



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Tuesday, July 14, 2015

9:00 AM

Council Chambers  
Administration Building

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#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Regular Council Meeting minutes held June 23, 2015 – to be adopted.	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 15-745 Re-designate from Agriculture (A) to Country Residential One (CR-1) District	8
		6.2 Bylaw 15-747 Re-designate from Crown Land (CL) District to Industrial (I) District	23
		6.3 Bylaw 15-748 Re-designate from Agriculture (A) District to Country Residential One (CR-1) District	42
		6.4 Bylaw 15-749 2015 Operating Line of Credit Borrowing Bylaw	57
#7	OLD BUSINESS		
#8	NEW BUSINESS	8.1 Terms of Reference for the Grovedale Area Structure Plan Review	62
		8.2 DeBolt Concrete Sidewalk	95

	8.3 Fox Creek Engine Replacement	97
	8.4 Philip J. Currie Dinosaur Museum – 2015 Amber Ball	102
	8.5 Philip J. Currie Dinosaur Museum Sponsorship	112
	8.6 Tax Arrears & Penalties	155
	8.7 Forestry Trunk Road Garbage Bin at Chain Off Area	158
	8.8 CAO / Managers' Report	160
#9	COUNCILLORS BUSINESS & REPORTS	
#10	CORRESPONDENCE	<ul style="list-style-type: none"> <li>• 2015 Provincial Agricultural Service Board Summer Tour</li> <li>• STARS Golf Tournament</li> <li>• Little Smoky Ski Hill Water System Upgrade</li> <li>• 2015 Meter Station Abandonment Project</li> <li>• FCSS Funds for Peace Wapiti School Division</li> <li>• Northern Gateway Project</li> <li>• Stollery Children's Hospital</li> <li>• Valleyview Municipal Library Minutes</li> <li>• June 2015 Monthly Enforcement Services Report</li> <li>• RCMP Statistics</li> <li>• Dunes 6<sup>th</sup> Annual Golf Tournament</li> </ul>
#11	IN CAMERA	11.1 Intergovernmental Relations <i>(FOIPP; Section 21) (Verbal Update)</i>
#12	ADJOURNMENT	

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building,  
Valleyview, Alberta, on Tuesday, June 23, 2015

**# 1:** Reeve Dale Gervais called the meeting to order at 9:02 a.m.  
**CALL TO ORDER**

<b>PRESENT</b>	Reeve Councillors	Dale Gervais Dave Hay Bill Smith Dale Smith Roxie Rutt Les Urness
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<b>ATTENDING</b>	Chief Administrative Officer General Manager, Corporate Services General Manager, Infrastructure & Planning Communications Officer Recording Secretary	Mike Haugen Rosemary Offrey Grant Gyurkovits Diane Carter Lianne Kruger
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<b>ABSENT</b>	Deputy Reeve Councillor General Manager, Community Services	Tom Burton George Delorme Dennis Mueller
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**#2:** MOTION: 15.06.303. Moved by: COUNCILLOR ROXIE RUTT  
**AGENDA** That the June 23, 2015 agenda be adopted as presented.  
CARRIED

**#3.1** MOTION: 15.06.304. Moved by: COUNCILLOR DALE SMITH  
**REGULAR COUNCIL** That the Minutes of the Regular Council Meeting held on Tuesday, June 09, 2015  
**MEETING MINUTES** be adopted as presented.  
CARRIED

**#3.2** **3.2 BUSINESS ARISING FROM MINUTES:**  
**BUSINESS ARISING**  
**FROM MINUTES**

**#5** **5.0 DELEGATIONS**  
**DELEGATIONS**

There were no Delegations scheduled for this meeting.

**#4 PUBLIC** **4.0 PUBLIC HEARING**  
**HEARING**

There were no Public Hearings scheduled for this meeting.

**#7  
OLD BUSINESS**

**7.0 OLD BUSINESS**

There is no Old Business to report.

**#8  
NEW BUSINESS**

**8.0 NEW BUSINESS**

**8.1 INFORMATION PACKAGE RELATING TO SML'S 060086, 070062 AND 070064**

**SML REPORT**

MOTION: 15.06.305. Moved by: COUNCILLOR BILL SMITH  
That Council accept the report provided on SML 060086, SML 070062 and SML 070064 as information as presented.

Councillor Les Urness vacated the meeting at 9:11 a.m.  
Councillor Les Urness re-entered the meeting at 9:12 a.m.

CARRIED

**8.2 TAX RECOVERY – PUBLIC SALE OF LAND**

**OPINION OF VALUE**

MOTION: 15.06.306. Moved by: COUNCILLOR DAVE HAY  
That Council set the terms and conditions that apply to the public sale of land as per the attached advertisement and adopt the "Opinion of Value" prepared by Accurate Assessment Group with reserve bid prices as follows:

Roll #292656	NE-34-66-11-W6	Plan 8821490	Block 9	Opinion \$70,000
Roll # 309177	NE-9-69-22-W5	Plan 9920557	Lot 1	Opinion \$500,000

CARRIED

**PUBLIC AUCTION  
DATE**

MOTION: 15.06.307. Moved by: COUNCILLOR DAVE HAY  
That Council set September 17, 2015 at 9:00 a.m. as the Public Auction Date for the sale of the following properties:

Roll #292656	NE-34-66-11-W6	Plan 8821490	Block 9	Opinion \$70,000
Roll #309177	NE-9-69-22-W5	Plan 9920557	Lot 1	Opinion \$500,000

CARRIED

Reeve Gervais recessed the meeting at 9:30 a.m.  
Reeve Gervais reconvened the meeting at 9:42 a.m.

**TAX DEFAULT  
REPORT**

MOTION: 15.06.308. Moved by: REEVE DALE GERVAIS  
That Council direct administration to provide a report on the lands held by the MD of Greenview by tax default for the July 14<sup>th</sup>, 2015 Regular Council meeting.  
CARRIED

**8.3 LITTLE SMOKY SKI HILL – LETTER OF SUPPORT**

**LITTLE SMOKY SKI  
HILL**

MOTION: 15.06.309. Moved by: COUNCILLOR LES URNESS  
That Council direct administration to provide a Letter of Support to the Western Economic Diversification Canada in support of the MD of Smoky River's Little Smoky Ski Hill Project, for the Canada 150 Community Infrastructure Program Grant.

CARRIED

**8.4 SURPLUS GRADER TO THE TOWN OF GRANDE CACHE**

**SURPLUS GRADER**

MOTION: 15.06.310. Moved by: COUNCILLOR DAVE HAY  
That Council approve the transferring of ownership of one 2011 John Deere 872GP Grader, serial number 1DW872GPEBD634967 to the Town of Grande Cache, and that said unit not be sent to auction as per Motion 15.04.207.

CARRIED

**LOC REPORT**

MOTION: 15.06.311. Moved by: COUNCILLOR DALE SMITH  
That Council direct administration to bring back a report regarding the License of Occupation (LOC) from Fox Creek to the Trilogy Road.

CARRIED

**8.5 MANAGERS' REPORT**

**MANAGER REPORT**

MOTION: 15.06.312. Moved by: COUNCILLOR DALE SMITH  
That Council accept the Managers' Report as presented.

CARRIED

**#9  
COUNCILLORS  
BUSINESS &  
REPORTS**

**9.1 COUNCILLORS' BUSINESS & REPORTS**

**9.2 MEMBERS' REPORT:** Council provided an update on activities and events both attended and upcoming, including the following:

**COUNCILLOR LES URNESS**

Attended the Municipal Planning Commission (MPC) Meeting  
Attended the Municipal Development Plan Open House  
Attended the DeBolt Ratepayer Barbeque

**COUNCILLOR DAVE HAY**

Attended the Valleyview Recreation Board  
Attended the Municipal Planning Commission (MPC) Meeting  
Attended the Valleyview Medical Clinic Meeting  
Attended the Joint Council Meeting with the Town of Grande Cache  
Attended the Committee of the Whole  
Attended the Grande Cache Ratepayer Barbeque  
Attended the FCSS Meeting  
Attended the Heart River Housing Meeting  
Attended the DeBolt Ratepayer Barbeque

**COUNCILLOR DALE SMITH**

Attended the Municipal Planning Commission Meeting  
Attended the Encana Field Operation Tour  
Attended the Canadian Association of Petroleum Producers (CAPP) Meeting  
Attended the Joint Council Meeting with the Town of Grande Cache  
Attended the Committee of the Whole (COW) Meeting  
Attended the Grande Cache Ratepayers Barbeque

**COUNCILLOR ROXIE RUTT**

Attended the Grande Prairie Public Library Meeting  
Attended the Municipal Planning Commission (MPC) Meeting  
Attended the Encana Field Operation Tour  
Attended the Greenview Golf Tournament  
Attended the Joint Council Meeting with the Town of Grande Cache  
Attended the Committee of the Whole (COW) Meeting  
Attended the Grande Cache Ratepayers Barbeque  
Attended the FCSS Meeting  
Attended the Valleyview Medical Clinic Meeting  
Attended the Greenview Staff Barbeque  
Attended the Grande Spirit Management Committee Meeting  
Attended the Municipal Development Plan Open House

**COUNCILLOR BILL SMITH**

Attended the Municipal Planning Commission (MPC) Meeting  
Attended the Grovedale Music Festival  
Attended the Committee of the Whole (COW) Meeting  
Attended the Grande Cache Ratepayer Barbeque  
Attended the Peace Country Forage Association Meeting

**DEPUTY REEVE TOM BURTON**

Not in attendance.

**COUNCILLOR GEORGE DELORME**

Not in attendance.

**9.1 REEVE'S REPORT:**

**REEVE DALE GERVAIS:**

Attended the Municipal Planning Commission Meeting  
Attended the Canadian Association of Petroleum Producers (CAPP) Meeting  
Attended the Greenview Golf Tournament  
Attended the Valleyview Medical Clinic Meeting  
Attended the Joint Council Meeting with the Town of Grande Cache  
Attended the Committee of the Whole (COW) Meeting  
Attended the Grande Cache Ratepayers Barbeque  
Attended the DeBolt Ratepayer Barbeque

**#10  
CORRESPONDENCE**

**10.0 CORRESPONDENCE:**

MOTION: 15.06.313. Moved by: COUNCILLOR BILL SMITH  
That Council accept the correspondence as presented for information.  
CARRIED

**# 11  
IN CAMERA**

**11.0 IN CAMERA CONFIDENTIAL ITEMS**

**IN CAMERA**

There was no In Camera presented.

**#12  
ADJOURNMENT**

**12.0 ADJOURNMENT**

MOTION: 15.06.314. Moved by: COUNCILLOR ROXIE RUTT  
That this meeting adjourn at 10:53 a.m.

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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REEVE



# REQUEST FOR DECISION

**SUBJECT: Bylaw 15-745 on SE-7-69-6-W6**

**SUBMISSION** Regular Council Meeting

**TO:**

**MEETING DATE:** July 14, 2015

**DEPARTMENT:** Infrastructure&Planning/Planning&Development

**FILE NO./LEGAL:** A15-004 – SE-7-69-6-W6

**STRATEGIC**

**PLAN:**

**REVIEWED AND APPROVED FOR SUBMISSION**

**CAO:** MH **MANAGER:** INT

**GM:** INT **PRESENTER:** SAR

**LEGAL/ POLICY REVIEW:** INT

**FINANCIAL REVIEW:**

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## RELEVANT LEGISLATION:

**Provincial (cite) – Municipal Government Act, Division 12, Bylaws, Regulations, Planning Bylaws 692 (1) - (9).**  
*In accordance with Section 692 of the Municipal Government Act (MGA), prior to giving Second Reading to a Bylaw, Council must hold a Public Hearing. Section 606 of MGA outlines the requirements for advertising, stating the Notice of the Bylaw must be published at least once a week for two consecutive weeks in at least one newspaper other publication circulating in the area to which the proposed bylaw relates and at least five days prior to the meeting, or mailed or delivered to every residence in the area to which the proposed Bylaw is to be held.*

**Council Bylaw / Policy (cite) – Municipal Development Plan Bylaw No. 03-397 December, 2003 (cite), Section 1, 1.2 Goals of the Plan, Section 3 Agriculture, 3.3 Better Agricultural Lands, and Section 4 Country Residential.**

*Section 1.1 . . . "The Municipal Development Plan will provide a framework for future decisions on land use that will ultimately affect the economic development of the Municipal District. The Plan will attempt to achieve this while balancing the need for growth with measures to protect our limited agricultural and environmental resources."*

*The preservation and promotion of the agriculture land base are major goals of the Plan with objectives to: minimize the loss of better agricultural land to non-agricultural uses; to encourage development of the agricultural community and promote the rights of farmers to continue normal agricultural operations; and to promote the construction of agriculture operations in a sustainable manner.*

Section 3.3.1 Identifies: *"The types of non-agricultural uses that may be considered acceptable on better agricultural lands include:*

- (a) Agricultural industry which directly benefit and serve the rural community;*
- (b) Natural resource extractive industries;*
- (c) Temporary storage of oilfield related equipment and pipe;*
- (d) Recreational uses;*
- (e) Public uses and public utility systems; and*
- (f) Home-based business."*

Section 4.1 Country Residential Development are important components of the municipality's residential land use pattern with Plan Objectives being:

- (a) To ensure that country residential developments are properly serviced and situated in appropriate locations.*
- (b) To meet the need and demand for properly serviced country residential lots throughout the Municipal District..*

- (c) *To ensure that country residential development does not negatively impact on surrounding land uses or the Municipal District's infrastructure.*

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**RECOMMENDED ACTION:**

**MOTION:** That Council give First Reading to Bylaw No. 15-745 to re-designate the proposed 4.16 hectares  $\pm$  (10.27 acres) within SE-7-69-6-W6 from Agriculture (A) District to Country Residential One (CR-1) District, as per attached Schedule 'E'.

**MOTION:** That Council schedule a Public Hearing for Bylaw No. 15-745 to be held on August 25, 2015, at 10:00 a.m. for the re-designation of the proposed 4.16 hectares  $\pm$  (10.27 acres) within SE-7-69-6-W6 from Agriculture (A) District to Country Residential One (CR-1) District, as per attached Schedule 'E'.

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**BACKGROUND / PROPOSAL:**

The application was received on behalf of Harvey and Edith Gillett in the Grovedale area, Ward 8. The landowner/applicant proposes to rezone the proposed 4.16 hectares  $\pm$  (10.27 acres) from Agriculture (A) District to Country Residential One (CR-1) District, as per attached Schedule 'A' within SE-7-69-6-W6. The proposed lot would encompass the existing residential yard site and improvements as a second lot from the said quarter section.

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**OPTIONS – BENEFITS / DISADVANTAGES:**

**Options –**

1. Council can pass a motion to give First Reading to Bylaw No. 15-745 and for Council to pass a motion to schedule a Public Hearing for August 25, 2015, allowing enough time for the application to be circulated as per legislation.
2. Council can table Bylaw No. 15-745 for further discussion or information.
3. Council can refuse to give First Reading to Bylaw No. 15-745.

**Benefits –**

To allow additional residential opportunities to ratepayers within the municipality that offers economic options for the municipality to continue to grow. The proposal is immediately adjacent to an improved paved roadway that the municipality has invested in.

**Disadvantages -**

Increased opportunity for conflicts with surrounding Land Uses.

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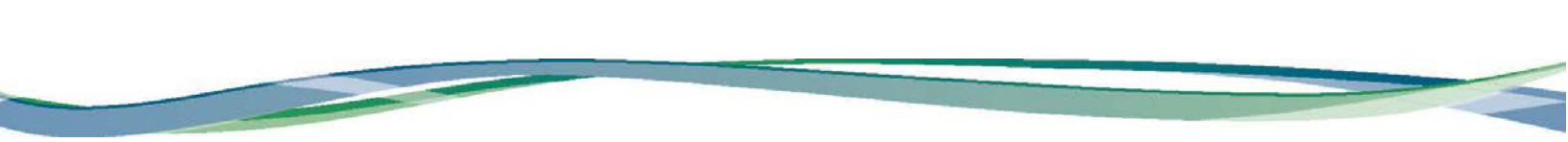
**COSTS / SOURCE OF FUNDING:**

The application has been endorsed by the applicant as well as the appropriate fees have been received as required.

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**ATTACHMENT(S):**


- Schedule 'A' – Application and Sketch

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- Schedule 'B' – Owner Location Map
  - Schedule 'C' – Farmland Report and Map
  - Schedule 'D' – Referral Responses
  - Schedule 'E' – Bylaw No. 15-745



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'A' – Application and Sketch



**LAND USE AMENDMENT APPLICATION – FORM A**  
Municipal District of Greenview  
4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0  
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608  
[www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)

Received  
April 2, 2015

FOR ADMINISTRATIVE USE

LUB MAP NO.	BYLAW NO.
236	745
APPLICATION NO.	
115-004	
RECEIPT NO.	01315A
ROLL NO.	39932
RFLA RATING	

Complete if Different from Applicant

NAME OF APPLICANT(S) HARVEY & EDITH GILLET		NAME OF REGISTERED LANDOWNER(S)	
ADDRESS Box 167 Graveldale Alberta		ADDRESS	
POSTAL CODE T0H 1X0	TELEPHONE (Res.) 780 532 6784	(Bus.) 780 933 7333	TELEPHONE (Res.) 69134 RGE RD 65
		(Bus.)	

Legal description of the land affected by the proposed amendment

QTR./L.S. SE	SEC 7	TWP. 67	RG. 6	M. 6	OR	REGISTRATION PLAN NO.	BLOCK	LOT
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Land Use Classification for Amendment Proposed:

FROM: AGRICULTURAL	TO: CR1
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Reasons Supporting Proposed Amendment:


Physical Characteristics:

Describe Topography: flat	Vegetation: Brush	Soil: clay
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Water Services:

Existing Source: Well	Proposed Water Source:
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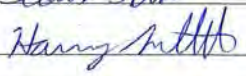
Sewage Services:

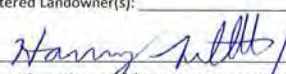

Existing Disposal: open Discharge / Pump/out	Proposed Disposal:
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Approach(s) Information:

Existing: Asphalt	Proposed:
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☐ I / We have enclosed the required Application Fee of \$ 800.00.

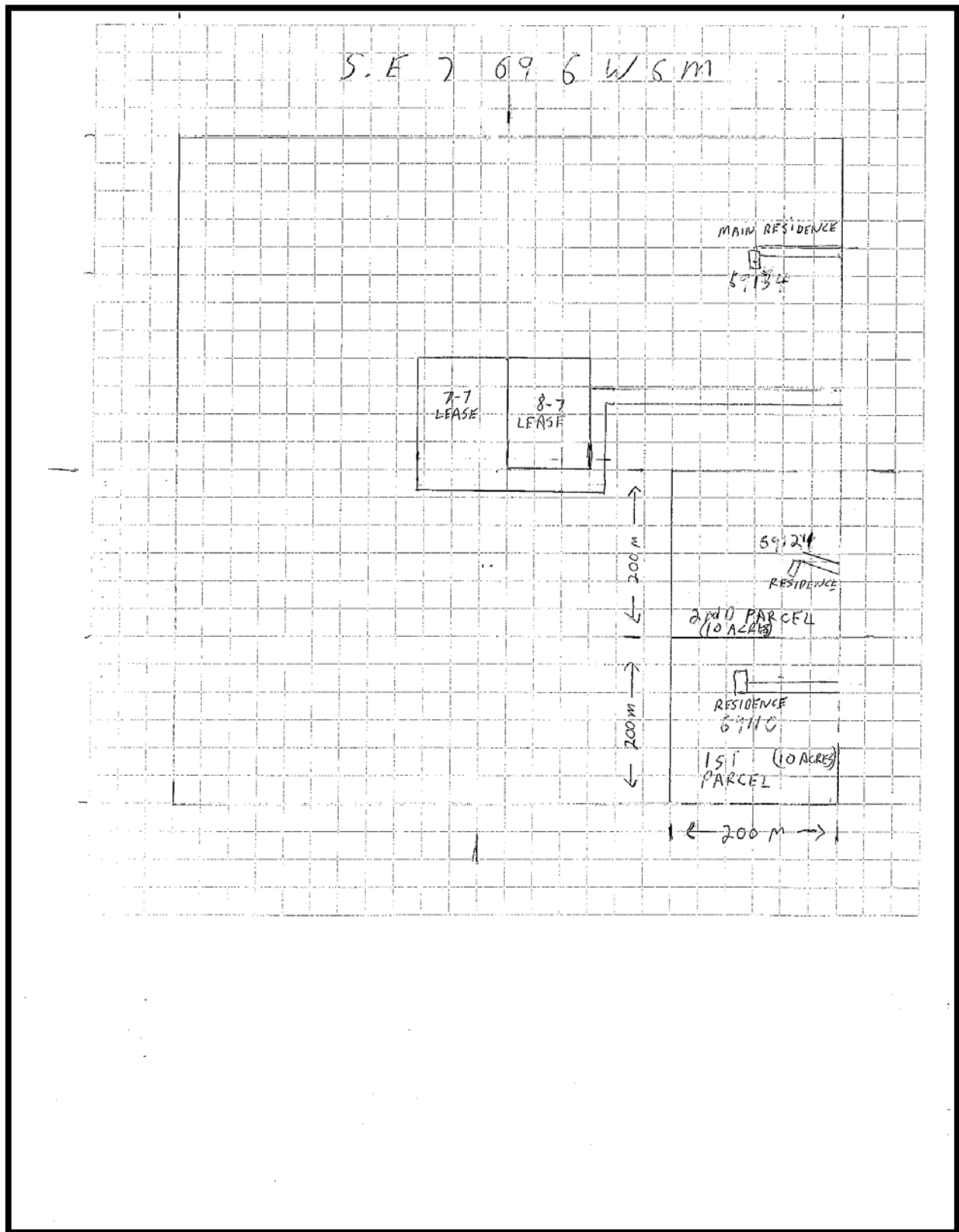
Date: March 26 / 2015 Applicant(s):   


Date: / Registered Landowner(s):   


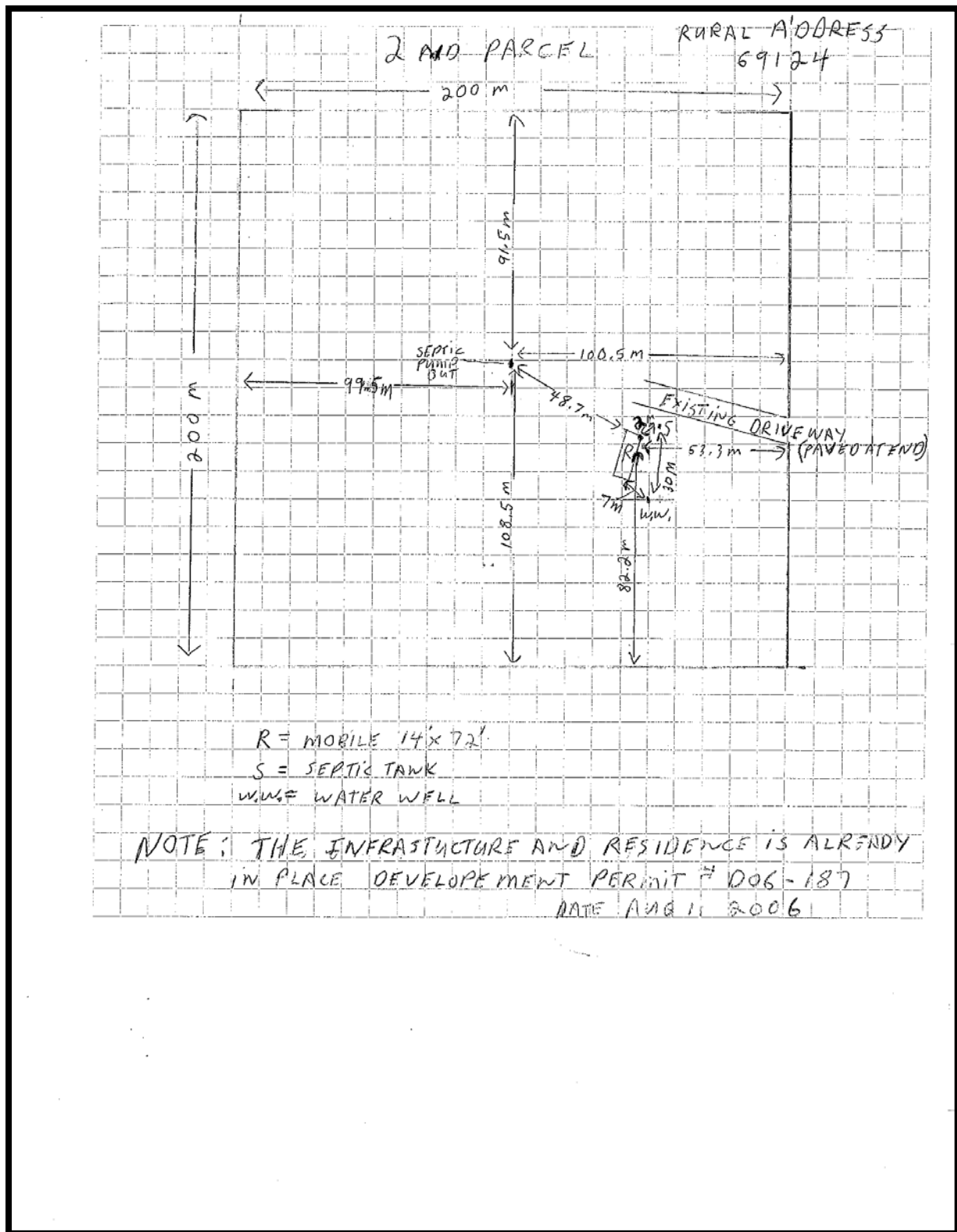
NOTE: Registered Landowner(s) Signatures required if different from Applicant.

Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33 of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of our Development program. If you have any questions about the collection please contact the Freedom of Information and Protection of Privacy Coordinator at 780-524-7600.

Schedule 'A' – Application and Sketch

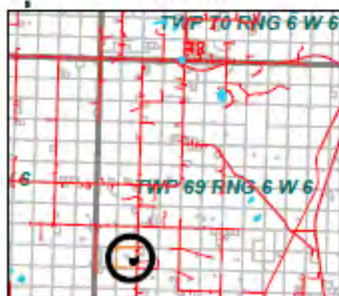
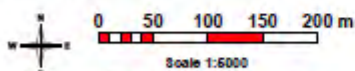
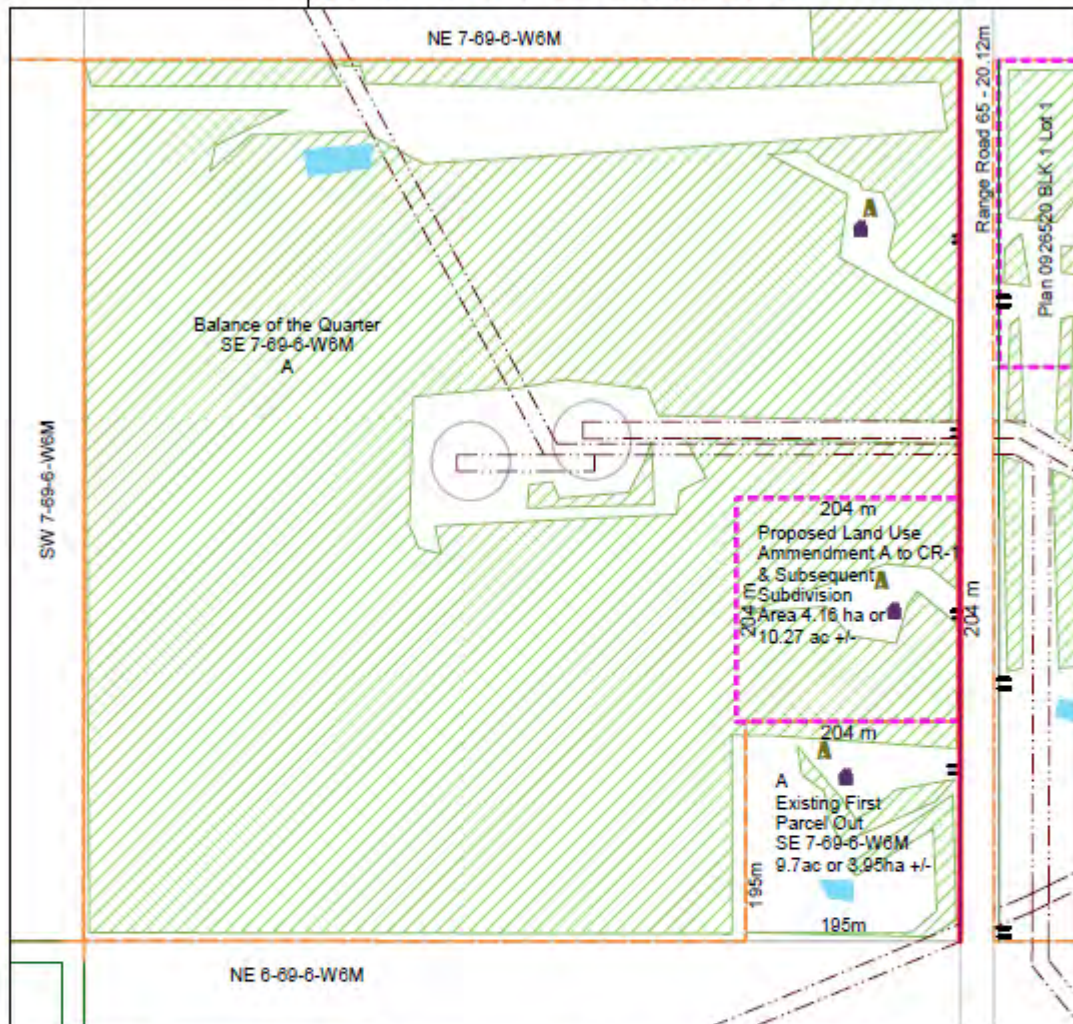


# Schedule 'A' – Application and Sketch



# Schedule 'A' – Application and Sketch

## Proposed Land Use Ammdement - Municipal District of Greenview No. 16 S.E. SEC. 7 - TWP. 69 - RNG.6 - W6M



0 1 2 km  
Scale 1:160,000

Legend			
	Flood Area		Outbuilding
	Subdivision		Residence
	Flood System		Well
	Holding Tank		Approach
	Pumpout		Right-of-Way
			Municipal Boundary
	Trees		Rivers / Creeks
	Water Bodies		Cadastre

Note: Distances & Area calculations are approximate. Improvements located as data supplied by owner.

Date: April 10, 2015

Location: SE 7-69-6-W6M

Land Use

Map#: 236 (Bylaw 14-745)

File No.: A15-004

Name: Harvey & Edith Gillett





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'B' – Owner Location Map

FILE NO. A15-004

APPLICANT: HARVEY AND EDITH GILLETT

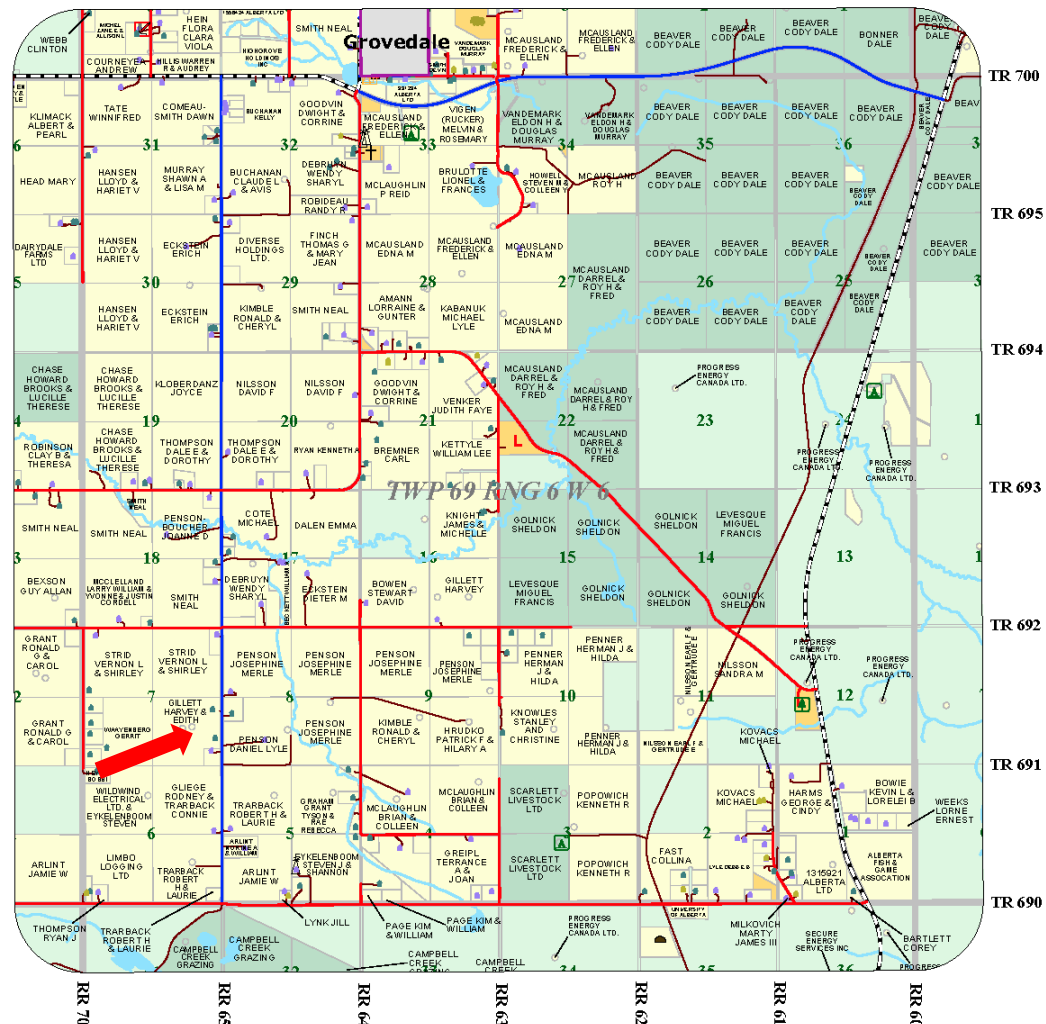
LEGAL LOCATION: SE-7-69-6-W6

LANDOWNER: HARVEY AND EDITH GILLETT

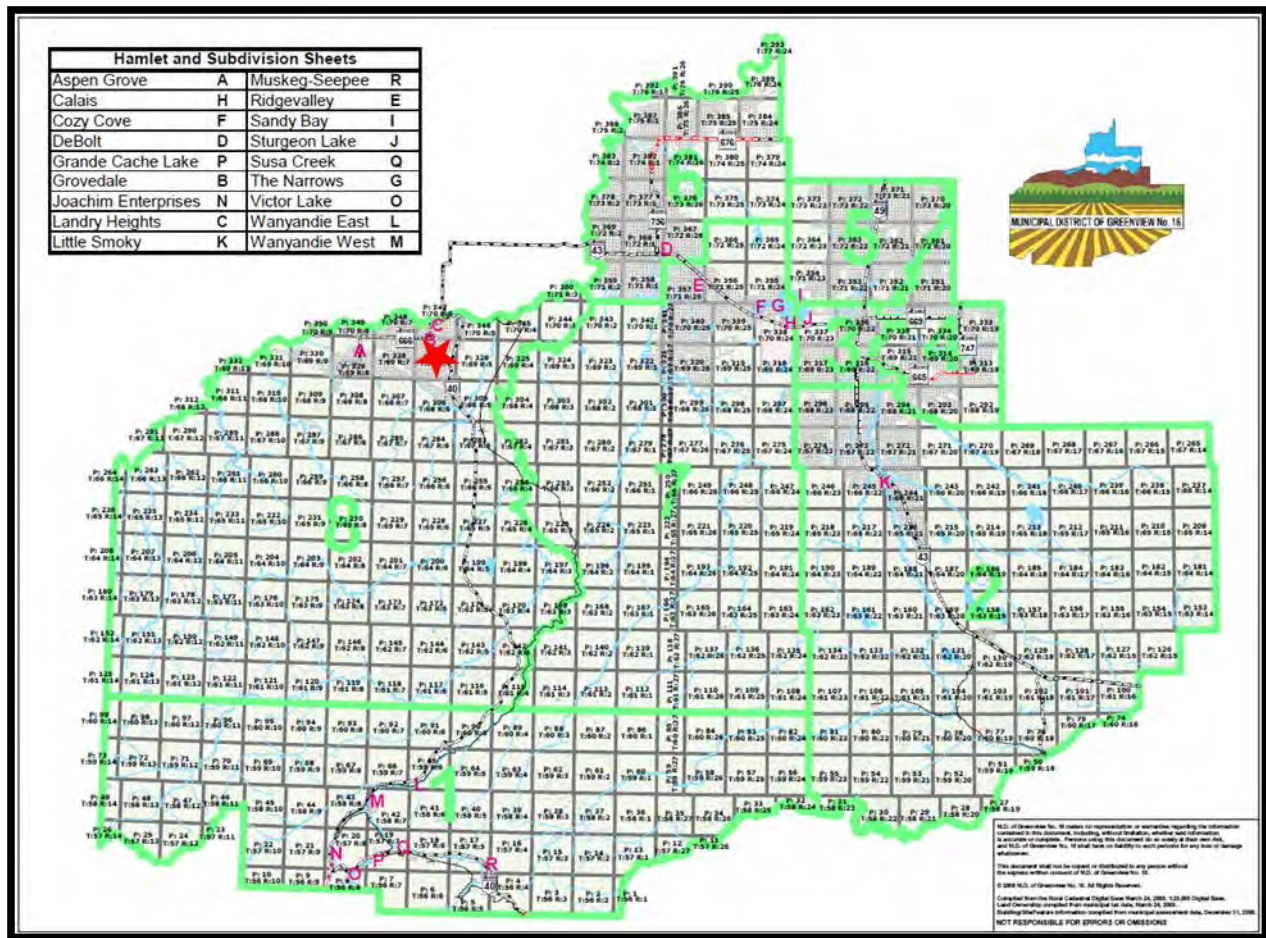
Township 69, Range 6



## M.D. of Greenview No. 16



## Schedule 'B' – Owner Location Map





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'C' – Farmland Report and Map

FILE NO. A15-004

APPLICANT: HARVEY AND EDITH GILLETT

LEGAL LOCATION: SE-7-69-6-W6

LANDOWNER: HARVEY AND EDITH GILLETT



### Farmland Calculation Report

Year of General Assessment: 2014

<b>Roll:</b> 39932	<b>Alt. Key:</b>	GRANDE PRAIRIE	16 miles	94%
<b>Legal:</b> SE-7-69-6-6			Access:	100%
Agroclimatic Zone: 21 2H-PR	Photo: 69062	Type:	Net Location:	94%

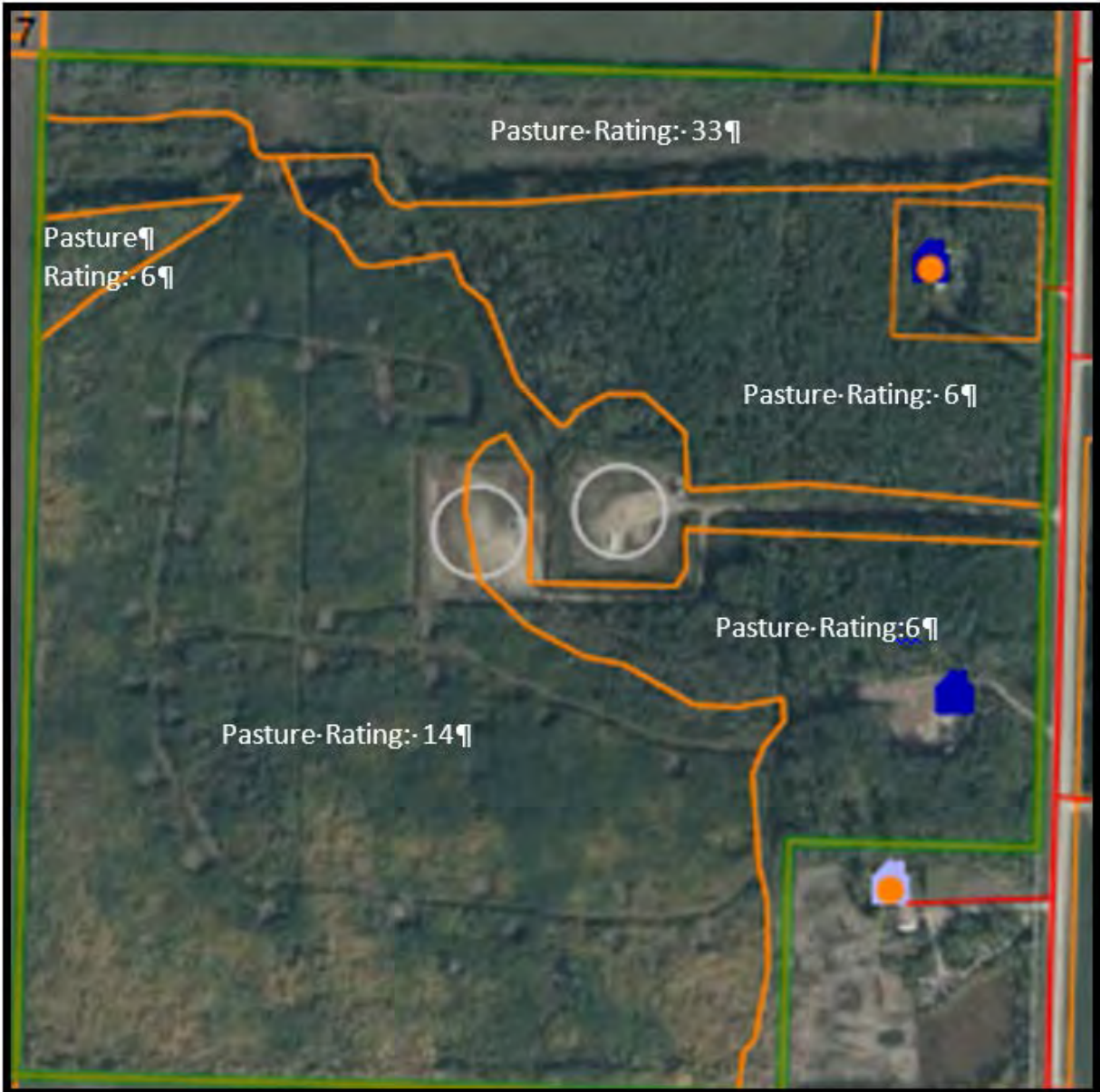
<b>No: 1</b>	16.00 Acres	Soil: 80	Pasture	Dryland Pasture	%Fld	NPR	ICP
	10 Soil Group		62 GL		50 100%	0.0	0.0
	82 Improved		11 10-12 Ac/AU		50 100%	33.0	0.0
	99 Description		22 Obstacles/Size		50 100%	0.0	0.0
						33.0	0.0
	Group ID: 138033977		16.00 Acres x	350.0 Acres x	1.0000 x	33.0 %	=

<b>No: 2</b>	86.00 Acres	Soil: 80	Pasture	Dryland Pasture	%Fld	NPR	ICP
	81 Native		32 32 Ac/AU		50 100%	14.0	0.0
	99 Description		1 See Comments		50 100%	0.0	0.0
						14.0	0.0
	Group ID: 138033978		86.00 Acres x	350.0 Acres x	1.0000 x	14.0 %	=

<b>No: 3</b>	44.25 Acres	Soil: 80	Pasture	Dryland Pasture	%Fld	NPR	ICP
	81 Native		60 60 Ac/AU		50 100%	6.0	0.0
	99 Description		9 Trees		50 100%	0.0	0.0
						6.0	0.0
	Group ID: 138033979		44.25 Acres x	350.0 Acres x	1.0000 x	6.0 %	=

Areas	Asmt Code	Areas
Parcel: 149.25	300 100%	Arable Dry: 0.00
@ F/L Rates: 146.25		Arable Irr: 0.00
		Pasture Dry: 146.25
		Pasture Irr: 0.00
		Waste: 0.00

Schedule 'C' – Farmland Report and Map



9



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule D' – Referral Responses

**From:** [LandInquiries@atcoelectric.com](mailto:LandInquiries@atcoelectric.com)  
**To:** [Jenny Cornelsen](#)  
**Subject:** AEL2015-0602 - A15-004 Notice to Referral Agencies  
**Date:** May 6, 2015 9:58:11 AM

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Good Morning Jenny,

ATCO Electric has no comments or concerns with this application.

Thank you.

***Rita Klasson***

Land Administrator|Land Administration

**ATCO Electric | Distribution | Forest & Lands Management**

18th Floor CWB | 10303 Jasper Avenue, Edmonton, AB T5J 5C3

Phone: (780) 508-4688

Mailing Address:

ATCO Electric Ltd. 10035 C 105 Street, Edmonton, AB T5J 2V6

Attn: Rita Klasson - 18CWB



Please consider the environment before printing this e-mail

## Schedule 'D' – Referral Responses

**From:** [Isabel.Solis@atcopipelines.com](mailto:Isabel.Solis@atcopipelines.com)  
**To:** [Jenny Cornelsen](#)  
**Subject:** 15-1467 Response - A15-004 Notice to Referral Agencies  
**Date:** May 8, 2015 4:05:51 PM  
**Attachments:** [DOC050515-05052015123145.pdf](#)

---

ATCO PIPELINES has no objection.

Thank you ☺

**Isabel Solis** | Operations Engineering Administrative Coordinator

ATCO Pipelines | 7210-42 Street NW | Edmonton, AB T6B 3H1

T: 780.420.3896 | F: 780.420.7411

**ATCO Pipelines has a new website! Check it out here:** [www.atcopipelines.com](http://www.atcopipelines.com)

**MISSION:** ATCO Pipelines provides reliable and efficient delivery of natural gas and is committed to operational excellence and superior customer service while ensuring the safety of our employees and the public.

 Please consider the environment before printing this e-mail



# BYLAW No. 15-745

## OF THE MUNICIPAL DISTRICT OF GREENVIEW No. 16

### **A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw No. 03-396, being the Land Use Bylaw for the Municipal District of Greenview No. 16**

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

1. That Map No. 236 in the Land Use Bylaw, being Bylaw No. 03-396, be added to reclassify the following area:

All that Portion of the  
Southeast (SE) Quarter of Section Seven (7)  
Within Township Sixty-Nine (69)  
Range Six (6) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

Read a first time this 14<sup>th</sup> day of July, A.D., 2015.

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

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

\_\_\_\_\_  
REEVE

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

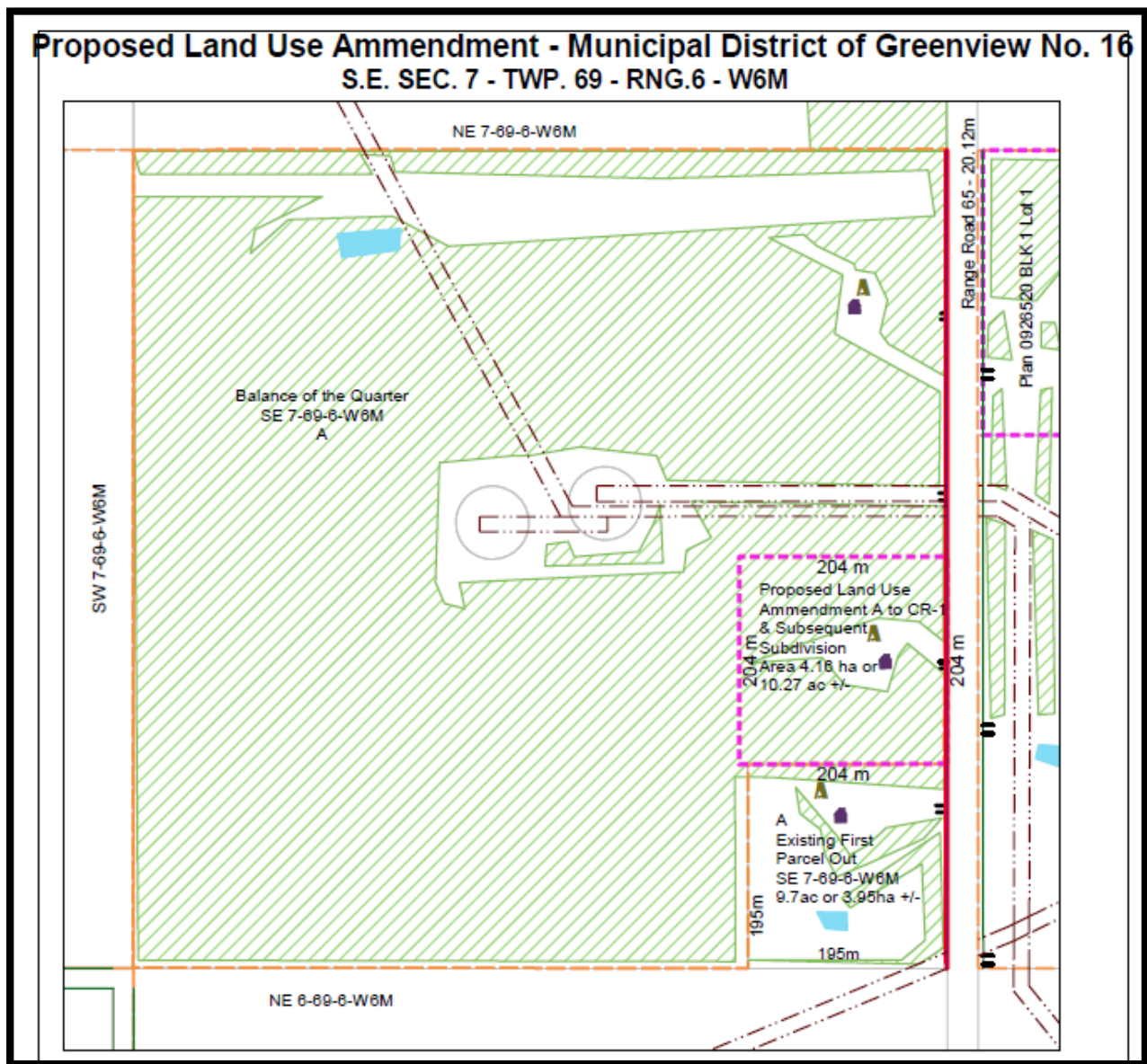
## SCHEDULE "A"

To Bylaw No. 15-745

### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the  
Southeast (SE) Quarter of Section Seven (7)  
Within Township Sixty-Nine (69)  
Range Six (6) West of the Sixth Meridian (W6M)

Is reclassified from Agriculture (A) District to Country Residential One (CR1) District as identified below:





# REQUEST FOR DECISION

SUBJECT: **Bylaw 15-747 on SW-36-68-6-W6**

SUBMISSION Regular Council Meeting

TO:

MEETING DATE: July 14, 2015

DEPARTMENT: Infrastructure&Planning/Planning&Development

FILE NO./LEGAL: A15-005 – SW-36-68-6-W6

STRATEGIC

PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MH MANAGER: INT

GM: INT PRESENTER: INT

LEGAL/ POLICY REVIEW: INT

FINANCIAL REVIEW:

---

## RELEVANT LEGISLATION:

**Provincial (cite)** – *Municipal Government Act, Division 12, Bylaws, Regulations, Planning Bylaws 692 (1) - (9).*  
*In accordance with Section 692 of the Municipal Government Act (MGA), prior to giving Second Reading to a Bylaw, Council must hold a Public Hearing. Section 606 of MGA outlines the requirements for advertising, stating the Notice of the Bylaw must be published at least once a week for two consecutive weeks in at least one newspaper other publication circulating in the area to which the proposed bylaw relates and at least five days prior to the meeting, or mailed or delivered to every residence in the area to which the proposed Bylaw is to be held.*

**Council Bylaw / Policy (cite)** – *Municipal Development Plan Bylaw No. 03-397 December, 2003 (cite), Section 1, 1.2 Goals of the Plan, Section 3 Agriculture, 3.3 Better Agricultural Lands, and Section 6 Industrial, 6.2 Industrial Development.*

## 6.2 INDUSTRIAL DEVELOPMENT

6.2.1 The types of industry which may be supported in the Municipal District include those that:


- (a) Cater to the needs of agriculture, forestry, or natural resource extraction;
- (b) Have comparatively large land requirements;
- (c) Are not suited to an urban area;
- (d) Do not conflict with adjacent land uses in terms of appearance, emissions, noise, or traffic generation, unless suitable buffers are provided;
- (e) Are located on sites that are suitable for the proposed development in terms of soil stability, groundwater level, and drainage; and
- (f) Have minimal servicing requirements.

6.2.2 Industrial development proposals:

- (a) Should wherever possible locate in an industrial park;
- (b) Shall not be permitted to locate on better agricultural land, unless the proposal has unique site requirements or no suitable alternative location; and
- (c) Shall not locate in an environmentally sensitive area.

6.2.3 All industrial development proposals will be evaluated according to the following:

- (a) Potential impact on water supplies and water courses;

- 
- (b) Proximity to residential, recreational, and public uses, and environmentally sensitive areas;
  - (c) Impacts on the local road network; and
  - (d) Conformity with relevant statutory plans and the Land Use Bylaw.
- 6.2.4 With the exception of farm-based industries, resource extraction, and heavy industrial uses, industrial development should be encouraged to locate in industrial parks.
- 6.2.5 The Municipal District may require that an area structure plan be prepared for a proposed rural industrial park. These plans shall address the following issues to the satisfaction of the Municipal District:
- (a) Conformity with this Plan, other statutory plans, if any, and the Land Use Bylaw;
  - (b) Proposed lot layout and phasing;
  - (c) Impacts on adjacent uses, environmentally sensitive areas, and recreational uses, including provision for buffers;
  - (d) Proposed methods of water supply, sewage disposal, and storm drainage;
  - (e) Access, internal circulation, and impacts on the transportation network; and
  - (f) Allocation of municipal and environmental reserve, if required.
- 6.2.6 The Municipal District shall require that development and subdivision applications in close proximity to sour gas facilities meet the standards of the Alberta Energy and Utilities Board and the Land Use Bylaw.
- 6.2.7 The Municipal District may support the storage and processing of dangerous goods subject to the following:
- (a) The proposed location is isolated in nature and located away from residential, institutional or recreational development;
  - (b) Public access to the site is restricted;
  - (c) That the facility receives approval from the applicable licensing agency; and
  - (d) Preparation of an emergency response plan.

---

#### RECOMMENDED ACTION:

**MOTION: That Council give First Reading to Bylaw No. 15-747 to re-designate the proposed 22.14 ± hectares (54.7 acres) within SW-36-68-6-W6 from Crown Land (CL) District to Industrial District, as per attached Schedule 'E'.**

**MOTION: That Council schedule a Public Hearing for Bylaw No. 15-747 to be held on August 25, 2015, at 10:00 a.m. for the re-designation of the proposed 22.14 hectares ± (54.7 acres) within SW-36-68-6-W6 from Crown Land (CL) District to Industrial (I) District, as per attached Schedule 'E'.**

---

#### BACKGROUND / PROPOSAL:

The application was received on behalf of Secure Energy Services Inc., in the Grovedale area, Ward 8. The landowner/applicant proposes to rezone the proposed 22.14 hectares ± (54.7 acres) from Crown Land (CL) District to Industrial (I) District, as per attached Schedule 'A' within SW-36-68-6-W6. The proposed is to allow for the expansion of the existing landfill operations at the south Grande Prairie location. The proposed area would tie-in with the existing land base that borders to the immediate west of the existing operations.

The proposed area is forest with gentle slope from the southwest to northeast and easily accessible from the existing development onto Highway 40.

---

#### OPTIONS – BENEFITS / DISADVANTAGES:

**Options –**

1. Council can pass a motion to give First Reading to Bylaw No. 15-747 and for Council to pass a motion to schedule a Public Hearing for August 25, 2015, allowing enough time for the application to be circulated as per legislation.
2. Council can table Bylaw No. 15-747 for further discussion or information.
3. Council can refuse to give First Reading to Bylaw No. 15-747.

**Benefits –**

To allow additional residential opportunities to ratepayers within the municipality that offers economic options for the municipality to continue to grow. The proposal is immediately adjacent to an improved paved roadway that the municipality has invested in.

**Disadvantages -**

Increased opportunity for conflicts with surrounding Land Uses.

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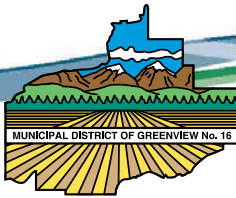
**COSTS / SOURCE OF FUNDING:**

The application has been endorsed by the applicant as well as the appropriate fees have been received as required.

---


**ATTACHMENT(S):**

- Schedule 'A' – Application and Sketch
- Schedule 'B' – Owner Location Map
- Schedule 'C' – Farmland Report and Map
- Schedule 'D' – Referral Responses
- Schedule 'E' – Bylaw No. 15-747



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'A' – Application and Sketch



**LAND USE AMENDMENT APPLICATION – FORM A**  
Municipal District of Greenview  
4806, 36 Avenue, Box 1079, Valleyview AB T0H 3N0  
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608  
[www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)  
**RECEIVED**  
**APR 07 2015**

**FOR ADMINISTRATIVE USE**

LUB MAP NO.	BYLAW NO.
170	
APPLICATION NO.	115-005
RECEIPT NO.	0131592
ROLL NO.	314987
RFLA RATING	N/A

NAME OF APPLICANT(S) Secure Energy Service		NAME OF REGISTERED LANDOWNER(S) Crown Lease MLL060145	
ADDRESS 9516 146 Ave		ADDRESS	
Grande Prairie, AB			
POSTAL CODE T8V 7V9	TELEPHONE (Res.) 780-357-5639	POSTAL CODE	TELEPHONE (Res.)
	(Bus.)		(Bus.)

**Legal description of the land affected by the proposed amendment**

QTR./L.S.	SEC	TWP.	RG.	M.	OR	REGISTRATION PLAN NO.	BLOCK	LOT
SW	36	68	6	6				

**Land Use Classification for Amendment Proposed:**

FROM: Agricultural/Forestry	TO: Industrial
-----------------------------	----------------

**Reasons Supporting Proposed Amendment:**

Secure is proposing to expand their existing landfill operations at South Grande Prairie. An application to ESRD will be submitted later this year for the expansion.

**Physical Characteristics:**

Describe Topography: Gentle Sloping from SW to NE	Vegetation: Forested	Soil: Quaternary Lacustrine Clay/Silt
---	----------------------	---------------------------------------

**Water Services:**

Existing Source: Fresh water well (diversion licence #264032) onsite	Proposed Water Source:
--	------------------------

**Sewage Services:**

Existing Disposal: Septic Tank and Hauled for Disposal	Proposed Disposal:
--	--------------------

**Approach(s) Information:**

Existing: Off Hwy 40 into existing operations	Proposed:
---	-----------

☒ I / We have enclosed the required Application Fee of \$ 800.00.

Date: April 2, 2015 Applicant(s): [Signature]

Date: \_\_\_\_\_ Registered Landowner(s): \_\_\_\_\_

**NOTE: Registered Landowner(s) Signatures required if different from Applicant.**

Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33 of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of our Development program. If you have any questions about the collection please contact the Freedom of Information and Protection of Privacy Coordinator at 780-524-7600.

# Schedule 'A' – Application and Sketch

## Land Use Amendment - Municipal District of Greenview No. 16

### SW 36-68-6-W6M

**Legend**

- Land Use Amendment
- Access
- ~ River / Creek
- Water Body

**NOTE:**  
This map has been consolidated for convenience only. The Official Bylaw and amendments thereto, should be consulted for all purposes of interpretation and application.

**LAND USE BYLAW MAP 170**

**Municipal District of Greenview No.16**

**Bylaw No.**

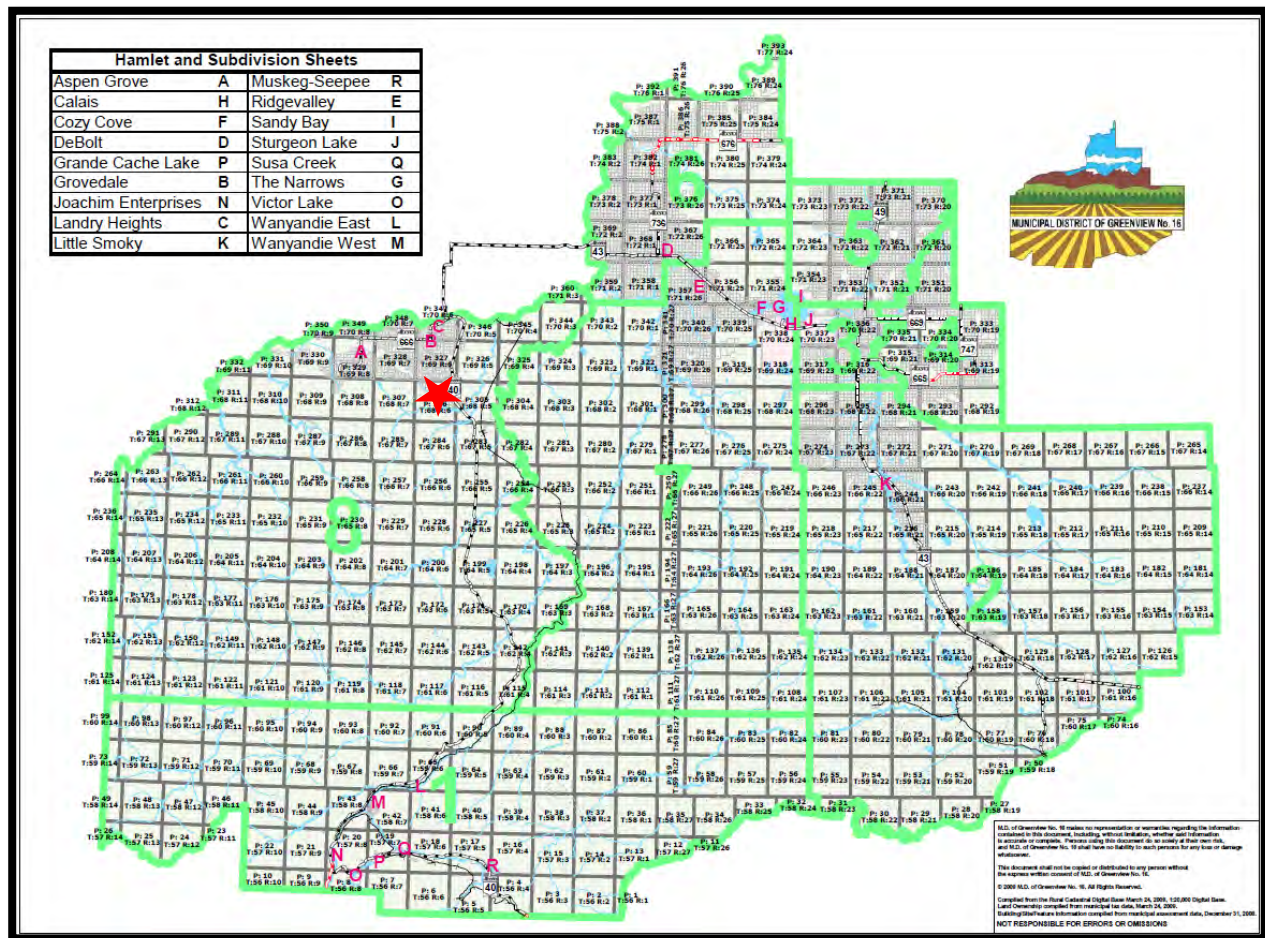
**OWNER:** I / WE hereby certify the above sketch accurately represents the measurements of the proposed subdivision. (Please have all Landowners sign this sketch & return it to the M.D. Office)

**Date:** April 27, 2015

**Landowner Sign:**



## Schedule 'B' – Owner Location and Map





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'C' – Farmland Report and Map

### PROPOSED LAND USE AMENDMENT

FILE NO. A15-005

APPLICANT: SECURE ENERGY SERVICES INC.

LEGAL LOCATION: SW-36-68-6-W6

LANDOWNER: CROWN LEASE MLL060145

FARMLAND REPORT NOT APPLICABLE FOR THIS PARCEL





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'D' – Referral Responses

**From:** [Martina Purdon](#) on behalf of [Culture and Tourism Historical Lup](#)  
**To:** [Jenny Cornelsen](#)  
**Subject:** RE: Notice to Referral Agencies A15-005  
**Date:** May 26, 2015 2:08:12 PM

---

Applicant must obtain *Historical Resources Act* approval prior to proceeding with any land surface disturbance associated with subdivision development by submitting a Historic Resources Application through Alberta Culture and Tourism's Online Permitting and Clearance (OPaC) system – [www.opac.alberta.ca](http://www.opac.alberta.ca).

For more information, please refer to the Land Use Procedures Bulletin: Subdivision Development *Historical Resources Act* Compliance (<http://culture.alberta.ca/documents/LandUse-SubdivisionBulletin-Jul1-2014.pdf>).

Martina Purdon  
Head, Regulatory Approvals & Information Management  
Archaeological Survey  
Historic Resources Management Branch  
Alberta Culture and Tourism  
Old St Stephen's College, 8820 112 Street NW  
Edmonton, Alberta T6G 2P8  
Tel 780-431-2331 Fax 780-427-3956  
Email [martina.purdon@gov.ab.ca](mailto:martina.purdon@gov.ab.ca)  
Website [www.culture.alberta.ca/heritage/resourcemanagement](http://www.culture.alberta.ca/heritage/resourcemanagement)



Please consider our environment before printing this email.

  
**Land Use Procedures Bulletin**

Historic Resources Management  
Old St. Stephen's College  
8820 – 112 Street  
Edmonton, Alberta  
T6G 2P8  
[www.culture.alberta.ca/hrm](http://www.culture.alberta.ca/hrm)

### **Subdivision Development *Historical Resources Act* Compliance**

This Bulletin is issued to assist subdivision proponents in ensuring that their projects are compliant with the *Historical Resources Act*. Under the *Act*, subdivisions developed in the Province of Alberta must conform to the procedures outlined below. This applies equally to developments on private or public land. This Bulletin provides guidance for the following:

- A. Subdivision developments under ten hectares
- B. Subdivision developments over ten hectares
- C. Area structure plans
- D. General conditions for all developments

#### **A. Subdivision developments under ten hectares**

For subdivisions that are less than ten hectares in size the proponent must consult Alberta Culture's *Listing of Historic Resources*<sup>1</sup> prior to the initiation of any development activities. There are three possible outcomes:

1. **Project area does not overlap any land contained on the *Listing of Historic Resources*.** If there is no overlap, there is no requirement to seek *Historical Resources Act* approval. It is not necessary to contact Alberta Culture and the proponent may proceed with the project as planned.<sup>2</sup>
2. **Project area wholly or partially overlaps lands identified on the *Listing of Historic Resources* as having a Historic Resource Value (HRV) 5 only.** Given that lands with an HRV value of 5 are considered to have "high potential" but do not contain known historic resource sites, there is no requirement to seek *Historical Resources Act* clearance. It is not necessary to contact Alberta Culture and the proponent may proceed with the project as planned.<sup>2</sup>

<sup>1</sup> Alberta Culture's *Listing of Historic Resources* is updated twice yearly and can be found at:  
<http://culture.alberta.ca/heritage/resourcemanagement/landuseplanning/default.aspx>

<sup>2</sup> It is important for all developers to understand that even if *Historical Resources Act* approval is not required prior to the initiation of land surface disturbance, or if *Historical Resources Act* approval has been granted, Section 31 of the *Act* requires that anyone who discovers an historic resource, such as an archaeological, palaeontological, historic structures or Aboriginal Traditional Use site, during the course of development activities must notify Alberta Culture immediately for direction on the most appropriate action

## Schedule 'D' – Referral Responses

3. **Project area wholly or partially overlaps lands identified on the *Listing of Historic Resources* as having a HRV 1, 2, 3 or 4.** In this case, the land parcel contains identified historic resources and the proponent must obtain *Historical Resources Act* approval prior to proceeding with the project. Before applying for *Historical Resources Act* approval the proponent should consider redesign of the project components to avoid HRV 1 to 4 lands. If avoidance is possible see 1 and 2 above. Otherwise, to obtain *Historical Resources Act* approval for a project, one of two methods may be employed:

- 3.1 The proponent or their agent may submit a Historic Resources Application providing details of the project footprint, anticipated impacts and scheduling. The Application must be accompanied by a detailed map and GIS file<sup>3</sup> (when available). The application is submitted through Alberta Culture's Online Permitting and Clearance (OPaC) system ([www.opac.alberta.ca](http://www.opac.alberta.ca)). Alberta Culture will review the application and respond in writing with specific requirements the proponent must satisfy to receive *Historical Resources Act* approval for the project. Completion of the requirements is likely to require the involvement of a qualified historic resource consultant to complete work under an approved permit.

OR

- 3.2 Prior to submission of a Historic Resources Application as outlined above, the proponent may engage the services of a qualified historic resources consultant to provide a pre-application table-top screening to determine the likelihood of the project affecting recorded historic resource sites. This pre-screening may result in two possible outcomes:
- 3.2.1 Despite overlap between project area and land contained on the *Listing of Historic Resources*, there are no direct conflicts between the project lands and specific historic resource site areas identified as HRV 1 to 4.
- 3.2.2 Redesign of the project components will avoid conflict with specific historic resource site areas identified as HRV 1 to 4.

Based on scenario 3.2, the historic resources consultant may recommend development approval. A Statement of Justification including a mitigation/avoidance plan that outlines measures the proponent will undertake to avoid impact to historic resources must be submitted to Alberta Culture with an accompanying Historic Resources Application. The recommendations and mitigation/avoidance plan will be reviewed by Alberta Culture. If Alberta Culture agrees with the recommendations and mitigation/avoidance plan, no further work will be required and written *Historical Resources Act* approval to proceed with the project will be granted.<sup>2</sup> If Alberta Culture does not agree with the recommendation and/or the mitigation/avoidance plan, they will respond in writing with specific requirements the proponent must satisfy to receive *Historical Resources Act* approval for the project.

<sup>3</sup> ESRI Shapefile or ESRI Feature Class using NAD 83 datum and 10TM AEP Forest projection.

## Schedule 'D' – Referral Responses

Where it is impossible to design a project that will avoid impact to all historic resource sites, a Historic Resources Impact Assessment (HRIA) may be required. The consultant's recommendation for an HRIA must be communicated to Alberta Culture through the submission of a Historic Resources Application, as outlined above.

### **B. Subdivision developments over ten hectares**

Applicants must apply for *Historical Resources Act* approval through Alberta Culture's Online Permitting and Clearance (OPaC) system ([www.opac.alberta.ca](http://www.opac.alberta.ca)) for ALL proposed subdivision developments over ten hectares in size.

Development activities may not proceed until *Historical Resources Act* approval has been obtained. Information regarding the OPaC system may be found at: <http://culture.alberta.ca/heritage/resourcemanagement/archaeologyhistory/researchpermitmanagementsystem/OPaC.aspx>

Activities that are targeted for lands that contain, or are likely to contain, historic resource sites may require the conduct of a Historic Resources Impact Assessment prior to the onset of development activities. If required, this assessment must be conducted by a qualified consultant on behalf of the proponent, at the proponent's expense.

A copy of the *Historical Resources Act* approval document is to be included with any permit applications required by authorizing municipal authorities. Please note that under Section 37(3) of the *Historical Resources Act*:

*Notwithstanding anything in any other Act, when the Minister makes an order under subsection (2) the Minister may also require any municipality or other authority in Alberta, the issuance of whose licence, permit, consent or similar authorization is a condition precedent to the commencement or continuation of the operation or activity, to withhold or suspend the licence, permit, consent or other authorization until the Minister is satisfied that any assessment that the Minister has required under subsection (2)(a) or any measure or action that the Minister has required under subsection (2)(c) has been carried out to the Minister's satisfaction.*

### **C. Area structure plans**

Municipalities and/or development proponents must apply for a *Historical Resources Act* review of all Area Structure Plans (ASP) through Alberta Culture's Online Permitting and Clearance (OPaC) system (<https://www.opac.alberta.ca/Login.aspx>). Given that ASPs are strategic planning documents, the submission of a Historic Resources Application for ASPs will assist municipalities and proponents in determining if there are known historic resources in the planning area and if there is, the potential for future developments to impact as yet unrecorded historic resource sites. Alberta Culture's analysis of the potential impact will provide an understanding of the concerns that Alberta Culture may have prior to development proceeding or may result in approval of the project at the ASP stage.

## D. General conditions for all developments

### 1. HRV 1- Designated Lands

Subdivision developments proposed for lands identified as HRV1 (designated Provincial Historic Resources) MUST obtain Ministerial Approval. Application for Ministerial Approval must be made by contacting the Manager of the Heritage Conservation Advisory Services Unit of Alberta Culture. Additionally, if the project requires the conduct of an HRIA the proponent's historic resource consultant also must obtain Ministerial Approval for access to the HRV 1 lands prior to undertaking the HRIA. **Please be advised that approval for subdivision development is likely to be denied for HRV 1 lands.**

### 2. HRV4c - Aboriginal Traditional Use Sites

If project components overlap lands with HRV 4c notations (Aboriginal Traditional Use sites) proponents may be required to conduct consultation or notification with identified First Nations. Alberta Culture will communicate directly with the proponent to outline specific compliance requirements.

In accordance with the *Government of Alberta's First Nations Consultation Policy on Land Management and Resource Development*, Alberta Culture delegates procedural aspects of First Nation consultation to industry proponents whose activities may adversely affect Aboriginal traditional use sites of cultural significance that appear on the *Listing of Historic Resources*. If activities are targeted for lands with an HRV 4c value on the *Listing*, First Nation consultation may be required. In circumstances where First Nation consultation is required by Alberta Culture, a consultation report must be submitted to the Historic Resources Management Branch. The assessment of adequacy of First Nation consultations is required prior to receiving *Historical Resources Act* approval for the development.

Traditional use sites that are accepted as historic resources under the *Historical Resources Act*:

- Historic Cabin Remains
- Historic Cabins (Unoccupied)
- Cultural or Historic Community Camp Sites
- Ceremonial Sites/Spiritual Sites
- Gravesites
- Historic Settlement/Homesteads
- Historic Sites
- Oral History Sites
- Ceremonial Plant or Mineral Gathering Sites
- Historic Trail Features
- Sweat/Thirst/Fasting Lodge Sites



## Schedule 'D' – Referral Responses

For information regarding:

Listing of Historic Resources:

<http://culture.alberta.ca/heritage/resourcemanagement/landuseplanning/default.aspx>

Historic Resources Application:

<http://culture.alberta.ca/heritage/resourcemanagement/archaeologyhistory/researchpermitmanagementsystem/OPaC.aspx>

Historic Resources Impact Assessments:

<http://culture.alberta.ca/heritage/resourcemanagement/archaeologyhistory/resourcesimpactassessments.aspx>

For further information please contact:

Head, Land Use Planning

Historic Resources Management Branch

Alberta Culture

Office (780) 431-2301 Fax (780) 427-3956

<http://culture.alberta.ca/heritage/resourcemanagement/landuseplanning>

**Effective Date: July 1, 2014**

## Schedule 'D' – Referral Responses



Room 1401, 10320 - 99 St  
GRANDE PRAIRIE AB T8V 6J4  
Phone: (780) 538-5310  
Fax: (780) 538-5384

May 21, 2015

Our File: 68-6-W6M

Municipal District of Greenview No. 16  
Box 1079  
4806 – 36<sup>th</sup> Avenue  
Valleyview, AB T0H 3N0

**Re: Proposed land use amendment and subsequent subdivision  
Crown Land to Industrial  
Part of the SW 36-68-6-W6M HIGHWAY 40  
Secure Energy Services Inc.**

**Your File: A15-005**

Thank you for referring the above proposal to our office for review and comment.

The department does not typically support isolated industrial development along provincial highways, preferring instead to have development occur within established industrial parks or other urban industrial/commercial areas. However considering the nature of the proposal in this case, the department is willing to allow the proposed Land Use Amendment.

Alberta Transportation will further assess the impact to the provincial highway network if and when a subdivision referral package is received. The applicant will be required to submit a Roadside Development Application for development of the proposed expansion.

Yours truly,

A handwritten signature in blue ink, appearing to read "Gerry Benoit".

Gerry Benoit  
Planning and Development Technologist

## Schedule 'D' – Referral Responses

**From:** [LandInquiries@atcoelectric.com](mailto:LandInquiries@atcoelectric.com)  
**To:** [Jenny Cornelsen](#)  
**Subject:** AEL2015-0543 - Notice to Referral Agencies A15-005  
**Date:** April 29, 2015 8:52:05 AM

---

Good Morning Jenny,

ATCO Electric has no comments or concerns with this application.

Thank you.

**Rita Klasson**

Land Administrator | Land Administration

ATCO Electric | Distribution | Forest & Lands Management

18th Floor CWB | 10303 Jasper Avenue, Edmonton, AB T5J 5C3  
Phone: (780) 508-4688

Mailing Address:

ATCO Electric Ltd. 10035 C 105 Street, Edmonton, AB T5J 2V6

Attn: Rita Klasson - 18CWB



Please consider the environment before printing this e-mail

**From:** [Isabel.Solis@atcopipelines.com](mailto:Isabel.Solis@atcopipelines.com)  
**To:** [Jenny Cornelsen](#)  
**Subject:** 15-1387 Response - Notice to Referral Agencies A15-005  
**Date:** May 6, 2015 2:41:25 PM  
**Attachments:** [DOC042715-04272015130007.pdf](#)

---

ATCO PIPELINES has no objection.

Thank you ☺

**Isabel Solis** | Operations Engineering Administrative Coordinator

ATCO Pipelines | 7210-42 Street NW | Edmonton, AB T6B 3H1

T: 780.420.3896 | F: 780.420.7411

**ATCO Pipelines has a new website! Check it out here: [www.atcopipelines.com](http://www.atcopipelines.com)**

**MISSION:** ATCO Pipelines provides reliable and efficient delivery of natural gas and is committed to operational excellence and superior customer service while ensuring the safety of our employees and the public.



Please consider the environment before printing this e-mail

Schedule 'D' – Referral Responses



May 29, 2015

Outside File #: A15-005  
ATCO Gas File #: 1510-15-68-06-W6

M.D. of Greenview No.16  
Box 1079 4806 36<sup>th</sup> Avenue  
Valleyview, AB  
T0H 3N0

Attention: Jenny Cornelsen  
Fax: (780) 524-4307

**RE: Proposed Land Use Amendment:  
SW-36-68-6-6**

---

The comments contained in this response deal only in relation to ATCO Gas as a utility provider and/or an occupant of municipal rights of way. These comments do not apply if ATCO Gas and Pipelines Ltd. own any lands affected by this proposal.

The Engineering Design Department of ATCO Gas has reviewed the above named plan and this project is not in ATCO Gas' franchise area and we do not have any pipelines in the area.

If you have any questions or concerns, please contact me at 780-509-9216.

Yours truly,

**ATCO Gas,  
A Division of ATCO Gas and Pipelines Ltd.**

A handwritten signature in blue ink, appearing to read 'M. V. Ham'.

Mike Vanden Ham, E.I.T.  
District Engineering (North)



# BYLAW No. 15-747

## OF THE MUNICIPAL DISTRICT OF GREENVIEW No. 16

### **A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw No. 03-396, being the Land Use Bylaw for the Municipal District of Greenview No. 16**

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

1. That Map No. 170 in the Land Use Bylaw, being Bylaw No. 03-396, be added to reclassify the following area:

All that Portion of the  
Southwest (SW) Quarter of Section Thirty-Six (36)  
Within Township Sixty-Eight (68)  
Range Six (6) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

Read a first time this 14<sup>th</sup> day of July, A.D., 2015.

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

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

\_\_\_\_\_  
REEVE

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

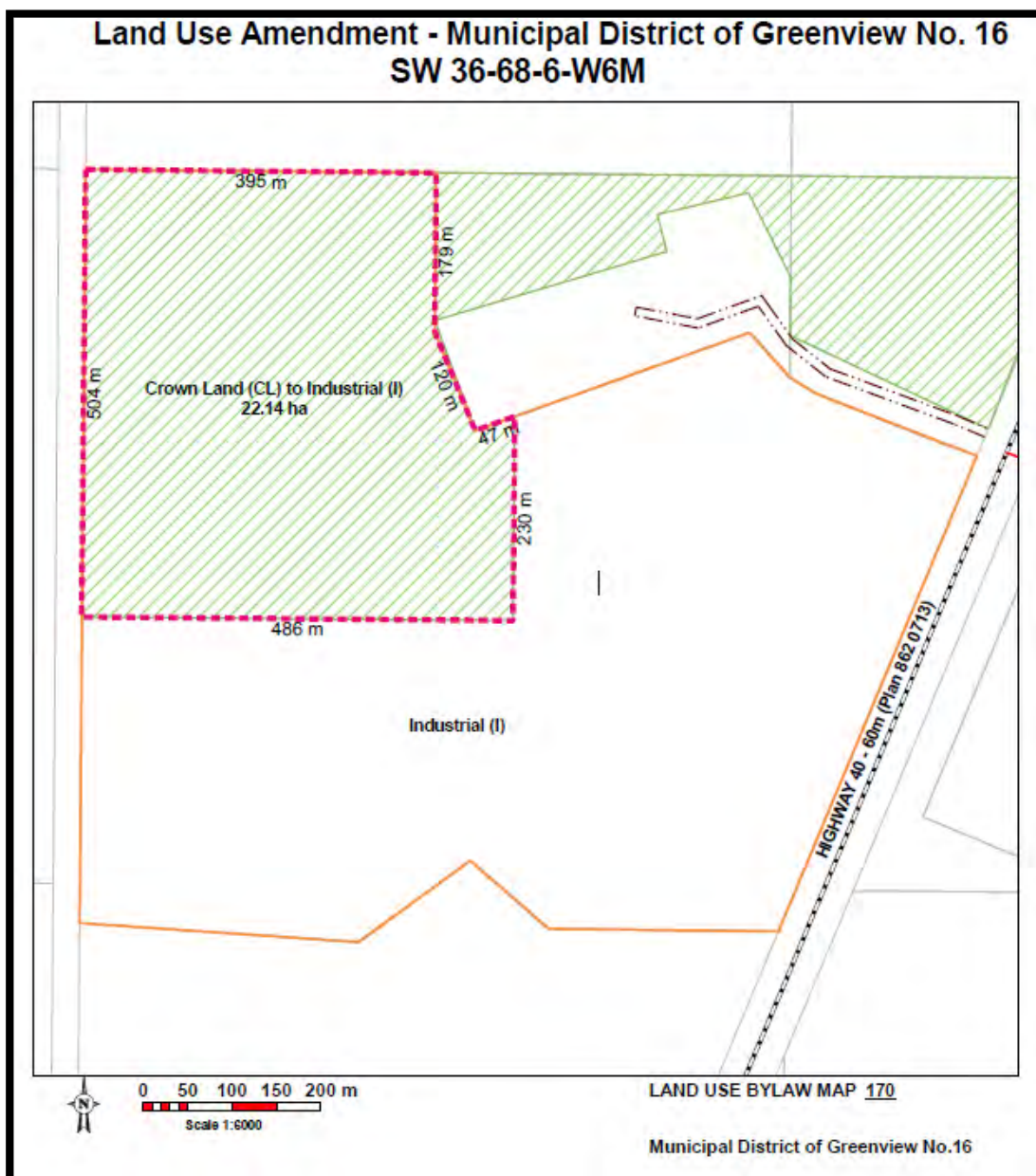
## SCHEDULE "A"

To Bylaw No. 15-747

### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the  
Southwest (SW) Quarter of Section Thirty-Six (36)  
Within Township Sixty-Eight (68)  
Range Six (6) West of the Sixth Meridian (W6M)

Is reclassified from Crown Land (CL) District to Industrial (I) District as identified below:





# REQUEST FOR DECISION

**SUBJECT: Bylaw 15-748 on SE-19-70-22-W5**

**SUBMISSION** Regular Council Meeting

**TO:**

**MEETING DATE:** July 14, 2015

**DEPARTMENT:** Infrastructure&Planning/Planning&Development

**FILE NO./LEGAL:** A15-006 – SE-19-70-22-W5

**STRATEGIC**

**PLAN:**

**REVIEWED AND APPROVED FOR SUBMISSION**

**CAO:** MH **MANAGER:** INT

**GM:** INT **PRESENTER:** SAR

**LEGAL/ POLICY REVIEW:** INT

**FINANCIAL REVIEW:**

---

## RELEVANT LEGISLATION:

**Provincial (cite) – Municipal Government Act, Division 12, Bylaws, Regulations, Planning Bylaws 692 (1) - (9).**  
*In accordance with Section 692 of the Municipal Government Act (MGA), prior to giving Second Reading to a Bylaw, Council must hold a Public Hearing. Section 606 of MGA outlines the requirements for advertising, stating the Notice of the Bylaw must be published at least once a week for two consecutive weeks in at least one newspaper other publication circulating in the area to which the proposed bylaw relates and at least five days prior to the meeting, or mailed or delivered to every residence in the area to which the proposed Bylaw is to be held.*

**Council Bylaw / Policy (cite) – Municipal Development Plan Bylaw No. 03-397 December, 2003 (cite), Section 1, 1.2 Goals of the Plan, Section 3 Agriculture, 3.3 Better Agricultural Lands, and Section 4 Country Residential.**

*Section 1.1 . . . "The Municipal Development Plan will provide a framework for future decisions on land use that will ultimately affect the economic development of the Municipal District. The Plan will attempt to achieve this while balancing the need for growth with measures to protect our limited agricultural and environmental resources."*

*The preservation and promotion of the agriculture land base are major goals of the Plan with objectives to: minimize the loss of better agricultural land to non-agricultural uses; to encourage development of the agricultural community and promote the rights of farmers to continue normal agricultural operations; and to promote the construction of agriculture operations in a sustainable manner.*

Section 3.3.1 Identifies: *"The types of non-agricultural uses that may be considered acceptable on better agricultural lands include:*

- (a) Agricultural industry which directly benefit and serve the rural community;*
- (b) Natural resource extractive industries;*
- (c) Temporary storage of oilfield related equipment and pipe;*
- (d) Recreational uses;*
- (e) Public uses and public utility systems; and*
- (f) Home-based business."*

Section 4.1 Country Residential Development are important components of the municipality's residential land use pattern with Plan Objectives being:

- (a) To ensure that country residential developments are properly serviced and situated in appropriate locations.*
- (b) To meet the need and demand for properly serviced country residential lots throughout the Municipal District..*

- (c) *To ensure that country residential development does not negatively impact on surrounding land uses or the Municipal District's infrastructure.*

---

**RECOMMENDED ACTION:**

**MOTION:** That Council give First Reading to Bylaw No. 15-748 to re-designate the proposed 8.04 hectares ± (19.86 acres) within SE-19-70-22-W5 from Agriculture (A) District to Country Residential One (CR-1) District, as per attached Schedule 'E'.

**MOTION:** That Council schedule a Public Hearing for Bylaw No. 15-748 to be held on August 25, 2015, at 10:00 a.m. for the re-designation of the proposed 8.04 hectares ± (19.86 acres) within SE-19-70-22-W5 from Agriculture (A) District to Country Residential One (CR-1) District, as per attached Schedule 'E'.

---

**BACKGROUND / PROPOSAL:**

The application was received on behalf of Leonil Beaulieu in the Valleyview area, Ward 3. The landowner/applicant proposes to rezone the proposed 8.04 hectares ± (19.86 acres) from Agriculture (A) District to Country Residential One (CR-1) District, as per attached Schedule 'A' within SE-19-70-22-W5. The proposed is to allow for future subdivision on this quarter.

Servicing was available from the existing power service and a dugout was in place.

The approach was in place to the proposal and no upgrade was required. However, the access must be constructed to the remainder of the quarter at the landowner's expense to meet Greenview's Engineering Design and Construction Standards.

East Smoky Gas Co-op required a new service contract being that presently both properties were served by a single gas service contract and each legal subdivision must have their own gas service. ATCO Electric response stated they had no comments or concerns.

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**OPTIONS – BENEFITS / DISADVANTAGES:**

**Options –**

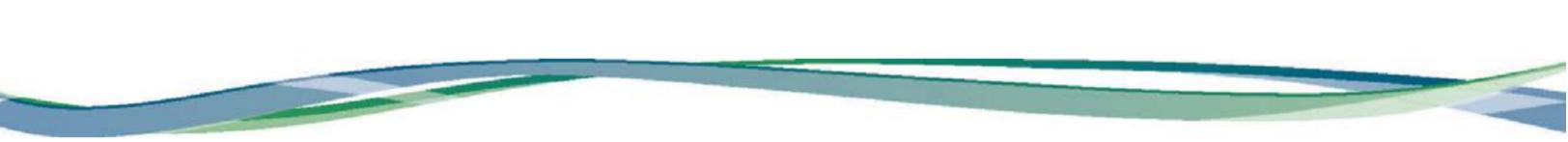
1. Council can pass a motion to give First Reading to Bylaw No. 15-748 and for Council to pass a motion to schedule a Public Hearing for August 25, 2015, allowing enough time for the application to be circulated as per legislation.
2. Council can table Bylaw No. 15-748 for further discussion or information.
3. Council can refuse to give First Reading to Bylaw No. 15-748.

**Benefits –**

To allow additional residential opportunities to ratepayers within the municipality that offers economic options for the municipality to continue to grow. The proposal is immediately adjacent to an improved paved roadway that the municipality has invested in.

**Disadvantages -**

Increased opportunity for conflicts with surrounding Land Uses.



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COSTS / SOURCE OF FUNDING:

The application has been endorsed by the applicant as well as the appropriate fees have been received as required.

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ATTACHMENT(S):

- Schedule 'A' – Application and Sketch
- Schedule 'B' – Owner Location Map
- Schedule 'C' – Farmland Report and Map
- Schedule 'D' – Referral Responses
- Schedule 'E' – Bylaw No. 15-748



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'A' – Application and Sketch

 **LAND USE AMENDMENT APPLICATION – FORM A**  
Municipal District of Greenview  
4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0  
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608  
[www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)

Rec'd Apr. 10/15 *gpc*

**FOR ADMINISTRATIVE USE**

LUB MAP NO.	BYLAW NO.
APPLICATION NO. <i>A15-006</i>	
RECEIPT NO. <i>0131708</i>	
ROLL NO. <i>37807</i>	
RFLA RATING <i>37%</i>	

Complete if Different from Applicant

NAME OF APPLICANT(S) <i>LEO BEAULIEU</i>		NAME OF REGISTERED LANDOWNER(S)	
ADDRESS <i>Box 2693</i>		ADDRESS	
<i>LEO.BEAULIEU@ATCOELECTRIC.COM</i>			
POSTAL CODE <i>T0H 3N0</i>	TELEPHONE (Res.) <i>780 255-0017</i> (Bus.)	POSTAL CODE	TELEPHONE (Res.) (Bus.)

**Legal description of the land affected by the proposed amendment**

QTR./L.S. <i>SE</i>	SEC <i>19</i>	TWP. <i>20</i>	RG. <i>22</i>	M. <i>W5M</i>	OR	REGISTRATION PLAN NO.	BLOCK	LOT
---------------------	---------------	----------------	---------------	---------------	----	-----------------------	-------	-----

Land Use Classification for Amendment Proposed:

FROM: *Ag* TO: *CR-1*

Reasons Supporting Proposed Amendment:  
*Creating Oversized parcel to accommodate sewer set backs considering 91m for set backs (lands are low and with dipping)*

**Physical Characteristics:**

Describe Topography: <i>inclines to West</i>	Vegetation: <i>low scrub brush</i>	Soil:
--	------------------------------------	-------

**Water Services:**

Existing Source: <i>N/A</i>	Proposed Water Source: <i>N/A</i>
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**Sewage Services:**

Existing Disposal: <i>N/A</i>	Proposed Disposal: <i>N/A</i>
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**Approach(es) Information:**

Existing: <i>Existing</i>	Proposed: <i>N/A</i>
---------------------------	----------------------

☐ I / We have enclosed the required Application Fee of \$ 800.00. *Power to lot*

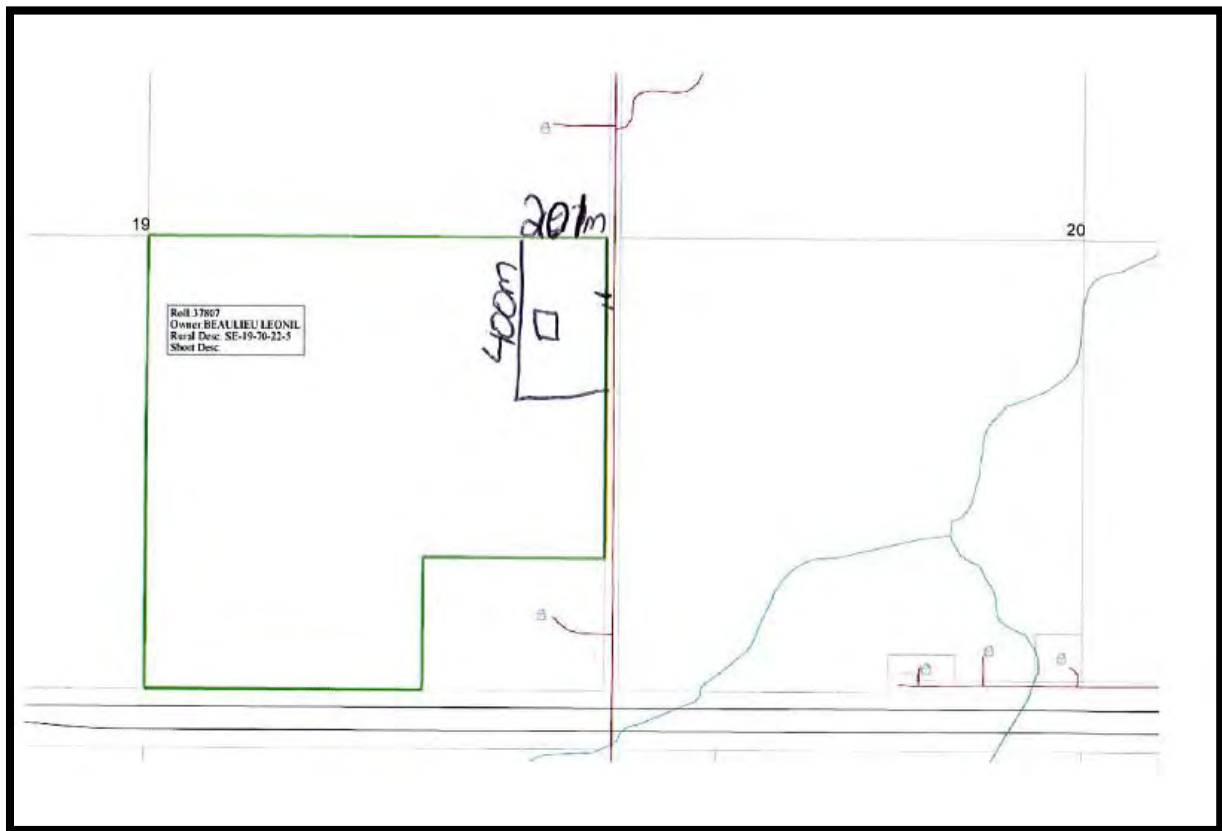
Date: *April 10, 2015* Applicant(s): *[Signature]*

Date: \_\_\_\_\_ Registered Landowner(s): *[Signature]*

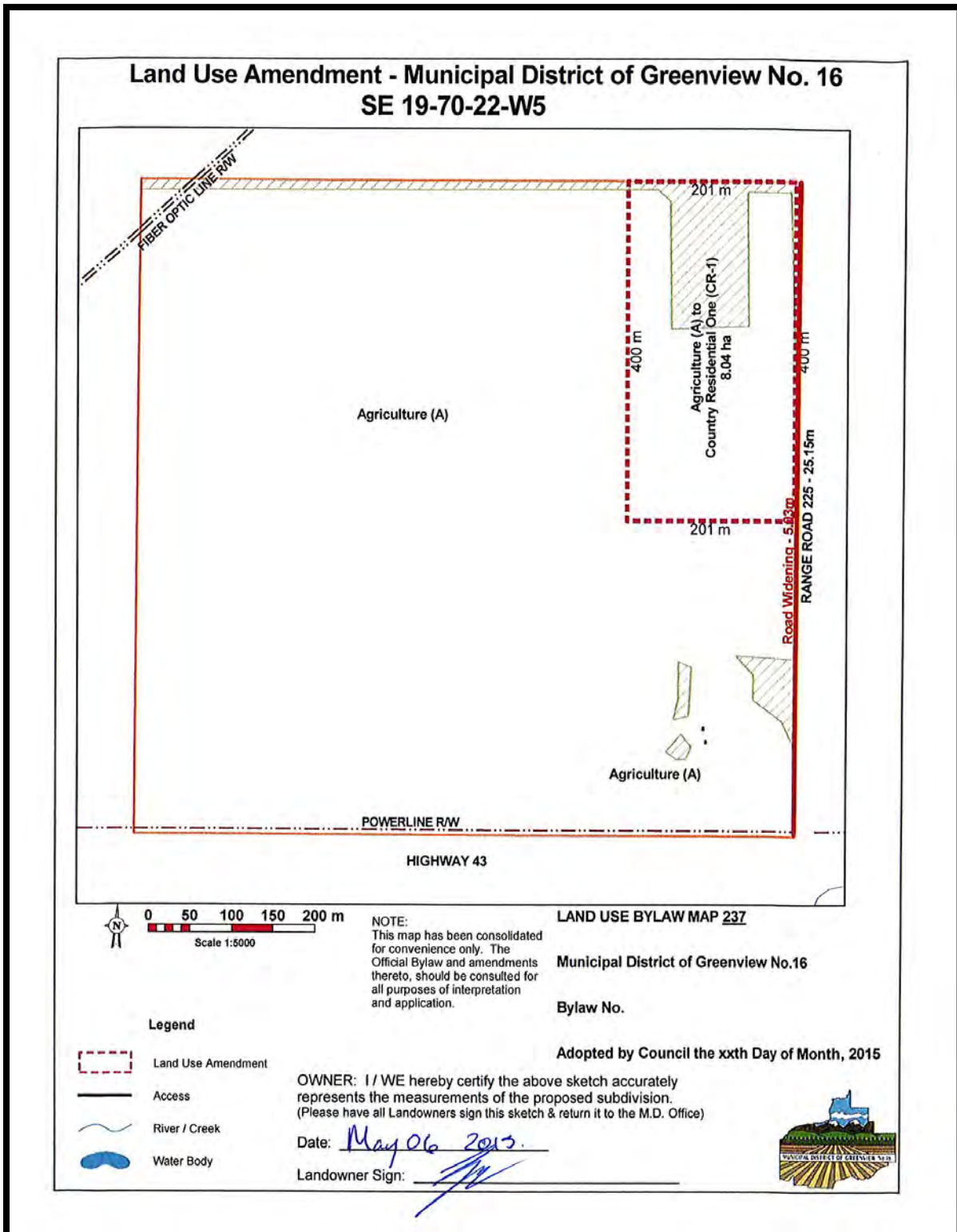
**NOTE: Registered Landowner(s) Signatures required if different from Applicant.**

Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33 of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of our Development program. If you have any questions about the collection please contact the Freedom of Information and Protection of Privacy Coordinator at 780-524-7600.

## Schedule 'A' – Application and Sketch



## Schedule 'A' – Application and Sketch





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'B' – Owner Location Map

FILE NO. A15-006

APPLICANT: LEONIL BEAULIEU

LEGAL LOCATION: SE-19-70-22-W5

LANDOWNER: LEONIL BEAULIEU

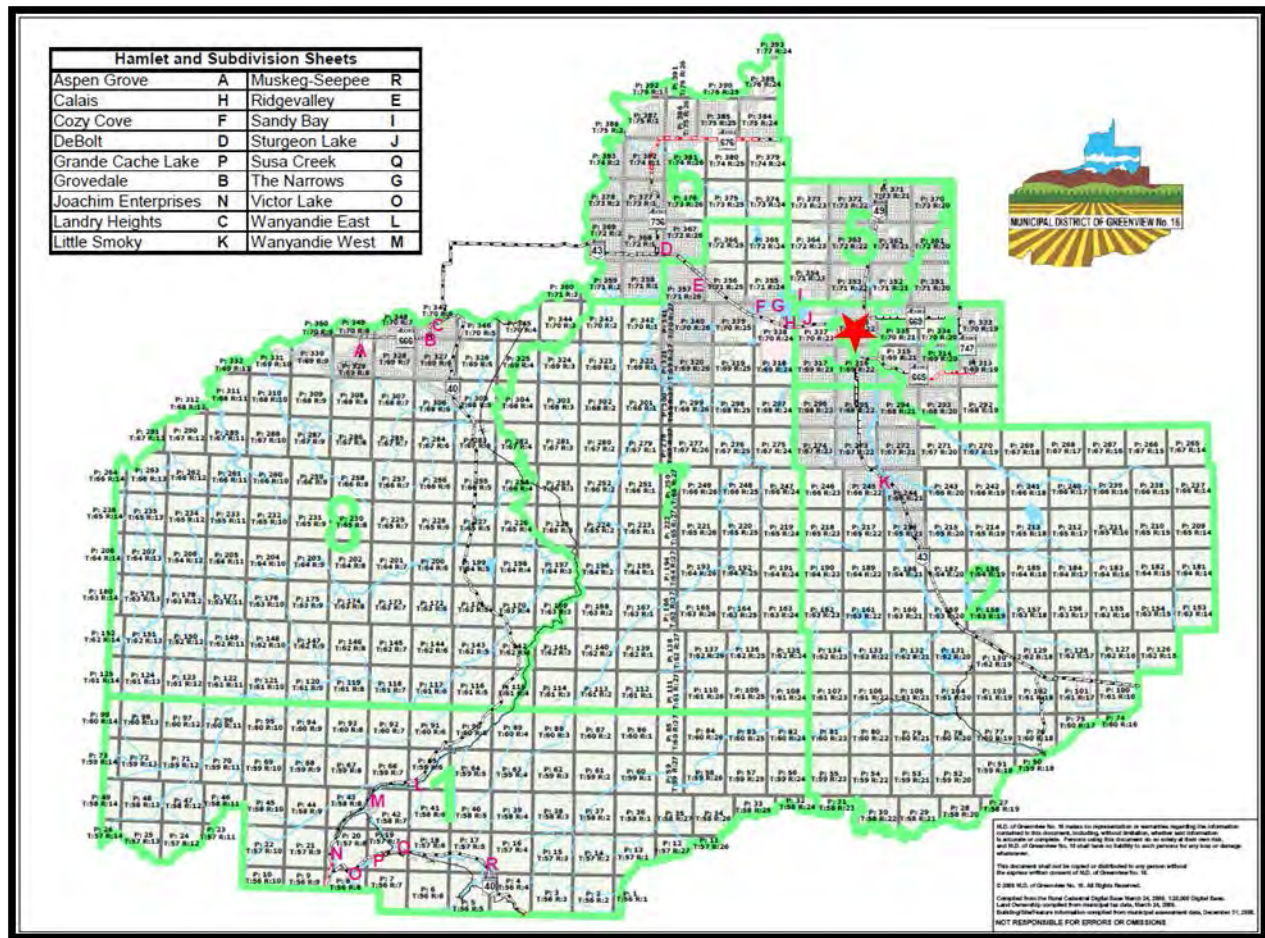
Township 70, Range 22



## M.D. of Greenview No. 16



## Schedule 'B' – Owner Location Map





**LANDOWNER: LEONIL BEAULIEU**

## Greenview, Alberta 1

Schedule 'C' – Farmland Report and Map





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'D' – Referral Responses

**From:** [LandInquiries@atcoelectric.com](mailto:LandInquiries@atcoelectric.com)  
**To:** [Jenny Cornelsen](#)  
**Subject:** AEL2015-0606 - A15-006 Beaulieu  
**Date:** May 12, 2015 8:44:07 AM

---

Good Morning Jenny,

ATCO Electric has no comments or concerns with this application.

Thank you.

***Rita Klasson***

Land Administrator/Land Administration

**ATCO *Electric* | Distribution | Forest & Lands Management**

18th Floor CWB | 10303 Jasper Avenue, Edmonton, AB T5J 5C3

Phone: (780) 508-4688

Mailing Address:

ATCO Electric Ltd. 10035 C 105 Street, Edmonton, AB T5J 2V6

Attn: Rita Klasson - 18CWB



Please consider the environment before printing this e-mail

## Schedule 'D' – Referral Responses

2015-05-12 02:03 EASTSMOKYGASCOOP

1780957254 >>

780 524-4307

P 4/4



### M.D. OF GREENVIEW NO. 16

Box 1079 4806 36th Ave, Valleyview, AB T0H 3N0  
Tel: (780) 524-7600, Fax: (780) 524-4307

### NOTICE TO REFERRAL AGENCIES

**Faxed:** May 06, 2015 **File No.:** A15-006  
**Legal Description:** SE-19-70-22-W5  
**Applicant:** LEONIL BEAULIEU

#### **PROPOSED LAND USE AMENDMENT: Agriculture - A to Country Residential One - CR1**

Please provide your comments on the **PROPOSED LAND USE AMENDMENT AND SUBSEQUENT SUBDIVISION** in the space provided below or attach any additional comments on a separate sheet. If you have any questions regarding the attached, please contact our office. Deadline for your written comments: NOON, June 03, 2015 insofar as your agency is concerned. See Sketch attached.

*If no comment is received by the above-specified date, it will be deemed as 'no objection'.*

If you have any questions regarding the attached, please contact Sally Ann Rosson, Manager Planning and Development, at the number provided.

#### **COMMENTS:**

A new gas service contract will have to be entered into due to the fact that presently both properties would be served by a single gas service contract. Each legal subdivision must have its own gas service.

**NAME (PLEASE PRINT)**

*Bill Harder*

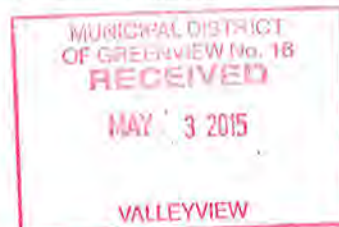
**SIGNATURE**

*[Signature]*

Please check box for corresponding referral agency

Circulated to:

- ☐ Alberta Culture - Rebecca Traquair: historical.lup@gov.ab.ca;
- ☐ Alberta Environment and Sustainable Resources Development - James Proudfoot: James.Proudfoot@gov.ab.ca;
- ☐ Alberta Environment and Sustainable Resources Development - Jack McNaughton: Jack.McNaughton@gov.ab.ca;
- ☐ ATCO Electric - Rita Klasson: LandInquiries@atcoelectric.com;
- ☒ East Smoky Gas Co-op - Bill Harder: bill@esgas.ca; (780) 957-2544
- ☐ M.D. Agricultural Services - Quentin Bochar: quentin.bochar@mdgreenview.ab.ca; (780) 524-5237
- ☐ M.D. Construction and Maintenance Manager - Kevin Sklapsky: kevin.sklapsky@mdgreenview.ab.ca;
- ☐ M.D. Road Manager - Norm Patterson: Norm.Patterson@mdgreenview.ab.ca; (780) 524-5237
- ☐ Northern Gateway Public Schools - Michael Gramatovich: mlke.gramatovich@ngps.ca; (780) 778-6719
- ☐ Telus Communications Inc - Evan Mace: Evan.Mace@telus.com;



Administration Office	Operations Building	Family & Community Support Services	Grovedale Sub-Office	Grande Cache Sub-Office
Box 1079, 4806-36 Ave Valleyview, AB T0H 3N0 Phone: 780.524.7600 Fax: 780.524.4307	Box 1079, 4806-36 Ave Valleyview, AB T0H 3N0 Phone: 780.524.7602 Fax: 780.524.5237	Box 1079, 4707-50th Street Valleyview, AB T0H 3N0 Phone: 780.524.7603 Fax: 780.524.4130	Box 404, Lot 9, Block 1, Plan 0728786, Grovedale, AB T0H 1X0 Phone: 780.539.7337 Fax: 780.539.7711	Box 214, 10028-99st Street Grande Cache, AB T0E 0Y0 Phone: 780.827.5155 Fax: 780.827.5143

Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca

Schedule 'D' – Referral Responses



**M.D. OF GREENVIEW NO. 16**

Box 1079 4806 36th Ave, Valleyview, AB T0H 3N0  
Tel: (780) 524-7600, Fax: (780) 524-4307

**PUBLIC WORKS REFERRAL**

File No.: A15-006  
Applicant: LEONIL BEAULIEU  
Legal Description: SE-19-70-22-W5  
☒ Approach to Proposed Parcel Exists ☒ Yes ☐ No

Comments: NO UP GRADE REQUIRED

☒ Approach to Balance Exists ☒ Yes ☐ No

Comments: NO UP GRADE REQUIRED

☒ Road Widening Required ☒ Yes ☐ No

Details: 5.03 m on TOWNSHIP ROAD \_\_\_\_\_ and/or RANGE ROAD 225

Comments: \_\_\_\_\_

☐ Drainage Concerns: NONE

Other: \_\_\_\_\_

FINAL COMMENTS PRIOR TO ENDORSING PLAN:

Reviewed By: \_\_\_\_\_

Public Works Representative Signature

NORM PATTERSON

Print Name

MAY 7 2014

Date

M.D. of Greenview No. 16  
Application Number: A15-006

Page 1 of 1



# BYLAW No. 15-748

## OF THE MUNICIPAL DISTRICT OF GREENVIEW No. 16

### **A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw No. 03-396, being the Land Use Bylaw for the Municipal District of Greenview No. 16**

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

1. That Map No. 237 in the Land Use Bylaw, being Bylaw No. 03-396, be added to reclassify the following area:

All that Portion of the  
Southeast (SE) Quarter of Section Nineteen (19)  
Within Township Seventy (70)  
Range Twenty-Two (22) West of the Fifth Meridian (W5M)

As identified on Schedule "A" attached.

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

Read a first time this 14<sup>th</sup> day of July, A.D., 2015.

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

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

\_\_\_\_\_  
REEVE

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

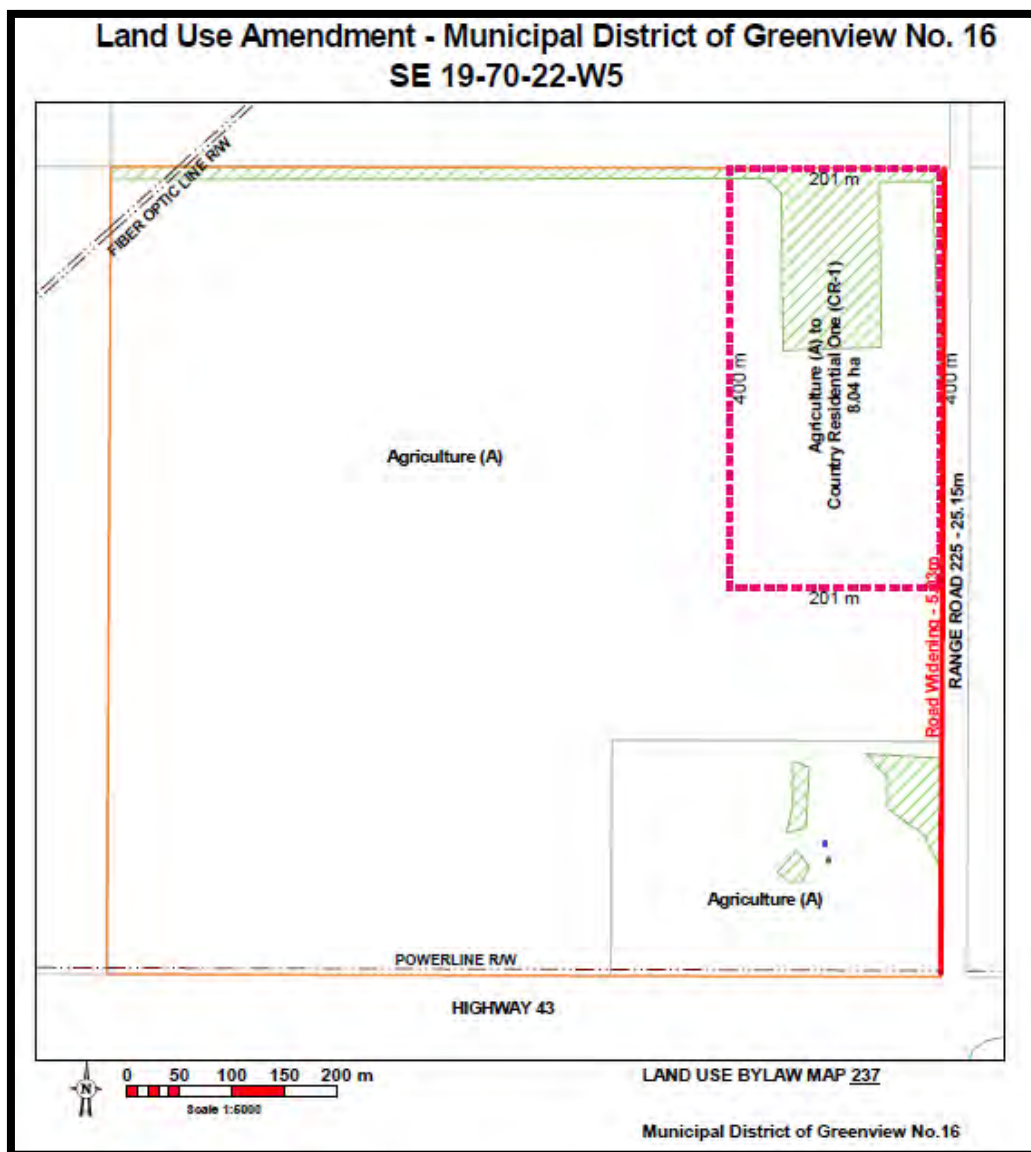
## SCHEDULE "A"

To Bylaw No. 15-748

### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the  
Southeast (SE) Quarter of Section Nineteen (19)  
Within Township Seventy (70)  
Range Twenty-Two (22) West of the Fifth Meridian (W5M)

Is reclassified from Agriculture (A) District to Country Residential One (CR1) District as identified below:





# REQUEST FOR DECISION

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SUBJECT:	<b>Bylaw 15-749 - 2015 Operating Line of Credit Borrowing Bylaw</b>		
SUBMISSION TO:	Regular Council Meeting	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 14, 2015	CAO: MH	MANAGER:
DEPARTMENT:	Corporate Services, Finance	GM: RO	PRESENTER: DD
FILE NO./LEGAL:		LEGAL/ POLICY REVIEW:	
STRATEGIC PLAN:		FINANCIAL REVIEW:	

---

## RELEVANT LEGISLATION:

**Provincial (cite) – MGA**

**Section 251 (1)** *A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.*

**(2)** *A borrowing bylaw must set out (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;*

*(b) the maximum rate of interest, the term and the terms of repayment of the borrowing;*

*(c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.*

**Section 256 (1)** *This section applies to a borrowing made for the purpose of financing operating expenditures.*

**(2)** *The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.*

**(3)** *A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.*

**Council Bylaw / Policy (cite) – Bylaw 12-680**

---

## RECOMMENDED ACTION:

**MOTION:** That Council moves First Reading of Bylaw 15-749 - 2015 Operating Line of Credit Borrowing Bylaw.

**MOTION:** That Council moves Second Reading of Bylaw 15-749 – 2015 Operating Line of Credit Borrowing Bylaw.

**MOTION:** That Council moves to consider Third and Final Reading of Bylaw 15-749 – 2015 Operating Line of Credit Borrowing Bylaw at this Council Meeting.

**MOTION:** That Council moves Third and Final Reading of Bylaw 15-749 – 2015 Operating Line of Credit Borrowing Bylaw.

---

**BACKGROUND / PROPOSAL:**

Administration is requesting approval from Council to renew the 2012 borrowing agreement with Alberta Treasury Branch ("ATB") with permission to borrow up to TEN MILLION DOLLARS (\$ 10,000,000.00). The MD had this borrowing bylaw in place to provide access to an "Operating Line of Credit" in the event that the MD's investment funds are otherwise tied up and to cover the monthly charges against the MD's MasterCard Account.

While Greenview's Administration had access to the \$10M for operating, if necessary, the Operating Line of Credit has not been used except to cover the monthly charges against Greenview's ATB – MasterCard Account for over eight (8) years.

To ensure that Administration has the proper authority to use this line of credit, Administration is requesting that Council please proceed with all three readings at the July 14<sup>th</sup> meeting. Following Council's approval of the Bylaw Administration will proceed with making arrangement with ATB to present the loan documents to the CAO and Reeve for signing on behalf of Greenview.

---

**OPTIONS – BENEFITS / DISADVANTAGES:****Options:**

- 1) Council may pass a motion to give First Reading to Bylaw No. 15-749 and due to the borrowing bylaw being for a period of less than three years, there requirement for a public hearing is waived thus Council proceed with Second and Third Readings of the bylaw.
- 2) Council may table Bylaw No. 15-749 for further discussion or information.
- 3) Council may refuse to give First Reading to Bylaw No. 15-749.

**Benefits:**

The benefit of Council approving this updated bylaw is to ensure that Greenview's Operating Line of Credit continues without interruption.

**Disadvantages:**

None.

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**COSTS / SOURCE OF FUNDING:**

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**ATTACHMENT(S):**

- Bylaw 15-749
- Bylaw 12-680



## **BYLAW No. 15-749 of the Municipal District of Greenview No. 16**

### **A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta,**

**Whereas**, the Council of the Municipal District of Greenview No. 16 (hereinafter called the “Corporation”) in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of current expenditures of the Corporation for its financial year commencing January 1, 2015.

**Therefore**, pursuant to the provision of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (hereinafter called “ATB”) up to the principal sum of TEN MILLION DOLLARS (\$ 10,000,000.00), repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a. to apply to ATB for the aforementioned loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to the ATB;
  - b. as security for any money borrowed from ATB
    - i. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. to give or furnish ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favor of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are taxes, reserves, grants, etc.

4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw shall come into force and effect upon the day of final passing.

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

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

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

---

**REEVE**

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**CHIEF ADMINISTRATIVE OFFICER**

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## BYLAW NO. 12-680

### of the Municipal District of Greenview No. 16

#### A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of Borrowing Funds for Municipal Current Expenditures

**WHEREAS** the Council of the Municipal District of Greenview No. 16 (hereinafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of current expenditures of the Corporation for its financial year commencing January 1, 2012;


**THEREFORE**, pursuant to the provision of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

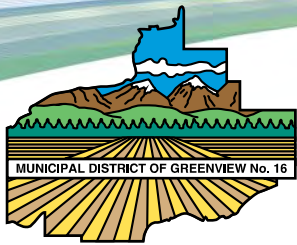
1. The Corporation borrow from Alberta Treasury Branches (hereinafter called "ATB") up to the principal sum of TEN MILLION DOLLARS (\$ 10,000,000.00), repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to the ATB;
  - b) as security for any money borrowed from ATB
    - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - (ii) to give or furnish ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This bylaw come into force upon the final passing thereof.

Read a first time this 10 day of JULY, 2012

Read a second time this 10 day of JULY, 2012

Read a third time and finally passed this 10 day of JULY, 2012

  
\_\_\_\_\_  
RECEIVED  
\_\_\_\_\_  
C.A.O.



# Request for Decision

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SUBJECT:	<b>Terms of Reference for the Grovedale Area Structure Plan Review</b>				
SUBMISSION TO:	Regular Council Meeting	REVIEWED AND APPROVED FOR SUBMISSION			
MEETING DATE:	July 14, 2015	CAO:	MH	MANAGER:	SAR
DEPARTMENT:	Infrastructure & Planning/Planning & Development	GM:		PRESENTER:	DP
FILE NO./LEGAL:	N/A	LEGAL/ POLICY REVIEW:			
STRATEGIC PLAN:		FINANCIAL REVIEW:			

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act

### Section 633 – Area Structure Plan

- (1) For the purpose of providing a framework for subsequent subdivision and development of an area of land, a Council may by bylaw adopt an area structure plan.
- (2) An area structure plan
  - (a) Must describe
    - (i) the sequence of development proposed for the area,
    - (ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,
    - (iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and
    - (iv) the general location of major transportation routes and public utilities,
  - and
  - (b) may contain any other matters the council considers necessary.

### Section 636 – Statutory Plan Preparation

- (1) While preparing a statutory plan a municipality must
  - (a) provide a means for any person who may be affected by it to make suggestions and representations,
  - (b) notify the public of the plan preparation process and of the means to make suggestions and representations referred to in clause (a),
  - (c) notify the school boards with jurisdiction in the area to which the plan preparation applies and provide opportunities to those authorities to make suggestions and representations,
  - (d) in the case of a municipal development plan, notify adjacent municipalities of the plan preparation and provide opportunities to those municipalities to make suggestions and representations, and
  - (e) in the case of an area structure plan, where the land that is the subject of the plan is adjacent to another municipality, notify that municipality of the plan preparation and provide opportunities to that municipality to make suggestions and representations.
- (2) Subsection (1) does not apply to amendments to statutory plans.

### **Section 637 – Effect Of Plans**

The adoption by a Council of a statutory plan does not require the municipality to undertake any of the projects referred to in it.

### **Section 638 – Plans Consistent**

All statutory plans adopted by a municipality must be consistent with each other.

### **Section 638.1 – Conflict With ALSA Regional Plans**

In the event of a conflict or inconsistency between

- (a) A statutory plan or land use bylaw, and
- (b) An ALSA regional plan,

the ALSA regional plan prevails to the extent of the conflict or inconsistency.

**Council Bylaw / Policy** (cite) – The Municipal District of Greenview No. 16 Municipal Development Plan

### **The Municipal District of Greenview No. 16 Municipal Development Plan:**

#### **Section 1.3 – Growth Strategy**

The Growth Strategy for the Municipal District is based upon the desire to promote and accommodate growth that will preserve and strengthen the positive attributes of the Municipal District.

1.3.1 The Municipal Districts current Land Use Patterns are illustrated on the Future Land Use Map. This Plan contains policies respecting each type of land use which are presented in subsequent sections of this Plan.

1.3.2 The Municipal Districts shall accommodate growth:

- (a) by supporting agricultural production through the opening of new agricultural lands;
- (b) through the development of uses which support and benefit agriculture;
- (c) by supporting the exploration and extraction of natural resources;
- (d) by promoting and accommodating which contribute to a diversification of the area's economy;
- (e) by supporting the expansion of the rural population base in appropriate locations; and
- (f) by supporting the improvement of transportation facilities and utilities.

**Council Bylaw / Policy** (cite) – Currently Bylaw No. 04-432 was adopted 26 January 2005.

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### **BACKGROUND / PROPOSAL:**

The Grovedale Area Structure Plan (ASP) was adopted in January of 2005 to provide a framework that would guide subdivision and development in the plan area. The goal of the ASP was to ensure that subdivision and development taking place in the area covered by the plan occurred in an orderly and efficient manner that helped maintain the viability of this rural community.

In order to ensure that the ASP can continue to guide subdivision and development in the plan area according to the needs of the local community, the ASP needs to be reviewed with regularity. Additionally, an ASP must be updated periodically so that it remain consistent with other legislation and statutory plans. As it has been over

five (5) years since the ASP was either adopted or thoroughly reviewed, Administration are proposing that the ASP be reviewed and updated.

---

RECOMMENDED ACTION:

**MOTION:** That Council adopt the attached Terms of Reference for the Grovedale Area Structure Plan Review.

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BENEFITS / DISADVANTAGES:

**Benefits** – An updated ASP that is compliant with new Provincial legislation will ensure that the policies contained within the ASP are current and best able to direct development and subdivision within the Plan Area in an orderly and efficient manner that helps maintain the viability of this rural community.

**Disadvantages** – Accepting the Terms of Reference for the Grovedale Area Structure Plan Review at this point in time would mean that the Municipal District would be reviewing two of its statutory documents at the same time. Concurrent reviews of major planning documents *could* reduce the flexibility of the Planning & Development Department's staff if they were to be inundated with large quantities of project work from both projects simultaneously.

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COSTS / SOURCE OF FUNDING:

The Grovedale ASP Review project will be fully funded by the Planning & Development Department's 2015 allocation for Planning Documents that was included in Council's 2015 Approved Budget.

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ATTACHMENT(S):

- Terms of Reference for the Grovedale Area Structure Plan Review
- Terms of Reference for the Public Engagement portion of the Grovedale Area Structure Plan Review



*"A Great Place to Live, Work and Play"*

# Request for Proposals

For the provision of the:  
**Grovedale Area Structure Plan**

## **Proposal Closing**

**03** August 2015 at 14:00 MDT

## **Contact Information**

Sally Rosson | 780.524.7749 | [sally.rosson@mdgreenview.ab.ca](mailto:sally.rosson@mdgreenview.ab.ca)  
Demetri Prevatt | 780.524.6078 | [demetri.prevatt@mdgreenview.ab.ca](mailto:demetri.prevatt@mdgreenview.ab.ca)

## Table of Contents

1.0   General .....	4
1.1   Purpose.....	4
1.2   Terms & Conditions.....	4
2.0   Definition of Terms.....	4
3.0   Invitation to Bid.....	6
4.0   Instruction to Bidders.....	6
4.1   Inquires.....	6
4.2   Proposal Return.....	7
4.3   Proposal Conditions .....	7
4.4   Proposal Clarification .....	7
4.5   Error in Proposal.....	7
4.6   Substitutions.....	8
4.7   Discussion.....	8
4.8   Proposal Selection.....	8
4.9   Proposal Requirements .....	8
4.10   Proposal Copies.....	8
4.11   Contract Period .....	9
5.0   General Conditions.....	9
5.1   Alberta Freedom of Information and Protection of Privacy Act .....	9
5.2   Amendments .....	9
5.3   Contract.....	9
5.4   Acceptance of Proposals .....	9
5.5   Compliance with Laws.....	9
5.6   Financial.....	10
5.7   References.....	10
5.8   Proposal Quantities .....	10
5.9   Method and Order .....	10
5.10   Proposal Prices .....	10
5.11   Consultant Performance/Default.....	10
5.12   Goods and Services Tax.....	11
5.13   Invoicing .....	11
5.14   Indemnification .....	11
5.15   Commitments.....	11
5.16   Personal Injury / Property Damage.....	11
5.17   Insurance .....	11
5.18   Governing Law.....	11
5.19   Confidentiality .....	12

6.0   Requirements.....	12
6.1   Purpose.....	12
6.2   Service Requirement .....	12
6.3   Service Pricing .....	12
6.4   Inspection.....	12
7.0   Proposal Request.....	13
7.1   Request.....	13
7.2   Specifications.....	13
7.3   Proposal Content.....	14
8.0   Consultant Response.....	15
8.1   Declaration of Capabilities .....	15
8.2   Pricing Submission.....	17
8.3   Certification .....	18
Schedule A.....	19

## 1.0 | General

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### 1.1 | Purpose

The Municipal District of Greenview No. 16 (Municipal District) is seeking Proposals from qualified consultants or consulting practices with expertise in land use planning and policy to undertake a comprehensive review and update of the Grovedale Area Structure Plan (ASP). The objective of examining and revising the current Grovedale ASP is the creation of a new ASP that will reinforce the Municipal District's ability to guide subdivision and development within the plan area so that it occurs in an orderly and efficient manner that helps maintain the viability of the rural community. Additionally, a review of the Grovedale ASP is required to ensure that the ASP is aligned with Provincial legislation and Municipal policies.

### 1.2 | Terms & Conditions

These Terms & Conditions form a part of each Request for Proposals (RfP) of the Municipal District, or any group associated with the Municipal District, which is stated to be subject to the Municipal District Terms & Conditions: RfP. Accordingly, such Terms & Conditions shall form a part of each Contract created by the acceptance of a Proposal relating to such RfP.

## 2.0 | Definition of Terms

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Whenever used in the *Request for Proposals*, including any forms to be included as part of any Proposal, the following words shall be deemed to have meanings as indicated below:

**"Citizens' Panel"** means a panel that consists of local stakeholders who are recruited for their diversity. Under the tutelage of the Consultant, the panelists learn about the intent, scope and content of an ASP, as well as, the process used for reviewing and creating such a Bylaw. After learning about ASPs and local land use planning requirements, the panelists partake in discussions and deliberations that are guided by the Consultant. These discussions and deliberations enable the panel to provide their advice and feedback on which direction the Grovedale ASP should take.

**"Closing Time"** means the "Closing Time" specified in the RfP.

**"Consultant"** means a Proponent to whom a Contract is awarded by the Municipal District for any or all of the goods and services described in the RfP.

**"Contract"** means the agreement(s) entered into by the Municipal District with the successful Proponent(s) for the goods, services or goods and services described in the RfP.

**“Control”** means that the Municipal District has the authority to manage the Record, including its creation, use disclosure, and disposal.

**“Custody”** means that a party has physical possession of the Record.

**“FOIP Act”** means the Alberta Freedom of Information and Protection of Privacy Act.

**“Information Session”** means an informal event at a community gathering where the Consultant meets with members of the public to provide them with information on the purpose of the ASP and the process through which the ASP is being reviewed and updated. Additionally, the Consultant gathers stakeholder feedback and their opinions on the content of and direction being taken with the new ASP.

**“Land Use Bylaw”** means a bylaw made under Division 5 of the Municipal Government Act.

**“Municipal District”** means M.D. of Greenview No. 16.

**“Owner”** means M.D. of Greenview No. 16.

**“Public Open House”** means a formal scheduled event where the Consultant invites all stakeholders to meet with the Consultant Staff, as well as, members of the Planning & Development department and Council. The purpose of the event is to present members of the general public with information on the purpose of the ASP, the process through which the ASP is being reviewed and updated, and gather stakeholder feedback and their opinions on the content of and direction being taken with the new ASP.

**“Proponent”** means a person, firm, or company submitting a Proposal to the Municipal District pursuant to the RfP.

**“Record”** means information in any form, including Proposals, reports, documents, drawings (computer generated or otherwise), specifications, photographs, letters, meeting minutes, vouchers and all other correspondence, papers and any other information that is written, photographed, recorded or stored in any manner, but does not include the software or any mechanism that processes such Records.

**“RfP”** means this Request for Proposals of the Municipal District including all forms to be included as part of any Proposal.

**“Sites”** means all lands, buildings and premises where goods are to be delivered or services performed.

**“Proposal”** means the offer of a Proponent to furnish materials, supplies, or services in response to an RfP.

**“Transitory Record”** is one that:

- a) Draft documents and working materials are those Records used to prepare the master Record that is on file, (i.e.) rough notes, preliminary drafts, dictating tapes, etc.).

- b) Duplicate documents when nothing substantive has been added, changed or deleted; the copy was created for convenience of reference purpose; and the master Record is kept on file for the retention period, (i.e. Copies of minutes, correspondence, publications, prints of a microfilmed record, etc.).

Examples of Transitory Records are:

- Has only temporary usefulness,
  - Is not required for operational purposes once its immediate purpose has been served,
  - Is not subject to legislated retention,
- c) Temporary information that can be destroyed once acted upon, (i.e. phone messages, routing slips, diaries, opened envelopes, and information notes of little consequence).
    - When draft documents have value in substantiating or providing background material for the master Record such as audit working papers.
    - When substantive information is recorded on a copy; where copies of documents go to different units for different uses, (i.e. multi-part form); or when the master Record is not on a file.
    - When substantive information is recorded, (i.e. when a date stamped envelope is proof of receipt).

## 3.0 | Invitation to Bid

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Your firm is hereby invited to submit a Proposal for the provision of an **Area Structure Plan** as detailed in this RfP documentation.

### Request for Proposals

<b>Description:</b>	<b>Area Structure Plan</b>
<b>Date Issued:</b>	<b>Day August 2015</b>
<b>Closing Date:</b>	<b>Day August 2015</b>
<b>Closing Time:</b>	<b>14:00 MDT</b>
<b>Public Opening:</b>	<b>Immediately upon Closing</b>

## 4.0 | Instruction to Bidders

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### 4.1 | Inquires

Inquiries can be referred to Planning & Development Manager Sally Rosson at 780.524.7749 or Development Officer Demetri Prevatt at 780.524.6078. All written inquiries and the replies thereto will be copied to all Bidders.

#### 4.2 | Proposal Return

RfP submissions shall be sealed and enclosed in envelopes or containers marked with “Grovedale Area Structure Plan Proposal” and addressed to:

**Municipal District of Greenview No. 16**  
**Box 1079 | 4806 – 36 Avenue**  
**Valleyview, AB**  
**T0H 3N0**  
**Attention: Sally Rosson, Manager, Planning & Development**

Proposals must be received at the Administration Building in Valleyview at the predetermined time and date set forth or they will not be accepted for this particular RfP. Proposals received late will not be considered. Emailed and/or faxed Proposals will not be accepted.

#### 4.3 | Proposal Conditions

Bidders shall carefully read the RfP with Loader documentation and submit Proposals subject to all conditions contained in the Proposal documents. Bidders shall make all investigations necessary for estimating as to the conditions under which the work must be carried out and its nature and location. The submission of a Proposal by a Bidder shall be construed by The Owner to mean that the Bidder agrees to abide by and carry out all conditions set forth in the Proposal documents.

#### 4.4 | Proposal Clarification

Should the Bidder find, during examination of the Proposal documents, any discrepancies, omissions, ambiguities, or conflicts on or between the Proposal documents or be in doubt as to their meaning, the Bidder shall bring the question to the attention of the person noted via facsimile only, not less than three days before the Proposal closing time. The questions will be reviewed, and where information sought is not clearly indicated, the Owner will issue addenda, which will become part of the Proposal documents. Should the Bidder fail to bring the discrepancy, omission, ambiguity or conflict to the attention of the Owner as to the resolution of such discrepancy, omission, ambiguity or conflict and it will be deemed that the Bidder has included the most costly alternative in its Proposal.

#### 4.5 | Error in Proposal

No Proposal shall be altered, amended or withdrawn after the time specified for opening Proposals. Negligence on the part of the Bidder in preparing the Proposal documents confers no right for the withdrawal of Proposal after it has been opened.

#### **4.6 | Substitutions**

Bidders are encouraged to quote substitutions or alternate items unless specifically identified as no substitution (no sub), but the responsibility of obtaining “equal to or exceeding” quality lies solely with the Bidders. Each alternate submission should include brochures, performance and test dates, etc., that will confirm “equal to or exceeds” quality specifications requested. The Owner reserves the right to have the Bidder provide samples of alternate/substitution items for evaluation without any cost incurred by the Owner.

The Owner reserves the right to accept or reject any alternate/substitution.

#### **4.7 | Discussion**

The Owner reserves the right to conduct discussions with any Bidder that submitted a Proposal to assure full understanding of the Proposal submitted.

#### **4.8 | Proposal Selection**

A Proposal Selection decision may be made after the Owner has had an opportunity to examine and evaluate all Proposals in detail. The Owner reserves the right to reject any or all Proposals and to accept any part of one or more Proposals. The decision of the Owner is final.

Proposals will be analyzed and reviewed by the Municipal District to determine if and how they address the Municipal District’s needs for the Grovedale ASP. The Municipal District will select the Proposal that, in the view of the Municipal District, best addresses the Municipal District’s needs for the Grovedale ASP and in manner that provides the Municipal District with fair value for its costs.

This Proposal does not commit the Municipal District to award a contract or to pay any cost incurred in the preparation of a Proposal, provision of samples, or attendance at a pre or post-award site meeting.

#### **4.9 | Proposal Requirements**

Requirements are as listed and detailed in Section 7, item 7.1 Specifications of this document.

#### **4.10 | Proposal Copies**

The Bidder shall provide one (1) original copy of the Proposal marked “Original”, two (2) additional copies of the Proposal marked “Copy”, and an electronic copy of the Proposal on a Memory Stick in a portable document format (PDF).

#### 4.11 | Contract Period

The contract period will end upon the adoption of the Land Use Bylaw by the Municipal District's Council.

## 5.0 | General Conditions

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#### 5.1 | Alberta Freedom of Information and Protection of Privacy Act

**Intent:** This section provides general information regarding the responder's obligations in relation to the Alberta Freedom of Information and Protection of Privacy Act for the handling of information and Records related to both the responses to the RfP and any subsequent contract. Responders may wish to seek their own legal advice on specific aspects of these obligations.

#### 5.2 | Amendments

The Owner reserves the right to amend or revise the Proposal documents up to the Proposal closing time. Verbal instructions given in person are null and void and shall not be accepted by the Bidder. Receipt of all addenda by Bidders shall be acknowledged. It is the Bidders responsibility to ascertain and verify, prior to the closing time that it has received any and all addenda issued in relation to a Proposal package.

#### 5.3 | Contract

The signing of a formal written agreement shall constitute the making of a contract between the Municipal District and the successful Proponent. No Proponent shall acquire any legal or equitable rights in relation to the Municipal District until the signing of a written agreement by the Municipal District. The Contract shall include all portions of the RfP not expressly overridden in negotiations.

#### 5.4 | Acceptance of Proposals

If the Bidder fails to state the time within which a Proposal must be accepted, it is understood and agreed that the Owner shall have sixty (60) days to accept.

#### 5.5 | Compliance with Laws

The Bidder shall be responsible for complying with all Federal, Provincial (Alberta) and Municipal laws, rules, regulations, and guidelines that apply.

## 5.6 | Financial

The Owner reserves the right to investigate the Bidders financial position.

## 5.7 | References

The Bidder shall include evidence, satisfactory to the Owner, of ability to perform.

## 5.8 | Proposal Quantities

It is anticipated the Proposal quantities will fluctuate with the Owner's activities. The Owner shall not be bound to purchase proposed quantities; rather it serves as a guide to the Proponent in determining the best prices/terms that can be proposed.

## 5.9 | Method and Order

Bidders shall provide and include with their Proposal submission an address, telephone number and or facsimile number to which any purchase orders are to be directed.

## 5.10 | Proposal Prices

- Bidders must specify deliverable and component prices per unit.\*
- Pricing shall be quoted in Canadian dollars.
- Preference will be given to Bidders quoting FIRM prices for the contract period.
- The Owner reserves the right to request satisfactory evidence of any price amendment.

**\*The deliverable and component price per unit will govern in the event of any discrepancy between deliverable/component price and extended price.**

## 5.11 | Consultant Performance/Default

Consultants aware of potential or pending service difficulties must notify the Owner immediately of such difficulties before reduced provision of contracted services endangers the Owner's ability to supply services to Ratepayers.

In the event of non-performance, the Owner reserves the right to acquire the services from alternative sources and the Consultant shall be responsible for any excess cost occasioned thereby and will pay the amount thereof to the Owner on demand. If the Consultant defaults or fails to perform in accordance with the Terms and Conditions of the offering or otherwise does not comply with this agreement as it affects the Consultant's obligations, the Owner may, at its sole discretion, terminate any remaining portion of this contract with the Consultant upon five (5) days written notice delivered to the Consultant, free of any claim of the Consultant of every nature and kind.

### **5.12 | Goods and Services Tax**

The Owner is subject to Goods and Services Tax. All Goods and Services Tax shall be identified as a separate line item as part of the total bid.

### **5.13 | Invoicing**

Invoicing must be completed on a monthly basis.

### **5.14 | Indemnification**

The Consultant shall indemnify and hold the Owner harmless with respect to all withholding and all other taxes or amounts of any kind relating to employment of any of the persons providing services to the Owner with respect to this Agreement.

The Consultant shall indemnify and hold harmless the Owner, its employees and agents, from any and all claims, demands, actions, and costs what so ever that may arise, directly or indirectly, out of any acts or omissions of the Consultant in this Agreement.

Such indemnification shall survive this Agreement.

### **5.15 | Commitments**

Nothing in this RfP shall be construed as authority for the selected Consultant to make commitments, which shall bind the Owner to otherwise act on behalf of The Owner, except as the Owner may expressly authorize in writing.

### **5.16 | Personal Injury / Property Damage**

The Owner shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what so ever that may be suffered or sustained by the Consultant, its employees or agents, in the performance of any Agreement.

### **5.17 | Insurance**

The Consultant, with whom the Owner wish to enter into an agreement, shall provide the Owner with the following certificate of insurance, prior to the commencement of any contract resulting from the RfP: comprehensive general liability for an amount of not less than two million dollars, (\$2,000,000.00).

### **5.18 | Governing Law**

Any agreement resulting from this RfP is subject to the laws of the Province of Alberta.

### 5.19 | Confidentiality

All documents submitted to the Owner are subject to the protection and disclosure provisions of the **Freedom of Information and Protection of Privacy Act**. While this Act allows persons a right to access records in the Owner's custody or control it also prohibits the Owner from disclosing your personal or business information, where disclosure would be harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in sections 15 and 16 of the Act. Proponents are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.

The purpose of collecting personal information required to be provided in this RfP is to enable the Municipal District of Greenview No. 16 to ensure the accuracy and reliability of the Proposal, and to evaluate the submission is in response to the RfP. This information is required by the Municipal District of Greenview No. 16 to carry out its operations.

It is recommended that Proponents advise persons whose personal information is being provided to the Municipal District of Greenview No. 16 under this RfP that the privacy of the personal information as well as its possible disclosure by the Municipal District of Greenview No. 16 to third parties, upon request, will be governed by the FOIP Act.

Questions about the collection of personal information pursuant to this RfP shall be submitted to (please refer to the RfP, Instruction to Bidders, item 4.1 Inquiries).

## 6.0 | Requirements

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### 6.1 | Purpose

The purpose of this RfP is s to solicit Proposals from Bidders who can supply a new Grovedale Area Structure Plan.

### 6.2 | Service Requirement

Service specifications are detailed in Section 7, Item 7.2 – Specifications.

### 6.3 | Service Pricing

Pricing will be submitted as per Section 8, Item 8.2 Pricing Submission.

### 6.4 | Inspection

All data, materials, deliverables and services provided shall be subject to Owner's inspection.

## 7.0 | Proposal Request

### 7.1 | Request

**Municipal District of Greenview No. 16**  
**2015 Request for Proposal for One (1) Area Structure Plan**  
**Closes **Weekday**, Day August 2015**  
**Opening at **14:00 MDT** at the Municipal District of Greenview No. 16 Administration Building**  
**in Valleyview, AB.**

*If you require a tender package or additional information, please contact either Sally Rosson at 780.524.7749 or Demetri Prevatt at 780.524.6078.*

### 7.2 | Specifications

The Municipal District is seeking one (1) new Area Structure Plan that will be produced by the Consultant following a thorough review of the current ASP. A comprehensive public engagement and consultation program is required by the Municipal District to ensure that the public is adequately informed about the review process and has a sufficient chance to provide their input. The Consultant would need to facilitate four (4) Public Information Sessions and (4) Public Open Houses, conduct one (1) Online Survey, and establish and coordinate one (1) Citizen's Panel.

M.D. of Greenview No. 16 Land Use Bylaw	
Deliverable	
<b>Description</b> Land Use Bylaw	<b>Quantity</b> 1
Components	
<b>Description</b> Citizens' Panel	<b>Quantity</b> 1
Online Survey	1
Public Information Session	1
Public Open House	2



### 7.3 | Proposal Content

Proposals to undertake the Grovedale ASP Review must contain the following:

- A written statement that details the consultant's background and describes the philosophy the firm has and the approach it takes toward Community Planning. In addition, the statement must outline the manner through which it would undertake the Grovedale ASP if the consultant were to be selected for the project.
- A completed and signed copy of Section 8 of this RfP.

## 8.0 | Consultant Response

### 8.1 | Declaration of Capabilities

Citizens' Panel		
<i>Description of Service</i>	<i>Capable of Providing Service</i>	<i>Details of Deviation of Service</i>
Shall facilitate one (1) Citizens' Panel.	YES / NO	

Online Survey		
<i>Description of Service</i>	<i>Capable of Providing Service</i>	<i>Details of Deviation of Service</i>
Shall conduct one (1) Online Survey.	YES / NO	

Public Information Sessions		
<i>Description of Service</i>	<i>Capable of Providing Service</i>	<i>Details of Deviation of Service</i>
Shall conduct one (1) Public Information Sessions.	YES / NO	

Public Open Houses		
<i>Description of Service</i>	<i>Capable of Providing Service</i>	<i>Details of Deviation of Service</i>
Shall conduct two (2) Public Open Houses.	YES / NO	

## 8.2 | Pricing Submission

### ONE (1) NEW AREA STRUCTURE PLAN

Proposals must be in a sealed envelope and clearly marked “Grovedale Area Structure Plan Proposal”

The Municipal District of Greenview No. 16 reserves the right to accept or reject any or all Proposals and to waive irregularities and informalities at its discretion. The Municipal District of Greenview No. 16 reserves the right to accept a Proposal other than the lowest Proposal without stating reasons. By the act of submitting its Proposal, the bidder waives any right to contest in any legal proceeding or action the right of the M.D. to award the purchase to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the M.D. deems appropriate.

Without limiting the generality of the foregoing, the M.D. may consider any other factor besides price and capability that it deems in its sole discretion to be relevant to its decision:

#### Price Quote

Price for Area Structure Plan\* 1@ \$ \_\_\_\_\_

Price for Citizens’ Panel\* 1@ \$ \_\_\_\_\_

Price for Online Survey\* 1@ \$ \_\_\_\_\_

Price per Public Open House\* 1@ \$ \_\_\_\_\_

Price per Public Information Session\* 1@ \$ \_\_\_\_\_

**\*Do not include GST**

**To be submitted no later than 14:00, Weekday, Day August 2015 at the Administration Building.**

SUPPLIER NAME: \_\_\_\_\_

PHONE/FAX NUMBERS: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

### 8.3 | Certification

We \_\_\_\_\_  
Company name

Of \_\_\_\_\_  
Business address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
E-mail Address

Having examined and read the Proposal documents for the Land Use Bylaw as issued by the Municipal District of Greenview No. 16 do hereby bid and agree to provide the services in accordance with the Proposal documents.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of authorized representative

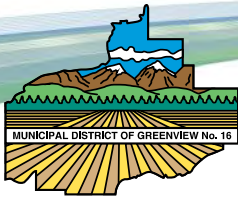
\_\_\_\_\_  
Print or type name and status of authorized representative



## Schedule A

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[Insert Citizens' Panel ToR]



*"A Great Place to Live, Work and Play"*

## Terms of Reference

### GROVEDALE AREA STRUCTURE PLAN

## Introduction

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The Grovedale Area Structure Plan (ASP) was adopted in January of 2005 to provide a framework that would guide subdivision and development in the plan area. The goal of the ASP was to ensure that subdivision and development taking place in the area covered by the plan occurred in an orderly and efficient manner that helped maintain the viability of this rural community.

In order to ensure that the ASP can continue to guide subdivision and development in the plan area according to the needs of the local community, the ASP needs to be reviewed with regularity. Additionally, an ASP must be updated periodically so that it remain consistent with other legislation and statutory plans. As it has been over five (5) years since the ASP was either adopted or thoroughly reviewed, Administration are proposing that the ASP be reviewed and updated.

## Legislation

---

### The Municipal Government Act:

#### Section 633 – Area Structure Plan

- (1) For the purpose of providing a framework for subsequent subdivision and development of an area of land, a Council may by bylaw adopt an area structure plan.
- (2) An area structure plan
  - (a) Must describe
    - (i) the sequence of development proposed for the area,
    - (ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,
    - (iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and
    - (iv) the general location of major transportation routes and public utilities,
  - and
  - (b) may contain any other matters the council considers necessary.

#### Section 636 – Statutory Plan Preparation

- (1) While preparing a statutory plan a municipality must
  - (a) provide a means for any person who may be affected by it to make suggestions and representations,

- (b) notify the public of the plan preparation process and of the means to make suggestions and representations referred to in clause (a),
  - (c) notify the school boards with jurisdiction in the area to which the plan preparation applies and provide opportunities to those authorities to make suggestions and representations,
  - (d) in the case of a municipal development plan, notify adjacent municipalities of the plan preparation and provide opportunities to those municipalities to make suggestions and representations, and
  - (e) in the case of an area structure plan, where the land that is the subject of the plan is adjacent to another municipality, notify that municipality of the plan preparation and provide opportunities to that municipality to make suggestions and representations.
- (2)** Subsection (1) does not apply to amendments to statutory plans.

### **Section 637 – Effect Of Plans**

The adoption by a Council of a statutory plan does not require the municipality to undertake any of the projects referred to in it.

### **Section 638 – Plans Consistent**

All statutory plans adopted by a municipality must be consistent with each other.

### **Section 638.1 – Conflict With ALSA Regional Plans**

In the event of a conflict or inconsistency between

- (a) A statutory plan or land use bylaw, and
- (b) An ALSA regional plan,

the ALSA regional plan prevails to the extent of the conflict or inconsistency.

## **The Municipal District of Greenview No. 16 Municipal Development Plan:**

### **Section 1.3 – Growth Strategy**

The Growth Strategy for the Municipal District is based upon the desire to promote and accommodate growth that will preserve and strengthen the positive attributes of the Municipal District.

- 1.3.1 The Municipal Districts current Land Use Patterns are illustrated on the Future Land Use Map. This Plan contains policies respecting each type of land use which are presented in subsequent sections of this Plan.
- 1.3.2 The Municipal Districts shall accommodate growth:
  - (a) by supporting agricultural production through the opening of new agricultural lands;
  - (b) through the development of uses which support and benefit agriculture;
  - (c) by supporting the exploration and extraction of natural resources;
  - (d) by promoting and accommodating which contribute to a diversification of the area's economy;
  - (e) by supporting the expansion of the rural population base in appropriate locations; and
  - (f) by supporting the improvement of transportation facilities and utilities.

## Objectives

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The objectives of the ASP Review are to:

1. Produce a planning and development policy framework that aligns with Council's Strategic Plan;
2. Update the planning and development policies describing the manner in which land may be developed;
3. Identify local development opportunities and constraints;
4. Update the inventory of lands suitable for commercial, industrial, recreational or residential uses;
5. Identify potential access road improvements in the plan area (including the phasing and financing for these improvements) that have yet to be identified;
6. Provide water/wastewater servicing and storm water drainage strategies for the area and provide any additional improvements where required; and
7. Ensure that community goals and objectives will be met through the coordination of Municipal District resources.

## Communication and Public Consultation

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Keeping the public informed during the review process and allowing stakeholders to participate in the development of the new ASP is imperative to maintaining open, inclusive and transparent governance of the Municipal District. Administration proposes that stakeholders are afforded opportunities to influence the review process via a series of Open Houses and Phases of Engagement. Additionally, regular project updates in Greenview's Newsletter and on the Municipal District's Website will help keep the public informed about the progress being made during the review process.

Administration recommends that the eventual consulting firm chosen to work on the project utilise contemporary methods for public consultation and engagement such as but not limited to: Citizens' Panels, Electronic Input Collection and Open Houses (See: 'Schedule A').

## Process Outline

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The steps involved in the review of the ASP are outlined below. They are subject to further refinement as work progresses.

### **Step 1: Start Up and Background Information**

Upon adoption of the Terms of Reference by the Municipal District's Council, there will be a public announcement via adverts placed in Greenview's Newsletter and on the Municipal District's website. The adverts will include the start date of the project, the purpose of the ASP and a brief summary of the proposed planning process, which will highlight the opportunities that the public will have to be involved and provide their input. To maximize awareness, residents in the plan area will also be notified in writing and informed of the Citizens Panel in the case they are interested in participating.

In addition to informing local stakeholders, Administration will also notify Alberta Agriculture and Forestry, Alberta Environment and Parks, Alberta Transportation, the County of Grande Prairie and other agencies about the commencement of the project. The aforementioned parties will be invited to comment on any issues, concerns, or other requirements.

All relevant plans and studies will be reviewed by Administration and placed in a background report, which will be provided to the consulting firm that is awarded this project for their consideration.

## **Step 2: Proposal Process and Awarding**

A proposal package containing information on the background and requirements of the project, Terms of Reference to which candidates will have to adhere, deadline for proposals to be submitted, and the criteria that will be used to select the successful candidate will be sent various consulting firms and advertised through a variety of channels. Once all successfully submitted proposals have been thoroughly reviewed, the Municipal District will award a contract to the consulting firm who submitted a high-quality proposal that, to the satisfaction of the Municipal District, best addressed the requirements and met the measure of standards defined in the aforementioned selection criteria. (See 'Schedule B')

## **Step 3: Initial Meeting With Consultants**

The consulting firm selected to help with the creation of the new ASP will work with the Planning & Development department to identify the strengths and weaknesses of the current ASP and potential opportunities and targets for the updated ASP. After reviewing the results of a SWOT analysis, the consulting firm will be able to tailor their proposed plan-making approach according to the general and unique needs of the Municipal District in order to commence work on updating the ASP.

## **Step 4: Initial Public Meeting**

The initial public meeting will provide plan area residents with the opportunity to confirm and add to the development issues, planning goals, and considerations outlined in the background report. In this step, anyone interested in participating on the Citizens Panel can express their interest and be informed on the process the panel will go through to obtain the recommendations to be included in the ASP Review.

## **Step 5: Preliminary Plan**

At this point, the consulting firm will not only have a firm understanding of the Municipal District and plan requirements but also be in possession of valuable stakeholder input. Consequently, the consulting firm will be able to provide the Municipal District with a template for the new ASP that will outline the various components of the updated plan and how the firms intends to piece them together. Although the consulting firm will not be expected to produce a Draft ASP, their outline plan should establish a clear policy framework that can be examined by a Citizens' Panel.

### **Step 6: Issue Analysis**

Proposed updates to the existing ASP will be developed in response to issues identified in the background report, as well as, the input received from the public, government agencies and stakeholders. A summary of the major updates will be generated and presented to Council for review. The feedback received from Council will be used to provide additional direction for the regulatory objectives in the scope of the plan.

### **Step 7: Citizen Panel Process and Recommendations**

The Citizens' Panel will be formed over a three month period. During this time, the panel will be educated on the intent, scope and process used for creating ASPs. Additionally, the panel will be asked to deliberate based on the Terms of Reference attached here as Schedule 'B'. The Citizens Panel will deliberate and create a number of recommendations to be considered and further expanded on by the consultant preparing the ASP.

### **Step 8: Draft ASP**

Once the consulting firm's outline for the plan is updated according to both the recommendations of the Citizens Panel and the input received by the general public, stakeholders, and Administration, the firm will prepare a draft ASP. The draft ASP will be presented to Council for their consideration and any necessary revisions will be made based on any further direction received from Council.

### **Step 9: Public Review of Draft ASP**

Members of the general public, relevant Government agencies and neighbouring municipalities will be invited to comment on the draft ASP. A news release will be prepared to highlight key aspects of the draft ASP and to announce that a public meeting will be held to review the draft ASP.

Staff will provide an extensive summary of the draft ASP in the Greenview Newsletter. The draft ASP will also be posted on the Municipal District's website and copies will be made available at Municipal District Offices for review.

All comments received will be summarized into a report that will be presented to Council. This report will also include suggestions for possible changes to the draft ASP based on the input received. Any necessary revisions will be made based on the direction of Council.

### **Step 10: Public Hearing**

Council will review the Draft ASP and consider first reading. A public hearing will be arranged and advertised in the Greenview Newsletter and other local newspapers. Copies of the draft ASP will be posted on the Municipal District's website. Notice of the hearing will also be sent to referral agencies,

area residents and other stakeholders. The public, government agencies and other stakeholders will have the opportunity to comment on the draft ASP at the public hearing.

Following the public hearing, Council will be able to consider second and third readings of the ASP Bylaw to adopt the draft ASP, subject to any amendments as may be directed by Council based on the submissions received. The adopted Grovedale ASP will be posted on the Municipal District's website and copies will be made available at Municipal District Offices. Staff will prepare a final news release announcing Council's adoption of the ASP. The formal adoption will also be communicated through the Greenview Newsletter.

## Project Schedule

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It is assumed the project would commence in mid-June 2015. The anticipated project completion date is April, thus the project would span a period of approximately one (1) year.

During the course of the project, scheduling and other issues may arise that will require some flexibility in the timeline. Revisions in the timeline will normally occur at the commencement of each phase in consultation with Council.

A tentative schedule of steps described above, is outlined below:

**Step 1:** Start Up and Background Information – June 2015

**Step 2:** Proposal Process and Awarding – August 2015

**Step 3:** Initial Meeting With Consultants – August 2015

**Step 4:** Initial Public Meeting - September 2015

**Step 5:** Preliminary Plan - October 2015

**Step 6:** Issue Analysis – November 2015

**Step 7:** Citizen Panel Process and Recommendations – December 2015 / January 2016

**Step 8:** Draft ASP – February 2016

**Step 9:** Public Review of Draft ASP – March / April 2016

**Step 10:** Public Hearing – May 2016



## Project Outline Prepared

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Prepared by:

Planning and Development Department  
Municipal District of Greenview No. 16  
June 2015

## Attached Schedules

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Schedule 'A' – Terms of Reference for Citizens Panel

Schedule 'B' – Request for Proposals



**Schedule 'A'**  
**Terms of Reference for Citizens Panel**

'Attached'

# Terms of Reference

## CITIZENS PANEL

### Introduction

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In order to maintain the open, inclusive and transparent governance of the Municipal District, it is essential that the Municipal District consults with the public when important decisions have to be made. Public engagement is a form of public consultation where decision makers solicit input from the general public via a process that uses specialists to educate a representative sample of the non-specialist population on a subject matter before allowing them to formulate an informed response. Administration is proposing that a public engagement tool known as a Citizens Panel be utilized as part of the public consultation process for the Grovedale Area Structure Plan (ASP) review.

A Citizens Panel is a public engagement process where over a period of time a consulting firm selects a representative sample of the general population from a pool of volunteers to form a panel and helps educate this panel of citizens on a certain issue, process or topic. After helping the panel understand the relevant subject matter, the consultants then facilitate healthy and productive discussion and deliberation among group members allowing everyone's ideas, views and opinions to be shared. In the closing stages of this public engagement process, the consultant assists the members of the panel with the production of a number of recommendations that can be provided to elected officials and their administration.

The recommendations produced by Citizens Panels are extremely valuable as they enable informed citizens to help their government understand how the public feels about certain topics and what they would like to see happen.

### Legislation

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#### **The Municipal Government Act:**

#### **Section 153 – General Duties Of Councillors**

**(3)** Councillors have the following duties:

- (a) to consider the welfare and interest of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;

### Objectives

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The objectives of forming a Citizens Panel as part of the public consultation portion of the Grovedale ASP review are to:

1. Allow the public to be participate in the review and adoption of local land use polices that will affect their community;

2. Provide an opportunity for members of the public to learn about the importance of land use policies, which policies are required by legislation and how these policies are created; and
3. Receive genuine and constructive feedback from citizens that have a working understanding of the land use policies being reviewed.

## Process Outline

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The steps involved in the administration of the Citizens Panel are outlined below. They are, of course, subject to further refinement as the work progresses.

### **Step 1: Start Up and Background Information**

Upon adoption of the Terms of Reference by the Municipal District's Council, the Terms of Reference will be placed in both the Term of Reference and Request for Proposals (RfP) for the Grovedale ASP Review. Once the Terms of Reference for the Land Use Bylaw Review has been adopted and the RfP sent out, Administration will finalize the general details about the Citizens Panel (i.e. approximate size and approximate number of meetings and recommendations required). Along with Administration reviews of all relevant plans and studies, the aforementioned general details will be placed in a background report.

### **Step 2: Hand-Off To Consultant**

Once a consulting firm has been selected to help with the creation of the new Grovedale ASP, the Planning & Development Department will meet with the firm to present them with the background report and review expectations for the Citizens Panel. The meeting will provide an opportunity to decide the number of: i) members that will be required for the Citizens Panel; ii) meetings where the panel will convene; and iii) recommendations that the panel will provide to Council. Additionally, the date of the Initial Public Meeting for the Grovedale ASP Review, where the consultants would canvass for volunteers to form the Citizens Panel, would be agreed upon between Administration and the consultant. This step would mark the transfer of responsibility for the Citizens Panel from Administration to the consulting firm.

### **Step 3: Management of The Citizens Panel By The Consultant**

Over a period of time defined by Administration, the consulting firm would advertise openings for members on the Citizens Panel in local media, fill these openings with candidates from a pool of volunteers so as to create a representative sample of the local population, facilitate the Citizen Panel meetings, assist the Citizens Panel with the production of a pre-determined number of recommendations for the Grovedale ASP Review, and provide these recommendations to Administration at a debriefing.

#### **Step 4: Presentation of Recommendations**

Once the Planning & Development Department receives the Citizens Panel recommendations, the recommendations will be presented to Council as information. Council, Administration and the consulting firm will consider the recommendations during the remainder of the Grovedale ASP Review process.

## **Project Schedule**

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It is assumed the project would commence in mid-June 2015. The anticipated project completion date is December 2015, thus the project will span for a period of approximately seven (7) months.

During the course of the project, scheduling and other issues may arise that will require some flexibility in the timeline. Revisions in the timeline will normally occur at the commencement of each phase in consultation with Council.

A tentative schedule of steps described above, is outlined below:

**Step 1:** Start Up and Background Information – June 2015

**Step 2:** Initial Meeting with Consultants – July 2015

**Step 3:** Management of the Citizens Panel by the Consultants - July 2015

**Step 4:** Presentation of Recommendations –November/December 2015

## **Project Outline Prepared**

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Prepared by:

Planning and Development Department  
Municipal District of Greenview No. 16  
May 2015



# REQUEST FOR DECISION

SUBJECT: **DeBolt Concrete Sidewalk**  
SUBMISSION TO: Regular Council Meeting  
MEETING DATE: July 14, 2015  
DEPARTMENT: Infrastructure & Planning  
FILE NO./LEGAL: File Number, Legal or N/A.  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MH      MANAGER: INT  
GM: GG      PRESENTER: GG  
LEGAL/ POLICY REVIEW: INT  
FINANCIAL REVIEW:

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw / Policy** (cite) – *Expenditure Policy AD-12*

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## RECOMMENDED ACTION:

**MOTION:** That Council approve transferring \$230,000 from Road Infrastructure Reserve to the 2015 Roads Capital Budget for the purpose of completing 1010 square meters of concrete sidewalk installation in the Hamlet of DeBolt.

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## BACKGROUND / PROPOSAL:

The existing asphalt sidewalk condition along Alberta Avenue in many areas is beyond repair due to general deterioration and past watermain breaks. If a new concrete sidewalk were installed on Alberta Avenue the sidewalk would be constructed to 6 feet in width with a thickened outside edge, commonly known as a monolithic sidewalk. This type and width of sidewalk eliminates the cost and the need for a curb, allowing the sidewalk alignment to move outwards to edge of road thus eliminating the grass and dirt that exists today.

Staff also reviewed 1<sup>st</sup> street East in DeBolt for a possible concrete sidewalk upgrade. The existing sidewalk is asphalt surfaced running along the seniors housing complex. This lineal stretch of sidewalk is narrow, 3-4 feet in width that immediately drops off into the drainage ditch in some areas. In order to widen the sidewalk and achieve proper alignment, the contractor would pull a few driveway culverts out and fill with compacted gravel. This will allow the residents in the area more parking space and a flatter safer boulevard. The new sidewalk alignment will act as a curb for storm water, eliminating the rutting that appears to be presently an issue.

Currently between 1<sup>st</sup> Street East and Alberta Avenue is a 90 meter section of asphalt surfaced sidewalk running on an angle towards the Blue Apple cafe. The intended construction of a 5 foot wide concrete sidewalk, with the replacement of a park bench that currently cannot be used due to its condition and the installation of a bear smart garbage container.

It is estimated that the project would cost approximately \$230,000.00. Administration has reviewed the related costs for works and staying in line with Greenview's current Expenditure Policy AD 12 for tendering amounts over \$100,000 that administration will need to advertise the work.

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OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council could deny the request and budget in 2016 for the concrete sidewalk upgrade.  
Council could agree to complete only a portion of the intended sidewalk 2015 and budget the remainder in 2016.

**Benefits** – Will give the general public an even surface in which to walk and will clean up the appearance along Alberta Avenue in DeBolt.

**Disadvantages** – Funding to come from reserves that was not budgeted for in 2015. The only disadvantage to the project is the opportunity costs associated with all expenditures.

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COSTS / SOURCE OF FUNDING:

Funding in the amount of \$230,000 to be transferred from Road Infrastructure Reserve to 2015 Roads Capital Budget.

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ATTACHMENT(S):

N/A



# Request for Decision

SUBJECT: **Fox Creek Engine Replacement**

SUBMISSION TO: Regular Council Meeting

MEETING DATE: July 14, 2015

DEPARTMENT: Community Services/Protective Services

FILE NO./LEGAL: N/A

STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MH MANAGER: JF

GM: DM PRESENTER: JF

LEGAL/ POLICY REVIEW:

FINANCIAL REVIEW:

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw / Policy** (cite) – Greenview Equipment and Vehicle Replacement Policy #OP-06

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## RECOMMENDED ACTION:

**MOTION:** That Council approve the purchase of one Fire Engine for the Fox Creek Fire Department from Dependable Emergency Vehicles of Brampton, Ontario for \$445,925.00 plus GST with funds to come from the 2015 Protective Services Capital Budget.

---

## BACKGROUND / PROPOSAL:

This proposal was posted to the Alberta Purchasing Connection on April 30, 2015 and five proposals were received. Dependable Emergency Vehicles of Brampton, Ontario proposal was \$445,925.00 plus GST with the other four proposals being over the Protective Services Capital budget amount. Upon reviewing all of the proposals administration is recommending to accept the Dependable Emergency Vehicle proposal.

The unit will be on a 2016 Freightliner- M2-106 cab & chassis with a 1000 gallon water tank and a Waterous pump rated at 1250 g.p.m U.S. and be built to the CAN/ULC- S515-13 specification which is the Canadian specification for fire apparatus it will also meet the Fire Underwriters Survey for first out fire trucks which is 15 years.

Fire Underwriters Survey provides data on public fire protection for fire insurance statistical work and underwriting purposes of subscribing insurance companies. Subscribers of Fire Underwriters Survey represent approximately 85% of the private and casualty insurers in Canada.

The new engine will replace Unit F-17 which is a 2000 GMC Pumper which is presently utilized by the Fox Creek Fire Department. This new fire engine will enhance the service and support modern firefighting techniques for Greenview residents. At this time there is no plan on how to dispose of the old fire engine. This will be looked at in the next few months and a plan brought back to Council before the delivery of the new fire engine.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council has the option to accept or deny the recommended proposal.

**Benefits** – The benefit of purchasing new Fire Engine is that it will replace a 15 year old truck and meet the Fire Underwriters Survey and CAN/ULC-S515-13 specifications. It will also enhance the service and support modern firefighting techniques.

**Disadvantages** – There are no perceived disadvantages.

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COSTS / SOURCE OF FUNDING:

\$445,925.00 plus GST Funds to come from the 2015 Protective Services Capital Budget

\$450,000.00 was budgeted in the 2015 Protective Services Capital Budget for this Vehicle

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ATTACHMENT(S):

- Greenvue Project Form
- Protective Services Vehicle Form
- RFP Results
- Dependable EV Offer Letter



## DEPENDABLE EMERGENCY VEHICLES

A DIVISION OF DEPENDABLE TRUCK AND TANK LIMITED  
275 CLARENCE STREET, BRAMPTON ONTARIO L6W3R3  
TELEPHONE (905) 453-6724 & 1-800-268-0871

June 12<sup>th</sup>, 2015

MD Greenview Fire Department  
4806 36 Ave.  
Valleyview, AB T0H 3N0

Mr. Francis,

Dependable Emergency Vehicles is pleased to submit a proposal for a 2016 Freightliner M2-106 with Dependable Emergency vehicles bodywork and a Waterous pump, as per your published specifications.

Please review our package containing detailed specification, concept drawings, and some photos of other similar trucks we have built in the past. Please note that we have proposed a few slightly different items in our proposal. If you need clarification on what these items are please contact us for more information.

**\$445,925.00** plus all applicable taxes.

F.O.B. Valleyview, Alberta

*Estimated* 10 months from finalized pre-construction process. Penalty clause to be discussed, pending chassis delivery to Dependable.

25% contract amount due with finalized pre-construction package, balance due net 30 days delivery to Valleyview, AB.

Please do not hesitate to contact me with any concerns or questions. I can be reached at 1-800-268-0871 or [pino@dependable.ca](mailto:pino@dependable.ca)

*Pino Natale*

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Pino Natale  
Director of Emergency Vehicle Division

Canadian distributor for Spartan Chassis Inc., and Spartan ERV.



*We will deliver fast Friendly service so our customers know they are valued.*





**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
**RFP- Fox Creek Engine Replacement**  
**Closing Friday, June 19, 2015 at 2:00 p.m.**

Unofficial Results – for information only – does not constitute a tender award.

Manufacturer	City	TOTAL BID	COMMENTS
Dependable	Brampton, Ontario	\$445,925.00 plus GST	
Maxim	Acheson, Alberta	\$454,287.00 plus GST	
First Truck	Edmonton, Alberta	\$475,000.00 plus GST	
Rosenbauer Rocky Mtn Phoenix	Red Deer, Alberta	\$476,870.00 plus GST	
Hub	Abbotsford, B.C.	\$484,689.00 plus GST	

Note: prices do not include G.S.T.  
**WE, the undersigned, having been present at the tender opening and having examined the tender documents, do hereby certify that the information as recorded above is correct.**

Municipal District Representative: JEFF FRANCIS, Manager, Protective Services

WITNESS: Derian Rosario, Fire Service Coordinator



## GREENVIEW PROJECT FORM

**Department:** Protective Services

**Reference #:** \_\_\_\_\_

**Year:** 2015

**Project Title:** \_\_\_\_\_

Fox Creek Engine Unit F17

Replacement

### Service Description & Benefits

Replacement of current unit as per Greenview Policy OP 06. Fire Truck replacement is currently 15 years. This replacement Fire Engine will enhance the service and support modern firefighting tactics. This will replace Unit # F-17

### Council Strategy/Goal

Strategy: Greenview will support strong, viable, and sustainable rural and urban communities through well-defined initiatives and planning. Goal: Sustain an organization that is responsive to the needs of taxpayers and residents.

### Project Funding/Costs

#### Funding Source:

##### Types of Funding:

Grants:

Reserves:

Utility Revenue:

Tax Revenue:

##### Dollar Amount:

\$450,000.00

**Total Funding:** \$450,000.00

#### Costs:

##### Type of Cost:

2015 Fox Creek Engine Replacement

##### Dollar Amount:

\$450,000.00

**Total Cost:** \$450,000.00

### Schedule

**Design Start:** 1/1/2015

**Design End:** 12/31/2015

**Service Start:** 1/1/2015

**Service End:** 12/31/2015



# REQUEST FOR DECISION

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SUBJECT:	<b>Philip J. Currie Dinosaur Museum – 2015 Amber Ball</b>	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	Regular Council Meeting	CAO: MH    MANAGER: INT
MEETING DATE:	July 14, 2015	GM: DM    PRESENTER: DM
DEPARTMENT:	Community Services	LEGAL/ POLICY REVIEW: INT
FILE NO./LEGAL:	N/A	FINANCIAL REVIEW:
STRATEGIC PLAN:		

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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 Table Sponsorship for the Philip J. Currie Dinosaur Museum 2015 Amber Ball in the amount of \$5,000.00 made payable to the River of Death & Discovery Dinosaur Museum Society, with funds to come from the Community Service Miscellaneous Grant.

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## BACKGROUND / PROPOSAL:

The Philip J. Currie Dinosaur Museum 2015 Amber Ball will be held September 26, 2015 in the Entrec Centre at Evergreen Park. Greenview has generously provided financial contributions to the Philip J. Dinosaur Museum in the amount of \$585,000.00. This amount includes the Amber Ball sponsorship of \$5,000.00 provided annually since 2011.

Various sponsorship options are available ranging from \$5,000.00 - \$40,000.00+. Ticket purchase is also available in the amount of \$295.00 each.

The balance in the Community Service Miscellaneous Grant was \$74,644.36 on July 13, 2015.

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## OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council has the option to approve the \$5,000.00 Table Sponsorship, provide an alternate sponsorship amount, purchase tickets or accept the request for information.

**Benefits** – The benefit of providing sponsorship is that it will assist the Philip J. Currie Dinosaur Museum in their fundraising initiative.

**Disadvantages** - The disadvantage of providing sponsorship to this event is that it reduces the amount of budgeted funds available to contribute to other Greenview Community orientated initiatives.

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**COSTS / SOURCE OF FUNDING:**

The \$5,000.00 Table Sponsorship will come from the Community Service Miscellaneous Grant.

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**ATTACHMENT(S):**

- Philip J. Currie Dinosaur Museum 2015 Amber Ball Sponsorship Opportunities Documentation



PHILIP J. CURRIE  
DINOSAUR MUSEUM  
2015 AMBER BALL

# Sponsorship Opportunities

September 26, 2015  
Entrec Centre

2015 AMBER BALL



PHILIP J. CURRIE  
DINOSAUR MUSEUM  
2015 AMBER BALL

## GRAND OPENING CELEBRATION

September 26, 2015 - Entrec Centre

The Amber Ball is an annual celebration of the Philip J. Currie Dinosaur Museum. This year marks a major milestone with this world class destination opening in September 2015. This formal black-tie event for over 750 guests at the Entrec Centre includes lively entertainment, fine food and exceptional company.

With performances by Colin James, The Jim Cuddy Trio and other surprises, this evening is bound to delight guests, members and patrons. The evening also includes a silent auction with a wide array of original art and gifts.

SPONSORSHIP OPPORTUNITIES



PHILIP J. CURRIE  
DINOSAUR MUSEUM  
2015 AMBER BALL

## TABLE SPONSOR \$5,000

- Seating for 8 at the 2015 Amber Ball
- Invitation for 4 to attend a pre-dinner reception with the Jim Cuddy Band and Colin James. This is a great opportunity for photos with the entertainers and a chance to toast the occasion with your fellow VIP's and sponsors.
- Acknowledgement in Program
- Recognition on the Philip J. Currie Dinosaur Museum ([www.dinomuseum.ca](http://www.dinomuseum.ca))
- Business and tax receipts provided as applicable

SPONSORSHIP OPPORTUNITIES



## PHILIP J. CURRIE DINOSAUR MUSEUM 2015 AMBER BALL

### AMBER SPONSOR \$40,000+

- Premier seating for 8 at the 2015 Amber Ball
- Invitation for 8 to attend "A Night at the Museum" the evening prior to the Amber Ball. This exclusive reception and tour would include gourmet refreshments, fine wine, and live music. Guests include sponsor representatives, our event VIP's and celebrities.
- Invitation for 8 to attend a pre-dinner reception with the Jim Cuddy Band and Colin James. This is a great opportunity for photos with the entertainers and a chance to toast the occasion with your fellow VIP's and sponsors.
- A unique private tour offered to 6 guests. In the late spring, or other arranged date, visit the Pipestone Creek Bone Bed. Arrive by helicopter and spend the day with one of our esteemed paleontologists for an experience of a lifetime. Return to the museum for refreshments and our fossil walk.
- Acknowledgement in all promotional materials including full-page dedication in the program and repeated audio/visual recognition throughout the evening. All social media and communications surrounding this event will honor your participation
- Recognition on the Philip J. Currie Dinosaur Museum ([www.dinomuseum.ca](http://www.dinomuseum.ca)) with your company logo and a link to your company website.
- Signed Copy of the Commemorative book for each of your guests.
- Museum keepsake referencing your contribution and the opening.
- Business and tax receipts provided as applicable

SPONSORSHIP OPPORTUNITIES



PHILIP J. CURRIE  
DINOSAUR MUSEUM  
2015 AMBER BALL

## GOLD SPONSOR \$20,000 - \$40,000

- Premier seating for 8 at the 2015 Amber Ball
- Invitation for 4 to attend "A Night at the Museum" the evening prior to the Amber Ball. This exclusive reception and tour would include gourmet refreshments, fine wine, and live music. Guests include sponsor representatives, our event VIP's and celebrities.
- Invitation for 4 to attend a pre-dinner reception with the Jim Cuddy Band and Colin James. This is a great opportunity for photos with the entertainers and a chance to toast the occasion with your fellow VIP's and sponsors.
- Acknowledgement in all promotional materials including half-page dedication in the program and repeated audio/visual recognition throughout the evening. All social media and communications surrounding this event will honor your participation
- Recognition on the Philip J. Currie Dinosaur Museum ([www.dinomuseum.ca](http://www.dinomuseum.ca)) with your company logo and a link to your company website.
- Signed Copy of the Commemorative book for each of your guests.
- Business and tax receipts provided as applicable

SPONSORSHIP OPPORTUNITIES



PHILIP J. CURRIE  
DINOSAUR MUSEUM  
2015 AMBER BALL

## COPPER SPONSOR \$10,000-\$20,000

- Premier seating for 8 at the 2015 Amber Ball
- Invitation for 4 to attend "A Night at the Museum" the evening prior to the Amber Ball. This exclusive reception and tour would include gourmet refreshments, fine wine, and live music. Guests include sponsor representatives, our event VIP's and celebrities.
- Invitation for 4 to attend a pre-dinner reception with the Jim Cuddy Band and Colin James. This is a great opportunity for photos with the entertainers and a chance to toast the occasion with your fellow VIP's and sponsors.
- Acknowledgement in all promotional materials and repeated audio/visual recognition throughout the evening. All social media and communications surrounding this event will honor your participation
- Logo recognition on the Philip J. Currie Dinosaur Museum ([www.dinomuseum.ca](http://www.dinomuseum.ca))
- Signed Copy of the Commemorative book for each of your guests.
- Business and tax receipts provided as applicable

SPONSORSHIP OPPORTUNITIES



PHILIP J. CURRIE  
DINOSAUR MUSEUM  
2015 AMBER BALL

## SPONSORSHIP FORM

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Please check which sponsorship opportunity you are interested in

- ☐ Amber Sponsorship
- ☐ Gold Sponsorship
- ☐ Copper Sponsorship
- ☐ Table Sponsorship \_\_\_\_\_ (please indicate how many tables)

Invoice to be made out to (company name): \_\_\_\_\_

*(Cheques can be made payable to the River of Death & Discovery Dinosaur Museum Society)*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SPONSORSHIP OPPORTUNITIES



PHILIP J. CURRIE  
DINOSAUR MUSEUM

VIST

PROGRAMS

EXHIBITS

SUPPORT

GIFT SHOP

MEDIA

AMBER BALL

FR

f

t

+

Q

SEARCH

## 2015 AMBER BALL

grand opening celebration

Enjoy an evening of lively entertainment, fine food and exceptional company

SEPTEMBER 26, 2015 AMBER BALL



COLIN JAMES



PHILIP J. CURRIE  
DINOSAUR MUSEUM



JIM CUDDY

AMBER BALL  
TICKET(S)

\$295.00

1

Add to cart

 [CLICK HERE TO DOWNLOAD THE SPONSORSHIP PACKAGE](#)

You are invited to celebrate the Grand Opening of the Philip J. Currie Dinosaur Museum with an evening of lively entertainment, fine food and exceptional company, in support of this world class destination – featuring entertainment by Colin James and the 11th

PHILIP J. CURRIE



# REQUEST FOR DECISION

SUBJECT: **Philip J. Currie Dinosaur Museum Sponsorship**  
SUBMISSION TO: Regular Council Meeting  
MEETING DATE: July 14, 2015  
DEPARTMENT: Community Services  
FILE NO./LEGAL: File Number, Legal or N/A.  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: INT MANAGER: INT  
GM: DM PRESENTER: DM  
LEGAL/ POLICY REVIEW: INT  
FINANCIAL REVIEW:

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

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## RECOMMENDED ACTION:

**MOTION:** That Council accept the report on the Philip J. Currie Dinosaur Museum sponsorship opportunities as information.

---

## BACKGROUND / PROPOSAL:

The Philip J. Currie Dinosaur museum is offering sponsorship opportunities, from sponsoring a family picnic site to naming rights on exhibit rooms etc. There are thirty seven opportunities in seven funding levels ranging from \$22,000.00 to \$250,000.00 for a ten year term. To date various private companies and local governments have elected to contribute to the sponsorship of museum exhibits and programs as a way of supporting the museum and community.

If Council was to elect to participate in the sponsorship program administration would recommend that either the Permanent Dinosaur Exhibit Gallery \$250,000.00 or the Oil & Gas Discovery Wall \$100,000.00 sponsorship be considered. Greenview has provided financial contributions to the museum in the amount of \$585,000.00 to date.

---

## OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council has the option to provide sponsorship to the Museum or accept the sponsorship opportunity as information.

**Benefits** – The benefit of providing sponsorship to the museum is that Greenview would be supporting a very unique and world class facility that is an asset to the northern region.

**Disadvantages** – The Disadvantage to providing funding is the opportunity cost associated with the expenditure.

COSTS / SOURCE OF FUNDING:

Any financial costs would come from the 2015 Contingency Allowance.

---

ATTACHMENT(S):

- Sponsorship Package

# SPONSORSHIP OPPORTUNITIES AVAILABLE



Sponsorship of museum exhibits and programs go a long way in supporting our communities and is a tangible way to create a legacy for a family, individual or company. All sponsorship pledges are over a period of 10 years.

■ Permanent Dinosaur Exhibit Gallery	\$250,000
■ Highway 43 Pylon Sign	\$100,000
■ Classroom #2	\$100,000
■ The Pipestone Creek Bonebed Exhibit	\$100,000
■ Oil & Gas Discovery Wall	\$100,000
■ Full Dinosaur Skeletons (5 available)	\$40,000
■ Alberta Fresh Water Aquarium	\$40,000

For additional details and other naming opportunities, please visit [www.dinomuseum.ca](http://www.dinomuseum.ca) or contact Candice [cpopik@dinomuseum.ca](mailto:cpopik@dinomuseum.ca) | 587-771-0662

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## AMBER BALL TICKETS AND SPONSORSHIPS ON SALE NOW

Visit our [website](http://www.dinomuseum.ca) for sponsor information or to buy your tickets today!



PHILIP J. CURRIE  
DINOSAUR MUSEUM

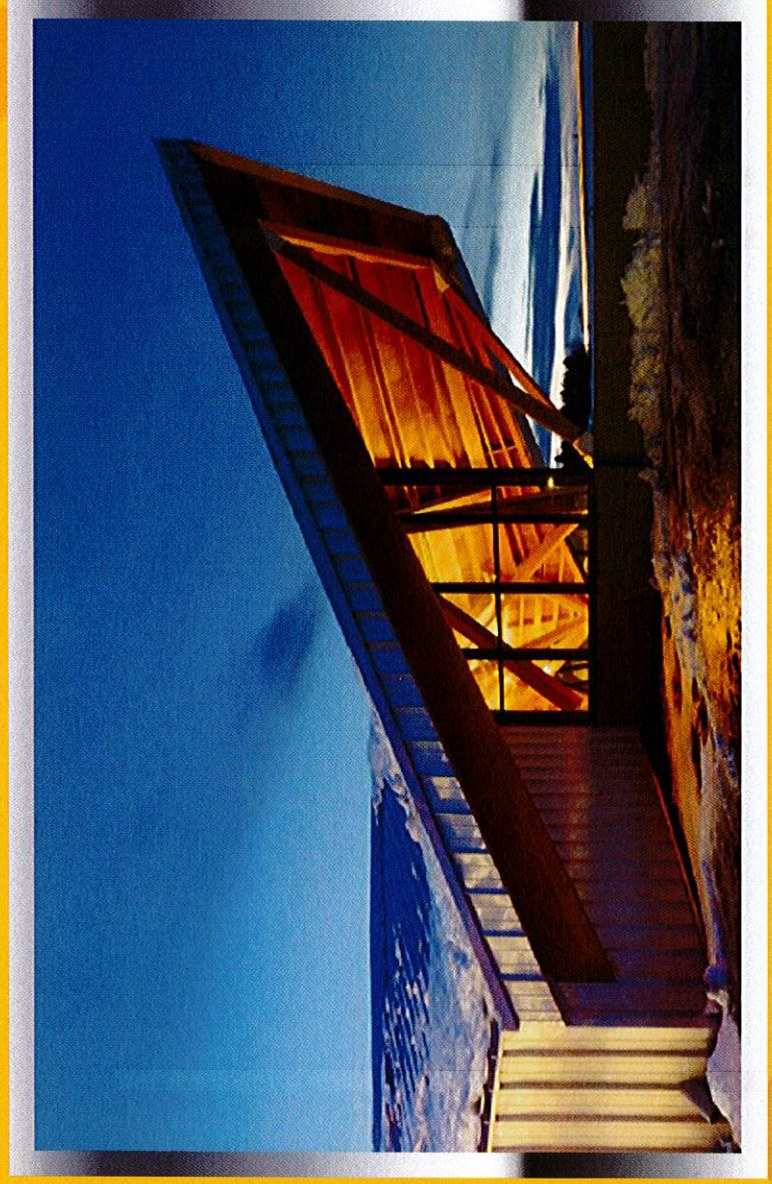
# Sponsorship Opportunities

# Naming Opportunities

- thirty-seven opportunities, in seven funding levels
- levels range from \$25,000 to negotiable
- opportunities range from a family picnic site to a towering *Gorgosaurus* skeleton to the SMART-technology classrooms to the museum site itself
- naming gives sponsor the right to attach their name to the exhibit/room/area and make their altruism and support publicly known
- tangible way to create a legacy for a family or company name

# ENDOWMENT \$1,000,000+

The River of Death & Discovery Dinosaur Museum Society welcomes endowment support for restricted and unrestricted operations initiatives. The endowment allows for the museum to sustain its civic reach and public mandate towards education, outreach, programming, and most importantly, attracting and retaining potential talent critical to this institution. Endowment support can be in the form of naming rights to curatorial and other executive positions or in the form of unrestricted contributions.



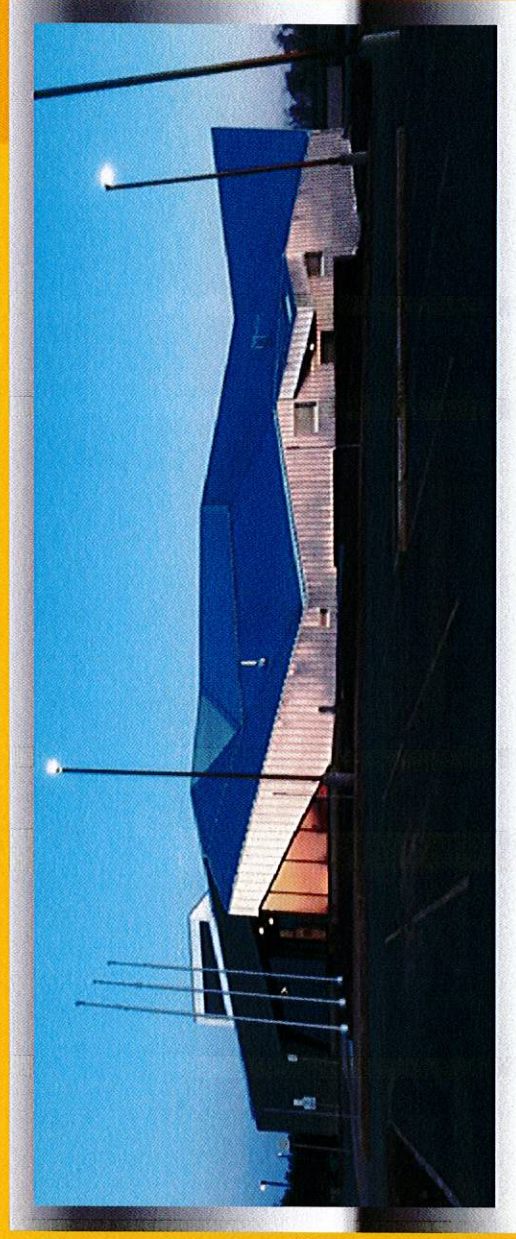
# LEVEL ONE

# \$500,000

## Philip J. Currie Dinosaur Museum Site, Street and Mailing Address

Our most exclusive sponsorship opportunity. The spectacular 10-acre museum site adjacent to the highway to Alaska and the street leading up to the building will be named after the sponsor.

The museum entrance will feature a stone tablet inscribed 'Philip J. Currie Dinosaur Museum at 'Your Name' Place'



# LEVEL TWO

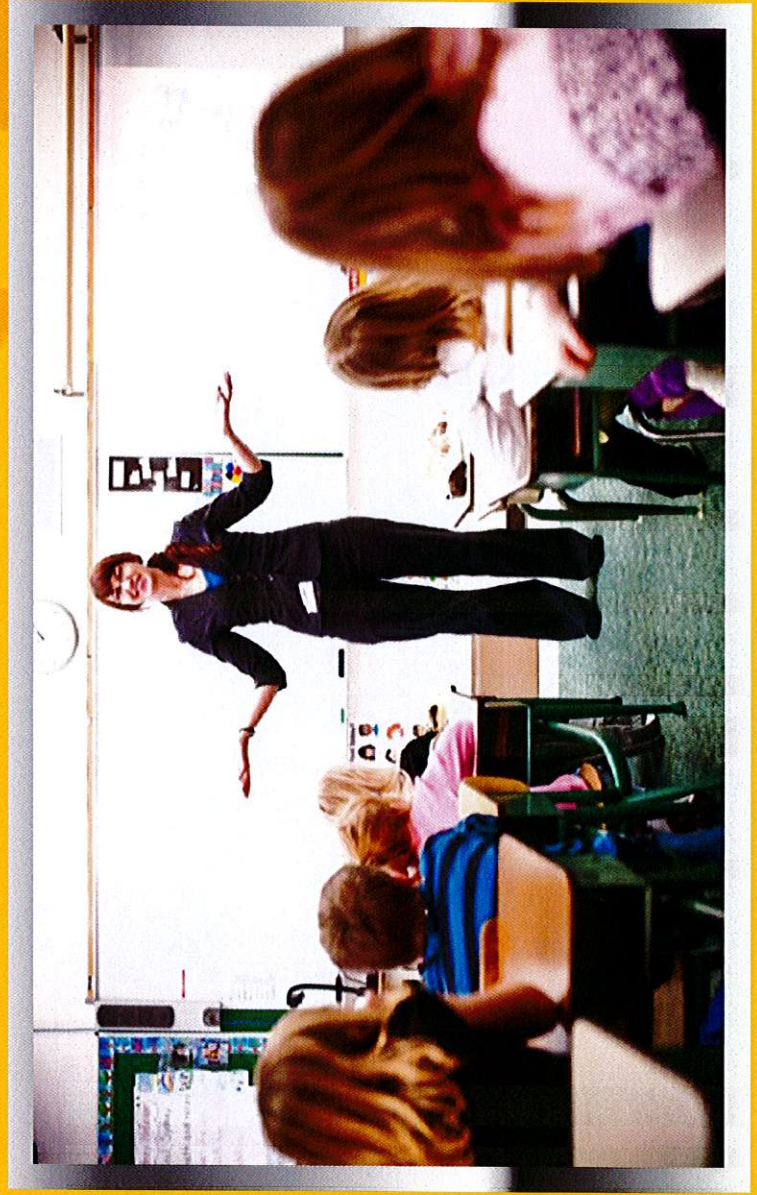
# \$250,000

Education Centre

**SOLD**

Includes two multifunctional 32-student classrooms and a 64-person theatre for a total area of 3000 square feet.

The Centre houses our hugely successful curriculum-based education programs as well as public lectures by resident and visiting scientists, education-oriented live performances and special screenings.



# LEVEL TWO

# \$250,000

## Dinosaur Gallery

Includes the entire Dinosaur Gallery space that showcases palaeontological displays. Some of Alberta's newest species and dinosaurs discovered in the Peace Region are displayed here.

Visitors explore remarkable interactive exhibits and imposing skeletons of horned ceratopsians, duckbilled hadrosaurs, the ferocious *Gorgosaurus* and more!



# LEVEL TWO

# \$250,000

Alberta Today

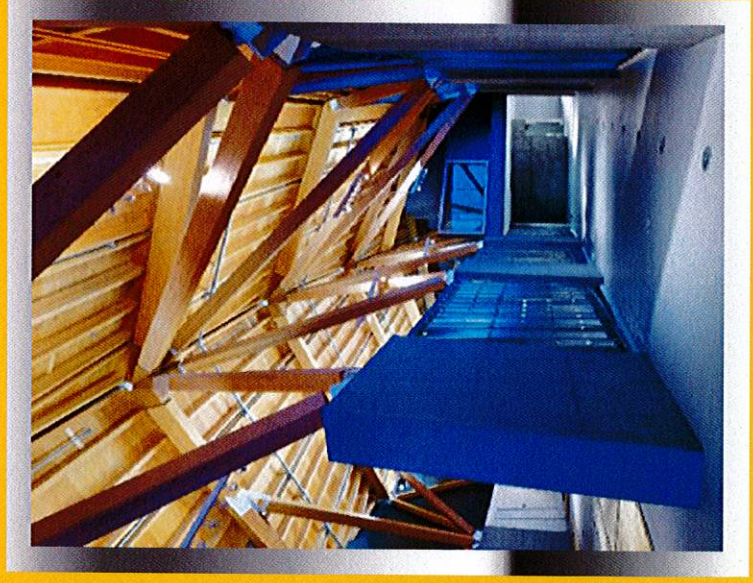
**SOLD**

This gallery includes interactive oil and gas models and informative exhibit panels about the industry and its connections to fossils and the local geology.

It also features our most exciting interactive display, the Oil & Gas Discovery Wall, where children follow the underground path of a drilling rig through a series of passages and 'discover' repositories.



**Canadian Natural**



# LEVEL TWO

# \$250,000

Dinosaur Playground

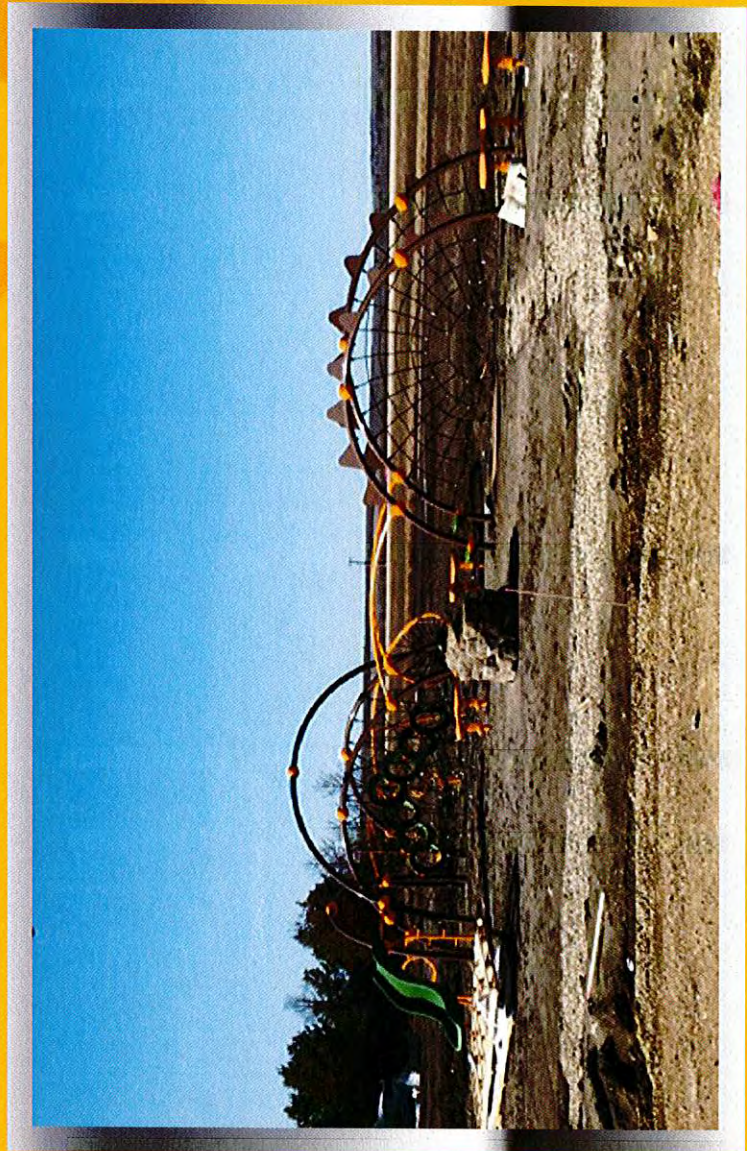
**SOLD**

The basic principle for our playground is to have a play environment where parents can share quality time with their kids while stimulating mental growth and physical activity in a safe and educational environment.

Play spaces were designed to allow and encourage children of all abilities to play side by side with each other.



POMEROY  
LODGING



# LEVEL THREE

# \$150,000

Palaeo Lab and  
Research Centre

**SOLD**

The space where resident and visiting scientists conduct cutting-edge research. A glass viewing platform gives visitors an unparalleled bird's eye view of the laboratory where they can observe scientists and technicians at work.

The sponsor's name will appear in all scientific articles published in academic journals generated from research at the laboratory.



# LEVEL THREE

# \$100,000

Special Exhibit  
Gallery

**SOLD**

This 710 sq/ft. special exhibit gallery is the most dynamic of the gallery spaces. Certified with AAA status with state-of-the-art environmental controls, this room permits a wide and ever-changing range of displays and travelling exhibits.



**Rotary**

Club of Grande Prairie

# LEVEL FOUR

# \$100,000

## Classrooms

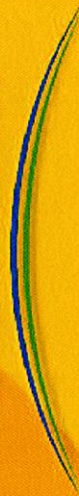
Both classrooms are equipped with SMART-technology, tables and chairs for 32 students, and facilities to allow for a wide range of hands-on educational activities.

The two classrooms can be divided by a receding wall, allowing more diverse use. Classrooms may be rented individually or together for functions/events.

Classroom #1

**SOLD**

**encana**



# LEVEL FOUR

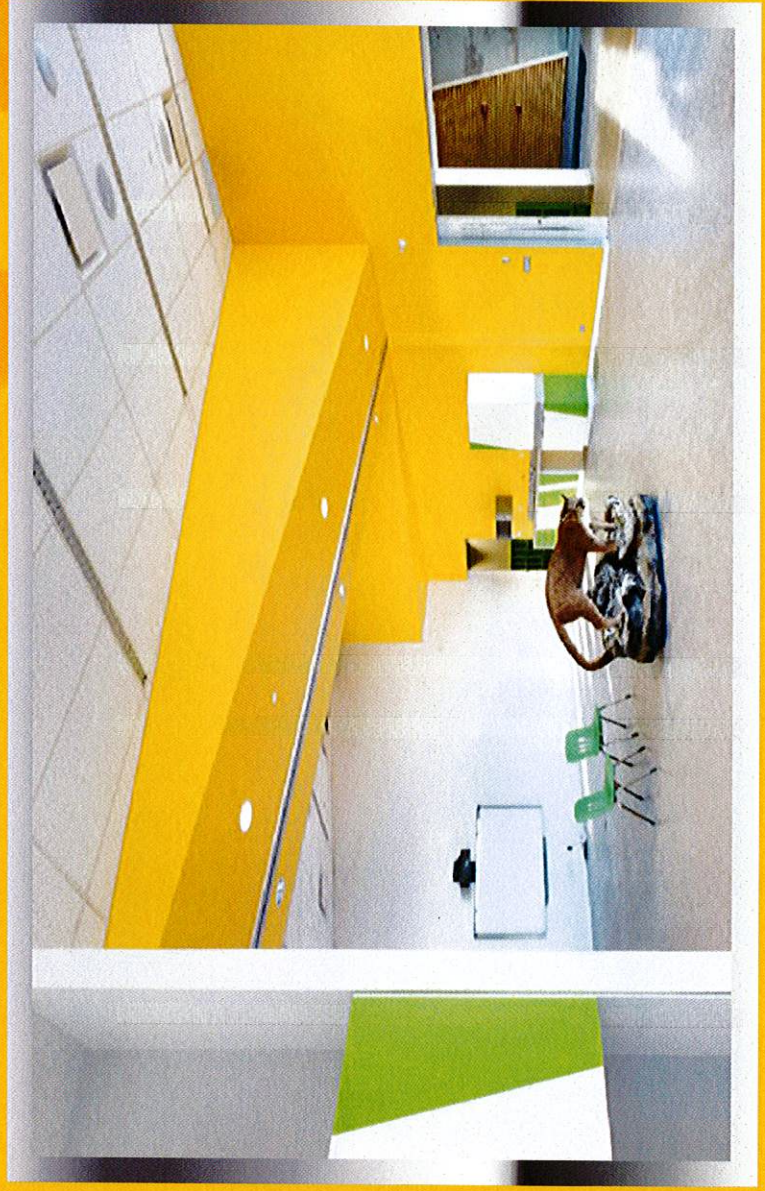
# \$100,000

## Classrooms

Both classrooms are equipped with SMART-technology, tables and chairs for 32 students, and facilities to allow for a wide range of hands-on educational activities.

The two classrooms can be divided by a receding wall, allowing more diverse use. Classrooms may be rented individually or together for functions/events.

### Classroom #2



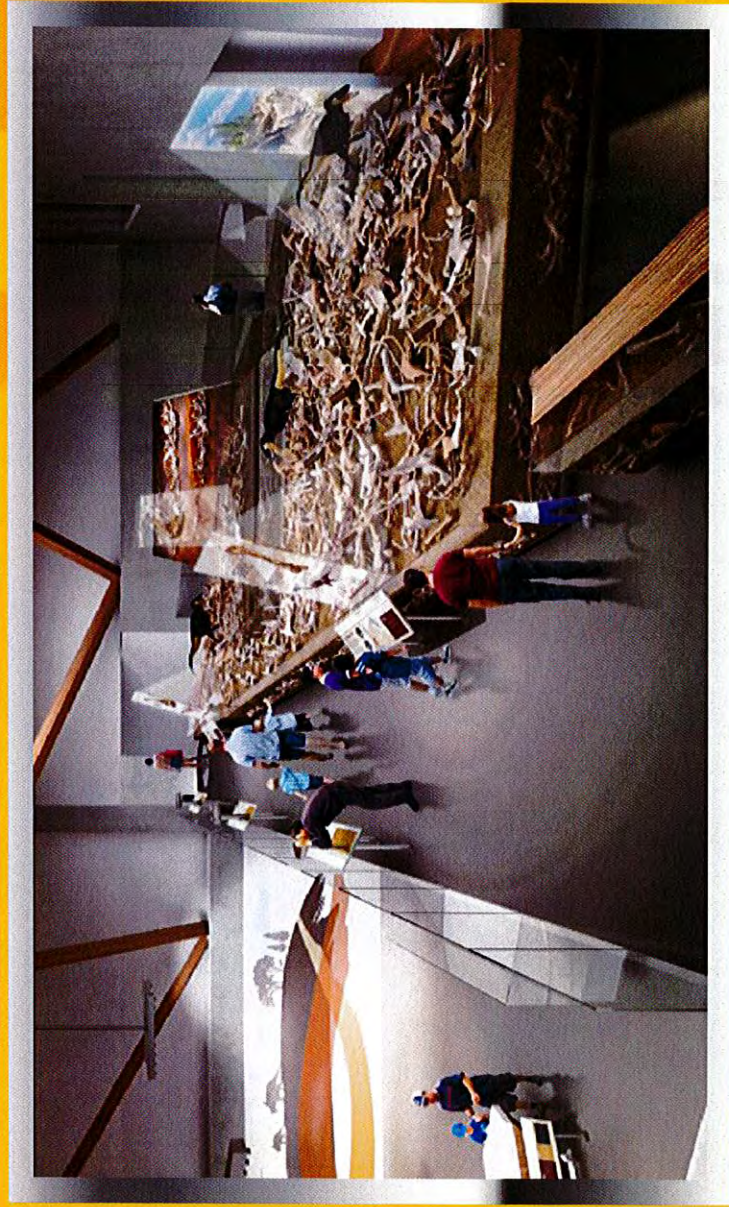
# LEVEL FOUR

# \$100,000

## The Bonebed

The bonebed is a re-creation of a famous local dig site containing thousands of bones belonging to a herd of horned dinosaurs known as *Pachyrhinosaurus*.

Museum-goers are greeted by replica bones and projected animations of fleshed-out dinosaurs and scavengers moving across the bonebed.



# LEVEL FOUR

# \$100,000

Interactive Fossil Lab

**SOLD**

Visitors put on their palaeo hats at this hands-on display, using provided tools to slowly excavate replica bones. There is a dig pit and a puzzle wall with a Pachyrhinosaurus skeleton in this interactive area.

Ken and Teresa  
Sargent  
Family Foundation



# LEVEL FOUR

# \$100,000

## Oil and Gas Discovery Wall

Inspired by mining technology, this display is built into the wall to allow children to walk 'through the earth' and discover specimens and information found in the Wapiti Formation, as well as repositories of oil and natural gas.



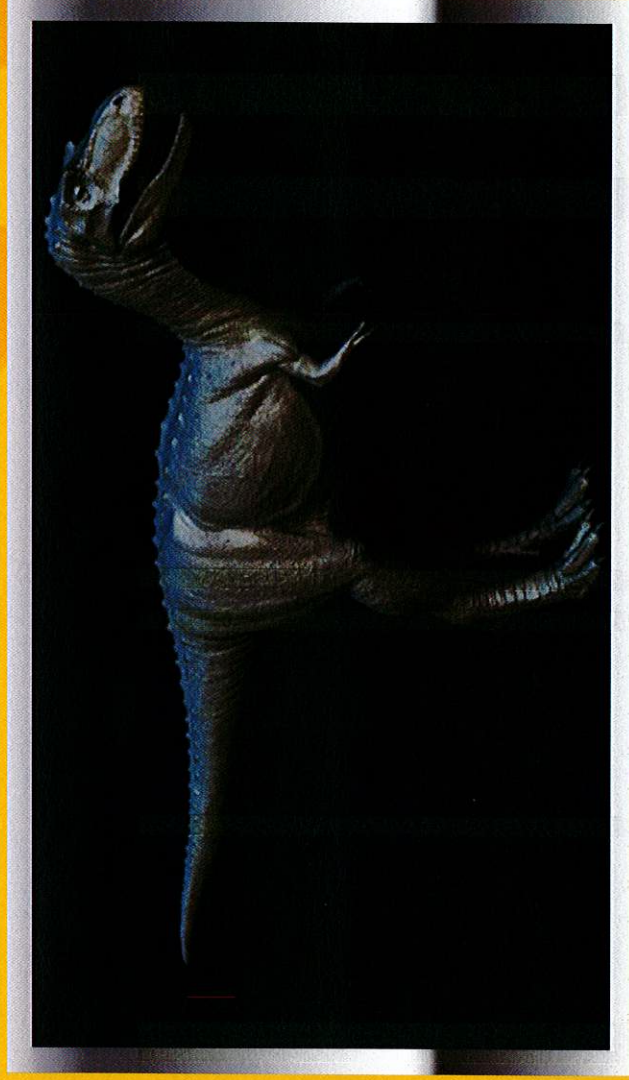
# LEVEL FOUR

# \$100,000

## Traveling Exhibit

(National & International Circulation)

From Fossils to Fossil Fuels and Beyond. Be a part of our traveling exhibition that will visit many museums across Nationally & Internationally, sparking curiosity and discovery for generations to come.



# LEVEL FOUR

# \$50,000

Boardroom

**SOLD**

An exquisite 538 sq/ft. boardroom is situated on the top story with beautiful views overlooking the main foyer and gallery spaces.

The room hosts a table for 25 persons, and has capabilities for video and phone conference and multi-media presentations. This room can be rented for private functions, meetings and special occasions.



# LEVEL FIVE

# \$40,000

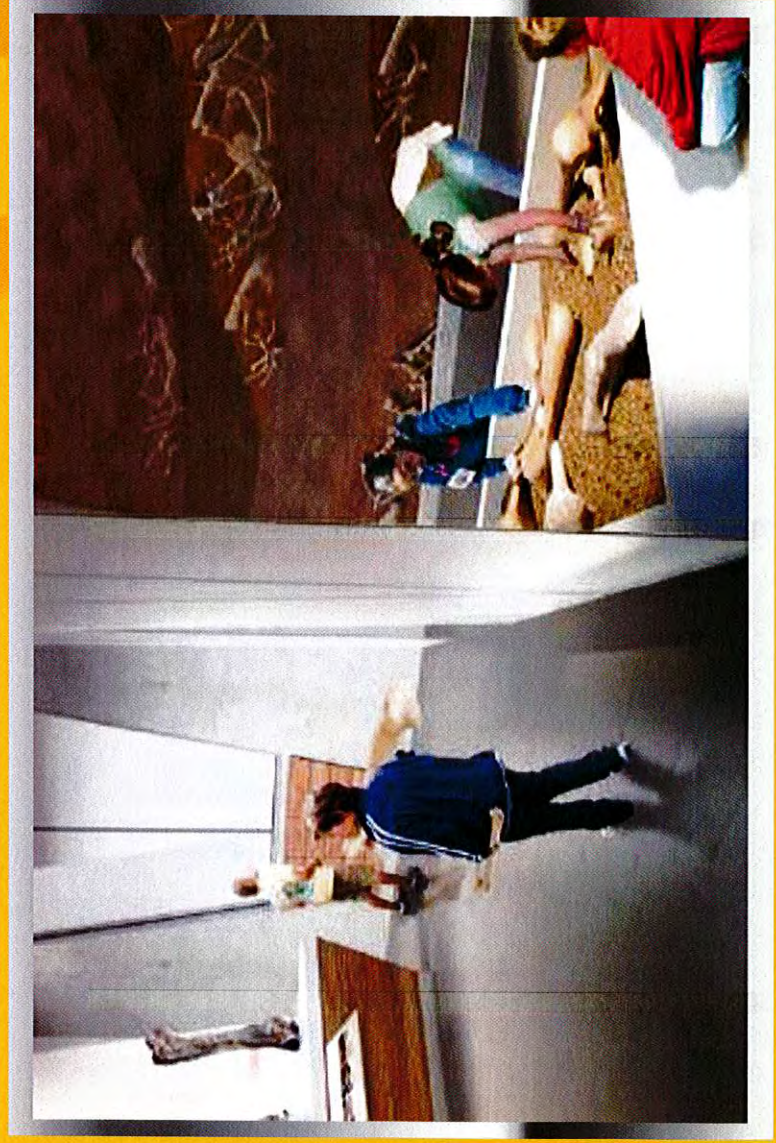
Discovery Tent

**SOLD**

This display is a re-creation of a palaeontologist field tent and camp. The tent is equipped with all the tools palaeontologists use, including touchable items such as geological hammers, brushes and mapping tools.

Visitors can try on costumes and explore the fossils and learn more about the bones they hold through interactive tools.

**PEMBINA**

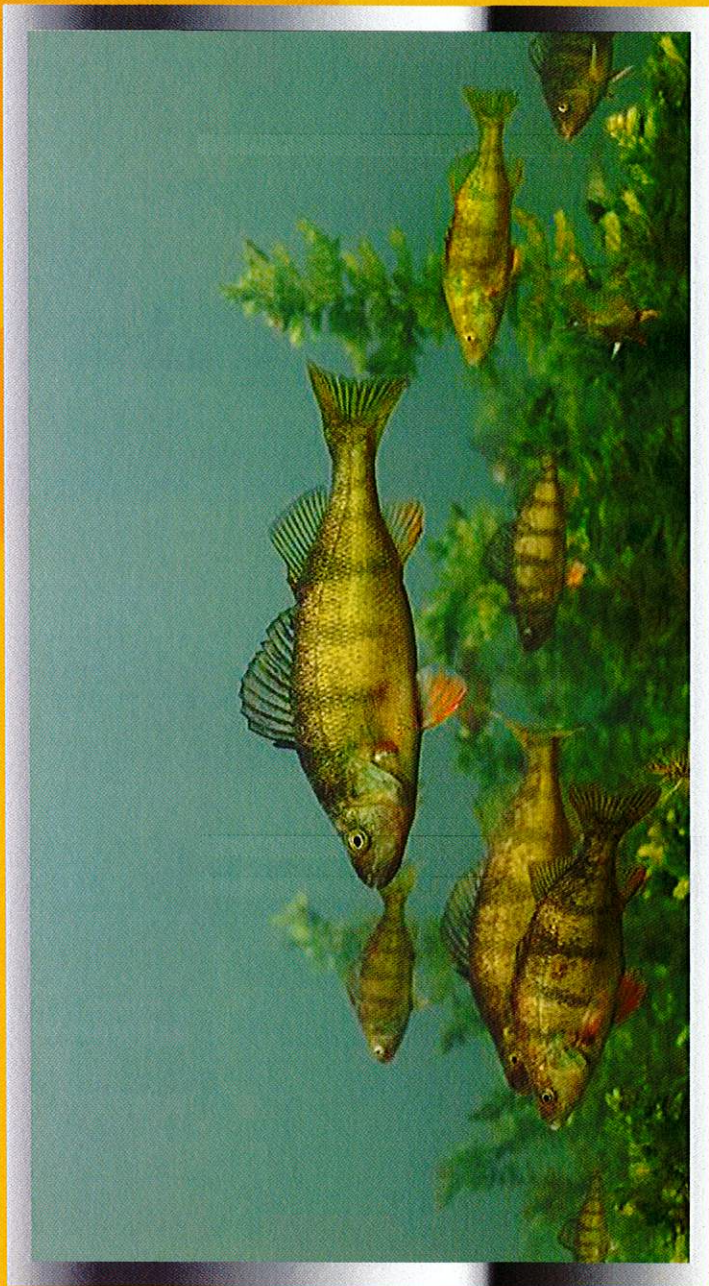


# LEVEL FIVE

# \$40,000

Alberta Fresh  
Water Aquarium

Sponsor our beautiful 638 gallon Aquarium featuring fish found  
in Alberta.



# LEVEL SIX

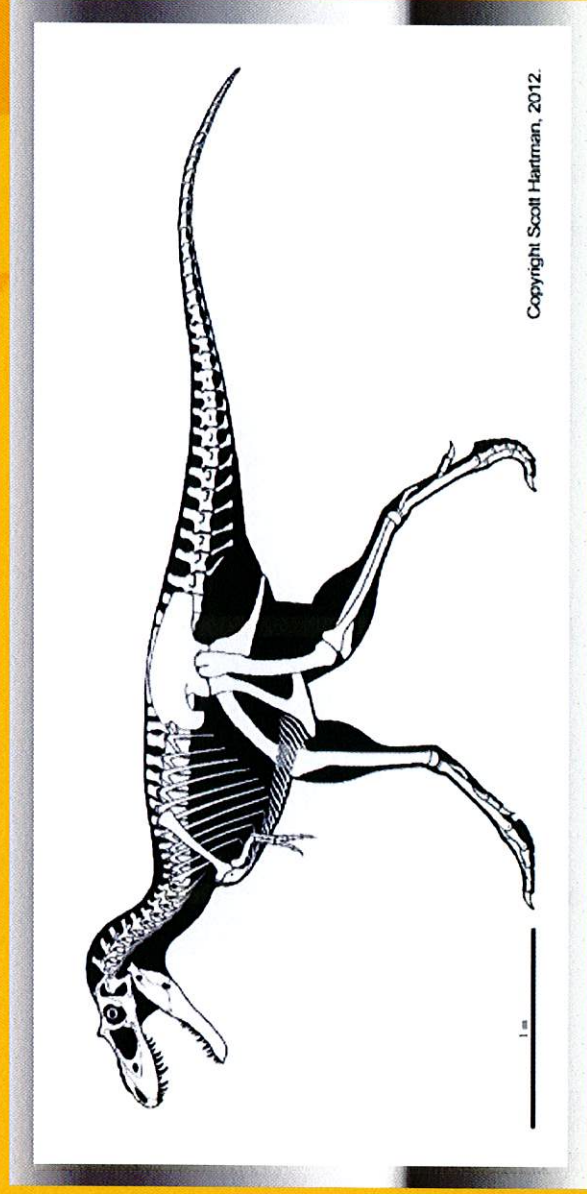
# \$40,000 each

## Dinosaur #1

## *Gorgosaurus*

Sponsor one of the attention-grabbing full-length skeletons that lie at the visual apex of the museum's Dinosaur Gallery. These include *Gorgosaurus*, *Hypacrosaurus*, *Struthiomimus*, *Pachyrhinosaurus*, *Tylosaurus*, *Thalassomedon* and the *Pterosaurs*.

These incredible skeletons are one of the biggest draws for all guests, regardless of age.



# LEVEL SIX

# \$40,000 each

## Dinosaur #2

*Pachyrhinosaurus*

**SOLD**

Friends of  
Pipestone Creek

Sponsor one of the attention-grabbing full-length skeletons that lie at the visual apex of the museum's Dinosaur Gallery. These include *Gorgosaurus*, *Hypacrosaurus*, *Struthiomimus*, *Pachyrhinosaurus*, *Tylosaurus*, *Thalassomedon* and the *Pterosaurs*.

These incredible skeletons are one of the biggest draws for all guests, regardless of age.



# LEVEL SIX

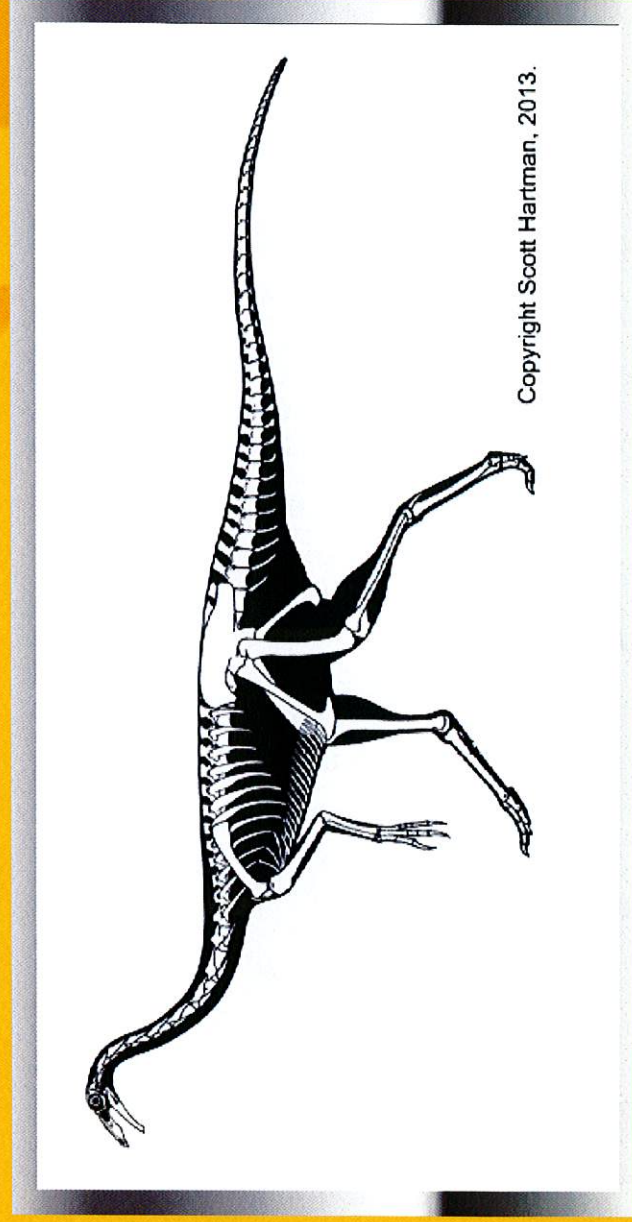
# \$40,000 each

## Dinosaur #3

### *Struthiomimus*

Sponsor one of the attention-grabbing full-length skeletons that lie at the visual apex of the museum's Dinosaur Gallery. These include *Gorgosaurus*, *Hypacrosaurus*, *Struthiomimus*, *Pachyrhinosaurus*, *Tylosaurus*, *Thalassomedon* and the *Pterosaurs*.

These incredible skeletons are one of the biggest draws for all guests, regardless of age.



# LEVEL SIX

# \$40,000 each

## Dinosaur #4

### *Hypacrosaurus*

Sponsor one of the attention-grabbing full-length skeletons that lie at the visual apex of the museum's Dinosaur Gallery. These include *Gorgosaurus*, *Hypacrosaurus*, *Struthiomimus*, *Pachyrhinosaurus*, *Tylosaurus*, *Thalassomedon* and the *Pterosaurs*.

These incredible skeletons are one of the biggest draws for all guests, regardless of age.



# LEVEL SIX

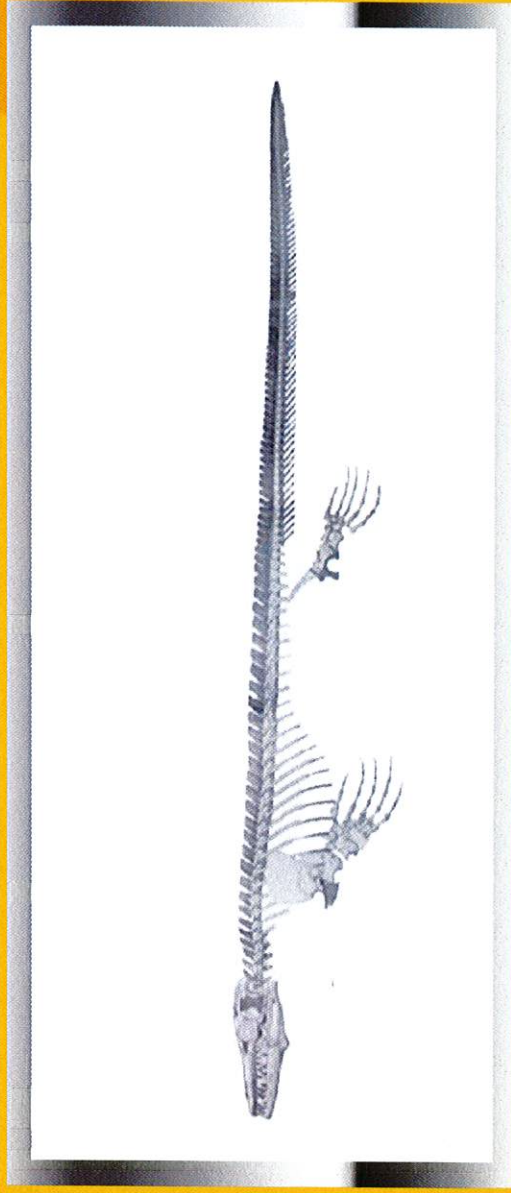
# \$40,000 each

## Dinosaur #5

### *Tylosaurus*

Sponsor one of the attention-grabbing full-length skeletons that lie at the visual apex of the museum's Dinosaur Gallery. These include *Gorgosaurus*, *Hypacrosaurus*, *Struthiomimus*, *Pachyrhinosaurus*, *Tylosaurus*, *Thalassomedon* and the *Pterosaurs*.

These incredible skeletons are one of the biggest draws for all guests, regardless of age.



# LEVEL SIX

# \$40,000 each

## Dinosaur #6

*Thalassomedon*

**SOLD**

Sponsor one of the attention-grabbing full-length skeletons that lie at the visual apex of the museum's Dinosaur Gallery. These include *Gorgosaurus*, *Hypacrosaurus*, *Struthiomimus*, *Pachyrhinosaurus*, *Tylosaurus*, *Thalassomedon* and the *Pterosaurs*.

These incredible skeletons are one of the biggest draws for all guests, regardless of age.



# LEVEL SIX

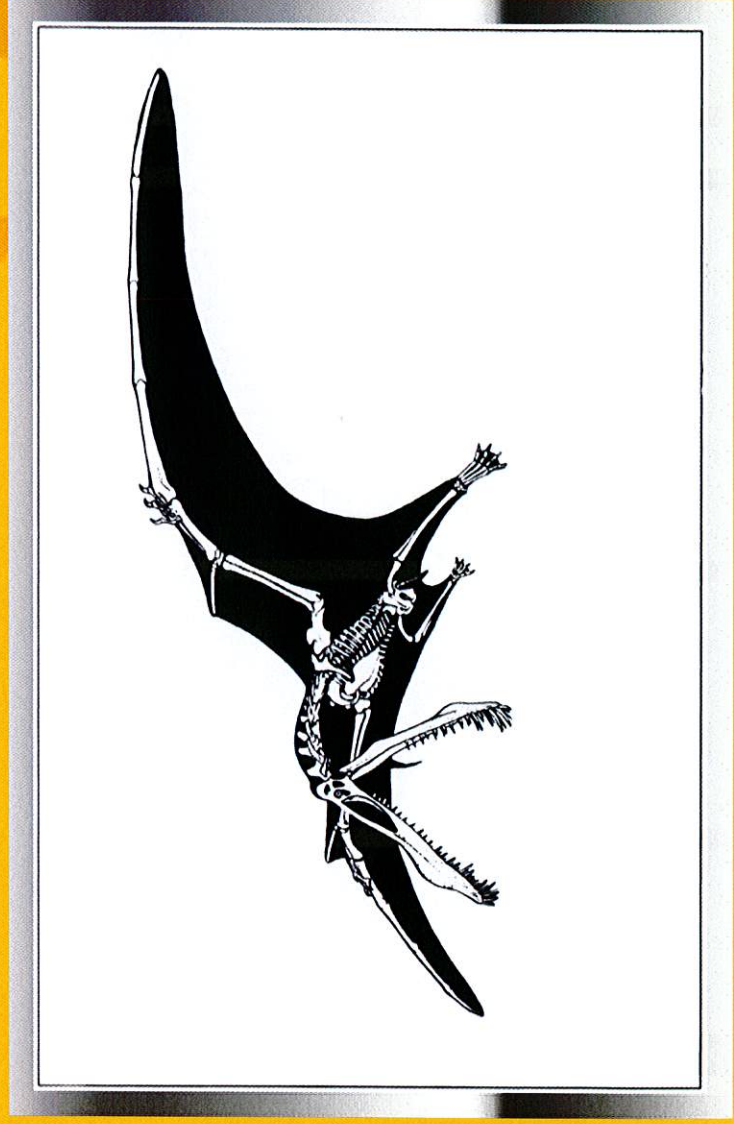
# \$40,000 each

## Dinosaur #7

### *Six Flying Pterosaurs*

Sponsor one of the attention-grabbing full-length skeletons that lie at the visual apex of the museum's Dinosaur Gallery. These include *Gorgosaurus*, *Hypacrosaurus*, *Struthiomimus*, *Pachyrhinosaurus*, *Tylosaurus*, *Thalassomedon* and the *Pterosaurs*.

These incredible skeletons are one of the biggest draws for all guests, regardless of age.



# LEVEL SEVEN \$25,000 each

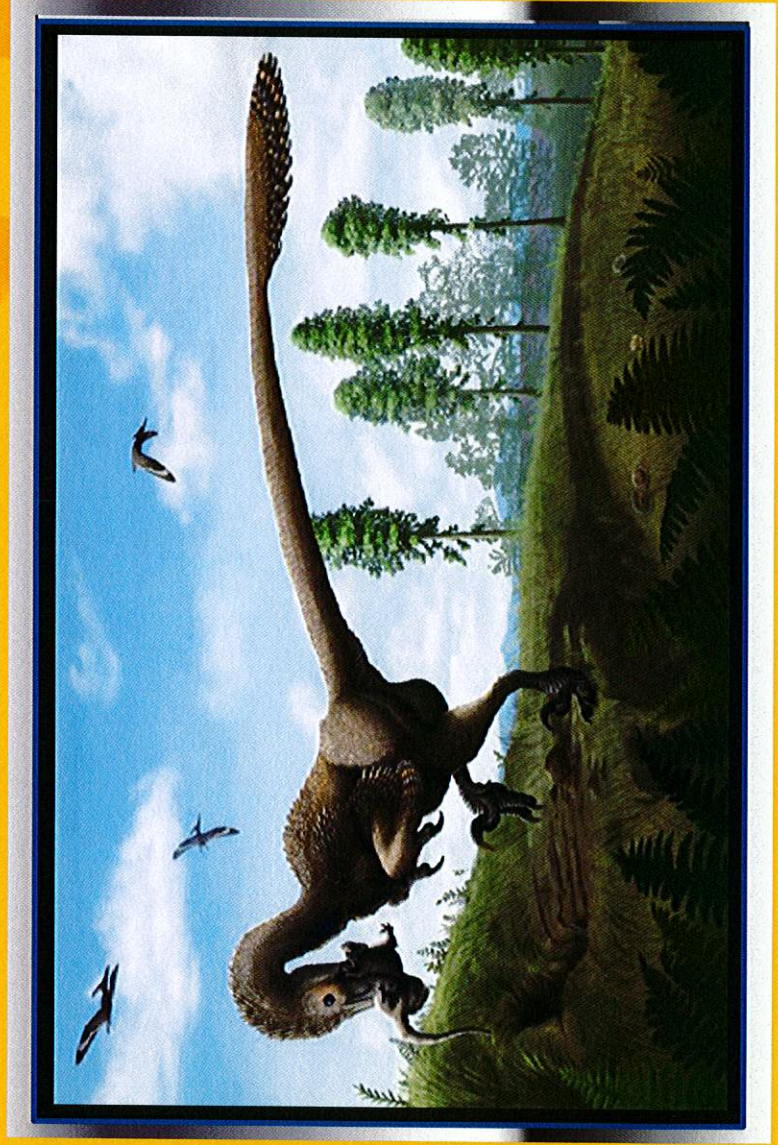
## Dinosaur #1:

*Sauornitholestes*

**SOLD**

Have your name attached to one of the newest dinosaur species discovered in Alberta in the last decade. Some species are making their world-wide debut in this unique exhibit.

Skeletons from these specimens are mounted in our bonebed exhibit.



**GROWING  
THE NORTH**

# LEVEL SEVEN \$25,000 each

## Dinosaur #2:

*Troodon*

**SOLD**

Have your name attached to one of the newest dinosaur species discovered in Alberta in the last decade. Some species are making their world-wide debut in this unique exhibit.

Skeletons from these specimens are mounted in our bonebed exhibit.

Sutherland  
Family

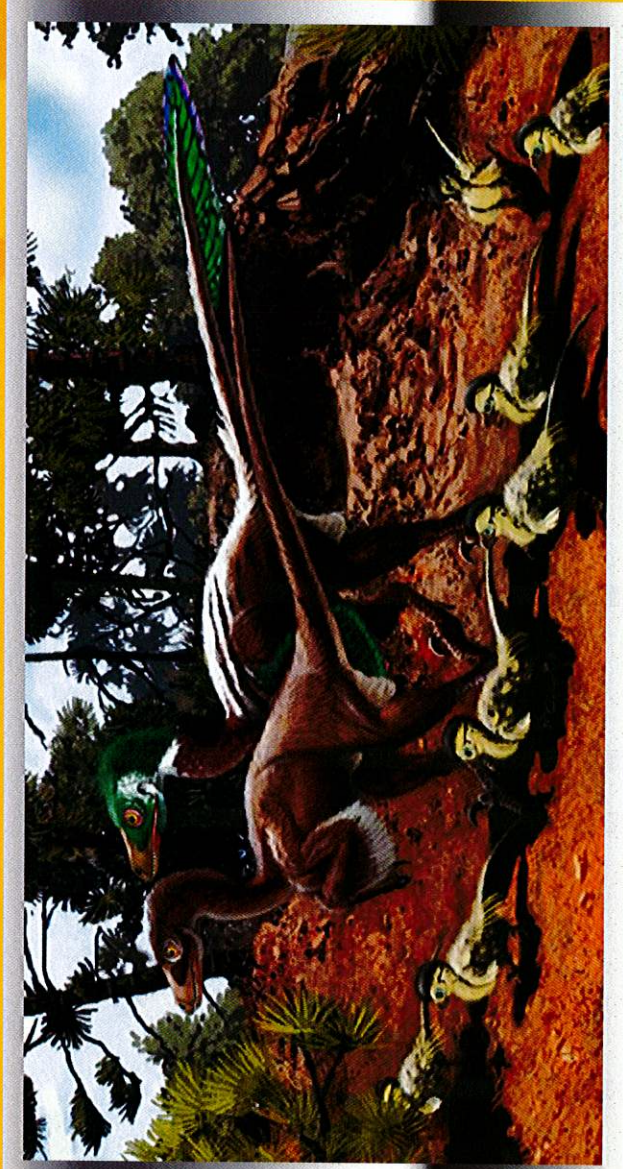


# LEVEL SEVEN \$25,000 each

## Dinosaur #3: *Dromaeosaurus albertensis*

Have your name attached to one of the newest dinosaur species discovered in Alberta in the last decade. Some species are making their world-wide debut in this unique exhibit.

Skeletons from these specimens are mounted in our bonebed exhibit.

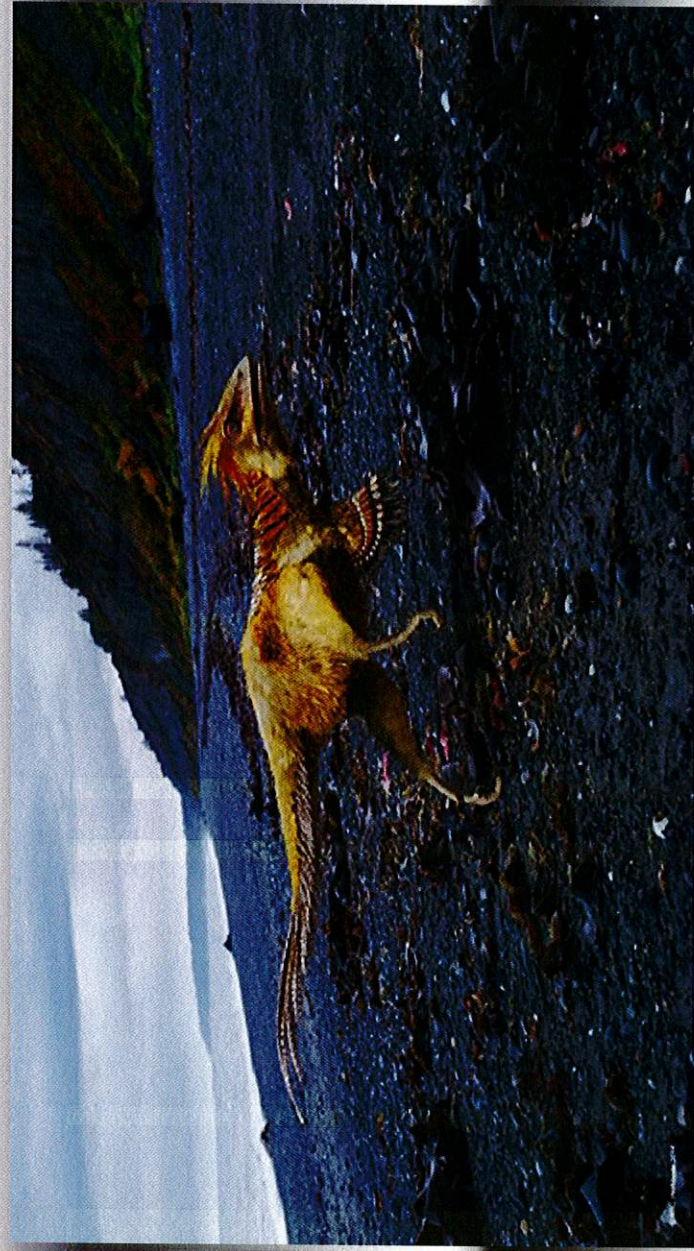


# LEVEL SEVEN \$25,000 each

## Dinosaur #4: *Hesperonychus*

Have your name attached to one of the newest dinosaur species discovered in Alberta in the last decade. Some species are making their world-wide debut in this unique exhibit.

Skeletons from these specimens are mounted in our bonebed exhibit.



# LEVEL SEVEN \$25,000 each

## Dinosaur #5: *Xenoceratops*

Have your name attached to one of the newest dinosaur species discovered in Alberta in the last decade. Some species are making their world-wide debut in this unique exhibit.

A skull from this specimen is mounted to a platform with computerized screens attached to show how the animal would have looked when alive - to allow an unprecedented level of interaction with the exhibits.



# LEVEL SEVEN \$25,000 each

## Dinosaur #6: *Centrosaurus brinkmani*

Have your name attached to one of the newest dinosaur species discovered in Alberta in the last decade. Some species are making their world-wide debut in this unique exhibit.

A skull from this specimen is mounted to a platform with computerized screens attached to show how the animal would have looked when alive - to allow an unprecedented level of interaction with the exhibits.



# LEVEL SEVEN \$25,000 each

## Dinosaur #7: *Eotriceratops*

Have your name attached to one of the newest dinosaur species discovered in Alberta in the last decade. Some species are making their world-wide debut in this unique exhibit.

A skull from this specimen is mounted to a platform with computerized screens attached to show how the animal would have looked when alive - to allow an unprecedented level of interaction with the exhibits.



# LEVEL SEVEN \$25,000 each

## Dinosaur #8:

### *Albertaceratops*

Have your name attached to one of the newest dinosaur species discovered in Alberta in the last decade. Some species are making their world-wide debut in this unique exhibit.

A skull from this specimen is mounted to a platform with computerized screens attached to show how the animal would have looked when alive - to allow an unprecedented level of interaction with the exhibits.



# LEVEL SEVEN \$25,000 each

## Dinosaur #9: *Dunkleosteus*

Have your name attached to one of the newest dinosaur species discovered in Alberta in the last decade. Some species are making their world-wide debut in this unique exhibit.

A skull from this specimen is mounted to the interactive display in our Devonian Gallery.



# LEVEL SEVEN \$25,000 each

## Outside Family Spaces

#1 - #8

Space #1 **SOLD**

Roy Bickell

Space #2 **SOLD**  
150

Chris Anderson

Space #3

Space #4

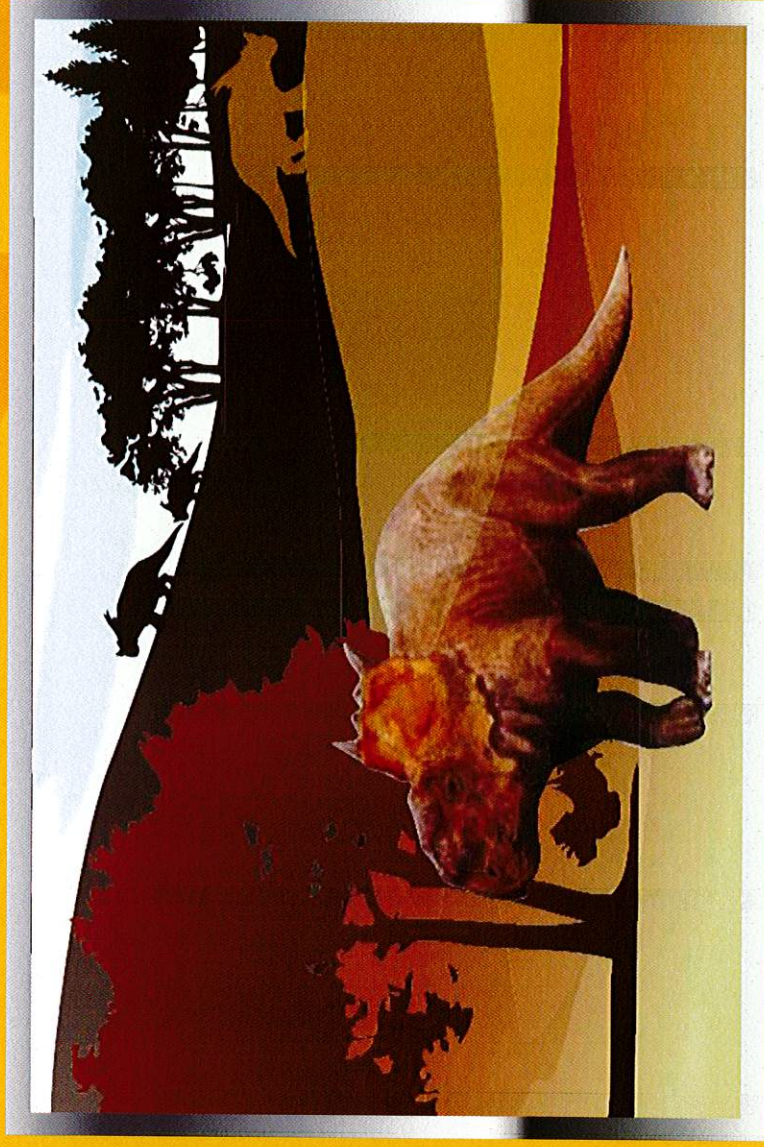
Space #5

Space #6

Space #7

Space #8

These private family alcoves are theme-based picnic spaces set along a walkway on the spacious museum grounds. Each space includes a picnic table within a landscaped setting and an educational theme based on the natural world. Themes include 'Storms & Shells,' 'Limestone Reefs,' 'Geological Curiosities,' and 'Petrified Forest.'



# LEVEL SEVEN

\$25,000

**Accessibility:**  
*Visitors with Impairments*

Help improve learning access to the Museum Exhibits to those with physical impairments



# LEVEL SEVEN

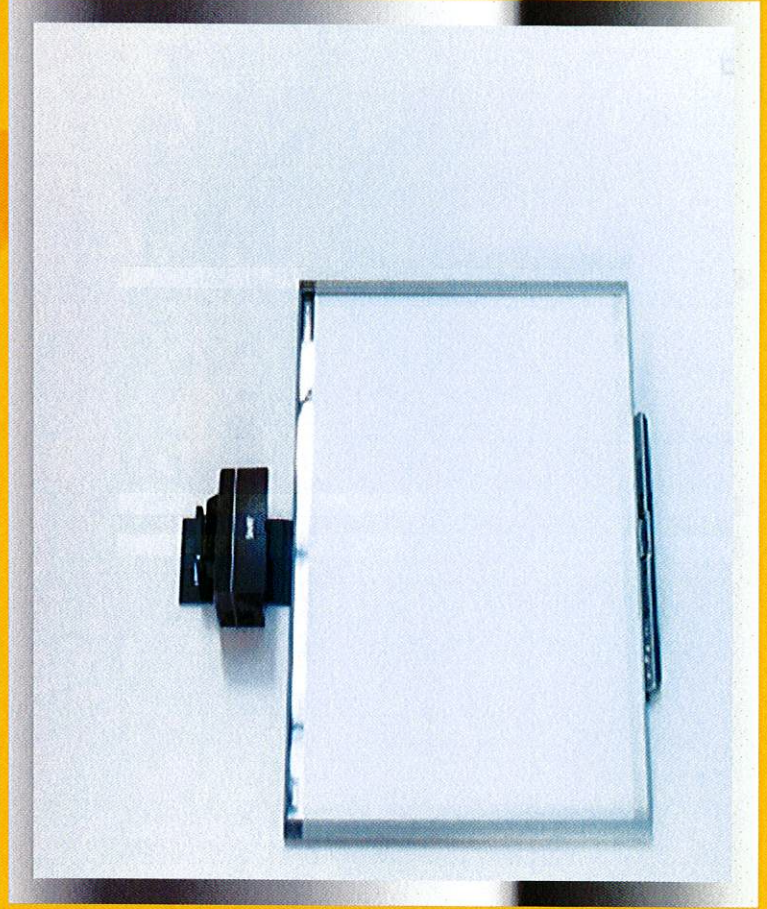
# \$22,000

## Classroom SMART Package

Classroom #1

**SOLD**

Both classrooms are equipped with SMART-technology, an important tool for interacting with students in today's modern age. SMART screens can accommodate different learning styles. Tactical learners can use the screen and learn by touching and marking at the board, audio learners can have a discussion and visual learners can observe the teaching on the board.



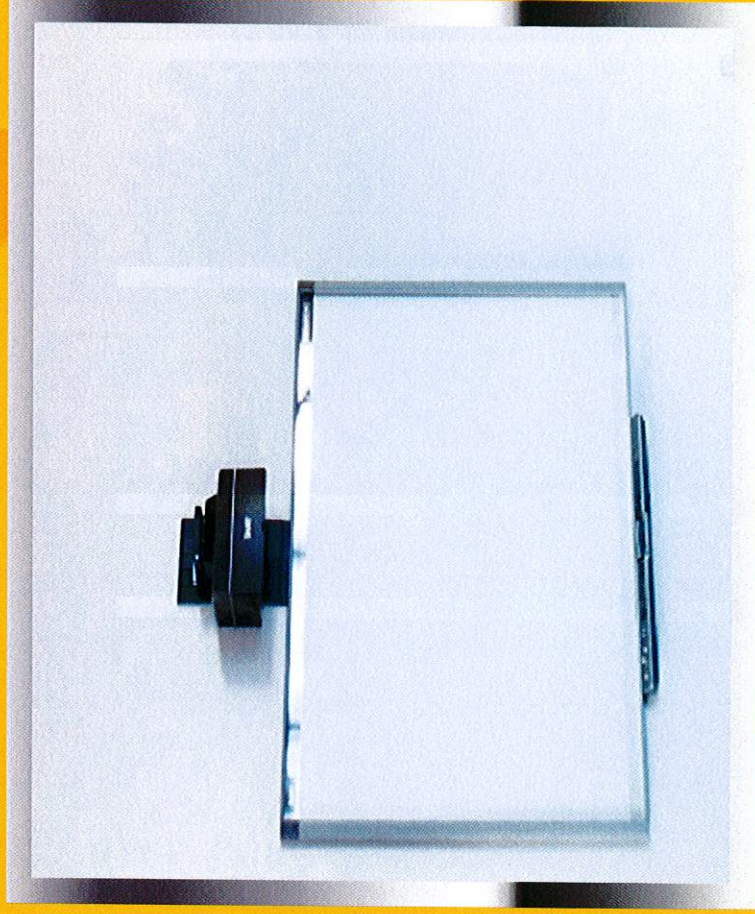
# LEVEL SEVEN

# \$22,000

## Classroom SMART Package

Classroom #2

Both classrooms are equipped with SMART-technology, an important tool for interacting with students in today's modern age. SMART screens can accommodate different learning styles. Tactical learners can use the screen and learn by touching and marking at the board, audio learners can have a discussion and visual learners can observe the teaching on the board.





PHILIP J. CURRIE  
DINOSAUR MUSEUM

THANK YOU



# REQUEST FOR DECISION

SUBJECT: **Tax Arrears & Penalties**  
SUBMISSION TO: Regular Council Meeting  
MEETING DATE: July 14, 2015  
DEPARTMENT: Corporate Services/Finance  
FILE NO./LEGAL: File Number, Legal or N/A.  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MH MANAGER: INT  
GM: RO PRESENTER: MJ  
LEGAL/ POLICY REVIEW: INT  
FINANCIAL REVIEW:

---

## RELEVANT LEGISLATION:

**Provincial** – In accordance with Section 347 of *Municipal Government Act*, if a Council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- a) Cancel or reduce tax arrears;
- b) Cancel or refund all or part of a tax;
- c) Defer the collection of a tax.

---

## RECOMMENDED ACTION:

**MOTION: That Council accept this account for information.**

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## BACKGROUND / PROPOSAL:

Administration was contacted by the current owner of Tax Roll 314637 regarding further explanation on the calculation of their 2015 Assessment/Taxes. They purchased the property in February 2015 and after receiving the tax notice, are questioning why the taxes are so high. Administration advised that the majority of the balance owing is Tax Arrears, due to the previous owner not paying the taxes since 2010. Which caused accruing penalties to be charged against the property, the total amount outstanding is \$10,123.62. The outstanding taxes when not paid before a property sale, remain with the property and become the new owner's responsibility.

The new owner also advised Administration that the previous owner has gone into receivership and that the machinery and equipment on this property have not been in operation for three years, neither of which Administration was aware.

The new owner stated his concern regarding the fact that the Tax Arrears were incurred prior to them purchasing the property and felt they should not be responsible to pay the tax and would like to put in an appeal.

Administration advised the new owner that only the current years' assessment could be appealed and that would have to be done no later than June 30<sup>th</sup>, 2015. The appeal for the 2015 assessment was passed on to the

MD Assessors and after being reviewed by the assessors, it was determined that a 305.1 revision was warranted. This revision resulted in the assessment for the equipment being changed. The 2015 assessment has been revised to \$31,690.00 which reduced the 2015 tax amount to \$374.11.

Due to change in ownership of this property, the former owner going into receivership and the current owners unaware of the previous tax arrears, the current owners are requesting Councils consideration to re-visit the previous year's taxes and penalties and if possible to mitigate the oversight of the previous owners and adjust the taxes.

In addition, based on the initial 2015 assessment and the current tax rate the new owner has paid \$2,542.16 on the account, and they were in turn advised by the MD Tax Coordinator that as per the *Municipal Government Act*, Section 343(1), a tax payment must be applied first to tax arrears, thus their payment has been applied accordingly. The current balance owing on this tax roll is \$7,955.57.

---

#### OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council may choose to cancel or reduce the tax arrears. Or Council may choose to leave taxes as calculated, in which case Administration would contact the new owner to setup a reasonable payment schedule for the arrears.

**Benefits** – N/A

**Disadvantages** – The disadvantages include the possibility of other purchasers making a similar request.

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#### COSTS / SOURCE OF FUNDING:

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#### ATTACHMENT(S)

- Email request from the current owner

## **Marilyn Jensen**

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**From:** Westhill <wrltd@telus.net>  
**Sent:** Tuesday, June 30, 2015 11:09 AM  
**To:** seanb@aag-gis.com  
**Cc:** Marilyn Jensen  
**Subject:** Tax Role 314637/ Municipal District of Greenview No. 16

Good Morning,

This shall confirm my conversations with Sean and Marilyn wherein I voiced my concerns with respect to the 2014 assessment and the arrears associated with same.

As noted, I was concerned that the previous Operator should be responsible for these arrear payments as the property was not in service, and Westhill has to 'start' all over again by connecting all services to produce same.

We ask that you please re-visit the 2014 assessment to see if anything can be done to mitigate the previous Operators oversight, in not reporting what the reality of the property was.

It is our view, we should not have to 'clean up' after another entity's mess. We are already doing that in the present, at a great cost, to get this Crown Lease back in production.

We have paid the 2015 assessment, and look forward to hearing from you.

Regards,

John Rodgers, President

Westhill Resources Limited

wk 403 265-9066

cell 403 660 8092



# REQUEST FOR DECISION

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SUBJECT:	<b>Forestry Trunk Road Garbage Bin at Chain off Area</b>		
SUBMISSION TO:	Regular Council Meeting	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 14, 2015	CAO: MH	MANAGER: INT
DEPARTMENT:	Infrastructure & Planning/Environmental Services	GM: INT	PRESENTER: INT
FILE NO./LEGAL:	File Number, Legal or N/A.	LEGAL/ POLICY REVIEW: INT	
STRATEGIC PLAN:		FINANCIAL REVIEW:	

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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 direct Administration to arrange the purchase and installation of a double bin bear resistant garbage container and concrete pad for the Chain Off Area of the Forestry Trunk Road for a cost of \$1,628.00 plus freight and tax to be funded from the Environmental Services Budget.

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## BACKGROUND / PROPOSAL:

As per Motion 15.06.298 below, Administration investigated the placing of a garbage bin at the chain off area along the Forestry Trunk Road (FTR):

*“MOTION: 15.06.298 MOVED by COUNCILLOR BILL SMITH*


*That Council direct administration investigates placing a garbage bin at the chain off area along the Forestry Trunk Road.*

*CARRIED”*

Administration has received quotes from Haul-All Equipment with an estimate of a double bear resistant galvanized steel 130 gal (500 ml) Hid-a-Bag II garbage bin for the value of \$1,628.00 prior to taxes and freight. This cost will include a concrete pad for the bins to be chained down at the area and bear resistant side hinge unloading doors. Haul-All Equipment has also estimated a single bear resistant galvanized steel 70 gal (265 ml) Hid-a-Bag Waste bin for the value of \$1,224.00 prior to taxes and freight including all of the same features of the double door bin.

Administration has arranged within the Infrastructure and Planning Department to work together in assuring the containment is maintained accordingly.

Administration recommends the purchase the double bear resistant galvanized steel 130 gal (500 ml) Hid-a-Bag II garbage bin as it is a larger containment and will keep the maintenance lower due to having a higher capacity than



a single hinged door containment. Funds for this purchase will come from the Environmental Services operational budget.

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OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council could choose either containment bin or opt not to purchase and container.

**Benefits** – The benefits of placing the double bin bear resistant garbage bin at this location will encourage users of this road to use the bins provided as an alternative of leaving the litter in the ditches along this roadway.

**Disadvantages** – There are no unforeseen disadvantages at this time other than the additional staff time required to maintain the bins.

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COSTS / SOURCE OF FUNDING:

Source of funding would come from the Environmental Services operational budget.

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ATTACHMENT(S):

N/A



*A GREAT PLACE TO LIVE, WORK AND PLAY*

# CAO's Report

**Function:** CAO

**Date:** July 14<sup>th</sup>, 2015

**Submitted by:** Mike Haugen

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## **Grande Cache Meetings**

Myself and Dennis Mueller, General Manager of Community Services, are arranging a visit to Grande Cache to work with the Town's Administration to identify and develop partnership opportunities.

## **Fox Creek Matters**

Fox Creek Matters (formerly Courtesy Matters) is a group spearheaded by Encana and has started meeting regularly in Fox Creek. The next meeting has been tentatively scheduled for July 23<sup>rd</sup> at 6:00 pm.

I believe that Council will see a proposal in the near future from industry regarding the road system in the area.

## **Tour of Alberta**


Communication continues work on the Tour of Alberta event. This includes the development of broadcasting key messages regarding Greenview and Grande Cache, working on shooting location recommendations and interview subjects for 60 second TV adds.

Distribution of Tour of Alberta collateral is ongoing. We have distributed over 1000 rack cards to date at Greenview events and will offer brochures and posters to local businesses throughout the MD. Communications is also assisting Tour of Alberta Organizers with industry and media outreach. Tour of Alberta will ensure that all industrial stakeholders are notified of impacts to travel on Highway 40 on September 4.

## **Canada Day**

Greenview provided marketing collateral and brochures to Visitor Information Centres in Valleyview and Fox Creek for Canada Day celebrations and provided raffle prizes. Next year this will extend to Grande Cache as well. Administration is recommending that Greenview take a larger participation role in Canada Day parades/activities in future years.

## **Marketing Collateral**



Raffle materials were provided for the “Rock Your Town” promotion with Grande Prairie’s Rock 97.7 radio station, arranged by the Town of Valleyview and the Valleyview Agricultural Society.

Re-ordering Greenview promotional material is taking place and communication is working on art proofs with suppliers to ensure materials meet visual standards.

Valleyview Visitor Information Centre is interested in carrying Greenview promotional material on a trial basis. Will provide sample clothing items to them for summer 2015 sales.

### **Special Projects**

Now that the Golf Tournament and most of the ratepayer BBQs have concluded the focus has returned to updating various policies and bylaws in time for the upcoming Policy Review Committee.

### **Upcoming Dates:**

Grovedale Ratepayer BBQ:

July 21<sup>st</sup>



# Manager's Report

**Function:** Infrastructure & Planning

**Submitted by:** Grant Gyurkovits, General Manager Infrastructure & Planning

**Date:** 7/6/2015

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### **General Manager, Infrastructure & Planning, Grant Gyurkovits**

- Attended Ratepayer BBQ's
- General daily operational duties
- Met with Encana Energy
- Will be meeting with Blackbird Energy July 15<sup>th</sup>
- DeBolt sidewalk review

### **Manager Construction & Maintenance, Kevin Sklapsky**

- Huckleberry Tower Road - Contractor is scheduled to do the work around mid-July once the weather is favorable.
- RR 230 – Contractor is continuing work although production has slowed due to a shortage of manpower.
- Old High Prairie Road – Continuing scheduling meetings and staking out alignment for landowners and land agent trying to get land acquisitions as well as staff.
- Cosy Cove RR245 – alternate alignment options are being looked at to see if a design can be made that will be able to provide a paved surface but will have some “V” ditching. Operations placed calcium on the road.
- Twp. 690 – Project is going good with contractor making good progress. Some utility (pipelines) have been relocated.
- Road Requests – 3 farmland and 2 residential requests were approved by Council and we are receiving Scopes of work from consultants for them so we can proceed with the construction and clearing operations once the bird nesting window closes on July 15.
- Gordey Drainage – Had meeting June 15<sup>th</sup> with contractor and consultant to go over our concerns with the project in regards to ratepayer concerns, design, and construction concerns. Awaiting a report and scheduling an inspection onsite with one of the structures to see if there are any issues with the structures or not.

- Had a meeting with Cody and Jim Clark onsite to look at fencing placement, gates, and a few new items like a borrow pit, another strand of barbed wire, filling old fence post holes etc.
- Met with Larry Gordey to listen to his concerns with the project and his fear of flooding and discussed his concerns that he wants the berm on property side a little higher.
- 11 Mile road – the contractor has started working on deficiency list
  - Weeds by Dave Hay property have been sprayed
  - Tracy Craig – got dust control. Wants berms closed off on either side of her driveway
- FTR Improvements – work has started on this project with the surveying, notices and equipment is scheduled to commence July 8.

#### **Supervisor, Facility Maintenance, Alfred Lindl**

- DeBolt weed trimming was completed in the back alleys and side street ditches as requested.
- Grovedale Fish Pond – renovated the outhouse which is now in use again as per Adam's layout. One of Dennis Loewen's operators and the facility team cleaned the shore line from cat tails. Removed three picnic tables from pond and relocated camp stove from north east to west side.
- Completed the following Capital Projects:
  - Sidewalk back parking and electrical repair at north and west fence line
  - Sidewalk staff parking lot at the Administration building
  - Sidewalk and electrical repair at the north fence line
- FCSS – Team removed old weed barrier, replaced with new barriers and salt and pepper rocks.
- Kakwa – Removed and replaced garbage and recycling containment bins.
- Southview Site – Replaced garbage and recycling bins. Installed 4 picnic tables near the fire pits.
- Medical Clinic – Installed new sidewalk and handicap ramp to improve snow removal and water drainage.
- New Grovedale Shop near completion.

#### **Manager Operation, Gord Meaney**

- Residential and commercial dust control has been completed.
- Re-gravelling program has commenced and will be a continuous operation for the month of July on both the East and West sectors.
- The FTR is being re-gravelled and calcium chloride applied where required between km 5 and km 50.
- Completion of the Grovedale Shop is scheduled for the 1<sup>st</sup> of July but will be delayed to later in the month due to deficiencies and utilities not being connected.
- Mowing and brushing program is ongoing.
- Crack sealing started in late June and will be completed by the end of July.
- Crushing of the 2:20 and 2:25 aggregates at the Buffalo Gravel pit has started and materials will be transferred to other stockpile sites as well as being placed directly on some of our roads in July and August.

#### **Manager Environmental Services, Gary Couch**

- There have been trespassers stealing garbage and/or paint from the recycle area at some of the transfer stations.
- Working to install or upgrade the rails and flaps for some waste bin ramps.

- The Little Smoky distribution system and the waterline from Ridgevalley to Crooked Creek is 95% ready to tender.
- Sent letters to landowners within the Hamlet of Little Smoky to find the census of water distribution. A number of responses have started to come in from Little Smoky residents in favour of the system.
- A lot of positive comments have been made regarding the new water points with only a few problems left to rectify. Sweathouse remains out of service, but we are working toward an effective and efficient solution.
- The reconciliation of the Valleyview Rural Waterline is ongoing and will require some further efforts to determine exact losses and where the losses are occurring. The smallest loss would be the West VVRWL and the largest loss is the VVRWL feeding to the South.

#### **Manager Planning & Development, Sally Rosson (Lindsey Lemieux)**

- MDP Open Houses for Grande Cache, DeBolt, and Valleyview completed. Grovedale Open House is scheduled for July 21, 2015. A questionnaire and draft MDP are available on our website for public review.
- First Reading Bylaws for 15-745, 15-747 and 15-748 to July 14, 2015 Council meeting.
- RFD for Terms of Reference for review of Grovedale Area Structure Plan to July 14, 2015 Council meeting.
- MPC Meeting Scheduled for at 9:00 am on July 22, 2015.
- Rural address signs for the Grande Cache Coops have been ordered. Planning Staff have requested quotes for the installation of the signs.
- As of July 3, 2015, we have received 27 Subdivision Applications, 10 Land Use Amendment Applications, 52 Lease Referrals, 8 Business Licenses, and 154 Development Permit Applications.
- The Request for Tender for Land Use Bylaw has been sent. The Request for Tender closes August 3, 2015. The winning bid will be presented to Council on August 25, 2015.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** Community Services

**Submitted by:** Dennis Mueller, General Manager Community Services

**Date:** 7/6/2015

### General Manager Community Services, Dennis Mueller

- Local caterers were sent the conceptual Multiplex kitchen and concession designs, along with a survey and an invitation to attend a design committee meeting on July 8, 2015. This process will permit the individuals who may be commissioned to cater/work in these facilities with the best possible working kitchen facility design.
- Our legal representative reviewed the documentation required to post a Request For Quotes (RFQ) from General Contractors for the Multiplex. General Contractors submitting quotes will be provided an opportunity to be on the prequalification list to conduct construction work on the Multiplex. The proposed evaluation and short list of the prequalified contractors will be completed on July 28, 2015.
- An agreement was prepared and submitted for consideration by the Golden Triangle Consortium to include Greenview as a partner in the Golden Triangle Trail recreation endeavor with the Towns of Whitecourt, Fox Creek, Swan Hills, and Woodlands County. Greenview will contribute \$15,000.00 annually in this three year agreement term.
- The General Manager and Manager of Protective Services attended the Grand Opening Ceremony of the Grande Cache Royal Canadian Mounted Police (RCMP) Detachment, with many dignitaries in attendance.

### Agricultural Services Manager, Quentin Bochar

- A new Rental Equipment Yardman has been hired, start date was May 30, 2015
- The new BBQ made its unexpected "unofficial" debut at the Grande Cache event and is now in fleet at the Valleyview location.
- Spray program has completed 25% of this year's projected objectives, drought-like conditions may alter the amount of chemical that gets applied/sprayed for this year's program.

Administration Office	Operations Building	Family & Community Support Services	Grovedale Sub-Office	Grande Cache Sub-Office
Box 1079, 4806-36 Ave Valleyview, AB T0H 3N0 Phone: 780.524.7600 Fax: 780.524.4307	Box 1079, 4802-36 Ave Valleyview, AB T0H 3N0 Phone: 780.524.7602 Fax: 780.524.5237	Box 1079, 4707-50th Street Valleyview, AB T0H 3N0 Phone: 780.524.7603 Fax: 780.524.4130	Box 404, Lot 9, Block 1, Plan 0728786, Grovedale, AB T0H 1X0 Phone: 780.539.7337 Fax: 780.539.7711	Box 214, 10028-99st Street Grande Cache, AB T0E 0Y0 Phone: 780.827.5155 Fax: 780.827.5143
Toll Free: 1.888.524.7601			www.mdgreenview.ab.ca	

- Weed inspection program is at 35% of this years proposed objectives. The final tally of inspections, etc. may be affected by the drought-like conditions that the northern area of the MD is currently experiencing.
- Agriculture Department Administration is currently researching information and options available to Greenview in regards to surface water, ground water, and wetlands. With all the competing uses for water from the various industries, and a new provincial government, direction was given for Agriculture Administration to research legislation, committee reports, and policies and recommend a strategy for Greenview.
- ASB Workshops and Events: There are none scheduled at the current time

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

- FCSS Manager attended the Committee of the Whole meeting and the Ratepayers BBQ in Grande Cache June 15 & 16<sup>th</sup>. Manager had an opportunity to visit the Tawow Center and meet with AWN staff to discuss the Home Support pilot project. FCSS staff from the Town of Grande Cache will work together with AWN staff to ensure the success of the pilot project. The Tawow Center is an educational organisation providing social services to all community residents. Services include, but are limited to, a Parent Link Center, Early Intervention, and Fetal Alcohol Spectrum Disorder.
- The FCSS Board will meet for the regular Board meeting on July 7, followed by a strategic planning session which will continue on July 8<sup>th</sup>.
- FCSS Manager has a meeting scheduled the Town of Valleyview CAO on July 21. This meeting will provide an opportunity to introduce our current programs and services, as well as the governance structure and current partnering agreement.
- The 2<sup>nd</sup> annual Celebration of Cultures will be held at the Valleyview Agricultural Society on August 8<sup>th</sup> from 1:00-4:00 p.m. Green View FCSS partners with Valleyview and Districts Agricultural Society during the rodeo to highlight the cultural footprint of our community. At this event, which is included in the price of admission, a variety of cultural groups provide a sampling of foods, music, and costumes. The purpose of this popular event aligns with the provincial strategic directions of FCSS, which includes improved social well-being of community, connection, and engagement.
- Summer Day Camps are scheduled in the following locations:
  - Grovedale Community Hall- July 7, 8, 9
  - DeBolt Centre- July 14, 15, 16
  - Valleyview Swanson Room- July 21, 22, 23
  - New Fish Creek Community Hall-July 28, 29, 30
  - Little Smoky Community Hall August -4, 5, 6
  - Young Picasso's Art Camp- FCSS-August 11, 12, 13
  - Media through the Eyes of Art-FCSS-August 17-21
  - Sunset House Community Hall-August 25, 26, 27

### **Protective Services Manager, Jeff Francis**

- Met with RCMP on June 11, 2015 to discuss reporting to Greenview by all RCMP Detachments within Greenview. It was determined that a quarterly report from everyone would be sent to the Manager of Protective Services, so the RCMP are formulating one template for everyone to utilize. Once I receive the reports they will be forwarded to the CAO's office for distribution to Council similar to how you receive the monthly report from County of Grande Prairie Enforcements Services. This will help Greenview and the RCMP determining where the priorities should be for the coming year.

- As per 2015 Capital Budget. Fox Creek Fire Department Engine replacement request for proposals have been on Alberta Purchasing Connection and closed on June 19, 2015. This will mean an RFD will be coming forward at the July 14 Council meeting.
- Have been working on the revised Municipal Emergency Response Plan and will be asking for a meeting with the Greenview Emergency Management Committee to review. Once this has been done the Revised plan will come to Council for approval.
- Greenview's training for wellness and mental health in June has resulted in a success story. The MHFA (Mental Health First Aid) Canada program aims to improve mental health literacy, and provide the skills and knowledge to help people better manage potential or developing mental health problems in themselves, a family member, a friend, or a colleague. MHFA aims to;
  - a. Preserve life where a person may be a danger to themselves or others.
  - b. Provide help to prevent the mental health problem from developing into a more serious state.
  - c. Promote the recovery of good mental health.
  - d. Provide comfort to a person experiencing a mental health problem

A staff member confided that the course gave them the information, knowledge, and resources to assist a family member in crisis. The Mental Health First Aid course instructors provided assistance after the course to the staff member which has relieved the family stress levels by providing a system to manage the situation and is aiding in their recovery.

The contact information and services provided by the PACE group in Grande Prairie (Providing Assistance, Counseling, & Education) could be a benefit to anyone at Greenview. I will be working with Human Resources and FCSS on getting their information to staff and including this in Greenview's Employee Assistance Program.

- The safety program will be audited prior to November 15 to maintain our Certificate of Recognition through Alberta Municipal Health and Safety Association. The program helps Greenview earn financial incentives (WCB refunds) by implementing effective health and safety management systems.
- Greenview implemented an action plan for 2015 that addresses priorities to improve our programs for investigations, inspections, and hazard identification and controls. The external audit scored Greenview at 83% in 2014. The Greenview team is working on improving the score for the 2015 internal audit.

#### **Recreation Services Coordinator, Adam Esch**

- **Grovedale Fish Pond Day-Use Upgrades.**

The Grovedale Fish Pond day-use upgrades are underway and consist of 5 graveled access pads and two floating docks.

- **Grovedale Fish Pond Bathroom Repaired**

A special thank you to the Maintenance Groundskeepers, Mitch Hammon and Chris Ross for doing an outstanding repair job.

- **Fossil Information and Presentation by Dr. Chris Jass, Curator of Quaternary Paleontology at the Royal Alberta Museum.**

On June 30<sup>th</sup> Dr. Jass made a short presentation to some of Greenview's field staff from various departments. The Presentation provided background information of Ice Age fossils in Alberta as well as provided some informal training on how to spot fossils, where to typically find them, what you can expect to find in the region, and why it is important. Dr. Jass is planning to return in mid-fall after some exciting discussion from the group about possible bone-bed locations. Dr. Jass is also scheduled to speak at the Philip J Currie Dinosaur Museum this November.

- **New ATV Club – Fox Creek**

A new non-profit ATV Club has been established out of Fox Creek. Greenview Administration was contacted in regards to providing input on a trail acquisition and development, and is assisting in any way they can such as, assisting in identifying potential seismic connection trails, some basic GPS work such as trail locations and technical information regarding trail design.

- **New Potential Recreation Areas**

Administration has identified two areas around Valleyview it believes can be easily developed into Recreation Areas. One area is the currently-in-use area adjacent to the north side of Highway 669 and on the west side of the Bridge, SE-28-70-21-W5. The second site begins at the corner of Highway 665 and Range Road 214 and continues west for approximately 1 mile between Highway 665 and the Goose River. Administration is currently working on land acquisition and concept designs for both areas.

- **Community Walking Trails**

Administration is developing a report regarding the basic costs associated with developing walking trails. Administration is currently working and intends to work with community groups to help develop conceptual designs and identify potential uses around communities throughout Greenview. This will assist in developing a more project specific cost.



# Manager's Report

**Function:** Corporate Services

**Submitted by:** Rosemary Offrey, General Manager Corporate Services

**Date:** 7/6/2015

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### **General Manager Corporate Services, Rosemary Offrey**

The new ERP (Financial Software System) update; we have now added utilities to the Diamond ERP System. Which means we have payroll processing, accounts payables processing and utilities processing being completed in the new ERP system. We are very pleased with this progress due to the vast amount of behind the scenes work completed by the Corporate Services staff!

At this point we plan to complete the accounts receivables, taxation and cash receipting in the new ERP system by the end of July. We will have another Diamond Trainer on site from July 20th to the 23rd to provide onsite training in these areas of the system. The assets management training will take place in August and we plan to have the whole general ledger transactions copied from Bellamy and mirrored in the new ERP system by the end of September.

We are now starting to configure the WorkTech side of the new ERP system. The WorkTech Modules are being implemented to provide management with better tracking and reporting opportunities. There will be many training sessions in this area as well. The affected staff have been super cooperative and diligent to do their part to ensure that the ERP implementation stays on track.

Further, we plan to start the Questica (budgeting module) in September as well as the new Paramount purchase order module.

With input from the senior leadership group and managers, I have created a new proposed Expenditure Policy which will go to the Policy Review Committee on July 20th and from there I hope to have it on the July 28th Regular Council Meeting agenda.

### **Finance & Administration Manager, Donna Ducharme**

Donna is responsible for coordinating insurance claims and coverage for new equipment/vehicles/buildings, etcetera. She has attended the ERP module configuration meetings. Completed the month end reports. Donna oversees the Finance and Administration staff, this area keeps her busy with the day to day activities.

### **Finance Reporting Manager, Bill Yusep**

Bill prepared the May monthly departmental actual to budget reports. He reviewed feedback from the department managers on these reports. He also reviewed and analyzed the 2014 financial statement Management Letter from the auditors. Bill presented this management letter to Council for information purposes. He has participated in the management reporter training in the new ERP system. He participated in the WorkTech Gravel Inventory meeting and the WorkTech Fixed Asset Work Shop meeting to learn what we need to complete to ensure the system provides good reports once it has been implemented. Bill has started the WorkTech Fixed Assets data mapping requirements.

### **Human Resources, Erin Klimp**

The position of Yard Man, a seasonal position was filled since last report.

Positions that are pending are: the FCSS Support Coordinator (Internal Competition) (currently conducting reference checks/offer stage). As well as the HR Generalist – Corporate Services (maternity cover), (conducting reference checks/offer stage). The Economic Development Officer – Community Services (conducting reference checks/offer stage). Development Officer – Planning and Development, (conducting reference checks/offer stage.)

The following positions are currently open: Assistant General Manager for Infrastructure & Planning, this position has been passed to a head-hunter to assist with finding potential candidates. Equipment Operator/Truck Driver (2 new positions – Grovedale), (4 interviews completed in June, still searching – collecting more applications). FCSS Home Support, Utilities Operator (2 positions open since last report) and the newly advertised Communications Intern position.

Resignations since last report – one Utility Operator.

### **Information Systems, Shane Goalder**

Shane has been busy receiving new technology equipment, configuring the equipment and distributing it to the end users. He prepared and dispersed technology for four new hires. He attended the Greenvue Golf Tournament for technical support and an ambassador. He also attend the Grande Cache Committee of the Whole Meeting and the Ratepayer's Barbecue for technical support. Of course he took care of all the other daily requests made of him.