CEMETERY  
COMMITTEE TERMS  
OF REFERENCE**

MOTION: 20.07.381. Moved by: COUNCILLOR WINSTON DELORME  
That Council approve the Grande Cache Cooperatives & Enterprises Cemetery Committee amended Terms of Reference as amended;

- d) Remove Cemeteries and add Coops & Enterprises so it reads “shall be distributed amongst the Coops & Enterprises”
- f) Remove Staff by request

CARRIED

### **7.6 HEART RIVER HOUSING CAPITAL REQUISITION**

**HEART RIVER  
HOUSING CAPITAL  
REQUISITION**

MOTION: 20.07.382. Moved by: REEVE DALE SMITH  
That Council agree with the letter of understanding dated July 2020 with Heart River Housing.

CARRIED

**HEART RIVER  
HOUSING CAPITAL  
REQUEST**

MOTION: 20.07.383. Moved by: COUNCILLOR WINSTON DELORME  
That Council approve the Capital Request of \$521,460.00 to Heart River Housing with funds coming from Contingency Reserve if required.

CARRIED

Reeve Dale Smith recessed the meeting at 11:37 a.m.

Reeve Dale Smith reconvened the meeting at 12:41 p.m.



### **7.7 POLICY AD26 SURPLUS ASSET**

**POLICY AD26**

MOTION: 20.07.384. Moved by: DEPUTY REEVE TYLER OLSEN  
That Council direct Administration to update Policy #AD26.

CARRIED

### **7.8 POLICY 6321 BEAVER HARVEST PROGRAM**

**POLICY 6321**

MOTION: 20.07.385. Moved by: COUNCILLOR WINSTON DELORME  
That Council approve Policy 6321 Beaver Harvest Program, as amended

- Provision 2.3 Replace \$25.00 Beaver Harvest with \$30.00 Beaver Harvest
- Remove Provision 3.7
- Purpose add 'of beavers' after harvest
- Provision 2.3 add 'specifically contracted'

CARRIED

### **7.9 PENSON SCHOOL – JUNIOR KINDERGARTEN PROGRAM**

**PENSON SCHOOL  
JUNIOR  
KINDERGARTEN  
PROGRAM**

MOTION: 20.07.386. Moved by: COUNCILLOR ROXIE RUTT  
That the request from Penson School in Grovedale relating to financial assistance for the Junior Kindergarten Program be respectfully denied.

CARRIED

### **7.10 AB #1 / TERRAPIN BOARD MEMBER APPOINTMENT**

**AB #1 / TERRAPIN  
BOARD MEMBER  
APPOINTMENT**

MOTION: 20.07.387. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Councillor Dale Gervais to the AB #1/Terrapin Board until the Municipal Elections in 2021.

CARRIED

### **7.11 APPOINTMENT OF MEMBERS TO THE INTER-MUNICIPAL WEED AND PEST APPEAL COMMITTEE**

**INTER-MUNICIPAL  
WEED AND PEST  
APPEAL COMMITTEE**

MOTION: 20.07.388. Moved by: COUNCILLOR DUANE DIDOW  
That Council appoint the following Agriculture Service Board (ASB) members: Richard Brochu, Stephen Lewis, Mark Pellerin, Larry Smith, and Warren Wohlgemuth as members of the Inter-Municipal Weed and Pest Appeal Committee.

CARRIED

## **7.12 SUNSET HOUSE CEMETERY BOARD APPOINTMENT**

**SUNSET HOUSE  
CEMETERY BOARD  
APPOINTMENT**

MOTION: 20.07.389. Moved by: COUNCILLOR SHAWN ACTON  
That Council appoint Kevin Petryshen to the Sunset House Cemetery Board.  
CARRIED

## **7.13 CAO/MANAGERS' REPORTS**

**CAO/MANAGERS'  
REPORTS**

MOTION: 20.07.390. Moved by: COUNCILLOR SHAWN ACTON  
That Council accept the CAO/Managers' Reports for information as  
presented.  
CARRIED

**#8  
NOTICE OF MOTION**

## **8.0 NOTICE OF MOTION**

Council Tom Burton put forward a Notice of Motion for Administration to draft a resolution, for the August 14, 2020 RMA District 4 meeting to address the concerns to the Alberta Housing Act for capital requests portion of Senior Foundations, requisitions' to Municipalities.

**#9  
CLOSED SESSION**

## **9.0 CLOSED SESSION**

**CLOSED SESSION**

MOTION: 20.07.391. Moved by: COUNCILLOR DUANE DIDOW  
That the meeting go to Closed Session, at 2:29 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 PRIVILEGED INFORMATION (Verbal Update)** *(FOIPP; Section 27)*

**OPEN SESSION**

MOTION: 20.07.392. Moved by: COUNCILLOR TOM BURTON  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 3:25 p.m.

CARRIED

MOTION: 20.07.393. Moved by: COUNCILLOR WINSTON DELORME  
That Council approve the draft letter to Honourable Sonya Savage, Minister of Energy, Honourable Travis Toews MLA for Grande Prairie-Wapiti, Martin Long MLA West Yellowhead, and Todd Loewen MLA Central Peace-Notley to request provincial support for a shovel-ready geothermal power and direct-use energy project, .

CARRIED

**#10  
MEMBER REPORTS &  
EXPENSE CLAIMS**

**11.0 MEMBERS BUSINESS**

**WARD 1**

**COUNCILLOR WINSTON DELORME** updated Council on his recent activities, which include;  
June 22, 2020 Regular Council Meeting

MOTION: 20.07.394. Moved by: COUNCILLOR DALE GERVAIS  
That Council direct Administration to draft a letter to the Honourable Jason Nixon Minister of Environment and Parks, Honourable Ric McIver Minister of Transportation, Honourable Travis Toews MLA for Grande Prairie-Wapiti, Martin Long MLA West Yellowhead, and Todd Loewen MLA Central Peace-Notley regarding the urgency of corrective measures on the flow of the river near Muskeg Cooperative and Highway 40.

CARRIED

**WARD 2**

**COUNCILLOR DALE GERVAIS** updated Council on his recent activities, which include;  
June 22, 2020 Regular Council Meeting  
Geothermal Update

**WARD 3**

**COUNCILLOR LES URNESS** updated Council on his recent activities, which include;  
June 22, 2020 Regular Council Meeting  
Geothermal Update

**NOTICE OF MOTION** Councillor Les Urness put forward a Notice of Motion regarding daycare facilities within Greenview.

**WARD 4**

**COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;  
June 22, 2020 Regular Council Meeting  
Geothermal Update

**WARD 5**                    **REEVE DALE SMITH** submitted his update to Council on his recent activities, which include;  
June 22, 2020 Regular Council Meeting  
Grande Prairie Regional Hospital Key Ceremony  
2020 Hillside Graduation Ceremony  
Geothermal Update

**WARD 6**                    **COUNCILLOR TOM BURTON** submitted his update to Council on his recent activities, which include;  
Geothermal Update  
Community Planning Association of Alberta Meeting  
MD of Greenview Library Board Meeting

**WARD 7**                    **COUNCILLOR ROXIE RUTT** submitted her update to Council on her recent activities, which include;  
Grande Spirit Foundation Meeting  
Geothermal Update  
Crooked Creek Recreation Club Meeting

**WARD 8**                    **COUNCILLOR BILL SMITH** updated Council on his recent activities, which include;  
June 22, 2020 Regular Council Meeting  
Agriculture Service Board Meeting  
Community Futures Grande Prairie & Region Audit

**DIVISION 9**                **COUNCILLOR DUANE DIDOW** submitted his update to Council on his recent activities, which include;  
June 22, 2020 Regular Council Meeting  
Community Futures West Yellowhead Meeting (Electronic)  
FCSS Association of Alberta Executive Meeting (Electronic)  
FCSS Association of Alberta Strategic Planning Session and Board Meeting (Electronic)  
Geothermal Update

**DIVISION 9**                **COUNCILLOR TYLER OLSEN** submitted his update to Council on his recent activities, which include;  
June 22, 2020 Regular Council Meeting  
Nitehawk Year-Round Adventure Park  
Grande Prairie Regional Tourism Association Meeting  
Geothermal Update

**MEMBERS BUSINESS**    **MOTION: 20.07.395. Moved by: COUNCILLOR BILL SMITH**  
That Council accept the Members Business Reports as presented.  
**CARRIED**

#11  
ADJOURNMENT

**12.0 ADJOURNMENT**

MOTION: 20.07.396. Moved by: COUNCILLOR ROXIE RUTT  
That Council adjourn this Regular Council Meeting at 3:43 p.m.

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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REEVE

UNADOPTED



July 27, 2020  
Bylaw No. 20-848 Public Hearing  
Background Information

## PROPOSAL

Greenview received a road closure request from **Arne and Merle Johnson** on February 20, 2020, to close Road Plan 2761 PX, being an area consisting of 1.05 hectares  $\pm$  (2.59 acres). The area would subsequently be consolidated with the existing title to their agricultural quarter, NW-09-69-21-W5 (Certificate of Title 112 369 890 +5, containing 62.67 hectares).

## BACKGROUND AND DISCUSSION

Council gave First Reading to Bylaw 20-848 on June 22, 2020. The property in question was government land in 1970, but was purchased by the Johnsons in 1975. Correspondence with Mark Hand (Property Manager for Alberta Transportation) has indicated that the land was never meant to be kept, but only used during the construction of the bridge over Goose River and road construction along old Highway 745. The land was used as an equipment laydown area and storage and for other miscellaneous tasks during construction. The Johnsons are prepared to purchase the land as per Greenview policy and are willing to reclaim the site and start farming as soon as possible all at their cost.

Road plan 2761 PX that would be requested to be closed is 1.05 hectares  $\pm$  (2.59 acres). Closing the road plan would require Greenview to sell approximately 2.59 acres on the west side of NW-09-69-21-W5, allowing the resident to reclaim the site at their cost and start to farm this additional piece of land.

In accordance with legislation, notification of the public hearing for the proposed road closure was circulated to internal and external referral agencies and adjacent landowners within an 804.0-metre radius; no concerns or comments were received. Administration feels that the closure would not cause undue hardship for the road network in this location.

## STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT

March 27, 2020 – A copy of the application was circulated to Greenview's internal departments. No concerns were received.

March 27, 2020 – A copy of the application was circulated to the following referral agencies: Accurate Assessment Group Ltd., Alberta Culture and Tourism, Alberta Energy Regulator GP Field Centre, Alberta Environment and Parks – Water Approvals, Alberta Environment and Parks – Jack McNaughton, Alberta Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, Alberta Transportation, ATCO Electric, ATCO Gas, East Smoky Gas Coop, Northern Gateway Public Schools and Telus Communication.

June 22, 2020 – Council gave First Reading to Bylaw 20-848.

June 24, 2020 – A copy of the application and notice of public hearing was circulated to referral agencies and adjacent landowners within 804.0 metres of the property. The public hearing was advertised in the *Daily Herald Tribune* on July 3 and July 10, 2020, and posted on Greenview’s website.

**ATTACHMENT(S):**

- Schedule ‘A’ – Tentative Plan
- Map Overview

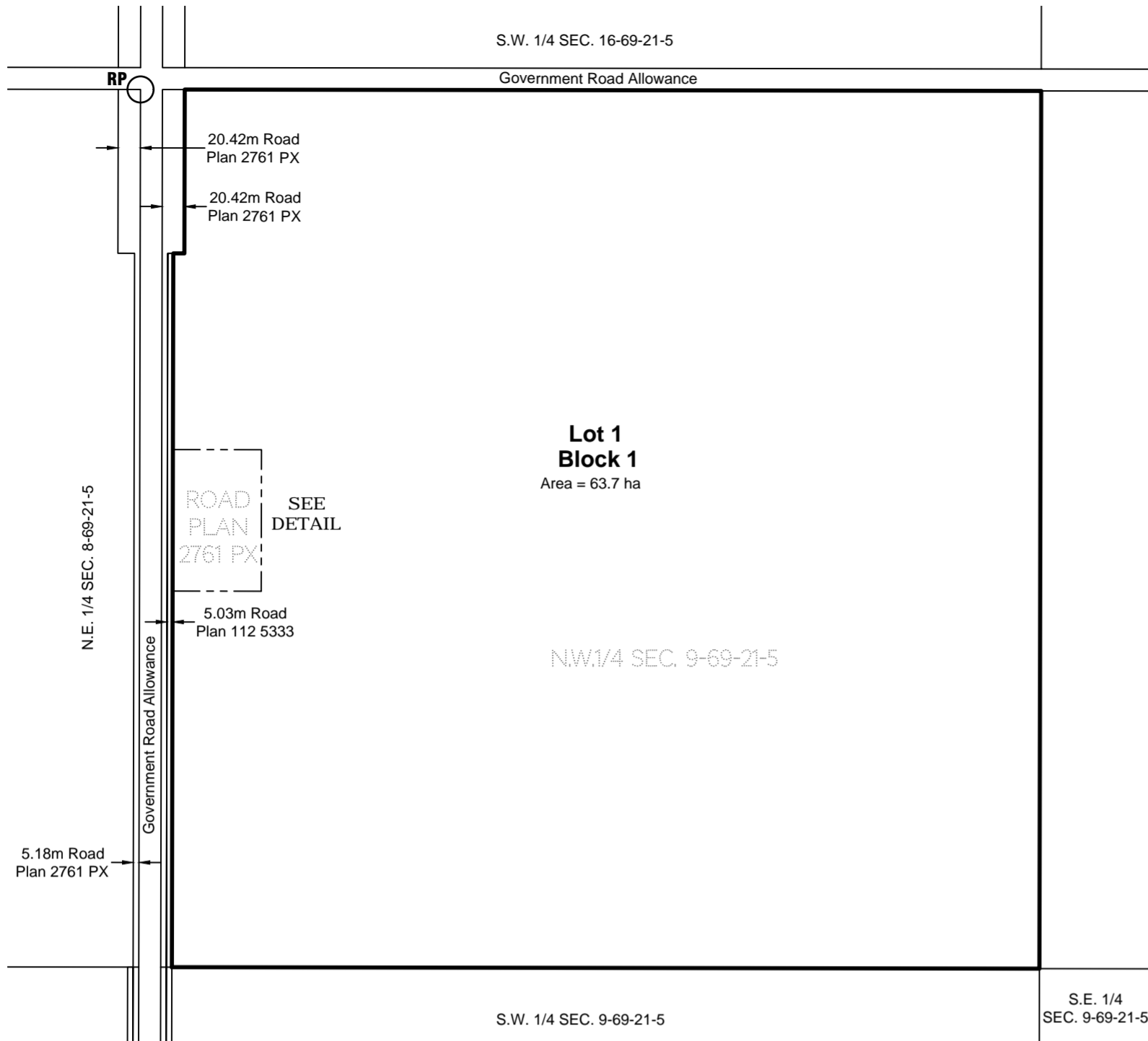
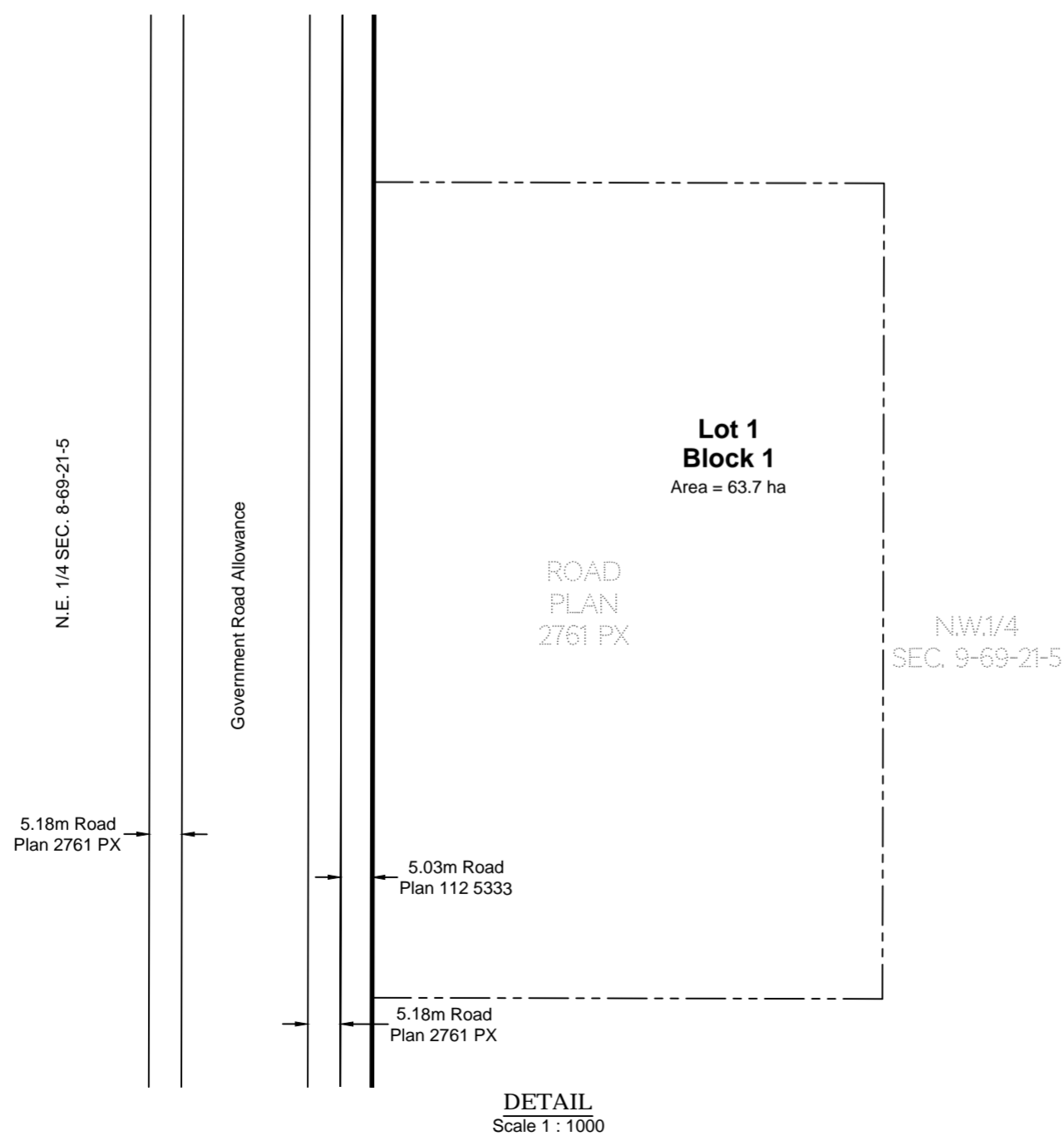


TABLE OF AREAS	
LOT 1, BLOCK 1	
From N.W. 1/4 Sec. 9-69-21-5	= 62.67 ha
Closed portion of Road Plan 2761 PX	= 1.05 ha
<b>Total</b>	<b>= 63.7 ha</b>



**DETAIL**  
Scale 1 : 1000

PLAN No.  
ENTERED AND REGISTERED  
ON \_\_\_\_\_  
INSTRUMENT No. \_\_\_\_\_  
A.D. REGISTRAR  
LAND TITLES OFFICE

## DESCRIPTIVE PLAN

SHOWING CONSOLIDATION

of

**CLOSED PORTION OF ROAD PLAN 2761 PX**

and the remainder of

**N.W. 1/4 SEC. 9 TWP. 69 RGE. 21 W.5M.**

all within

**N.W. 1/4 SEC. 9 TWP. 69 RGE. 21 W.5M.**


**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**


ALBERTA  
2019


SCALE = 1:5000  
0 100 200

### LEGEND:

Geo-Reference Point shown thus: 

Parallel lines are indicated thus: 

Right angles are indicated thus: 

Area to be registered by this plan bounded thus and contains 63.7 hectares. 

Distances are in meters & decimals thereof.

No field inspection was carried out and boundaries have not been established on the ground.

Bearings are grid and are referred to Central Meridian 117° West, UTM projection, NAD 83 (Original) datum and are derived from ATS V4.1.

Combined Scale factor used = 0.999501

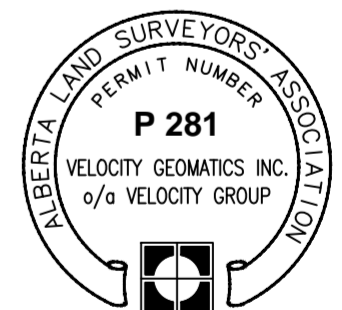
Geo-Reference point: } 6091101.10 N.  
UTM NAD83 (Original) } 490148.53 E.  
derived from ATS v4.1

### ABBREVIATIONS:

ALS	Alberta Land Surveyor
ATS	Alberta Township System
E.	East
ha	Hectares
m	Meters
M.	Mound or Meridian
N.	North
NAD	North American Datum
Rge.	Range
RP	Geo-Reference Point
S.	South
Sec.	Section
Twp.	Township
UTM	Universal Transverse Mercator
W.	West

**SURVEYOR :**  
**A.W. Shadid, A.L.S.**

**DATE OF SIGNING:**  
September 17th, 2019



**OWNERS :**  
**ARNE SIGRED JOHNSON**  
**MERLE ALICE JOHNSON**

Initials: KO - WS

Plan Date:  
September 17, 2019

Grande Prairie  
Peace River  
Beaumont  
**VELOCITY**  
GROUP  
Surveying & Engineering

Unit 104 - 11302 98th Avenue  
Grande Prairie, AB  
T8V 8H4  
Ph.: 587-259-8888

CAD File: 190318\_DE

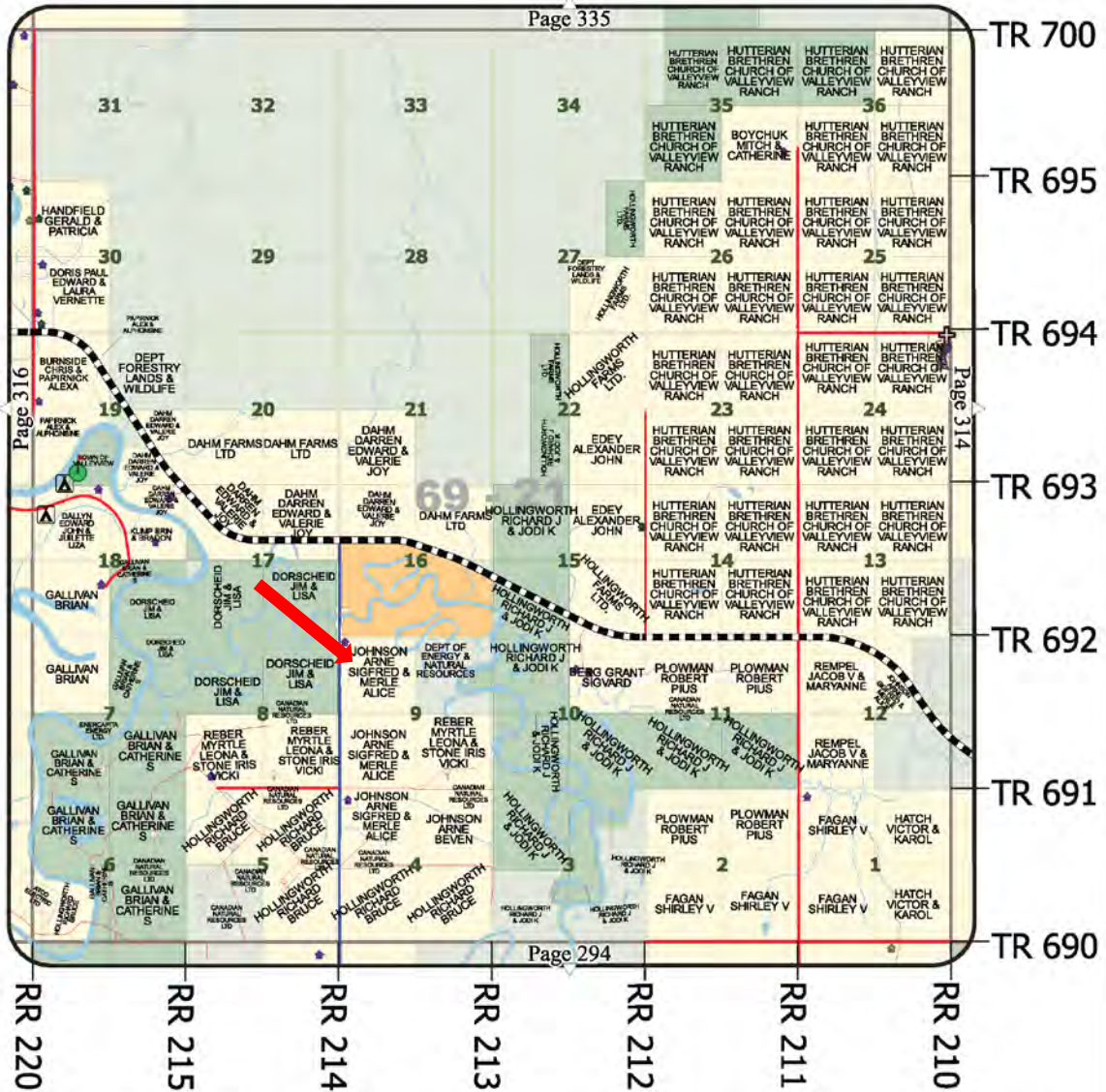
Office File: 190318





# M.D. of Greenview No.16

Township 69, Range 21



Map printed: 2019-11-29

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Compiled from the Rural Cadastral Digital Base September 15, 2019, 1:20,000 Digital Base, Land Ownership compiled from municipal tax data, September 15, 2019 Building/Site/Feature Information compiled from municipal assessment data, December 2018.

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



# REQUEST FOR DECISION

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SUBJECT: **Bylaw 20-855 Advertising**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 27, 2020  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act*, R.S.A. 2000, Chapter M-26, Section 606.1

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION: That Council give first reading to Bylaw 20-855 “Advertising”.**

**MOTION: That Council give second reading to Bylaw 20-855 “Advertising”.**

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## BACKGROUND/PROPOSAL:

Under Section 606, municipalities were required to advertise in the newspaper for notices, public hearings, bylaws, etc. Section 606.1 allows municipalities to create a bylaw to advertise items in Section 606 in other forms of media such as websites.

There is only one paper that circulates in the Greenview area: the Daily Herald Tribune. It has a limited reach for ratepayers and is becoming increasingly expensive. One run of advertising for a public hearing can cost upwards of \$1500.00.

In order to better reach ratepayers, Administration is proposing an advertising bylaw in accordance with Section 606.1 allowing for advertisements to primarily occur on Greenview’s website with the option to advertise on social media and print news, or any other form prescribed by Council policy or bylaw..

This bylaw does not apply to anything in the Act besides section 606. For example, public auction for tax forfeitures are addressed in Section 421 of the act and are not covered under the provisions of this bylaw. This bylaw also does not exempt Greenview from sending mail out circulations as provided in the Act or other bylaws or policies.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an alternative platform of advertising that will be able to reach a wider range of ratepayers.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

1. Individuals that do not have web access will not be able to see these advertisements, however, they must have access to the DHT to receive notice now.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose not to go this direction and continue advertising in accordance with Section 606.

**Alternative #2:** Council may place additional advertising options or requirements in the bylaw. This can include general timelines (i.e 10 days or 2 weeks prior to an event, etc) or other forms of notice (i.e bulletin boards, digital boards or screens, etc).

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FINANCIAL IMPLICATION:

There could be savings on print advertising when moving to a web based platform.

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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 the bylaw for third reading.

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ATTACHMENT(S):

- Bylaw 20-855



## BYLAW NO. 20- 855 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 establish alternate methods of advertising statutory notices.**

**WHEREAS**, the M.D. of Greenview No. 16 is required to advertise certain bylaws, resolutions, meetings, notices, public hearings, and other things in accordance with Section 606 of the Municipal Government Act;

**AND WHEREAS**, Section 606.1 of the Municipal Government Act allows Council to pass a bylaw to provide for one or more alternate methods to advertise certain bylaws, resolutions, meetings, notices, public hearings, and other things required under Section 606;

**AND WHEREAS**, Council is satisfied that the advertising methods set out in this Bylaw are likely to bring the matter to the attention of substantially all residents in the relevant areas;

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

### 1. Title

1.1 This bylaw may be cited as the “Advertising Bylaw”.

### 2. Definitions

- 2.1 **Council** means the Council of the M.D. of Greenview No. 16, duly assembled.
- 2.2 **Detailed Notice** means a notice containing all of the information required under Section 606 of the Municipal Government Act.
- 2.3 **Greenview** means the Municipal District of Greenview No. 16.
- 2.4 **Municipal Government Act** means the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.
- 2.5 **Social Media** means any electronic online form of communication through which a group of users share information and content.

### 3. Application

- 3.1 This bylaw applies specifically to those items identified in Section 606 of the Municipal Government Act.
- 3.2 This bylaw does not apply to those items addressed in other Sections of the Act that require alternative advertising requirements such as advertising of public auctions as identified in Section 421 of the Act.

### 4. Methods of Advertising



**BYLAW NO. 20- 855**  
**of the Municipal District of Greenview No. 16**

- 3.1 Greenview will advertise bylaws, resolutions, meetings, notices, public hearings, and other things as required under the Municipal Government Act by publishing detailed notices on the Greenview website.
- 3.2 Greenview may also choose one or more of the following methods to advertise or to advertise detailed notices or summaries of website notices:
- a) Newspaper(s)
  - b) Official Greenview social media sites
  - c) Any other method as directed by Council policy.
- 3.3 Greenview will make detailed notices available at Greenview Administration Buildings.

**5. Severability**

- 4.1 If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

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

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

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

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

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# REQUEST FOR DECISION

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SUBJECT: **Tax Sale Trust Bank Account**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 27, 2020  
DEPARTMENT: FINANCE  
STRATEGIC PLAN:

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

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RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act Sec. 427*

**Council Bylaw/Policy** (cite) –

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RECOMMENDED ACTION:

**MOTION: That Council direct Administration to open a bank account for the purpose of depositing tax sale proceeds.**

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BACKGROUND/PROPOSAL:

In 2012 and again in 2013 a public auction was held to sell property that was in the tax recovery process. Neither property sold at the auction, however, both were subsequently sold in April (Roll 292657) and August (Roll 311141) of 2017. Taxes and costs were paid from the sale proceeds and surplus amounts remained as follows:

Roll #292657-\$30,063.01

Roll #311141-\$34,981.20

Sec 427 of the Municipal Government Act states surplus funds must be deposited in a bank account that is established solely for the purpose of depositing money from the sale of the properties. Although the funds have been account for separately by Greenview, the required bank account has not been established. The auditors have previously commented on this legislative gap.

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BENEFITS OF THE RECOMMENDED ACTION:

1. Will comply with legislation.

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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:** Remain with the status quo, however this is not recommended as Greenview would not be in compliance with the Municipal Government Act.

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FINANCIAL IMPLICATION:

None

**Direct Costs:**

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:

**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:

Signatures from all signing authorities will be obtained and a savings account in the amount of \$65,044.21 will be opened at the ATB.

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ATTACHMENT(S):

1) *Municipal Government Act Sec 427*

**Separate account for sale proceeds**

427(1) The money paid for a parcel of land at a public auction or pursuant to section 425 (a) must be deposited by the municipality in an account that is established solely for the purpose of depositing money from the sale or disposition of land under this Division, and (b) must be paid out in accordance with this section and section 428.

(2) The following must be paid first and in the following order: (a) any remedial costs relating to the parcel; (a.1) the tax arrears in respect of the parcel; (b) any lawful expenses of the municipality in respect of the parcel; (c) any expenses owing to the Crown that have been charged against the parcel of land under section 553; (d) an administration fee of 5% of the amount paid for the parcel, payable to the municipality.

(3) If there is any money remaining after payment of the tax arrears and costs listed in subsection (2), the municipality must notify the previous owner that there is money remaining. (3.1) Subject to subsection (3.3),

if the municipality is satisfied that there are no debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality may pay the money remaining to the previous owner. (3.2) If the municipality is not satisfied that there are no debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality must notify the previous owner that an application may be made under section 428(1) to recover all or part of the money. (3.3) For the purposes of this Division, “previous owner” includes the Crown in right of Alberta if the municipality has been notified by the Minister responsible for the Unclaimed Personal Property and Vested Property Act that the land has vested in the Crown, and any money remaining after payment of the tax arrears and costs set out in subsection (2) must be paid to the Minister responsible for the Unclaimed Personal Property and Vested Property Act.

(4) Money paid to a municipality under a lease, licence or permit granted under section 425(2) must be placed in the account referred to in subsection (1) and distributed in accordance with this section and section 428.





# REQUEST FOR DECISION

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**SUBJECT:** Policy 2011 Respectful Workplace and Policy 2012 Violence Prevention  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** July 27, 2020 ACAO SW MANAGER:  
**DEPARTMENT:** HUMAN RESOURCES GM: PRESENTER: EK  
**STRATEGIC PLAN:** Level of Service

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – Occupational Health and Safety Act, SA 2017, Chapter O-2.1.

**Council Bylaw/Policy** (cite) –N/A

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**RECOMMENDED ACTION:**

**MOTION: That Council approve Policy 2011 Respectful Workplace as presented.**

**MOTION: That Council approve Policy 2012 Violence Prevention Policy as presented.**

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**BACKGROUND/PROPOSAL:**

In accordance with OHS legislation, Greenview is required to have a respectful workplace policy and a violence prevention policy. Without these two policies in place, along with the appropriate program, training and implementation, Greenview is in violation of the OHS Act.

These policies aim to prevent and manage inappropriate workplace behaviours, outline the complaint processes, reporting, and investigations of complaints or instances of discrimination, violence or harassment in the workplace.

These policies apply to Employees, contractors, and Members of Council. For the purposes of this policy Employee means Employees of Greenview, Councillors, Volunteers and Contractors.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. Greenview will have updated processes and procedures for handling instances or complaints of discrimination, violence or harassment in the workplace.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may make additional recommendations.

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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 update the policy manual.

---

**ATTACHMENT(S):**

- Policy 2011
- Policy 2012

**Title: Respectful Workplace**

**Policy No: 2011**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: (NONE)**

**Review Date:**



**Purpose:** The purpose of this policy is to adopt a proactive approach to the prevention and management of inappropriate workplace behaviour, outline expectations of employees and the employer in reporting and responding to harassment incidents if they occur, and ensure inappropriate workplace behaviour, which includes harassment, disrespectful behaviour and discrimination, will not be tolerated.

## 1. DEFINITIONS

For the purposes of this policy, the following terms are defined:

- 1.1 **Bullying** means the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behaviour is often repeated and/or habitual.
- 1.2 **Complainant** means the person who makes a complaint or brings a harassment, disrespectful behaviour or discrimination issue to the attention of the Employer.
- 1.3 **Cyberbullying** means the use of information and communication technologies including, but not limited to, e-mail, cell phones, instant messaging, social media and websites to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others.
- 1.4 **Discrimination** means any conduct, comment or action because of the age, ancestry, colour, gender, gender expression, gender identity, family status, marital status, mental disability, physical disability, place of origin, race, religious beliefs, sexual orientation, and/or source of income. Harassment, when connected to a protected ground, is considered discrimination.
- 1.5 **Disrespectful Behaviour** means objectionable or unwelcome conduct which may or may not have intent to cause harm and has a negative effect of the workplace or employee.
- 1.6 **Employee** means Greenview employees, contractors providing service for or to Greenview, and volunteers, and includes Members of Council, for the purposes of this policy.
- 1.7 **Greenview** means the Municipal District of Greenview No. 16.

- 1.8 **Harassment** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to an employee, or adversely affect the employee’s health and safety. It excludes any reasonable conduct of an employer or supervisor related to the normal management of employees or a work site.
- 1.9 **Protected Ground** includes race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status, source of income, family status and sexual orientation.
- 1.10 **Respondent** means the person whose behaviour is being complained about;
- 1.11 **Retaliation** means to hurt or attempt to hurt somebody in return, to deliberately harm or attempt to harm somebody in response or revenge for an action he or she has done.
- 1.12 **Sexual Harassment** means any sexual behaviour, which is unwelcome, personally offensive, debilitates morale, and therefore interferes with work effectiveness. It includes offensive sexual flirtations, unwelcome advances, propositions, sexual solicitation or advance, and graphic or degrading verbal comments of a sexual nature about an individual or their appearance. The display of sexually suggestive and/or inappropriate written or graphic material or objects including photos, videos or the use of degrading verbal comments creates an offensive atmosphere and is a form of sexual harassment.
- 1.13 **Workplace Harassment** means behaviour intended to intimidate, offend, degrade or humiliate a particular person or group. It is a serious issue and creates an unhealthy workplace resulting in psychological harm to employees.
- 1.14 **Workplace Violence** whether at a work site or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.
- 1.15 **Workplace** means a place where an employee is, or may be, conducting work on behalf of Greenview, including work-related social gatherings.

## 2. GENERAL

- 2.1 All Greenview employees are entitled to a respectful working environment free of harassment.
- 2.2 Alberta Occupational Health and Safety (OHS) Act prohibits acts of harassment in the workplace.
  - 2.2.1 Greenview must develop and implement a harassment prevention plan and a violence prevention plan as per Section 390.4(1) of the OHS Act.
  - 2.2.2 A harassment prevention plan must include a harassment prevention policy and harassment prevention procedures in accordance with the requirements set out in Section 390.5 of the OHS Act.
  - 2.2.3 As per Section 390.7(4) of the OHS Act, Greenview must review this policy, at a minimum, every three (3) years.

- 2.3 The Alberta Human Rights Act prohibits discrimination in employment based on protected grounds. Employers are expected to create an inclusive workplace that respects the dignity of every individual by ensuring there is no discrimination in the workplace, removing barriers that are based on protected grounds, and considering requests for accommodation for needs based on a protected ground.
- 2.4 Principles:
  - 2.4.1 To maintain a common understanding of the expectations and behaviours considered appropriate and inappropriate in Greenview workplaces and in the delivery of or access to Greenview services.
  - 2.4.2 To prevent and manage inappropriate behaviour in Greenview workplaces.
  - 2.4.3 Recognizing that conflict, disagreement or inappropriate workplace behaviour may occur, Greenview expects these issues to be resolved in a manner that contributes to the workplace in a positive way.
  - 2.4.4 To assess and respond in a timely manner to allegations of inappropriate workplace behaviour as necessary.

### 3. APPLICATION

- 3.1 This policy applies to all Greenview employees.
- 3.2 For the purposes of this policy, the workplace includes:
  - 3.2.1 Work related conferences, training sessions, and travel;
  - 3.2.2 Greenview related functions;
  - 3.2.3 Greenview property, including contract sites;
  - 3.2.4 Virtual environment, including phone, e-mail, social media, and other electronic means; and
  - 3.2.5 Working and non-working as long as there is a relationship to Greenview activities.
- 3.3 This policy has the following exceptions:
  - 3.3.1 Inappropriate workplace behaviour does not include any reasonable conduct of an employer, leader or supervisor related to the normal management of employees or workplaces. Such reasonable conduct may include:
    - a. Allocating work according to specific job-related requirements.
    - b. Following-up on work absences;
    - c. Requiring performance to job standards;
    - d. Enforcing workplace policies and procedures;
    - e. Evaluating or measuring performance;
    - f. Denying training or leave requests with good reason;
    - g. Discussing disciplinary action in private;
    - h. Dismissing, suspending, demoting or reprimanding with just cause; and/or
    - i. Providing constructive feedback.

- 3.3.2 Differences of opinion or minor disagreements communicated in a respectful manner are not generally considered to be harassment; and
- 3.3.3 A single minor incident or objectionable or unwelcome conduct may not be considered an act of harassment.

#### 4. ROLES AND RESPONSIBILITIES

##### 4.1 Greenview responsibilities include:

- 4.1.1 Ensuring that Greenview employees and members of the public (including customers) are not subject to or do not participate in harassment or violence in the workplace;
- 4.1.2 Developing policy and procedures respecting potential workplace harassment and violence and understanding health and safety responsibilities;
- 4.1.3 Informing and educating employees to recognize workplace harassment and violence, and understand the avenues to report harassment;
- 4.1.4 Conducting hazard assessments;
- 4.1.5 Developing and implementing appropriate responses to workplace harassment and violence; and
- 4.1.6 Developing procedures for reporting, investigating and documenting incidents of workplace harassment.

##### 4.2 Employee responsibilities include:

###### 4.2.1 Creating and maintaining a respectful workplace by:

- a. Being familiar with and following this policy;
- b. Ensuring behaviour is respectful and appropriate at all times;
- c. Accepting responsibility for actions, reactions, and behaviours and impact on others;
- d. Making concerns known promptly if something is troubling. If confident and safe, immediately inform the respondent to stop the behaviour, or inform supervisor, another leader, or Human Resources Manager;
- e. Reporting incidents of workplace harassment and violence as soon as possible if informal option to resolve the conflict are unsuccessful; and
- f. Being a part of the solution by engaging in steps to resolve the matter.

##### 4.3 Senior Leadership responsibilities include:

- 4.3.1 Being familiar with and following this policy;
- 4.3.2 Being a role model as reflected in Greenview's values;
- 4.3.3 Ensuring employees are aware of, and compliant with, this policy;
- 4.3.4 Taking appropriate action in a prompt, impartial and confidential manner when Respectful Workplace Policy allegations come to your attention;
- 4.3.5 Supporting all parties involved in resolving allegations under the Respectful Workplace Policy with the appropriate option for resolution;

- 4.3.6 Ensuring no person suffers reprisal or retaliation as a result of making a complaint in good faith or for providing information in good faith; and
- 4.3.7 Consulting with Human Resources as necessary.

## 5. APPROPRIATE WORKPLACE BEHAVIOURS

- 5.1 In general, behaviours that are encouraged are those which support and create a healthy, respectful workplace and its related business objectives.
- 5.2 Examples of appropriate workplace behaviours include, but are not limited to:
  - 5.2.1 Being polite, courteous and respectful of others;
  - 5.2.2 Using common greetings, farewells or inquiries about others' well-being;
  - 5.2.3 When reviewing others' ideas, suggestions or work, identifying what is positive or good about the proposal as well as where it can be improved;
  - 5.2.4 Treating others equitably and fairly;
  - 5.2.5 Being open-minded to others' ideas, comments or suggestions;
  - 5.2.6 Seeking input and the active involvement of appropriate people in planning, decision-making and implementing initiatives;
  - 5.2.7 Ensuring that decision-making takes into account relevant factors and is fair;
  - 5.2.8 Recognizing and valuing the diversity among workgroup members, customers and citizens;
  - 5.2.9 Sincerely apologizing to people when something you said or did may have offended them;
  - 5.2.10 Allowing one person to speak at a time;
  - 5.2.11 Expressing appreciation and praising good work;
  - 5.2.12 Giving timely recognition of people's efforts and accomplishments;
  - 5.2.13 Listening openly to other points of view, even when you disagree;
  - 5.2.14 Sharing knowledge and information;
  - 5.2.15 Being inclusive; and
  - 5.2.16 Mentoring or coaching and taking time to develop others.

## 6. INAPPROPRIATE WORKPLACE BEHAVIOURS

- 6.1 Inappropriate workplace behaviour is a single or repeated action that is objectionable or unwelcome and negatively affects an individual or the workplace. Inappropriate workplace behaviour may create a poisoned workplace. Understanding different types of inappropriate workplace behaviour is key to evaluating and adjusting our own actions, and responding and acting appropriately.
- 6.2 There are three (3) types of inappropriate workplace behaviour addressed in this policy. They are:
  - 6.2.1 Harassment;
  - 6.2.2 Disrespectful behaviour; and
  - 6.2.3 Discrimination.
- 6.3 Harassment is:
  - 6.3.1 Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, or action by a person that the person knows or ought

- reasonably to know will or would cause offence or humiliation to an employee, or adversely affect the worker's health and safety;
- 6.3.2 Repeated conduct, comments, bullying, actions or gestures which when taken in isolation seem minor but when repeated are considered harassment;
  - 6.3.3 A single incident of sufficient seriousness to have a significant impact on an individual, group or the workplace;
  - 6.3.4 Hostile or unwanted;
  - 6.3.5 Conduct affecting the employee's dignity, psychological wellbeing, or physical integrity;
  - 6.3.6 Conduct resulting in a harmful or poisoned work environment; and/or
  - 6.3.7 Vexatious conduct, comments, bullying, actions, or gestures which are intended to humiliate, intimidate, offend or degrade a particular person or group.
- 6.4 Examples of workplace harassment include, but are not limited to:
- 6.4.1 Written or verbal comments, actions, gestures, taunting, or other behaviours or jokes which are humiliating, offensive, hurtful or belittling;
  - 6.4.2 Bullying or intimidation;
  - 6.4.3 Abuse of authority that undermines a person's performance or threatens a person's career;
  - 6.4.4 Deliberately excluding an employee from relevant work activities or decision making;
  - 6.4.5 Attempting to discredit an employee by spreading false information about them;
  - 6.4.6 Tampering with a person's personal belongings or work equipment;
  - 6.4.7 Blocking applications for training, leave or promotion for no valid reason;
  - 6.4.8 Eye rolling, finger wagging or other physical gestures that are used to make fun of, express frustration with, or isolate another employee; and/or
  - 6.4.9 Practical jokes that result in awkwardness or embarrassment;
- 6.5 Disrespectful behaviour is:
- 6.5.1 Objectionable or unwelcome conduct which may or may not have intent to cause harm and has a negative effect of the workplace or employee;
  - 6.5.2 Any uncivil behaviour; and/or
  - 6.5.3 Any inappropriate workplace behaviour that does not meet the definition of harassment.
- 6.6 Examples of disrespectful behaviour include, but are not limited to:
- 6.6.1 Demeaning or belittling comments or conversation;
  - 6.6.2 Interruptions;
  - 6.6.3 Refusing to listen to another person's point of view;
  - 6.6.4 Excessive use of profanity;
  - 6.6.5 Taking credit for someone else's work or a team's work;
  - 6.6.6 Decision-making which is influenced by factors which have no work-related purpose; and/or
  - 6.6.7 Yelling, angry outbursts, or shouting (except where intended to alert another to danger).



- 6.7 Determining if harassment or disrespectful behaviour has occurred is based on an objective assessment of the specific facts of each case, and not on the subjective belief of an individual.
- 6.8 Discrimination is:
  - 6.8.1 Any conduct, comment or action because of the age, ancestry, colour, gender, gender expression, gender identity, family status, marital status, mental disability, physical disability, place of origin, race, religious beliefs, sexual orientation, and/or source of income. Harassment, when connected to any protected ground covered by the Alberta Human Rights Commission, is considered discrimination;
  - 6.8.2 Practices, policies, or systems which have a direct or negative impact based on a protected ground; and/or
  - 6.8.3 Behaviours, comments or actions to or about an individual or group, which are unwelcome, based on a protected group and result in a negative or poisoned workplace.
- 6.9 Examples of discrimination include, but are not limited to:
  - 6.9.1 Any previously described workplace behaviour that is based on a protected ground listed above;
  - 6.9.2 Examples of sexual harassment as defined above include:
    - a. Unwelcome advances, requests, comments, physical contact such as unnecessary touching, pinching, patting, jostling or gestures that are sexually suggestive;
    - b. Leering that is sexual in nature;
    - c. Implied or expressed threats of reprisal for refusal to comply with a sexual request; and/or
    - d. Implied or expressed promise of reward for agreeing to comply with a sexual request.
  - 6.9.3 Unwelcome remarks, jokes, taunts, suggestions or speculations about a person's physical attributes or appearance;
  - 6.9.4 Displays of pornographic, racist, or offensive materials in the form of pictures, e-mail, social media, text messages, graffiti, cartoons or sayings in the workplace, regardless of whether the exchange of the materials is consensual; and/or
  - 6.9.5 Unwelcome inquiries or comments about a person's personal life, such as inquiries relating to a person's sexual orientation, family status, marital status, disability, age or any other protected ground listed above.
- 6.10 Discriminatory practices, policies, or systems include:
  - 6.10.1 Denial of equitable treatment in hiring or in the terms, conditions, or benefits of employment;
  - 6.10.2 Policies or procedures which have a negative effect or impact on an individual or group;
  - 6.10.3 Denial of access to Greenview services or the processes by which people use Greenview related services, programs, and/or facilities; and/or

6.10.4 Failure to accommodate an employee(s) protected under the Alberta Human Rights Act.

## 7. COMPLAINT PROCEDURE

- 7.1 Barring exceptional circumstances, a report of complaint is to be made as promptly as possible to ensure a timely investigation and resolution can be achieved.
- 7.2 Employees who believe that they have been subjected to harassment should, if possible, choose one or both of the following methods to resolve the complaint:

### 4.3.1 Option #1

- a. Inform the person that you find the behaviour unwelcome and that you want them to stop. This can be done verbally or in writing;
- b. Document the complaint and keep a record detailing the incident. Write down factual dates, times, witnesses, location, what was said, etc.;
- c. If direct communication with the respondent is not possible or you are uncomfortable in bringing the matter directly to his/her attention or the communication has been unsuccessful in ending the objectionable behaviour, then you should contact:
  - i. Human Resources; or
  - ii. A person in a leadership position that you trust.

### 4.3.2 Option #2

- a. If the Option #1 method for resolving a possible harassment situation does not succeed or is not appropriate, the employee may file a formal written complaint with Human Resources;
- b. Formal complaints of harassment will be handled, where possible, expediently and discreetly. Formal complaints will be investigated by an Investigation Team. The Investigation Team will consist of the Human Resources Manager and the Manager or General Manager of the Respondent or, where determined appropriate, by a trained third party investigator(s). The Investigation Team will conduct an investigation of harassment. Human Resources will ensure document control for all complaints of harassment within the scope of this policy;
- c. The investigator(s) will meet with the complainant, seek specific information on the complaint, and ensure the complainant fully understands the investigation process. The complainant will be advised that the complainant can withdraw from any further action in connection with the complaint, at any stage, although Greenview may continue to investigate the complaint;
- d. In a timely manner, the investigator(s) will interview the respondent. If necessary, the investigator(s) will interview any witnesses named by the complainant and respondent. All employees of Greenview have a responsibility to co-operate in the investigation;
- e. Following the conclusion of the investigation, the investigator(s) will inform the applicable leader, and if necessary, the Human Resources Manager, of the findings and determine appropriate next step(s). The

complainant and respondent will also be informed following conclusion of the investigation. If necessary, the Chief Administration Officer (CAO) will be informed/consulted;

- f. Details pertaining to the actual investigation will remain confidential with Human Resources accessible only by designated members involved with the investigation. Disclosure of the circumstances of the complaint and/or persons involved will only occur if required for the investigation, corrective action or by law.

**8. FALSE OR FRIVOLOUS COMPLAINTS**

- 8.1 Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to the appropriate disciplinary action or denial of Greenview service.

**9. RETALIATION**

- 9.1 Everyone has the right to report, in good faith, incidents of inappropriate workplace behaviour without fear of retaliation.
- 9.2 Retaliation by any person against anyone involved in informal or formal complaint processes will not be tolerated and will be subject to discipline, up to and including dismissal or denial of Greenview services.
- 9.3 This policy does not discourage or prevent any person from exercising their rights under any law, including the Alberta Human Rights Act.

**10. CONSEQUENCES OF NON-COMPLIANCE**

- 10.1 Any employee who violates this Policy will be subject to appropriate administrative and disciplinary action. The action taken will depend on the circumstances of the incident and may range from, but not limited to, discipline, up to and including dismissal.

<b>By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.</b>		
Print Name	Signature	Date

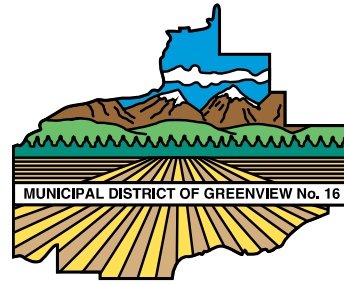
**Title: Violence Prevention Policy**

**Policy No: 2012**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: (None)**



**Purpose:** The purpose of this policy is to adopt a proactive approach to the prevention and management of workplace violence, outline expectations of employees and the employer in reporting and responding to violence incidents if they occur, and ensure workplace violence will not be tolerated.

## 1. DEFINITIONS

For the purposes of this policy, the following terms are defined:

- 1.1 **Complainant** is the person who makes a complaint or brings a workplace threat or violence issue to the attention of the Employer;
- 1.2 **Employee** means Greenview employees, contractors providing service for or to Greenview, and volunteers, and includes Members of Council, for the purposes of this policy.
- 1.3 **Greenview** means the Municipal District of Greenview No. 16.
- 1.4 **Respondent** is the person whose behaviour or action is being complained about;
- 1.5 **Retaliation** means to hurt or attempt to hurt somebody in return, to deliberately harm or attempt to harm somebody in response or revenge for an action he or she has done;
- 1.6 **Threat** means any act, gesture or statement that gives an employee, or another person, reasonable cause to believe that there is risk of injury to themselves or another person or damage to property.
- 1.7 **Violence** (whether at a work site or work related) means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. Workplace violence can include:
  - a) Physical attack or aggression (e.g. hitting, shoving, pushing or kicking a worker, throwing an object at a worker, kicking an object the worker is standing on, such as a ladder);
  - b) Threatening behaviour (e.g. shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker

using a vehicle or equipment such as a forklift, destroying property or throwing objects);

- c) Verbal or written threats (e.g. verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker);
- d) Damage to property;
- e) Domestic violence; and
- f) Sexual violence.

1.8 **Workplace** means a place where an employee is, or may be, conducting work on behalf of Greenview, including work-related social gatherings.

## 2 **BACKGROUND**

2.1 Greenview is committed to making the workplace as safe as is reasonably practicable for employees and users of Greenview services. The commitment is supported by Greenview's Respectful Workplace Policy and is reflected in Greenview's values.

2.2 Greenview believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated

2.3 Principles:

2.3.1 We are committed to

- a) Investigating reported incidents of violence in an objective and timely manner;
- b) Taking necessary corrective action;
- c) Not disclose the names of the complainant, the alleged respondent, or any witnesses, except where necessary to investigate the incident and take corrective action, or to inform involved parties of investigation results and actions taken, if necessary to inform workers of a threat of violence or potential violence, or as required by law; and
- d) Disclose the minimum amount of personal information required to inform workers of a threat of violence or potential violence.

2.3.2 This violence prevention policy is not intended to discourage a worker from exercising their rights pursuant to any other law (e.g., contacting police, human rights complaint, etc.).

2.4 No worker or any other individual affiliated with Greenview shall subject any other person to violence.

2.5 The Alberta Occupational Health and Safety (OHS) Act prohibits acts of violence in the workplace.

2.5.1 Greenview must develop and implement a harassment prevention plan and a violence prevention plan as per Section 390.4(1) of the OHS Act.

2.5.2 A violence prevention plan must include a violence prevention policy and violence prevention procedures in accordance with the requirements set out in Section 390.1 and 390.2 of the OHS Act.

2.5.3 As per Section 390.7(4) of the OHS Act, Greenview must review this policy, at a minimum, every three (3) years.

### **3. APPLICABILITY**

- 3.1 This policy applies to all Greenview employees and Members of Council.
- 3.2 For the purposes of this policy, the workplace includes:
  - 3.2.1 Work related conferences, training sessions, and travel;
  - 3.2.2 Greenview related functions;
  - 3.2.3 Greenview property, including contract sites;
  - 3.2.4 Virtual environment, including phone, e-mail, social media, and other electronic means; and
  - 3.2.5 Working and non-working as long as there is a relationship to Greenview activities.
- 3.3 This policy has the following exceptions:
  - 3.3.1 Harassment and discrimination or other behaviours addressed in the Respectful Workplace Policy; and
  - 3.3.2 Violence occurring between employees offsite during non-worktime will be evaluated to determine whether any other Greenview policies apply (e.g. Respectful Workplace Policy).

### **4. ROLES AND RESPONSIBILITIES**

- 4.1 Greenview responsibilities include:
  - 4.1.1 Ensuring that Greenview employees and members of the public (including customers) are not subject to or do not participate in harassment or violence in the workplace;
  - 4.1.2 Developing policy and procedures respecting potential workplace harassment and violence and understanding health and safety responsibilities;
  - 4.1.3 Informing and educating employees to recognize workplace harassment and violence, and understand the avenues to report harassment and violence;
  - 4.1.4 Conducting hazard assessments;
  - 4.1.5 Developing and implementing appropriate responses to workplace harassment and violence; and

4.1.6 Developing procedures for reporting, investigating and documenting incidents of workplace harassment and violence.

4.2 Employee responsibilities include:

4.2.1 Creating and maintaining a respectful, safe and healthy workplace by:

4.2.1.1 Being familiar with and following this policy;

4.2.1.2 Ensuring behaviour is respectful and appropriate at all times;

4.2.1.3 Accepting responsibility for actions, reactions, and behaviours and impact on others;

4.2.1.4 Making concerns known promptly if something is troubling. **If at any time a reasonable suspicion is made that there is imminent danger of physical harm, from any one, immediately calling 911;**

4.2.1.5 Reporting incidents of workplace harassment and violence as soon as possible; and

4.2.1.6 Being a part of the solution by engaging in steps to resolve the matter.

4.3 Leadership responsibilities include:

4.3.1 Being familiar with and following this policy;

4.3.2 Being a role model as reflected in Greenview's values;

4.3.3 Ensuring employees are aware of, and compliant with, this policy;

4.3.4 Taking appropriate action in a prompt, impartial and confidential manner when Violence Prevention Policy allegations come to your attention;

4.3.5 Supporting all parties involved in resolving allegations under the Violence Prevention Policy with the appropriate option for resolution;

4.3.6 Ensuring no person suffers reprisal or retaliation as a result of making a complaint in good faith or for providing information in good faith; and

4.3.7 Consulting with Human Resources as necessary.

## 5. PREVENTION AND ASSESSMENT OF RISK

5.1 The ultimate objective is to prevent violence from occurring at Greenview workplaces.

5.2 Greenview as an employer has a role in prevention by:

5.2.1 Identifying and assessing risks at Greenview workplaces, including workplace violence;

- 5.2.2 Working collaboratively across departments to assist in implementing appropriate mitigation measures to address risks;
- 5.2.3 Educating employees on preventative measures; and
- 5.2.4 Specifically, in instances where Greenview becomes reasonably aware that domestic violence may spill over in the workplace and that it would likely expose an individual to physical injury, Greenview will take every reasonable precaution to ensure the protection of the individual.
- 5.3 Employees have a role in prevention by:
  - 5.3.1 Learning to identify warning signs of workplace violence;
  - 5.3.2 Refraining from workplace violence;
  - 5.3.3 Reporting, in accordance with this policy, any violent incidents or warning signs they observe at work.

## 6. REPORTING PROCEDURE

- 6.1 Each employee has a responsibility to ensure that his or her work environment is safe and secure. Employees must report any violent acts occurring or that may occur in the workplace, including threats and warning signs of violent behaviour. Employees must immediately inform their supervisor if they:
  - 6.1.1 Have been threatened;
  - 6.1.2 Have been subjected to a violent act at work or during the course of their work;
  - 6.1.3 Have witnessed a threat or violent act against or by an employee; or
  - 6.1.4 Have reason to believe that they, another employee, a member of the public or Greenview property may become a target of violence.
- 6.2 Employees who do not feel comfortable reporting the situation to their supervisor can report directly to any member of the leadership team or Human Resources. **If a situation presents an imminent threat to an employee's safety, an employee must call 9-1-1 and ask for assistance from the Police.**
- 6.3 Employees should document the complaint and keep a record detailing the incident. Write down factual dates, times, witnesses, location, what was said, etc.
- 6.4 These incidents will be reported by the employee or supervisor to Human Resources to ensure an effective investigation takes place and an appropriate response is developed.
- 6.5 Human Resources must be advised when any legal action, criminal or civil, is related to an incident (e.g. restraining order).



- 6.6 Where an incident occurs and the health, safety and welfare of persons or property is at risk, the Police need to be contacted immediately to intervene. Once the Police have been contacted, Human Resources needs to be advised.

## **7. INVESTIGATING AND RESPONDING TO WORKPLACE VIOLENCE**

- 7.1 Barring exceptional circumstances, a report of complaint is to be made as promptly as possible to ensure a timely investigation and resolution can be achieved.
- 7.2 Formal complaints of harassment will be handled, where possible, expediently and discreetly. Formal complaints will be investigated thoroughly by trained investigators. Human Resources and/or an independent third party specialist will conduct an investigation of violence. Human Resources will ensure document control for all complaints of violence within the scope of this policy.
- 7.3 The investigator(s) will meet with the complainant, seek specific information on the complaint, and ensure the complainant fully understands the investigation process. The complainant will be advised that the complainant can withdraw from any further action in connection with the complaint, at any stage, although Greenview may continue to investigate the complaint.
- 7.3.1 Greenview will advise an employee who, as a victim of workplace violence, may be experiencing adverse symptoms as a result of the violent act that they should consider consulting with a health professional. Services are also available from Greenview's Employee & Family Assistance Program (EFAP) provider, free of charge.
- 7.4 In a timely manner, the investigator(s) will interview the respondent. If necessary, the investigator(s) will interview any witnesses named by the complainant and respondent. All employees of Greenview have a responsibility to co-operate in the investigation.
- 7.5 If underlying causes of an incident are identified during an investigation, recommendations may be provided for immediate preventative action.
- 7.6 Following the conclusion of the investigation, the investigator(s) will inform the Human Resources Manager, if necessary, and the applicable leader of the findings and determine appropriate next step(s). The complainant and respondent will also be informed following conclusion of the investigation. If necessary, the Chief Administration Officer (CAO) will be informed/consulted.
- 7.7 Details pertaining to the actual investigation will remain confidential with Human Resources accessible only by designated members involved with the investigation. Disclosure of the circumstances of the complaint and/or persons involved will only occur if required for the investigation, corrective action or by law.

## **8. FALSE OR FRIVOLOUS COMPLAINTS**

- 8.1 Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to the appropriate disciplinary action or denial of Greenview service.

**9. RETALIATION**

- 9.1 Everyone has the right to report, in good faith, incidents of workplace violence without fear of retaliation.
- 9.2 Retaliation by any person against anyone involved in informal or formal complaint processes will not be tolerated and will be subject to discipline, up to and including dismissal or denial of Greenview services.
- 9.3 This policy does not discourage or prevent any person from exercising their rights under any law, including the Occupational Health & Safety Act.

**10. CONSEQUENCES OF NON-COMPLIANCE**

- 10.1 Employees failing to adhere to the items contained in this policy will be subject to appropriate disciplinary action. What is appropriate action will depend on the circumstances of the incident and may range from, but not be limited to, warnings and suspensions, up to and including dismissal. Incidents may also be referred to the Police for investigation.
- 10.2 Contractors, suppliers, volunteers, and members of the public are expected to adhere to this policy. If violence occurs, Greenview will take appropriate action to ensure a safe workplace. This could include discontinuing business with individuals or organizations, issuing Trespass Notices or referring the matter to the Police.

**By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.**

Print Name	Signature	Date



# REQUEST FOR DECISION

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**SUBJECT:** **Narrows Subdivision Improvements Discussion**  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** July 27, 2020      ACAO SW      **MANAGER:**  
**DEPARTMENT:** COMMUNITY SERVICES      GM:      **PRESENTER:** SW  
**STRATEGIC PLAN:** Quality of Life

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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 accept the Narrows subdivision infrastructure improvements discussion for information, as presented.**

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**BACKGROUND/PROPOSAL:**

Located on a small bench of land on the southern shore of a narrowing of Sturgeon Lake exists the Greenview subdivision named the Narrows. The Narrows consists of 67 various shaped lots ranging from 1.35 acres to 0.25 acres, 2 main roads and a cul-de-sac. Originally, the subdivision consisted primarily of summer “cottage” type use and has evolved over time to be more of a mixed community with a makeup of both seasonal and full time residents.

Over the last few years, some residents from the subdivision have engaged their local councillor and administration to express their desire for upgraded municipal infrastructure as well as concerns with parking congestion and drainage issues. As a result, Administration has conducted multiple reviews and actioned various items in an attempt to be more progressive in this area.

To solve the congestion/parking, Administration has placed a large no parking sign at the entrance of the subdivision, surveyed locations and installed approximately 40 – 55 small no parking signs and have had the Community Peace Officer conduct regular patrols of the area resulting in traffic enforcement action being taken.

Recreation has reviewed potential infrastructure projects and was set to discuss them at a community hall meeting. The main talking points of the discussion were to be around the community’s thoughts on developing a parking lot, playground and walking trails to the lake. Unfortunately, this meeting has been postponed due to COVID19 and is set to be rescheduled in early fall of 2020 if COVID19 conditions permit.

Administration has completed dust control in years past and will be doing the same in 2020. Infrastructure concerns related to drainage has had a plan developed, however it has not yet been implemented. The plan

includes ditching and culvert replacement/installations as needed. However, when working on flooding issues within this subdivision, options to remedy problems can be restricted. Generally speaking, the land that surrounds the subdivision either consists of lake or many low lying areas that are predominantly filled with Black Spruce stands. These stands are commonly found on wet, poorly drained organic soils ranging from peat bogs to standing water swamps. Being surrounded by this type of landscape is not conducive to drainage options, or the development of new infrastructure.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is that Council will be aware of Administrations progress in the Narrows subdivision as it relates to ongoing concerns from some community members.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no disadvantages to the recommended action.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to not accept the discussion for information only and provide Administration with further direction on work activities to take place in the area.

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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:**

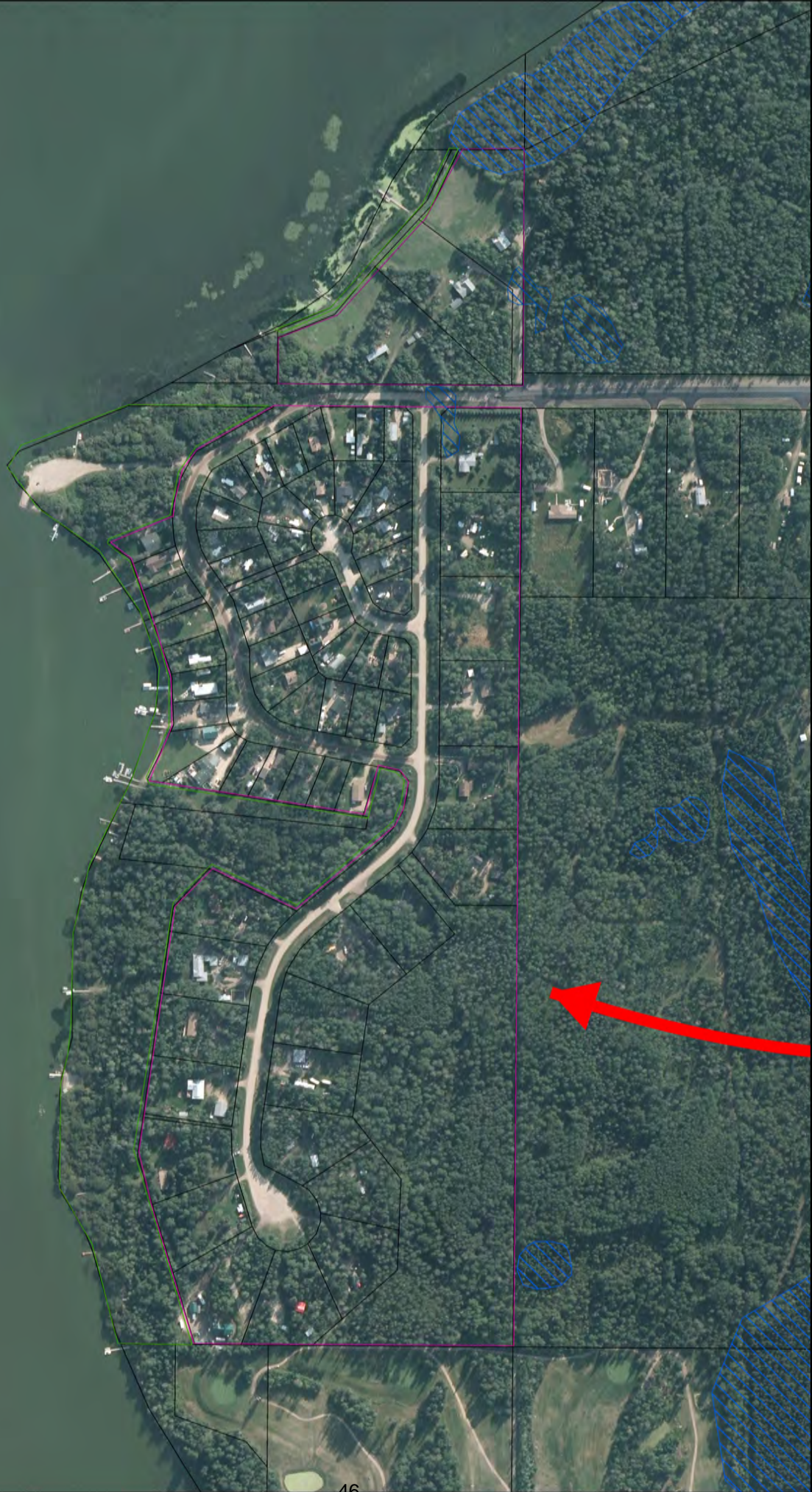
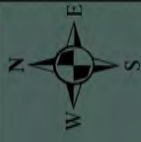
Administration will continue to respond to inquiries from this community with up to date information when applicable (i.e., when new information is available).

ATTACHMENT(S):

- Narrows close up map
- Narrows 2016 overview
- Narrows 1999 overview



# Narrows Subdivision

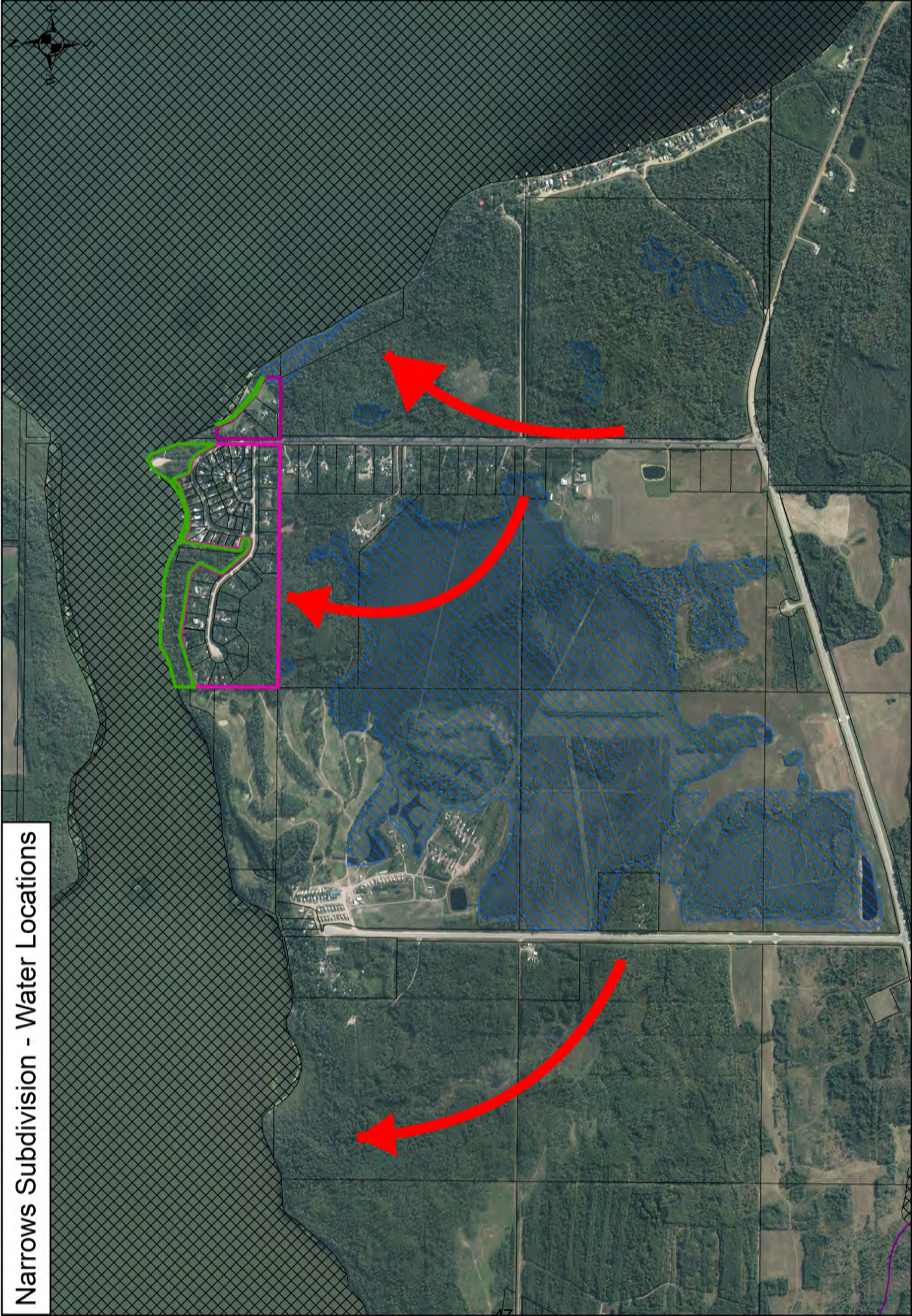


## Legend (2016 Image)

-  Sturgeon Lake
-  Black Spruce Bog/Wetland
-  Narrows Subdivision
-  Greenview Env. Reserve
-  Water Flow



# Narrows Subdivision - Water Locations

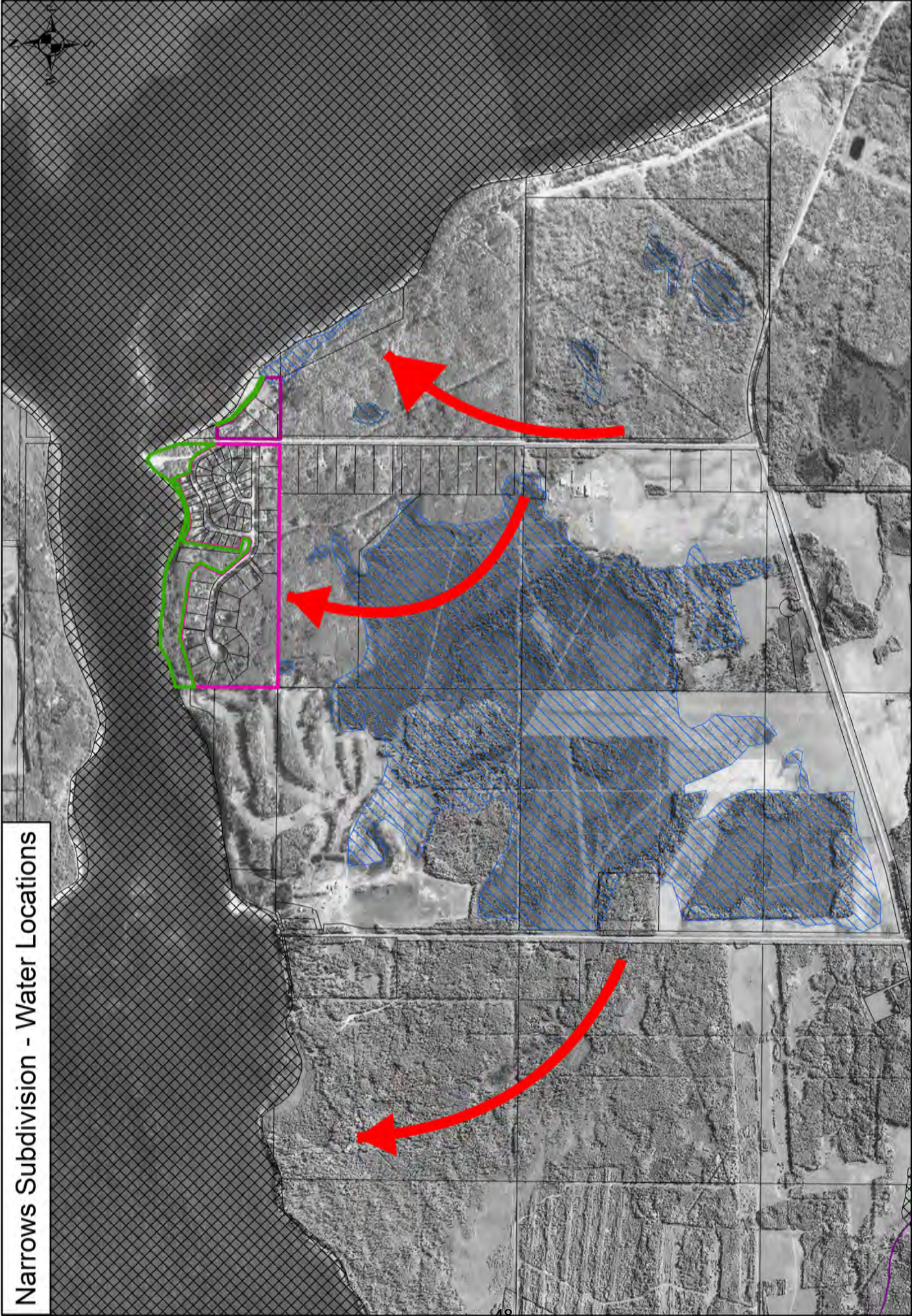


Legend (2016 Image)

-  Black Spruce Bog/Wetland
-  Sturgeon Lake
-  Greenview Env. Reserve
-  Narrows Subdivision
-  Water Flow



# Narrows Subdivision - Water Locations



Legend (1999 Image)

-  Sturgeon Lake
-  Black Spruce Bog/Wetland
-  Narrows Subdivision
-  Greenview Env. Reserve
-  Water Flow





# REQUEST FOR DECISION

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**SUBJECT:** Peace Region Economic Development Alliance Municipal Membership Fee Increase  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** July 27, 2020 CAO: DT MANAGER: KK  
**DEPARTMENT:** ECONOMIC DEVELOPMENT GM: PRESENTER: KK  
**STRATEGIC PLAN:** Regional Cooperation

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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 to continue membership within the Peace Regional Economic Development Alliance (PREDA) at the increased per capita rate of \$0.75, as presented.**

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**BACKGROUND/PROPOSAL:**

Greenview has been a long-standing member within the Peace Region Economic Development Alliance (PREDA), along with regional municipalities from Northwest Alberta. At the June 19, 2020 PREDA AGM a resolution passed to increase Municipal membership fees by \$0.25 per Capita (an increase of \$1395.75). The required increase is needed to offset the higher cost of annual operations of the alliance. As PREDA completes numerous regional economic initiatives each year that benefit the Northwest Alberta, Administration recommends maintaining its membership within PREDA. Funds to offset the increase in fees will come from the Economic Development budget.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is Greenview will continue to receive the benefits of PREDA economic development initiatives.
1. Council will continue to have representation at PREDA meetings and thereby be aware of regional economic projects and opportunities, beyond the boundaries of Greenview.

---

**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 amend or take no action to the recommended motion.

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FINANCIAL IMPLICATION:

**Direct Costs: \$1395.75**

**Ongoing / Future Costs: \$4187.50 - from Economic Development budget 2021 forward**

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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:

Upon Council direction administration will advise PREDA of Councils decision and provide approved funds if required.

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ATTACHMENT(S):

- June 19, 2020 PREDA resolution

## Resolution 1

### PREDA Municipal Membership Fee at .75 Per Capita

**Resolution 1:** PREDA municipal membership will be based upon .75 per capita; effective April 1<sup>st</sup>, 2021.

---

Background: In March 2020, PREDA received verbal notice it will lose 50% of its Government of Alberta – Department of Economic Development operational grant; reflecting a decrease of \$50,000 in PREDA’s operational budget (~145,000 annually). PREDA has not increased its membership fees since its original membership fees which were set twenty years ago in 2000.

Rational: Value of PREDA Membership

- 1) PREDA organizes four quarterly membership meetings a year that are research and regional focused. Research, speakers, venues, catering, and coordination time for these membership meetings are incurred under PREDA’s operational budget in partnership with host members. Baseline local data is frequently the outcome these meetings that is accessible to all members through the PREDA website. This information can be utilized by PREDA members to build Economic Development Strategies, Business Feasibility Cases, Investor Profile Sheets, and data for Marketing and Advocacy. Examples of data collected and made available through PREDA are: Vacancy Rates, Traffic Counts, Community Health Profiles, Seniors Housing, Population Profiles, and Commodity Production.
- 2) PREDA provides in-camera economic development discussion sessions at no charge to our municipal members. Since beginning to offer this service in 2014, PREDA has hosted 26 of these in-camera sessions. The costs of travel, PREDA staff time, and summary briefings, is incurred under PREDA’s operational budget.
- 3) PREDA maintains a membership in AUMA and RMA. PREDA’s Executive Director attends all annual conventions; actively coordinating municipal meetings with GOA Ministers during these conventions; meeting in-camera with PREDA municipal members during these conventions; and actively promoting the PREDA region to GOA and industry representatives during these conventions. The costs of attending these conventions is incurred under PREDA’s operational budget.
- 4) PREDA maintains an active membership in the Economic Developers of Alberta (EDA); the Economic Developers Association of Canada (EDAC); and the REDA Provincial managers team of the Government of Alberta. Through a combination of strategy meetings, trade booth sharing, sponsoring promotional materials, and/or advertorials the costs of maintaining these professional networks is incurred within PREDA’s operational budget.
- 5) PREDA offers numerous municipal leader networking and contact opportunities to non-municipal members. Costs of hosting opportunities are incurred by PREDA and the host municipality.

## Resolution 1

### PREDA Municipal Membership Fee at .75 Per Capita

4) Impacted by Resolution 1: Current PREDA municipal members impacted by the Resolution are listed below:

**PREDA Membership Fees**

Resolution 1		CURRENT	Proposed
Municipal Membership	Population	0.50	0.75
Big Lakes County	4,103	2,051.50	3,077.25
Birch Hills County	1,553	776.50	1,164.75
Clear Hills County	3,023	1,511.50	2,267.25
County of Grande Prairie	22,303	11,151.50	16,727.25
County of Northern Lights #22	3,656	1,828.00	2,742.00
MD of Fairview #136	1,604	802.00	1,203.00
MD of Greenview #16	5,583	2,791.50	4,187.25
MD of Peace #135	1,747	873.50	1,310.25
MD of Smoky River #130	2,023	1,011.50	1,517.25
MD of Spirit River #133	700	350.00	525.00
Northern Sunrise County	1,891	945.50	1,418.25
Saddle Hills County	2,225	1,112.50	1,668.75
Town of Fairview	2,998	1,499.00	2,248.50
Town of Falher	1,047	523.50	785.25
Town of Fox Creek	1,971	985.50	1,478.25
Town of Grimshaw	2,718	1,359.00	2,038.50
Town of Manning	1,183	591.50	887.25
Town of McLennan	791	350.50	593.25
Town of Peace River	6,842	3,421.00	5,131.50
Town of Sexsmith	2,620	1,310.00	1,965.00
Town of Spirit River	995	497.50	746.25
Town of Valleyview	1,863	931.50	1,397.25
Village of Berwyn	538	269.00	403.50
Village of Hythe	827	413.50	620.25
Village of Nampa	364	182.00	273.00
Village of Rycroft	612	306.00	459.00
<b>Member Municipalities</b>		<b>37,845.00</b>	<b>56,835.00</b>



## 2020 Annual General Meeting

Date: June 19, 2020

### 5) Impact on PREDA :

Maximum Positive Impact: If all municipal members above pay the increased PREDA membership fee PREDA will add \$18,990.00 to its operational budget; effective April 1<sup>st</sup>, 2021.

Maximum Negative Impact: If all municipal members listed above discontinue their membership in PREDA effective April 1<sup>st</sup>, 2021; PREDA will lose \$37,845.00 from its operational budget; effective 2021.

### Submitted for Resolution By: PREDA 2019-2020 Board of Directors

Elaine Garrow – MD of Spirit River #33	Elaine Manzer – Town of Peace River	Daryl Beeston – County of Grande Prairie #1
Brianne Nettelfield – Village of Berwyn	Deanne Wendland – Birch Hills County	Carolyn Kolebaba – Northern Sunrise County



# REQUEST FOR DECISION

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SUBJECT: **RMA Resolution: Seniors Housing Requisitions**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: July 27, 2020 CAO: DT MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER: DL  
STRATEGIC PLAN: Intergovernmental Relations

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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 recommend the Seniors Housing Requisition Resolution be brought forward to the next RMA Zone 4 District meeting for approval.**

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BACKGROUND/PROPOSAL:

Greenview administration has brought to Council's attention a number of areas that need clarity in the Housing Act regarding requisition powers of Housing Management Bodies (HMB). There appears to be discrepancies in how HMB's requisition municipalities across the province. Some requisition operating deficits from the previous year as stated in the Act, where others are requisitioning operating costs based on the current budget. Capital projects have also been requisitioned from Greenview, where the Act seems to indicate that this can be done through reserve requisitions previously agreed to by the HMB and the partner municipalities. One time capital requests may be made, but it is not clearly stipulated that the municipality has the power to refuse the request.

Greenview is proposing the Government of Alberta review the Act and provide clarity in these areas.

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BENEFITS OF THE RECOMMENDED ACTION:

1. There will be greater clarity in requisition powers of HMBs and in the responsibilities of municipalities.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may make additional recommendations

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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 forward the resolution to Zone 4 District to be added to the agenda.

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ATTACHMENT(S):

- Draft Resolution

Resolution Number ????????

**Resolution Title**

M.D. of Greenview No. 16

*Three-fifths (3/5) / Simple Majority  
Required*

*Endorsed by District ?????*

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**WHEREAS** Section 7(1) of the Housing Act R.S.A 2000, Chapter A-25 (hereafter referred to as “the Act”) provides that on or before April 30 in any year a management body that provides lodge accommodation may requisition those municipalities for which the management body provides lodge accommodation for a) the amount of the management body’s annual deficit for the previous fiscal year, and b) any amounts necessary to establish or continue a reserve fund for the management body; and

**WHEREAS** Section 7(4) of the Act provides that the management body shall supply a copy of its calculation of the requisitioned amount for the municipality; and

**WHEREAS** Section 8(1) of the Act provides that if a municipality agrees to contribute to the operating costs of any housing accommodation, other than lodge accommodation, provided by a management body, it shall make the contribution agreed to within 90 days after the mailing of the invoice by the management body; and

**WHEREAS** Section 16(1) of the Management Body Operation and Administration Regulation, A.R. 243/94 (hereafter referred to as “the Regulation”) provides that each year, a management body must, on or before the date specified by the Minister, prepare and submit to the Minister a business plan that covers a 3-fiscal-year period and that includes a) the operating budget for the upcoming 3-fiscal-year period, b) a capital plan for the upcoming 5-fiscal-year period, and c) any other information required by the Minister; and

**WHEREAS** Section 23 of the Regulation places limits on reserve funds whereby 2) a Board may create a reserve fund only with the prior approval of the Minister, and 4) The aggregate amount in capital reserve funds shall not exceed at any time in the year the reasonable estimated capital cost of replacing all of the housing accommodation owned, or otherwise operated and administered, by the management body in that year, and 5) the aggregate amount in operating reserve funds shall not exceed at any time in a year an amount reasonably estimated to be the equivalent of 6 months operating expenditures for the management body in that year; and

**WHEREAS** Requisitions of housing management bodies are not strictly abiding by the Act in making requisitions of the municipalities for the amount of the management bodies annual deficit, but are making requisitions for the total operating costs of the management body for the previous fiscal year; and



**WHEREAS** Some housing management bodies across the province are also requisitioning municipalities for the costs of capital projects, where others make capital requisition requests that the municipalities can determine whether to participate.

**THEREFORE, BE IT RESOLVED THAT** RMA request the Government of Alberta review the oversight of the ministry of Seniors and Housing over the management bodies to ensure that all housing management bodies are correctly and consistently requisitioning municipalities under the Housing Act R.S.A 2000, Chapter A-25; and

**FURTHER BE IT RESOLVED THAT** RMA request the Government of Alberta review the Housing Act R.S.A 2000, Chapter A-25 and explicitly address capital requisitioning processes and powers of housing management bodies within the Act; and

**FURTHER BE IT RESOLVED THAT** RMA request the Government of Alberta review the Housing Act R.S.A 2000, Chapter A-25 and the Management Body Operation and Administration Regulation, A.R. 243/94 to ensure management bodies across the province have a clear understanding of their requisitioning powers under the Act; and

**FURTHER BE IT RESOLVED THAT** RMA request the Ministry of Seniors and Housing provide clarity to municipalities of their obligations under the Act for requisitions of operating deficits and reserves, and the ability of municipalities to approve or deny requests for capital projects.

### **Member Background**

The Act provides parameters for how housing management bodies may requisition member municipalities for operating deficits and reserve funds. It is the general understanding that housing management bodies may requisition funds for the operating deficit of the previous year as well as any reserve funds, both capital and operating, as agreed upon between the management body and the member municipalities. That being said, there are some housing management bodies across the province that have been requisitioning municipalities for capital funds outside of any agreement that creates an operating or capital reserve between member municipalities and the housing management body.

The discrepancies between housing management bodies' understanding of their requisitioning abilities may be due to a lack of oversight and clarity in the Act and Regulation from Alberta Seniors and Housing. While many housing management boards appear to be following the correct process in working with their municipal partners to raise capital funds through official agreements for reserve contributions and operating deficits, there are other housing bodies that are not following the proper process and approaching capital projects as a requisition, to which the municipality has no ability to deny.

Further, some housing management bodies have been requisitioning municipalities based on the current year's operational budget. The act states that the operating

requisition must be based on the previous year's operating deficit. This discrepancy should also be rectified under the oversight of Seniors and Housing or clarified in the Act and Regulation.

### **RMA Background**

RMA will provide after resolution is endorsed at district level.



# REQUEST FOR DECISION

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**SUBJECT:** Dr. Schwegmann's Farewell/Retirement Sub-Committee  
**SUBMISSION TO:** REGULAR COUNCIL MEETING                      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** July 27, 2020                                      ACAA SW                                      MANAGER:  
**DEPARTMENT:** COMMUNITY SERVICES                              GM:                                      PRESENTER: SW  
**STRATEGIC PLAN:** Quality of Life

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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 appoint Councillor \_\_\_\_\_ to the Dr. Schwegmann Farewell Sub-Committee.**

**MOTION: That Council appoint a Member-at-large to the Dr. Schwegmann Farewell Sub-Committee.**

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**BACKGROUND/PROPOSAL:**

At the recent Valleyview and District Medical Clinic Committee Meeting a recognition celebration for retired Dr. Schwegmann, long time physician at the Valleyview and District Medical Clinic, was discussed. The Committee considered the thirty three (33) year service of this physician in Valleyview and agreed that a recognition farewell celebration was appropriate to recognize this community contribution.

Dr. Schwegmann retired his practice at the Valleyview and District Medical Clinic on November 30, 2019. Dr. Schwegmann dedicated thirty three (33) years of service (1986 – 2019) in Valleyview commencing at the W.D. Stevenson Clinic and subsequently at the Valleyview and District Medical Clinic, both facilities are jointly owned by the Town of Valleyview and Greenview. Dr. Schwegmann's long list of accomplishments include Chief of Staff at the Valleyview Health Centre and recipient of the Alberta Rural Physician Action Plan (RPAP) 2011 Award of Distinction.

The Valleyview and District Medical Clinic Committee is requesting that each of the local jurisdictions, Town of Valleyview, Sturgeon Lake Cree Nation and the Municipal District of Greenview appoint a member from each Council and a member-at-large to form a sub-committee for the function of preparing a farewell event for retired doctor Llewellyn Schwegmann.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is that Greenview will be participating in recognizing the contribution of a physician's many years of service provided to the community.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no disadvantages to the recommended action.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not appoint a Councillor or member-at-large to the Dr. Schwegmann Farewell/Retirement Celebration, however each jurisdiction, Town of Valleyview and Sturgeon Lake Cree Nation are being asked to fulfill this request.

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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 follow up with the farewell sub-committee in accordance with Council's decision.

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ATTACHMENT(S):

- Valleyview and District Medical Clinic Committee – Request Letter



July 17, 2020

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

Attention: Council

**RE: Dr. Schwegmann Farewell Sub-Committee**

At the recent Valleyview and District Medical Clinic Committee Meeting a discussion ensued with regards to hosting a celebratory farewell event for the commendable contribution Dr. Schwegmann has made to this community. Dr. Schwegmann retired his practice at the Valleyview and District Medical Clinic on November 30, 2019. Dr. Schwegmann has dedicated thirty three (33) years of service (1986 – 2019) in Valleyview commencing at the W.D. Stevenson Clinic and subsequently at the Valleyview and District Medical Clinic, both facilities jointly owned by the Town of Valleyview and Greenview. Dr. Schwegmann's long list of accomplishments include Chief of Staff at the Valleyview Health Centre and recipient of the Alberta Rural Physician Action Plan (RPAP) 2011 Award of Distinction.

The Valleyview and District Medical Clinic Committee is requesting that each of the local jurisdictions, namely the Town of Valleyview, Sturgeon Lake Cree Nation and the Municipal District of Greenview appoint a member from each Council and a member-at-large to form a sub-committee for the function of preparing a farewell event for retired doctor Llewellyn Schwegmann.

History resources from the RPAP Award of Distinction celebration such as some event planning documentation and photos are available to the Committee from the Greenview Community Service Department. We thank you in advance for participating with the honoring of this commendable man.

Respectfully,

Dale Smith  
Valleyview and District Medical Clinic Committee Chair

DS/tm

cc: File Records Management



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
07/13/2020	Regular Council Meeting	
07/14/2020	Municipal Planning Commission	
07/20/2020	Committee of the Whole	
07/21/2020	Fox Creek Library Board	









# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 5 Reeve Dale Smith		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
7/13/2020	Regular Council Meeting	
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7/20/2020	Committee of the Whole	







