



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

Tuesday, July 28, 2015

9:00 AM

Council Chambers
Administration Building

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Regular Council Meeting minutes held July 14, 2015 – to be adopted.	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION	5.1 Smoky Applied Research & Demonstration Association (SARDA)	11
#6	BYLAWS	6.1 Bylaw 15-749 Operating Line of Credit Borrowing Bylaw	30
#7	OLD BUSINESS		
#8	NEW BUSINESS	8.1 Issuance of Digital Communications Policy	35
		8.2 Equipment Contractors Registry Policy	45
		8.3 Municipal Roadside & Facility Community Cleanup Policy	52
		8.4 Expenditure Policy	61
		8.5 Greenview Facilities: Salvaging & Scavenging Policy	80
		8.6 Urban Funding Request Policy	84

8.7 Second Quarter Budget to Actual Report <i>(item to follow under separate cover)</i>	
8.8 DeBolt Concrete Sidewalk Installation	88
8.9 Second Approach	98
8.10 Joint Recreation Plan – City of Grande Prairie & the County of Grande Prairie No. 1	110
8.11 Library Agreements	115
8.12 Reallocation – Capital Funding from Little Smoky River Site to a Potential New Site	121
8.13 CAO Report <i>(Verbal Update)</i>	

#9 COUNCILLORS
BUSINESS & REPORTS

- #10 CORRESPONDENCE
- Central Region Mountain Pine Beetle Plan 2014 – 2015 Annual Report Summary
 - SARDA Letter to MLA's

- #11 IN CAMERA
- 11.1 Draft Policy
(FOIPP; Section 23 ; Local Public Body Confidences)

#12 ADJOURNMENT

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building,
Valleyview, Alberta, on Tuesday, July 14, 2015

1: Reeve Dale Gervais called the meeting to order at 9:05 a.m.
CALL TO ORDER

PRESENT

Reeve	Dale Gervais
Deputy Reeve	Tom Burton
Councillors	George Delorme
	Dave Hay
	Bill Smith
	Dale Smith
	Roxie Rutt
	Les Urness

ATTENDING

Chief Administrative Officer	Mike Haugen
General Manager, Corporate Services	Rosemary Offrey
General Manager, Community Services	Dennis Mueller
General Manager, Infrastructure & Planning	Grant Gyurkovits
Communications Officer	Diane Carter
Recording Secretary	Lianne Kruger

ABSENT

#2: MOTION: 15.07.315. Moved by: COUNCILLOR DAVE HAY
AGENDA That the July 14, 2015 agenda be adopted as presented.
CARRIED

#3.1 MOTION: 15.07.316. Moved by: COUNCILLOR ROXIE RUTT
REGULAR COUNCIL That the Minutes of the Regular Council Meeting held on Tuesday, June 23,
MEETING MINUTES 2015 be adopted as presented.
CARRIED

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

#4 PUBLIC **4.0 PUBLIC HEARING**
HEARING

There were no Public Hearings scheduled for this meeting.

#5
DELEGATIONS

5.0 DELEGATIONS

There were no Delegations scheduled for this meeting.

#6 BYLAWS

6.0 BYLAWS

6.1 BYLAW 15-745 RE-DESIGNATE FROM AGRICULTURE (A) DISTRICT TO COUNTRY RESIDENTIAL ONE (CR-1) DISTRICT

BYLAW 15-745
FIRST READING

MOTION: 15.07.317. Moved by: DEPUTY REEVE TOM BURTON
That Council give First Reading to Bylaw No. 15-745 to re-designate the proposed 4.16 hectares ± (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'.

CARRIED

BYLAW 15-745
PUBLIC HEARING

MOTION: 15.07.318. Moved by: COUNCILLOR DALE SMITH
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 ± (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'.

CARRIED

6.2 BYLAW 15-747 RE-DESIGNATE FROM CROWN LAND (CL) DISTRICT TO INDUSTRIAL (I) DISTRICT

BYLAW 15-747
FIRST READING

MOTION: 15.07.319. Moved by: COUNCILLOR ROXIE RUTT
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'.

CARRIED

BYLAW 15-747
PUBLIC HEARING

MOTION: 15.07.320. Moved by: COUNCILLOR DAVE HAY
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'.

CARRIED

6.3 BYLAW 15-748 RE-DESIGNATE FROM AGRICULTURE (A) DISTRICT TO COUNTRY RESIDENTIAL ONE (CR-1) DISTRICT

**BYLAW 15-748
FIRST READING**

MOTION: 15.07.321. Moved by: COUNCILLOR DAVE HAY
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'.

CARRIED

**BYLAW 15-748
PUBLIC HEARING**

MOTION: 15.07.322. Moved by: DEPUTY REEVE TOM BURTON
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'.

CARRIED

6.4 BYLAW 15-749 2015 OPERATING LINE OF CREDIT BORROWING BYLAW

**BYLAW 15-749
FIRST READING**

MOTION: 15.07.323. Moved by: COUNCILLOR LES URNESS
That Council moves First Reading of Bylaw 15-749 - 2015 Operating Line of Credit Borrowing Bylaw.

CARRIED

**BYLAW 15-749
SECOND READING**

MOTION: 15.07.324. Moved by: COUNCILLOR DALE SMITH
That Council moves Second Reading of Bylaw 15-749 – 2015 Operating Line of Credit Borrowing Bylaw.

CARRIED

**BYLAW 15-749
THIRD READING
CONSIDERATION**

MOTION: 15.07.325. Moved by: REEVE DALE GERVAIS
That Council moves to consider Third and Final Reading of Bylaw 15-749 – 2015 Operating Line of Credit Borrowing Bylaw at this Council Meeting.

DEFEATED

**#7
OLD BUSINESS**

7.0 OLD BUSINESS

There is no Old Business to report.

#8
NEW BUSINESS

8.0 NEW BUSINESS

8.1 TERMS OF REFERENCE-GROVEDALE AREA STRUCTURE PLAN REVIEW

TERMS OF
REFERENCE

MOTION: 15.07.326. Moved by: COUNCILLOR BILL SMITH
That Council adopt the attached Terms of Reference for the Grovedale Area Structure Plan Review.

CARRIED

8.2 DEBOLT CONCRETE SIDEWALK

CONCRETE
SIDEWALK

MOTION: 15.07.327. Moved by: DEPUTY REEVE TOM BURTON
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.

CARRIED

Reeve Gervais recessed the meeting at 9:58 a.m.
Reeve Gervais reconvened the meeting at 10:14 a.m.

8.3 FOX CREEK ENGINE REPLACEMENT

FIRE ENGINE
REPLACEMENT

MOTION: 15.07.328. Moved by: COUNCILLOR ROXIE RUTT
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.

CARRIED

8.4 PHILIP J. CURRIE DINOSAUR MUSEUM – 2015 AMBER BALL

2015 AMBER BALL

MOTION: 15.07.329. Moved by: DEPUTY REEVE TOM BURTON
That Council approve two Table Sponsorships for the Philip J. Currie Dinosaur Museum 2015 Amber Ball in the amount of \$10,000.00 made payable to the River of Death & Discovery Dinosaur Museum Society, with funds to come from the Community Service Miscellaneous Grant.

CARRIED

8.5 PHILIP J. CURRIE MUSEUM - SPONSORSHIP

SPONSORSHIP

MOTION: 15.07.330. Moved by: REEVE DALE GERVAIS
That Council sponsor the Oil & Gas Discovery Wall for \$100,000.00 for the Philip J. Currie Dinosaur Museum, funds to come from the 2015 Contingency Fund.

CARRIED

8.6 TAX ARREARS & PENALTIES

TAX ARREARS & PENALTIES

MOTION: 15.07.331. Moved by: DEPUTY REEVE TOM BURTON
That Council accept this account for information.

CARRIED

8.7 FORESTRY TRUNK ROAD GARBAGE BIN AT CHAIN OFF AREA

GARBAGE BIN AT CHAIN OFF AREA

MOTION: 15.07.332. Moved by: COUNCILLOR BILL SMITH
That Council direct Administration to arrange the purchase and installation of two double bin bear resistant garbage container and concrete pad for the Chain Off Area of the Forestry Trunk Road for a cost of \$3,256.00 plus freight and tax per each to be funded from the Environmental Services Budget.

CARRIED

MOTION: 15.07.333. Moved by: REEVE DALE GERVAIS
That Council direct administration to investigate the feasibility of garbage bins at other locations on the Forestry Trunk Road.

CARRIED

Councillor Roxie Rutt vacated the meeting at 11:18 a.m.
Councillor Roxie Rutt re-entered the meeting at 11:20 a.m.

Councillor George Delorme vacated the meeting at 11:20 a.m.
Councillor George Delorme re-entered the meeting at 11:25 a.m.

Reeve Gervais recessed the meeting at 11:51 a.m.
Reeve Gervais reconvened the meeting at 1:17 p.m.

8.8 MANAGERS' REPORT

MANAGER REPORT

MOTION: 15.07.334. Moved by: COUNCILLOR ROXIE RUTT
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 GEORGE DELORME

Attended the Committee of the Whole
Attended the Grande Cache Ratepayer BBQ
Attended the Joint Council Meeting with the Town of Grande Cache Council
Attended by Teleconference the Evergreen Foundation Meeting

2COUNCILLOR LES URNESS

Attended the Multi Plex Kitchen Design Meeting

COUNCILLOR DAVE HAY

Attended the Valleyview Ratepayer BBQ

DEPUTY REEVE TOM BURTON

Attended the DeBolt Library Board Meeting
Attended the Municipal Planning (MPC) Association Meeting
Attended the Greenview Golf Tournament
Attended the Well Drilling Equipment Tax
Attended Greenview's Staff BBQ
Attended the DeBolt Ratepayer BBQ & Municipal Development Plan Open House
Attended the Community Planning Association of Alberta
Attended the Weyerhaeuser / International Union of Forest Research Organizations (IUFRO) Conference

COUNCILLOR BILL SMITH

Attended the Community Futures Meeting
Attended the Peace Country Forage Association (PCFA) Grazing Tour

COUNCILLOR ROXIE RUTT

Attended the Valleyview Ratepayer BBQ and Open House
Attended the Ridgevalley School BBQ
Attended the Valleyview Hillside High School Graduation
Attended the FCSS Meeting and Strategic Planning Exercise

COUNCILLOR DALE SMITH

Attended the Valleyview Ratepayer BBQ
Attended the Smoky Applied Research & Demonstration Association (SARDA)
Summer Field School

Councillor George Delorme vacated the meeting at 1:41 p.m.
Councillor George Delorme re-entered the meeting at 1:43 p.m.

9.1 REEVE'S REPORT:

REEVE DALE GERVAIS:

Attended the Valleyview Ratepayer BBQ
Attended the Mayor/Reeves Meeting
Attended the Canada Day Celebrations
Attended the "Rock My Town Tour" Live Broadcast with 97.7 Radio Station
Attended the Multi Plex Kitchen Design

MOTION: 15.07.335. Moved by: COUNCILLOR DALE SMITH
That council direct administration to bring forward a Request for Decision
regarding a second approach on NW 35-70-22 W5M.

CARRIED

#10
CORRESPONDENCE

10.0 CORRESPONDENCE:

MOTION: 15.07.336. Moved by: COUNCILLOR ROXIE RUTT
That Council accept the correspondence as presented for information.

CARRIED

11
IN CAMERA

11.0 IN CAMERA CONFIDENTIAL ITEMS

MOTION: 15.07.337. Moved by: DEPUTY REEVE TOM BURTON
That, in compliance with Section 197(2) of the Municipal Government Act, this
meeting go In Camera at 1:56 p.m.

CARRIED

IN CAMERA

11.1 INTERGOVERNMENTAL RELATION

(FOIPP; Section 21)

MOTION: 15.07.338. Moved by: COUNCILLOR DALE SMITH
That, in compliance with Section 197(2) of the Municipal Government Act, this
meeting come Out of Camera at 2:22 p.m.

CARRIED

#12
ADJOURNMENT

12.0 ADJOURNMENT

MOTION: 15.07.339. Moved by: COUNCILLOR DAVE HAY
That this meeting adjourn at 2:23 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE

UNADOPTED



REQUEST FOR DECISION

SUBJECT:	SARDA PRESENTATION	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	Regular Council Meeting	CAO: MH MANAGER: INT
MEETING DATE:	July 28, 2015	GM: INT PRESENTER: INT
DEPARTMENT:	CAO Services	LEGAL/ POLICY REVIEW: INT
FILE NO./LEGAL:	File Number, Legal or N/A.	FINANCIAL REVIEW:
STRATEGIC PLAN:		

RELEVANT LEGISLATION:

Provincial (cite) – *N/A*

Council Bylaw / Policy (cite) – *N/A*

RECOMMENDED ACTION:

MOTION: That Council accept the presentation from Smoky Applied Research & Demonstration Association (SARDA) as information.

BACKGROUND / PROPOSAL:

Members of SARDA Board wish to provide Council with an update on our current status and future visions.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – None

Benefits – None

Disadvantages - None

COSTS / SOURCE OF FUNDING:

None

ATTACHMENT(S):

- SARDA Presentation

SARDA Programming

2015-2020



Mission - "SARDA facilitates the transfer of unbiased information between research institutions, industry and agricultural producers."

Vision – SARDA will own an advanced agriculture resource centre of excellence.

Environmental

Forage and
Livestock

Crops

From 1986 to Present

Accomplishments

- Promoted improved variety selection
- Improved Tillage
- Improved Fertility
- Over 1000 trial years

Partner Development

- 1 Municipality to 5
- Peace Country Strategy
- Develop partnerships with ARD and AAFC to provide research support services
- Improved partnerships with the commodity commissions

29 Year Anniversary

GF Trials with AAFC on Canola, Winter Wheat and Forage Seed Crops

4000 Varieties have been trialed

Worked with ARD on Lentil, Advanced agronomy, Pest Monitoring

Acres in the Peace

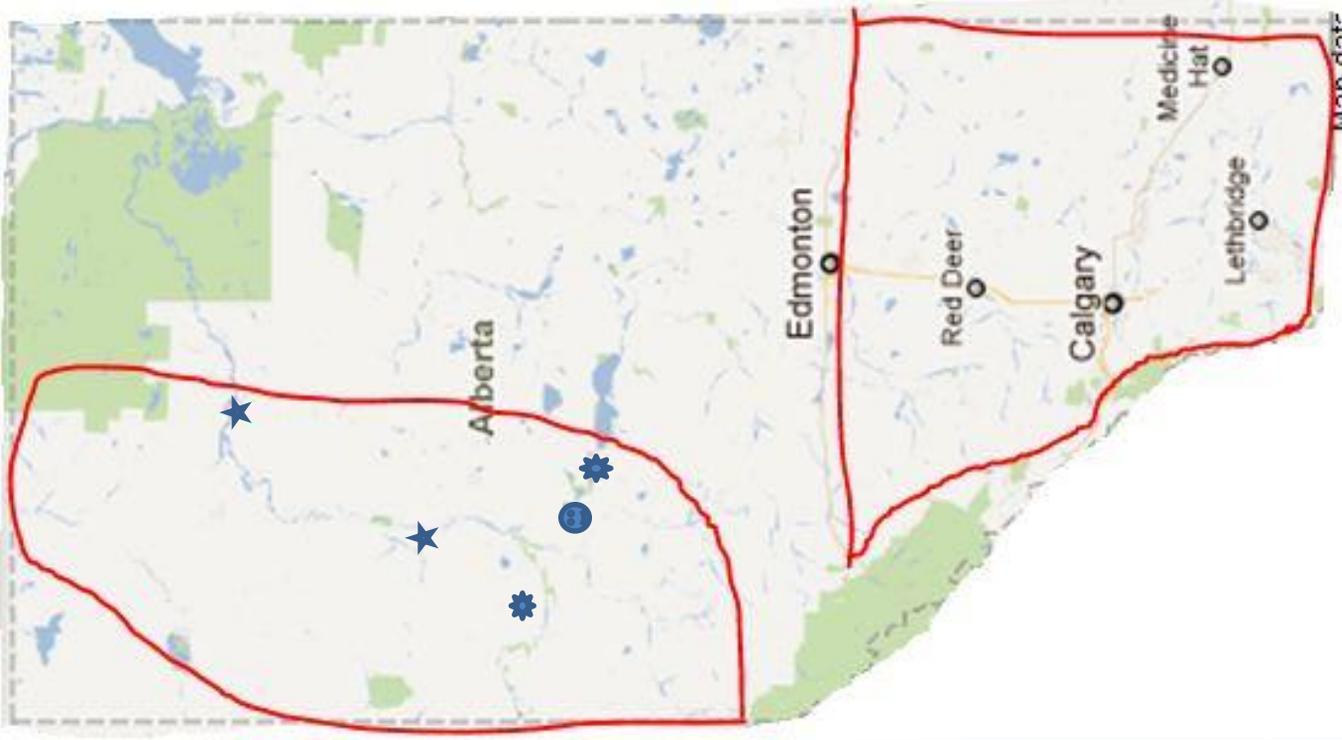
Total acres of farm land in the Peace was 6.92 million acres in 2006. 3rd highest of the 7 Agricultural regions.

Research Groups in the Peace:

- SARDA ☺
- NARA ★
- MARA ★
- PCBFA ★

But the Peace Region is 207,000 km²

This is equivalent to area of all land south of Edmonton.



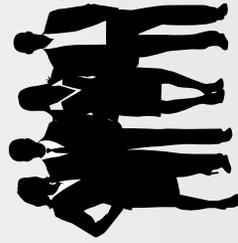
Achieving Success

2015-2020



Partnerships

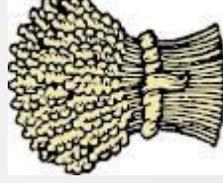
Developing partnerships regionally & provincially.



Capacity
People and equipment



Needs Assessments



Crops & Forage Program
Variety Trials.



Environmental Program
Water Quality Assessments.

Revenue Source Partnerships

Municipal

- 5 Municipal
- \$130,000 annually

2015

•Commissions

- Extension - \$32,500
- Research – \$140,000

MD of Smoky River

Northern Sunrise County

Big Lakes County

MD of Greenview

County of Grande Prairie No.1



Revenue Source Partnerships

Industry

- Industry contracts
- Confidentiality Agreements

In kind industry

- Agripro Co-op

2015

Monsanto Bioag

Mosaic

Bayer

Dupont

Keg River

ENR

Alberta Innovates - Technology Futures

Agripro

Other Revenue Sources

Grants

- AOF – federal and Provincial contributions

Tradeshow

- Biannual
- 4000 producers attend from region

2015

18

Memberships

Donations

Sponsorships

Building Capacity – Resulting Trust

Capacity

- Experienced well trained staff
- Training for new staff

- Equipment
 - Replacement Plan
 - Technology
 - RTK
 - Data Collection

2015-2020



Strategic Planning Requires On-going Needs Assessment

2014 Ground work

- Developed a lengthy questionnaire
- Asked producers directly

- Consulted the Agricultural Fieldmen,
- Municipal reps,
- SARDA Staff

Survey Priorities

Variety Testing
Agronomic Practices

Weed & Pest
management
Product testing

Water quality
Assessments

Newsletter
Field School



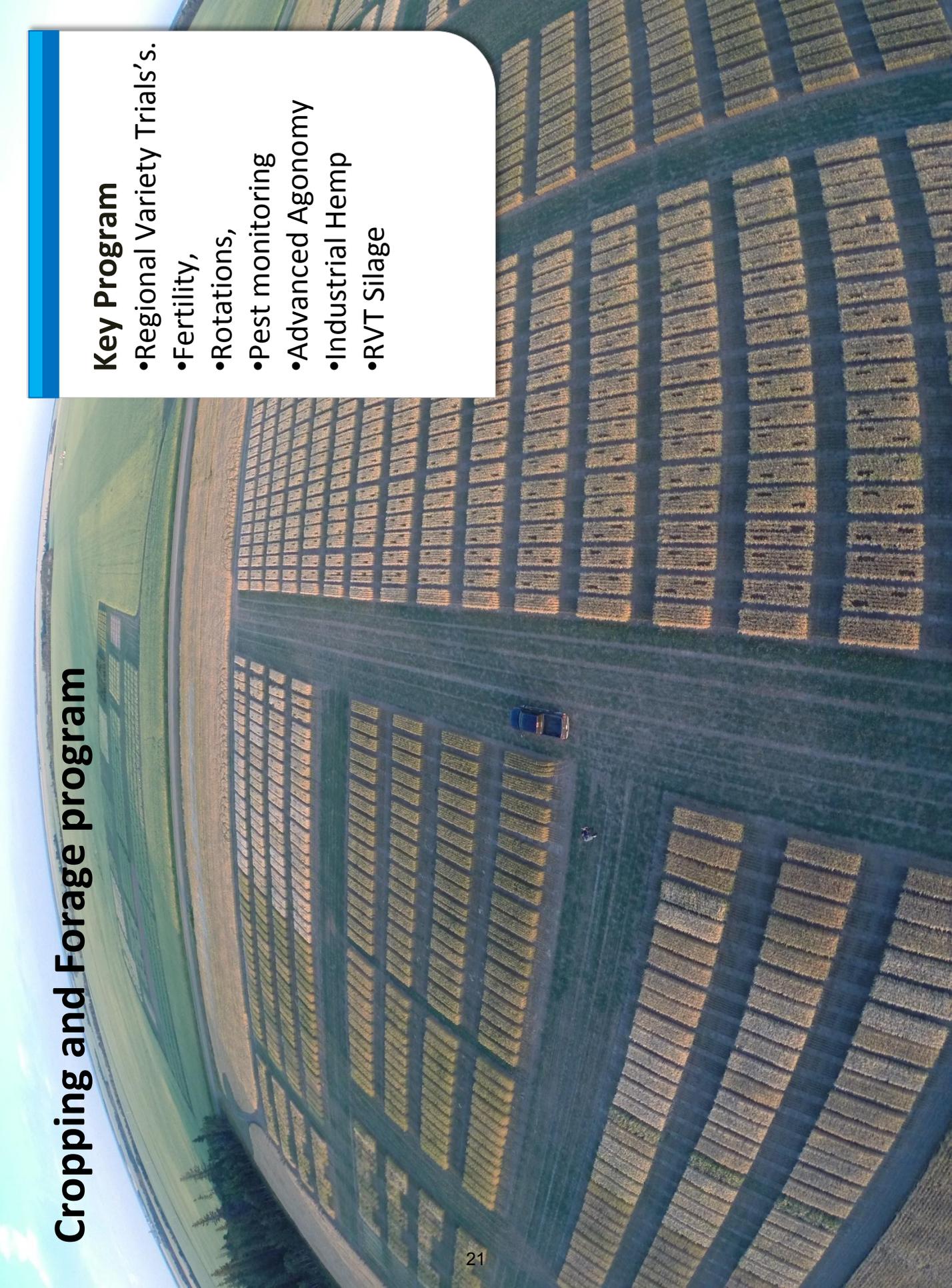
SurveyMonkey



Cropping and Forage program

Key Program

- Regional Variety Trials's.
- Fertility,
- Rotations,
- Pest monitoring
- Advanced Agonomy
- Industrial Hemp
- RVT Silage



Measuring Success - Cropping and Forage Program

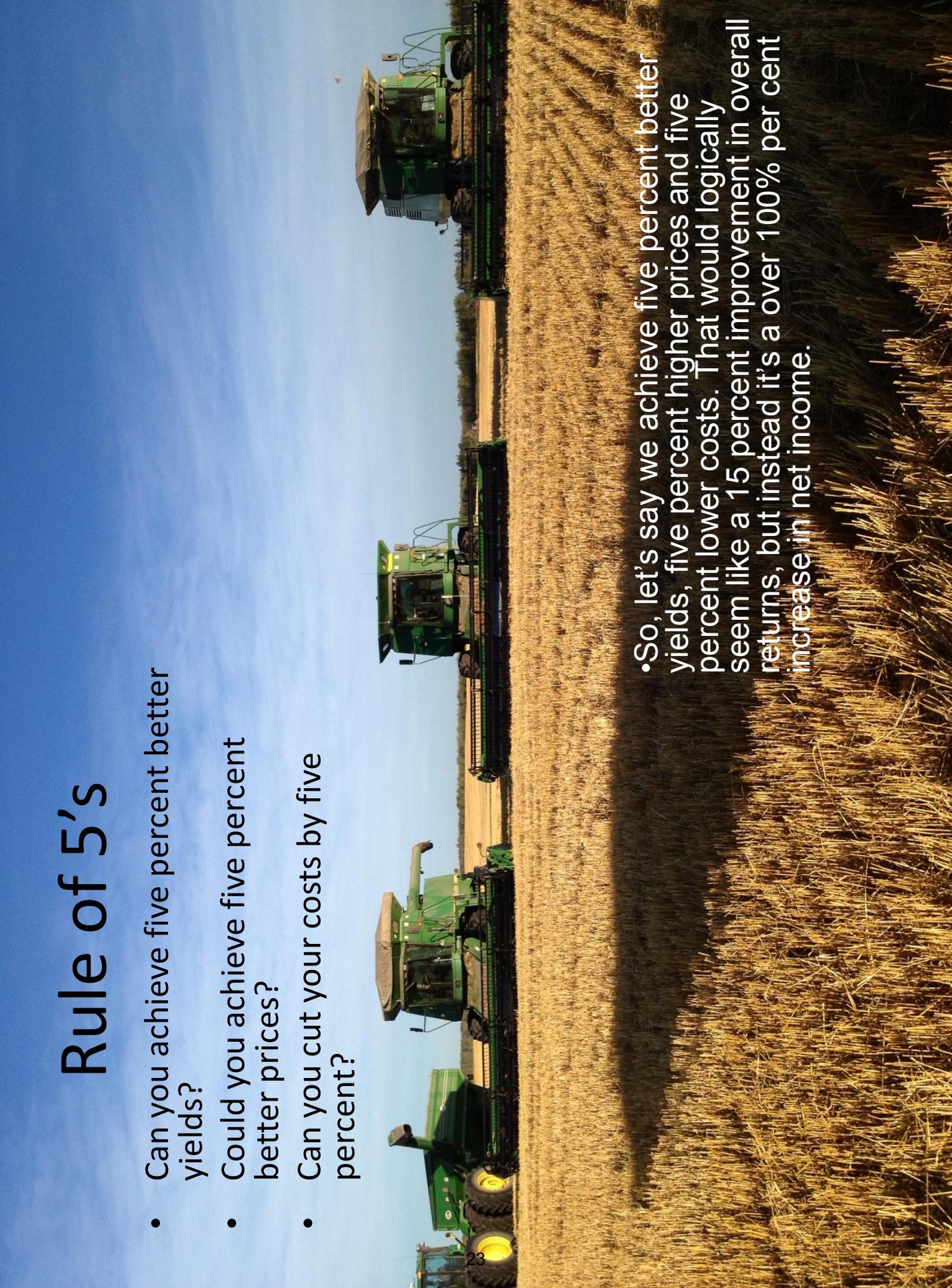
Impacts

- We impact more acres than just 4 municipalities
- Estimate \$2.66 million impact per year or \$ 8 million over 3 years



Rule of 5's

- Can you achieve five percent better yields?
- Could you achieve five percent better prices?
- Can you cut your costs by five percent?



• So, let's say we achieve five percent better yields, five percent higher prices and five percent lower costs. That would logically seem like a 15 percent improvement in overall returns, but instead it's a over 100% per cent increase in net income.

Environment Program – Promote Best Management Practices

Efficient Fertilizer Use

- Using research to determine the most efficient application based on soil tests

Pesticides in Environment

- Water quality testing can determine nutrient, pesticides and Hydrocarbon levels

2015-2020



Measuring Success - Environment

Water quality testing

Data tables from 4 municipalities will give a snapshot of the region and allow comparisons between other regions in Alberta

Public Awareness

Public awareness will be increased through print, web and poster board advertising on where to access information.

2015-2020



Extension Programs

Field events

- One Day Field School
- Crop Walks
- Self Guided Plot Tours
- Displays at functions

• Expanded Newsletters

• Annual Report

Locally recognized as having tremendous value.

• Improved Web site

2015-2020

SARDA Footprints

Self Guided Tour

SW 28-70-21 W5th Site

Trial Maps

4 mile East of HWY 49 on Hwy 669, north of Valleyview (SW28-70-21W5)

Gerald Finster

360 g/ac glyphosate in 55 L/ac water. May 7

Fabro 6-Row Plot Seeder

Location:

Co-operator:

Pre-seed:

Drill:



Guards:

You will notice unlabeled plots at the start and end of each trial. These are called **Guards**. They usually have a similar crop with known agronomics and earlier maturity. At seeding these plots are used to check equipment and set seeding depth. During growing season they minimize the effects of climatic elements on the edge plots of the trial. They also protect the treatment plots from spray drift and wind effects. Late in the season, we check these plots to determine maturity and set the combine.

Checks:

These plots have either no treatment (e.g. fertilizer, herbicide trials, a standard management technique in cultural practice trials) or a historically used standard variety. They provide a basis to compare the effects of treatments or other varieties.

The Back Forty SARDA

August 2011

SMOKY APPLIED RESEARCH & DEMONSTRATION ASSOCIATION

701 Main Street, MD Building, Box 90, Ellsboro, AB T0H 1M0
Telephone (303) 337-3399 Fax: (303) 337-3213 E-mail: saradga@smard.com

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SARDA Smoky Applied Research & Demonstration Association



Smoky River No. 130

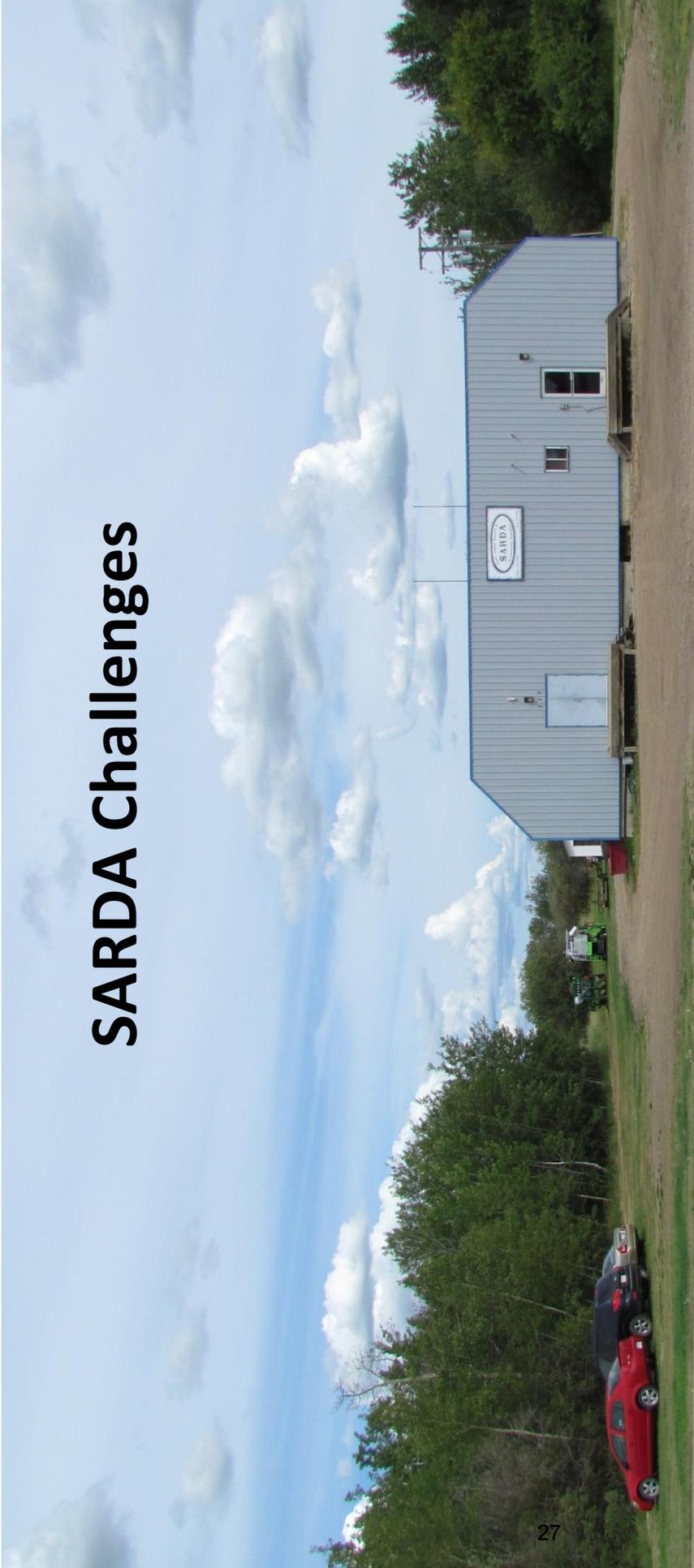
SARDA

2010

Annual Report

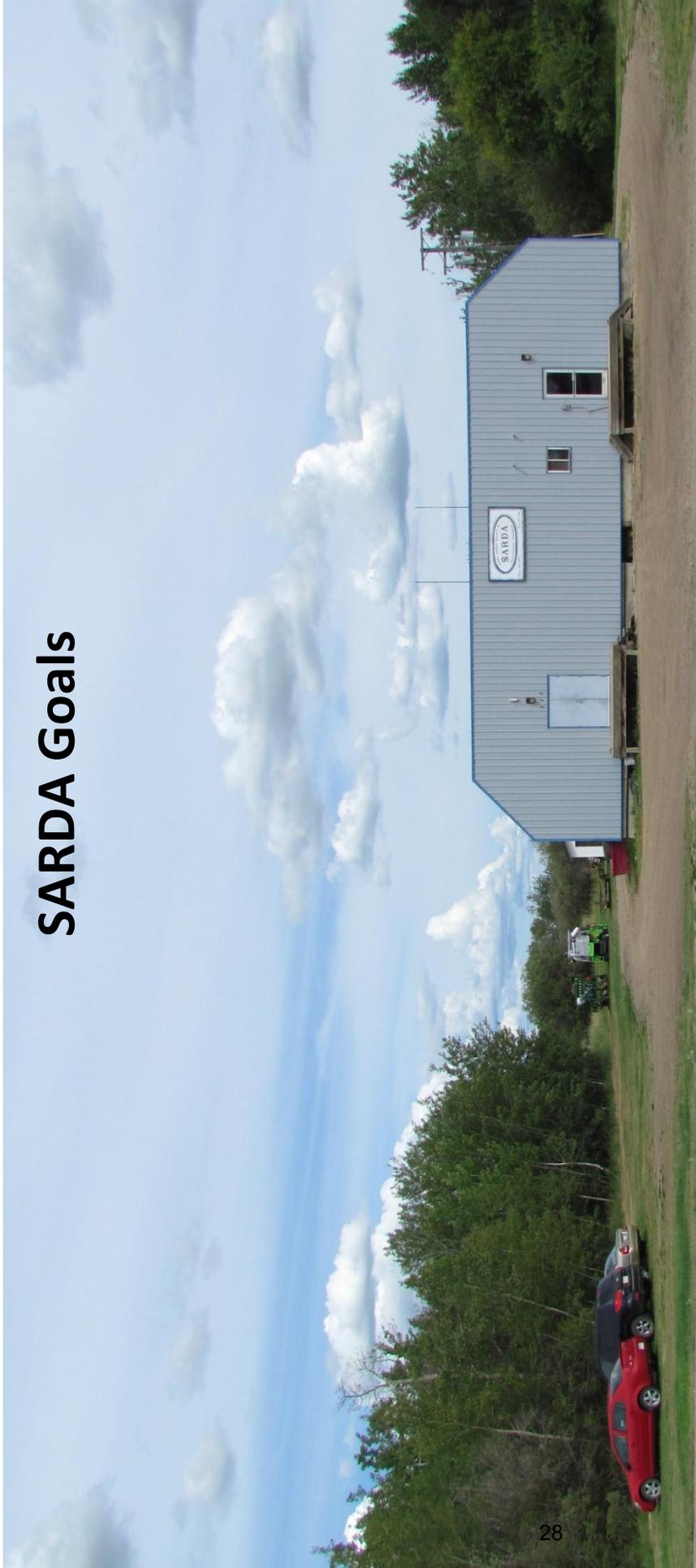
Member of
ARECANA

SARDA Challenges



- Loss of equipment storage facilities @ Hector Goudreau's farm and theft from our site in the Town of Falher
- Guaranteed long term plot sites
- Evolving research requirements means we are running out of room for the required staff and equipment complement
- Staff recruitment, retention and training
- Fluctuating , non-stable funding

SARDA Goals



- Continue quality research to retain the trust we have built with partners and producers.
- Be in a position to react to emerging issues. Eg. pest outbreaks
- Purchase a site that can accommodate our land and building needs.
- Expand partnerships wherever mutual benefit is achievable
- **Managing for longevity: Raising required funds and developing financial strategies that allow us to thrive not just survive.**

Thank you

Charles Turcotte
Chairman

780-837-1084

Rhonda Clarke-
Gauthier

Vice Chairman
780-837-0354

Contact Information:

SARDA office:

Phone: 780-837-2900

Manager: Vance Yaremko

Email: manager@sarda.ca

Website: www.sarda.ca



Questions ?

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.

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 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.

COSTS / SOURCE OF FUNDING:

ATTACHMENT(S):

- Bylaw 15-749
- Bylaw 12-680



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;

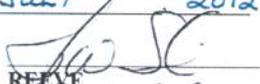
THEREFORE, pursuant to the provision of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

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
Douglas L. Lewis
C.A.O.



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

CHIEF ADMINISTRATIVE OFFICER

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- Policy 1017 and Procedures 1017-01
- Policy 1019

Title: Issuance of Digital Communications Tools: Council and Employees

Policy No: 1019

Approval: Council

Effective Date: July 28, 2015

**Supersedes Policy No: 1017/
1017-01**



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To establish policy and procedures pertaining to Greenview's Information Systems Department (IS) purchase and issuance of Digital Communication Tools (DCT) to/for Councillors and Employees to enable them to efficiently perform their job duties in the office and/or the field.

DEFINITIONS

Digital Communication Tools (DCT) include but not limited to: cellphones, tablets, laptops, cell phone boosters, cellular data, and residential internet plans, installation, servicing, repair and replacement costs, and other digital equipment as required or authorized by the supervisors or the Chief Administrative Officer.

Employees include paid staff and contractors of Greenview.

User Authorization Agreement an agreement between Greenview's Information System Functional Area and Councillors and/or Employees which requires Digital Communication Tools. All users must follow federal and provincial law as well as Greenview based terms, conditions, plan limitations, policy and procedures pertaining to Digital Communication Tools usage; violation shall be investigated and could result in disciplinary action, termination and/or criminal prosecution.

POLICY

1. Information Systems Technician shall purchase and issue Digital Communication Tools to Councillors and Employees so they may efficiently perform their job duties.
2. Information Systems Technician shall propose Digital Communication Tools lifecycles and establish minimum specifications to be purchased and issued to Councillors and Employees.
3. Councillors shall be issued, at the commencement of their term and within recommended Digital Communication Tools lifecycles, a cellphone, and a choice of a laptop OR a tablet.
4. Employees shall be issued, at the commencement of their position and within the recommended Digital Communication Tools lifecycles, with any Digital Communication Tools required for their position to perform their job duties efficiently in the office or the field as approved by their supervisor or the Chief Administrative Officer.
5. Employees requiring higher performance Digital Communication Tools shall request the discretionary consideration of their supervisor or the Chief Administrative Officer.

6. Councillors requiring higher performance Digital Communication Tools shall request the discretionary consideration of their fellow Councillors.
7. Digital Communication Tools issued to Councillors and or Employees are the property of Greenview and shall be returned to the Information Systems Technician upon termination of the individual's position or at any time, when requested, for the purposes of upgrading, repair or replacement.
8. Greenview shall pay/reimburse Councillors and Employees for work-related expenses incurred and related to Digital Communication Tools when authorized by the Chief Administrative Officer.
9. Councillors and Employees are required to use Digital Communication Tools in accordance with User Authorization Agreements.
10. Employees may be held responsible at the discretion of the Chief Administrative Officer, for the cost of lost, stolen or damaged Digital Communication Tools while in their care.
11. Expired, surplus Digital Communication Tools shall be listed and presented to Council for approval to be donated, sold or otherwise disposed of.

PROCEDURE

1. Councillors and Employees shall sign the User Authorization Agreement prior to being issued Digital Communication Tools.
2. Digital Communication Tools are to be used solely by the Councillor or Employee it is issued to.
3. Councillors and Employees shall consult the Information Systems Technician when planning to purchase enhanced accessories to ensure compatibility with Greenview's Digital Communication Tools.
4. Information Systems Technician will not provide technical support for software downloaded from the Apple App Store, unless the application is work-related.
5. Councillors and Employees shall notify the Information Systems Technician, their supervisor and/or the Chief Administrative Officer of any work-related or any other international travel plans whereby they will be using Greenview's Digital Communication Tools.
6. The Information Systems Technician shall record all issuances of Digital Communication Tools and monitor usage in accordance with User Authorization Agreements.
7. The Information Systems Technician shall review monthly billings to identify any Digital Communication Tool usage concerns, relaying concerns to the appropriate supervisor and/or the Chief Administrative Officer.
8. Lost, stolen or damaged Digital Communication Tools shall be immediately reported to the Information Systems Technician and the Employee's supervisor.
 - a) The Information Systems Technician shall respond to these situations in accordance with direction received from the Employee's supervisor.

- b) Greenview reserves the right to garnish an Employee's wages for the replacement cost of lost, stolen or damaged Digital Communication Tools.
- 9. Any personal identification or information associated with the Digital Communication Tools shall be removed and applicable passwords provided to the Information Systems Technician to ensure that the Digital Communication Tools may be properly reset.
- 10. Councillors and Employees may purchase items such as computers, tablets, printers through the Corporate Services Department, with the assistance of the Information Systems Technician upon entering into a repayment agreement with Greenview.
- 11. When required, Councillors shall be issued one (1) cell booster for their Greenview residence

Reeve

CAO

Title: MOBILE DEVICE ISSUANCE AND USAGE

Policy No: 1017

Approval: Council

Effective Date: September 23, 2014

Supersedes Policy No: N/A



MUNICIPAL DISTRICT OF GREENVIEW No. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) may issue mobile communication devices to Council members and employees for both business and personal use. Council and staff that are issued mobile devices pursuant to this policy will be required to adhere to the principles and procedures associated with this policy.

Purpose: The purpose of this policy is to establish principles and guidelines for the issuance and use of mobile devices which may include cellular phones, smartphones, and tablets.

Principles:

1. Mobile devices which are paid for and issued by Greenview remain the property of Greenview.
2. Issuing these devices will allow Council and employees to effectively communicate with internal and external parties in the execution of their duties.
3. Mobile devices will provide an effective means of contacting employees that are on-call.
4. Issuing mobile devices will facilitate compliance with Greenview's Working Alone Policy (HR 11).
5. Employees and Council members are responsible for the safekeeping of any mobile device issued pursuant to this policy.
6. Personal use of mobile devices is allowed provided that such use is within the provisions of this policy and Greenview's monthly data plan. Use of mobile devices outside the provisions of this policy, procedures and/or monthly plan may result in disciplinary action.

Approved: 14.09.483



MUNICIPAL DISTRICT OF GREENVIEW No. 16
"A Great Place to Live, Work and Play"

Procedure Title: MOBILE DEVICE ISSUANCE AND USAGE

Procedure No: 1017-01

Approval: CAO

Effective Date: September 23, 2014

Supersedes Procedure No: N/A

1. Definitions

- 1.1. Carrier Service means a service provider.
- 1.2. Greenview means the MD of Greenview No. 16
- 1.3. Greenview Monthly Data Plan means the monthly usage plan determined by Greenview and provided by the Carrier Service.
- 1.4. IS Department means Greenview's Information Systems Department.
- 1.5. Senior Management means Chief Administrative Officer and the General Managers.
- 1.6. Manager means the department manager and supervisors.
- 1.7. User means all salaried, full-time, part-time permanent, seasonal and temporary employees.

2. Responsibilities

- 2.1. Senior Management
 - 2.1.1. Determine eligibility for issuance of mobile devices to permanent staff and temporary personnel.
 - 2.1.2. Notify IS when Council members or staff will be travelling outside the geographical coverage of Greenview's Monthly Data Plan and will need roaming internet access.
 - 2.1.3. Provide direction to IS Department with regard to equipment reported by an employee to have been lost, broken or stolen and determine whether

or not the employee is to be held responsible for the cost of replacing the equipment. In determining same, the Senior Manager will take the known circumstances into account including whether or not the issue arising is a result of a proven defect of the equipment. The responsibility for this clause may be, in the discretion of the Senior Manager, delegated to the Manager responsible for the employee in question.

2.2. IS Department

- 2.2.1. Issue mobile devices in accordance with the direction from Senior Management and Human Resources.
- 2.2.2. Protocols (*please refer to Policy 1018 Protocols for Internet Acceptable Usage*).
- 2.2.3. Review monthly billings to identify any mobile device usage concerns and relay any concerns to the appropriate member of Management or Senior Management.
- 2.2.4. Respond immediately to any reports of lost, stolen or damaged mobile equipment and report to the appropriate manager.
- 2.2.5. Upon termination of employee will download personal information data from the mobile equipment including pictures and contacts (cell phone and email) that was used by the employee and supply as requested. Phone device will then be fully reset to wipe personal data from its memory.

2.3. Managers

- 2.3.1. Respond to any issues or concerns identified in mobile device use.
- 2.3.2. Identify mobile device needs of their departments and discuss with the Department's General Manager and the IS Technician.
- 2.3.3. Notify IS when an employee will be travelling outside the geographical coverage of Greenview's Monthly Data Plan and will need roaming internet access.

2.4. Users

- 2.4.1. Use device(s) issued under this policy and procedure in accordance with Employee's Code of Conduct (*Policy 2004*). This includes refraining from accessing legally prohibited websites with any Greenview issued mobile device.
- 2.4.2. Adhere to Greenview's Vehicle Usage Policy and Procedure with respect to the use of mobile device(s) while driving (*Policy 1003*).

- 2.4.3. Greenview requires users to adhere to all federal and provincial laws and regulations regarding the use of Mobile Devices. Further information on specific laws and regulations in Canada, can be found in the following links: <http://www.transportation.alberta.ca/distracteddriving.htm>
<http://distracteddriving.caa.ca/education/distracted-driving-laws-in-canada.php>
- 2.4.4. Limit use of mobile device(s), including text messaging, e-mail and voice calling in order to ensure that the limits of the Greenview's Monthly Data Plan are not exceeded.
- 2.4.5. Users may purchase enhanced accessories not otherwise provided by Greenview in consultation with the IS Department to ensure compatibility with Greenview's mobile device(s).
- 2.4.6. Safeguard mobile devices issued by Greenview. If a device is lost, stolen or broken; the user must report the lost, stolen or broken device to their supervisor and the IS Department immediately.
- 2.4.7. Return all issued mobile devices immediately upon termination of employment to the General Manager of Corporate Services or his/her delegate. Any personal ID must be removed and the password must be provided to the IS Department to ensure that the device may be properly reset.
- 2.4.8. Greenview reserves the right to deduct from the user's pay the replacement cost of the mobile device that is not returned to Greenview upon termination of employment.

3. General Provisions

- 3.1. Text messaging (SMS) is made available on mobile devices for use by the party issued a mobile device. Use of text messaging, including videos and pictures, should to be kept to a minimum to ensure that Greenview Plan is not exceeded.
- 3.2. Greenview's mobile data plan is limited as well, therefore, users are to limit use of these devices for email, photos, web browsing, GPS and software applications as much as possible without interfering with their job duties.
- 3.3. As an enhancement to the Work Alone Policy, the IS Department uses the Find My iPhone feature as a means of locating the mobile device. This feature requires that the IS Department sign on to the iCloud application on the mobile device. Any user requiring access to the iCloud using their own account, must make a request to the IS Department prior to accessing iCloud on the Greenview issued iPhone.
- 3.4. iPhone Personal Hotspot use is permitted as long as Greenview's Monthly Data Plan limits are not exceeded.

- 3.5. The IS Department will not provide technical support for software downloaded from the Apple App Store, unless the application pertains to work.
- 3.6. If a user reports more than one lost, broken or stolen device within a 12-month period; the user may at the discretion of the Chief Administrative Officer or senior manager be subjected to disciplinary action in accordance with the policies and employment agreement of Greenview.
- 3.7. Mobile devices may not be lent or borrowed by one party to another party for use.

4. **End of Procedure**

Approved: 14.09.483



REQUEST FOR DECISION

SUBJECT:	Equipment Contractor Registry Policy	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	Regular Council Meeting	CAO: MH MANAGER: INT
MEETING DATE:	July 28, 2015	GM: GG PRESENTER: GG
DEPARTMENT:	Infrastructure & Planning/Operations	LEGAL/ POLICY REVIEW: INT
FILE NO./LEGAL:	File Number, Legal or N/A.	FINANCIAL REVIEW:
STRATEGIC PLAN:		

RELEVANT LEGISLATION:

Provincial (cite) – *N/A*

Council Bylaw / Policy (cite) – *OP 07 Equipment Hiring*

RECOMMENDED ACTION:

MOTION: That Council approve the proposed Equipment Contractor Registry Policy 4004, as presented.

BACKGROUND / PROPOSAL:

The purpose of the policy is for the Greenview to compile a registry of interested equipment contractors, gravel haulers, operators and labourers available for casual work with Greenview at the rates specified by Greenview.

In the past the Operations department held an annual Request for Quotation in the spring to obtain Equipment Contractors. The Contractors would submit any equipment in their fleet and their rates per hour, along with proof of insurance, a valid Workers Compensation Board account number and current contact information. The information was sorted based on type of equipment and lowest to highest contractor rates per hour. With the contractors providing this information early in the year, administration was able to quickly contact a contractor and utilize their equipment from the Bid Registry, when required. Producing the final registry document was administratively a cumbersome process and caused issues in both selecting and paying contractors.

Administration is proposing (as outlined in the policy) all equipment definitions and rates be found in the previous year's Alberta Road Builders and Heavy Construction Association's Equipment Rental Rates Guide at a rate of 89% of the established rate with the exception of motor graders, which will be 75%. These percentage rates were selected based roughly on the average actual dollar amounts that Greenview has historically been paying contractors.

This shift in creating registry means that Greenview moves from a price-taker to a price-setter. Rather than contractors submitting their different prices, Greenview sets the rates that it will pay and contractors willing to work for that price choose to either submit their equipment or not.

The proposed policy also gives Greenview the ability to remove contractors from the registry based on a number of factors including their performance and conduct.

As per previous discussion with Council this system was implemented starting in 2015 and thus far has worked very well.

The following policy was reviewed July 20th by the Policy Review Committee, and received the recommendation to move forward for Council approval.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council may choose not to approve the Equipment Contractor Registry Policy.

Benefits – If accepted the new policy would allow a higher level of fairness and transparency throughout the equipment hiring process. It would also take less time administratively to produce the yearly equipment registry list (internally). By using the established rates and the Contractors Expression of Interest, Administration will be able to ensure a competitive hourly price per hour.

Disadvantages – If not approved, Greenview would either go back to the old process or further revise the new.

COSTS / SOURCE OF FUNDING:

None.

ATTACHMENT(S):

- (New) Equipment Contract Registry Policy
- (Old) OP 07 Equipment Hiring

Title: Equipment Contractors Registry

Policy No: 4004

Approval: Council

Effective Date:

Supersedes Policy No: OP 07



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: For the Municipal District of Greenview (Greenview) to compile a Registry of interested Equipment Contractors, Gravel Haulers, Operators and Labourers (Equipment Contractors) available for casual work with Greenview at the rates specified by Greenview.

DEFINITIONS

ARHCA – Alberta Road Builders and Heavy Construction Association’s Equipment Rental Rates Guide & Membership Roster

Current – as per ARCHA, defines a model which was or is available as a new machine in the current or previous three (3) year(s)

Non-Current – as per ARCHA, is a model which is no longer current, but is commonly found on sites in Alberta doing production work

Previous – as per ARCHA, is older equipment that is generally no longer used for high production work

POLICY

1. All equipment related definitions and rates can be found in the previous fiscal year’s ARHCA.
2. Greenview will compile an annual list of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
3. Greenview will have the option to accept and include Expressions of Interest for Previous equipment, if and when required.
4. When logistically and financially sound to do so, Equipment Contractors based within Greenview will be given preference with respect to hiring practices.
5. Equipment attachments will be paid, when in use, at the rates specified in the previous fiscal year’s ARCHA based on the equipment percentage rates set in this policy.
6. Equipment Contractors will submit completed Expression of Interest packages, agreeing to the financial and working terms and conditions set forth by Greenview.
7. Greenview Administration will review and adjust all Gravel Haul rates, as needed, subject to Council’s approval, to reflect regional prices.

8. Administration will be permitted to adjust rates, as needed for high-demand equipment up to the full ARCHA rate, with CAO approval.

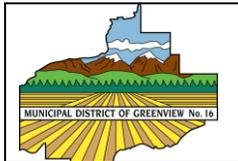
PROCEDURE

1. Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, as needed, subject to Council's approval, to reflect a percentage of the previous fiscal year's ARHCA.
2. As per the previous fiscal year's ARHCA definitions and rates, Greenview will advertise in a variety of local media for all "Current" and "Non-Current" equipment required at a rate of 89%, except for motor graders, which will be 75%.
3. Greenview will have the option to accept and include Expressions of Interest for Previous equipment if and when required.
4. Interested Equipment Contractors will be instructed to contact Greenview regarding when, where and how they can pick up and submit their Expression of Interest packages which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
5. Submissions must be sealed and post marked prior to the advertised Expression of Interest closing date.
6. Greenview reserves the right to disqualify incomplete Expressions of Interest.
7. The following considerations will be applied when hiring Equipment Contractors:
 - future availability, past work history with Greenview along with the cooperative record of the Equipment Contractors making equipment available to Greenview in times of need or difficult situations;
 - the experience of the operator as well as the suitability and condition of equipment;
 - the amount of hourly work the Equipment Contractors has received or is expected to receive from Greenview;
 - the location of the equipment in relation to the work site.
8. Upon opening of Expressions of Interest, Greenview will ensure that all Equipment Contractors have:
 - a. supplied proof of a minimum \$2,000,000 in liability insurance;
 - b. supplied proof of Workers Compensation Coverage; and
 - c. signed a Contractor's Safety Rule Book.
9. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview.
10. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting the project.
11. All Safety-related Incidents must be reported to the Greenview Project Supervisor.
12. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any policies and/or legislation set forth in the Expression of Interest package.

13. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor.

Reeve

CAO



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

Section:
**OPERATIONS
SERVICES**

POLICY NUMBER: OP 07

POLICY TITLE: EQUIPMENT HIRING

Page 1 of 2

Date Adopted by Council / Motion Number:

11.04.206

PURPOSE:

To ensure that the Municipal District utilizes a cost effective method of hourly equipment hiring.

POLICY:

The Municipal District will establish an annual list of hourly equipment available to work for the Municipal District.

1. The Director of Operations Services or his/her designate will advertise annually, for a minimum of two weeks prior to March 15th, for hourly equipment owners to supply their rates per hour per unit type to be effective until April 1st of the following year.
2. The M.D. of Greenview will hire qualified contractors resident within the outer MD boundaries whenever possible provided costs do not exceed 5% of low bid.
3. All submissions received must be sealed and post marked prior to or on the deadline date for submissions.
4. Upon opening of submissions, the Director of Operations Services or his/her designate will ensure that all bidders:
 - a) Are in good standing with the Municipal District;
 - b) Have supplied proof of a minimum \$2,000,000 in liability insurance;
 - c) Have supplied proof of W.C.B. coverage; and
 - d) Have signed a Contractor's Safety Rule Book.
5. The equipment will be prioritized based on the bid prices.
6. The Municipality will pay haul rates for mobilization and de-mobilization of heavy equipment in accordance with the current rates established by the Alberta Road Builders and Heavy Construction Association.
7. The equipment owner will be responsible for all moves and payments to third party contractors.
8. The annual list will be presented to the C.A.O. for approval.
9. The Director of Operations Services or his/her designate will attempt to contact the lowest bidder (or as per the Municipality's discretion in Clause 10. below) by determining the hourly rate and the haul rate combined and a written record of all contacts will be maintained. .

POLICY TITLE: EQUIPMENT HIRING

Page 2 of 2

Date Adopted by Council / Motion Number:

11.04.206

10. The advertisement and any bid forms used will contain the following statement:

“The Municipal District of Greenview reserves the right to contract any bid other than the lowest bid without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Municipal District of Greenview to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipal District of Greenview may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

- a) Any past experience with the Bidder, or lack thereof;
- b) The results of any reference check done by the Municipal District of Greenview;
- c) Information relating to the financial state of the Bidder, however obtained; and
- d) Production rates of equipment to be utilized.”

(Original signed copy on file)
REEVE

C.A.O.



REQUEST FOR DECISION

SUBJECT:	Municipal Roadside & Facility/ Community Cleanup Policy	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	Regular Council Meeting	CAO: MH MANAGER: GM
MEETING DATE:	July 28, 2015	GM: GG PRESENTER: GM
DEPARTMENT:	Infrastructure & Planning/Operations	LEGAL/ POLICY REVIEW: INT
FILE NO./LEGAL:	File Number, Legal or N/A.	FINANCIAL REVIEW:
STRATEGIC PLAN:		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw / Policy (cite) – *1005 Clean-up Within Road Allowances Transfer Stations and Landfills, 1005-01 Clean-up within Road Allowances, 1005-02 Clean-up within Transfer Stations and Landfills.*

RECOMMENDED ACTION:

MOTION: That Council adopt the **Municipal Roadside & Facility/Community Cleanup Policy 1021, as presented.**

BACKGROUND / PROPOSAL:

The Operations and Environmental Services Departments proposed policy incorporates the three current policies into one and expands to include other municipal areas such as hamlets and reserve lands. The procedure is similar to the past practice and the new policy clearly defines Greenview-based organizations that are eligible for the program with an agreed upon price per location, and order of priority.

The purpose of the proposed policy is to provide an opportunity for Community-Recognized Non-Profit Organizations (NPO) to apply and voluntarily clean up Greenview's identified/advertised roadsides, transfer stations, landfill sites, and other areas in return for a pre-established, advertised, financial donation to the NPO.

The following policy was reviewed July 20th by the Policy Review Committee, with recommendation to move forward for Council approval.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council may choose not to approve the Municipal Roadside & Facility/Community Cleanup Policy as presented.

Benefits – The benefits of approving this policy clearly defines Greenview's parameters of the Clean-up program.

Disadvantages – There are no perceived disadvantages.

COSTS / SOURCE OF FUNDING:

None.

ATTACHMENT(S):

- (New) Municipal Roadside & Facility/ Community Cleanup Policy 1021
- (Old) 1005 Clean-up Within Road Allowances Transfer Stations and Landfills
- (Old) 1005-01 Clean-up within Road Allowances
- (Old) 1005-02 Clean-up within Transfer Stations and Landfills

Title: Municipal Roadside & Facility/Community Cleanup – Policy

Policy No: 1021

Approval: Council

Effective Date:

**Supersedes Policy No: 1005,
1005-01, 1005-02**



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

“A Great Place to Live, Work and Play”

Purpose: To provide an opportunity for Community-Recognized Non-Profit Organizations (NPO) to apply and voluntarily clean up Greenview’s identified/advertised roadsides, transfer stations and landfill sites in return for a pre-established, advertised, financial donation to the NPO.

DEFINITIONS

Cleanup Agreement – The agreement setting out the terms and conditions of the arrangement between Greenview and the NPO with respect to operational expectations, safety and remuneration

Community-Recognized Non-Profit Organization – Greenview-based organizations (may include but are not limited to: school, sports, youth, and seniors groups) with an identified non-profit mission, operation or purpose and are commonly or traditionally known in/to the community

Landfill – a regulated site for disposal of solid waste in or on the ground by burial

Roadside – road allowance outside the carriageway

Transfer Station – a multi-purpose facility consisting of solid waste, recyclable material, and household hazardous waste collection depots

POLICY

1. Greenview will annually allocate a portion of its budget to the cleanup of identified/advertised roadsides and sites.
2. Greenview will pay \$1000 per 5km stretch of road, (both sides) for identified/advertised roadsides.
3. Greenview will pay up to \$1500 per group, per site, depending on the size of the cleanup, for identified/advertised transfer stations, landfill sites, facilities, and, community areas.
4. Greenview will provide NPOs an opportunity to apply and voluntarily clean up Greenview identified/advertised roadsides or sites in return for a pre-established, advertised, financial donation to the NPO for their respective clean ups.
5. Greenview may, at its discretion, conduct a safety orientation prior to clean ups commencing on site.

6. Preference will be given to Greenview-based (including Valleyview, Fox Creek & Grande Cache) NPOs. Other NPOs will be considered if openings remain. NPOs not based in Greenview, submitting incomplete or late applications will be given lower priority.

PROCEDURE

1. Greenview will publically identify/advertise the eligible roadsides, transfer stations and landfill sites in need of clean up and the amount of the financial donation for their respective clean ups.
2. NPO applications will be received by Greenview and allocated on a first come first serve basis.
3. Greenview will supply garbage bags, gloves, and safety vests for each NPO as well as, when applicable, safety signage around their cleanup site. Greenview staff will pick up and dispose of garbage bags upon completion.
4. NPO's receipt of the financial donation is subject to a post-clean up inspection by a Greenview staff representative to ensure the job has been completed satisfactorily.

Reeve

CAO

Title: CLEAN-UP WITHIN ROAD ALLOWANCES, TRANSFER STATIONS AND LANDFILLS

Policy No: 1005

Approval: Council

Effective Date: June 10, 2014

Supersedes Policy No: (OP 34)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) will provide not-for-profit organizations with an opportunity to assist in beautifying and enhancing Greenview by participating in municipal roadside and transfer station/landfill clean-ups. Group participation will be recognized by Greenview through the provision of a grant.

Purpose: To provide an opportunity for not-for profit groups to receive a donation and to volunteer to provide a needed service to Greenview and enhance the appearance of our roadways and transfer stations/landfill sites.

Principles:

1. A fair and equitable procedure will be established to advertise, select volunteer groups and assign clean-up areas.
2. Greenview will consider requests from groups for multi-year arrangements for clean-up conducted under this policy.
3. Grants provided by Greenview pursuant to this policy will be issued in a consistent and equitable manner.
4. Operational needs will be considered in determining which areas are to be cleaned.
5. Volunteer and public safety will be of paramount importance for all activities under this policy. All volunteer groups are required to follow Greenview's safe work procedures.
6. Preference will be given to groups located within the corporate limits of Greenview or within the corporate boundaries of municipalities situated within Greenview (i.e. Town of Valleyview, Fox Creek and Grande Cache).

Approved: 14.06.320

	<p style="text-align: center;">MUNICIPAL DISTRICT OF GREENVIEW NO. 16 <i>"A Great Place to Live, Work and Play"</i></p>
<p>Procedure Title: CLEAN-UP WITHIN ROAD ALLOWANCES</p> <p>Procedure No: 1005-01</p> <p>Approval: CAO</p> <p>Effective Date: June 10, 2014</p> <p>Supersedes Procedure No: n/a</p>	

1. Definitions

- 1.1 Not-for-profit organization means “a club, society, or association that’s organized and operated solely for the purpose of:
- a) social welfare
 - b) civic improvement
 - c) pleasure or recreation
 - d) any other purpose except profit.”

2. Responsibilities

2.1. Council:

- 2.1.1 Approve an annual budget allocation.

2.2 Senior Management:

- 2.2.1 Advertise and attract the interest of not-for-profit organizations.
- 2.2.2 Select groups responsible for each roadside cleanup.
- 2.2.3 Establishes program rules for the not–for-profit organization to follow.
- 2.2.4 Determine the total amount payable to the organization based the number of kilometers of roadways that are satisfactorily cleaned.

2.3 Manager/Supervisor:

- 2.3.1 Have not-for-profit organizations complete a Greenview Roadside Ditch Clean-Up agreement.

- 2.3.2 Ensure that, prior to taking part in clean-up day activities, the not-for-profit organization’s participating members have completed the required safety orientation with an appropriate Greenview representative.
- 2.3.3 Supply garbage bags, gloves, and safety vests for each crew as well as safety signage for the organizations to post at either end of their working area. Greenview will provide a traffic control plan to ensure signage is properly placed and a pre-commencement safety orientation will be performed by municipal staff. Municipal staff will pick up and dispose of bags upon completion.
- 2.3.4 Ensure that the not-for-profit organization provides transportation, supervision and medical first aid services for its participating members.

2.4 Corporate Services Staff:

- 2.4.1 Process approved payments to the not-for-profit organization.

3. General Provisions:

3.1 Payment:

- 3.1.1 The Municipality will pay the organization for its services at the minimum rate of one hundred (\$100.00) dollars per one-sided-ditch-kilometer satisfactorily cleaned, to a maximum of two hundred (\$200.00) per one-sided-ditch-kilometer, with a maximum of \$2,000.00 per organization.
- 3.1.2 Administration may provide for a higher rate of compensation based on a review of roadways prior to clean-up, to a maximum of \$200.00 per one-sided-ditch-kilometer.

End of Procedure

Approved: 14.06.320

	<p align="center">MUNICIPAL DISTRICT OF GREENVIEW NO. 16 <i>"A Great Place to Live, Work and Play"</i></p>
<p>Procedure Title: CLEAN-UP WITHIN TRANSFER STATIONS AND LANDFILLS</p> <p>Procedure No: 1005-02</p> <p>Approval: CAO</p> <p>Effective Date: June 10, 2014</p> <p>Supersedes Procedure No: n/a</p>	

1. **Definitions**

- 1.1. Not-for-profit organization means “a club, society, or association that’s organized and operated solely for the purpose of:
 - a) social welfare
 - b) civic improvement
 - c) pleasure or recreation
 - d) any other purpose except profit.”
- 1.2. Landfill is defined as “a regulated site for disposal of solid waste in or on the ground by burial.”
- 1.3. Transfer Station is defined as “a multi-purpose facility that includes storage of solid waste, recyclable materials, and household hazardous waste collection depots.”

2. **Responsibilities**

- 2.1 Council:
 - 2.1.1 Approve an annual budget allocation.
- 2.2 Senior Management:
 - 2.2.1 Advertise and attract the interest of not-for-profit organizations.
 - 2.2.2 Select groups responsible for each transfer station/landfill site cleanup.
 - 2.2.3 Establish program rules for the not–for-profit organization to follow.
 - 2.2.4 Determine the total amount payable to each organization for its services at a rate of \$1000.00 per site clean-up or, at the discretion of General Manager, up to \$3000.00 depending on the amount litter at the approved site.

2.3 Manager/Supervisor:

2.3.1 Ensure that, prior to taking part in clean-up day activities, the not-for-profit organization's participating members have completed the required safety orientation with an appropriate Greenview representative.

2.3.2 Visit landfill/transfer sites after clean-up to ensure services have been completed.

2.3.3 Supply garbage bags, gloves, and safety vests for each crew.

2.3.4 Ensure that the not-for-profit organization provides transportation, supervision and medical first aid services for its participating members.

2.4 Corporate Services Staff:

2.4.1 Process approved payments to the not-for-profit organization.

2.5 Not-for-profit organization:

2.5.1 Collect and dispose of litter to the assigned locations within the transfer station/landfill site.

End of Procedure

Approved: 14.06.320

The preparation and presentation of the many RFDs takes the time of both Administration and Council. Thus in an effort to create organizational efficiencies, Administration is proposing the new expenditure and disbursement policy that would not require Administration to return to Council in order to award a purchase/project (which has already been approved in the budget). In order that Council is able to facilitate its oversight role, the policy does make it mandatory that awards of projects/contracts are reported to Council via the Managers Reports with sufficient detail such as who submitted quotes/bids, the amounts quoted/bid, and any bids received that were non-compliant. It should also be noted that due to the subjective nature of the RFP process, RFPs would come to Council for award. The proposed policy also sets a threshold above which items come back to Council for approval.

In addition to efficiencies, Administration believes this to be a prudent course of action given the evolution of purchasing law and agreements such as the NWPTA (New West Partnership Trade Agreement) and AIT (Agreement on Internal Trade). As purchasing and tendering law tightens up, there is decreasing ability to deviate from tender results. As Administration and Council learned at the Purchasing Law Seminar hosted recently by Greenview, deviation may open the organization up to legal action.

The proposed policy does extend the expenditure limit for the general managers and managers, but it also makes each of these expenditure officers responsible for managing their individual budgets with reporting mechanisms built in to report capital expenditures to Council during the managers' monthly reports. Of course Corporate Services will continue to provide Council with Quarterly Budget to Actual Reports on the operational and capital expenditures. The allowable spending thresholds have been increase under the proposed policy to allow for more efficient operations, while keeping necessary checks and balances for prudent fiscal management and accountability in place.

A copy of current Expenditure Policy AD-12 and a copy of the proposed expenditure policy is attached.

OPTIONS – BENEFITS / DISADVANTAGES:

Options - Council may choose to change the contents of the proposed policy.

Benefits - Administration believes that the organization will become more efficient if Council endorses the proposed expenditure and disbursement policy by not being required to wait until the next Council meeting for approval to move forward and not needing to spend time preparing an RFD for an item that was previously approved by Council to purchase in budget.

Disadvantages - None.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- Policy AD-12
- Policy 1018

Title: Expenditure and Disbursement Policy

Policy No: 1018

Approval: Council

Effective Date: July 28, 2015

Supersedes Policy No: AD-12



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

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

- Council recognizes the need for the prompt payment of accounts and delegates the authority to disperse funds for all budget-approved operational expenditures to the Chief Administrative Officer and/or designates.
- The Municipal District of Greenview No. 16 (Greenview) is subject to two trade agreements, the New West Partnership Trade Agreement (NWPTA) and the Agreement on Internal Trade (AIT). These two agreement must be adhered to for all expenditures that occur within their respective limits.

The MD of Greenview will not consider purchasing or procuring goods or services from any contractor or supplier who has initiated a litigation process against the Municipality. No consideration will be given for a period of five years from the conclusion of the litigation unless otherwise directed by Council.

DEFINITIONS

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

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

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

Capital means items identified in the Capital Budget as approved by Council.

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

Employee ID is the Employee Self Service ID that has been provided from Human Resources.

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

Goods means a manufactured item.

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

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

Purchase Cards includes Greenview issued gas or credit cards.

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

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

POLICY

1. The Municipal District of Greenview No. 16 (Greenview) Council recognizes the annually approved operating and capital budgets as their primary expenditure control document and that all expenditure not so authorized must be presented to Council by Administration for approval prior to the expenditure being incurred. Council realizes that they have a responsibility to its ratepayers to maximize the value of the tax revenue when purchasing municipal goods and services and when providing grant funding.
2. The overall responsibility for implementing and monitoring the annual budget rests with the Chief Administrative Officer. The General Manager of Corporate Services has the overall responsibility for budget reporting and to ensure that all expenditures are a legitimate claim against Greenview; are within established authorities; have been either authorized in the annual budget or approved by resolution of Council.

PROCEDURE

1. Responsibilities

1.1. *Expenditure Officers responsibilities include:*

- Authorizing a proposed expenditure or disbursement.
- Ensuring that a purchase order is issued for all expenditures over \$1,500.00, other than those specifically identified in Section 7, Subsection 2 of this policy.
- Abiding by the NWPTA and AIT when conducting tender calls, request for proposals or request for quotes.
- Certifying that the amount of a proposed expenditure or disbursement is fair and just; and within applicable policies.
- Initiating a disbursement that is consistent with the purpose for which the money is available.

- Managing program or service delivery within Greenview Council approved budget allocation.
- Verifying that the goods and services have been received or the work has been performed satisfactorily.
- Verifying that a request for cheque is supported by adequate documentation.
- Verifying the accurate coding of invoices related to their financial budget responsibility.
- Verifying that procurement card (credit and gas) procedures are followed.
- Verifying all invoices and/or receipts are submitted to Accounts Payables.
- Delegate limited expenditure approval to their department's staff, as the department's budget manager sees fit, ensure all related documentation is submitted to Finance.

1.2. *Associated Expenditure Officers responsibilities include:*

- Staying within the expenditure limit delegated by their manager.
- Signing and receiving a copy of every invoice for the items they have purchased on behalf of Greenview.
- Ensure invoices are authorized, signed and goods or services are received.

1.3. *Accounting Officers responsibilities include:*

- Creating and verifying that adequate processes and controls are in place to safeguard against any material accounting misstatement and follow the guidelines outlined within this policy.
- Verifying that a proposed expenditure or disbursement has been properly authorized by an expenditure officer.
- Verifying that a proposed expenditure or disbursement is for the purpose authorized by the approved municipal budget, and/or it is consistent with the purpose for which the money is available.
- Verifying that the expenditure is recorded in the appropriate fiscal and reporting period.
- Verifying that the required supporting documentation is readily available.
- Verifying that the expenditure is charged to the appropriate general ledger account.
- Verifying the proposed expenditure or disbursement does not contravene any applicable policy and other legislative authority.
- Arranging pre-authorized payments to be made directly from Greenview's bank account with authorization from the General Manager of Corporate Services.
- Arranging direct deposits to be made to Greenview's bank account with the authorization from the General Manager of Corporate Services.
- Ensuring that the General Manager of Corporate Services and any applicable staff are made aware of any budget to actual concerns that the accounting officer may become aware of during their daily duties.
- Ensuring that the accounting practices are acceptable under the Generally Accepted Accounting Principles.
- Preparing monthly department budget to actual reports.
- Preparing and presenting to Council the organizational quarterly budget to actual report.

2. General Provisions

- 2.1. Greenview's expenditure officers may make an expenditure that is included in the approved operating and capital budgets or as otherwise approved by resolution of Council.

- 2.2. Council authorizes the Expenditure Officers as defined under Section 1 to commit the municipality for all purchases related to the operation of Greenview's programs and services that have been approved in the annual budget as follows:
 - Chief Administrative Officer to the maximum budget allocation;
 - General Managers, Assistant General Managers or delegate or as designated by the Chief Administrative Officer up to \$500,000.00;
 - Department Managers, Assistant Managers or as designated by the Chief Administrative Officer up to \$200,000.00;
 - Other staff as delegated in writing by the Expenditure Officers.
- 2.3. Operating Expenditures that exceed the Council approved operating budget by less than \$10,000.00 but still remain within the overall department budget may be approved by the Chief Administrative Officer or designate. If the over expenditure does not remain within the total department budget, the expenditure shall be presented to Council for approval.
- 2.4. Any operational expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration, excepting Request for Proposals, which must be awarded by Council.
- 2.5. Any capital expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration to a maximum of \$2,000,000.00, excepting Requests for Proposals, which must be awarded by Council.
- 2.6. Any capital expenditures awarded or actioned by Administration will be reported to Council via the monthly manager's reports and will include: Budgeted amount, Company name and values of compliant bids received, the name of the successful bidder, a list of bidders submitting non-compliant bids
- 2.7. Any capital expenditure for equipment or vehicles that exceeds Council's approved budget by less than \$10,000.00 or 10% and will remain within the department's overall capital budget, may be approved by the Chief Administrative Officer.
- 2.8. Staff will not engage in nepotism and will make any conflict of interest (actual or perceived) known to the Chief Administrative Officer. If the staff person in question is the Chief Administrative Officer, they will make any conflict of interest known to Council.
- 2.9. Expenditure officers may not normally authorize an expenditure or disbursement where they are directly involved in the transaction, except in the case of attending training, conferences, travel and accommodations associated with work. The expenditure claim or credit card receipt/invoice should clearly state the reason for the expenditure or claim.
- 2.10. The authority of the expenditure officers shall be limited to specific budgetary allocations and will not be general in nature. All expenditures must be authorized in the detailed annual budget or otherwise approved by resolution of Council.
- 2.11. Expenditure authority may be delegated in the absence of the responsible expenditure officer. The General Manager of Corporate Services and Manager, Finance and Administration must be notified in writing prior to the delegation of the Expenditure authority.

- 2.12. A current listing of approved expenditure or associated expenditure officers, with specimen signature and applicable expenditure authority shall be maintained by the Manager, Finance and Administration and copied to Accounts Payable.
- 2.13. Due to reasons of standardizations, economies of scale, vendor familiarity or required expertise, the following types of expenditures are coordinated on behalf of the organization:
- 2.14. Stationery and office supplies by Administration Office Reception;
- 2.15. Office furnishings by Facility Maintenance;
- 2.16. Office equipment by Information Technology;
- 2.17. All electronic equipment and software purchases for use in conjunction with the municipality's Network Infrastructure must first be reviewed by Information Systems Staff for compatibility and compliance with information Technology Standards employed throughout the organization;
- 2.18. Vehicles (non-emergency) and heavy equipment by the Manager of Operations with input from Fleet and receiving department's manager;
- 2.19. Emergency vehicles by the Manager of Protective Services;
- 2.20. All Greenview insurance.
- 2.21. Requisitions, purchases or contracts may not be divided in order to avoid the requirements of the NWPTA and the AIT spending limits.

3. Marketing and Media Placement

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

4. Emergency Expenditures

Unbudgeted expenditures may be undertaken in the event of an emergency situation where the Expenditure Officer must make purchase decisions efficiently to bring the emergency situation under control.

- May be authorized by the Chief Administrative Officer or designates.
- All such expenditures shall be reported to Greenview Council at the next available opportunity.
- Proper documentation of purchases is required.

5. Contracts

Written contracts other than direct purchase orders should be used in situations where there is a need to specify in writing the requirements for supply or continuing supply of goods and or services, and the need to identify each party's degree of responsibility and or liability in the case of damage, default or loss.

- The expenditure officer must ensure that the necessary holdback percentage is withheld from progress payments where there is a holdback charge to compensate for potential

defective work or claims from third parties. Progress payment or invoices related to contracts should be approved only after the person responsible for the contract certifies performance of services or receipt of goods or confirmed the percentage of work completed. Generally this performance certificate is supplied by an engineering firm or project contract manager.

- A statutory declaration and WCB declaration must be obtained from the contractor and the third parties where required to discharge all claims and obligations against the municipality before payment is made and before any holdback or deposit is released. All defects must be corrected before the final payment is approved and security deposits are returned.

6. Purchase Orders

- 6.1. Purchases over \$1,500 must be initiated by either a purchase order or by way of written agreement prior to acquisition.
- 6.2. Purchase orders are not required for the following:
 - Purchases under \$1,500;
 - Petty cash;
 - Personal expense claims;
 - Progress payments (these are covered by signed agreements);
 - Utility invoices;
 - Other services such as legal and municipal insurance;
 - Long-term contracts or service agreements;
 - Lease agreements;
 - Credit card purchases

7. Cheque Requisitions

- 7.1. Are required for all grant expenditures.
- 7.2. Are required for that do not have an invoice such as the School Requisitions, etc., except for personal expense claims, these will be paid based on the personal expense claim and the manager's approval of the claim.

8. Invoice Approval

- 8.1. The Acting Chief Administrative Officer (ACAO) may sign up to the Chief Administrative Officers limit while serving as the designated Acting Chief Administrative Officer. When the Acting Chief Administrative Officer signs in the absence of the Chief Administrative Officer, they should include ACAO after signature to indicate to the Accounts Payables department their authority to sign higher expenditure limits.
- 8.2. To avoid penalty charges the Chief Administrative Officer, Manager, Finance and Administration or General Manager, Corporate Services may approve an invoice related to ongoing operations, such as gas, electric or utility invoices, with a copy being shared with the responsible expenditure officer.

9. Purchasing Methods

- 9.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing

authority may be eligible for purchasing cards upon approval by the Chief Administrative Officer. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchasing card. Purchasing cards include gas cards and credit cards.

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

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

- Expenditure Officers must attempt to obtain a minimum of three (3) formal written price quotes signed by an authorized agent of the supplier. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated by purchase order or contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the purchase order or contract.
- The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.

9.4. Purchases over \$75,000.00:

- Expenditure Officers must abide by the NWPTA and AIT (see table in Section 12 (1)) as required for purchases over \$75,000.00 but under NWTPA and AIT thresholds the Expenditure Officer must attempt to obtain a minimum of three (3) formal written price quotes signed by an authorized agent of the supplier. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. A contract must be signed for all purchases over this limit. The signed contract may be a sales agreement for vehicle and equipment purchases. All contracts shall clearly indicate each party's responsibilities, date, duration of contract, and have the supplier's authorized agent's signature as well as the appropriate Greenview signatures.

10. Tendering/ Requests for Proposals

10.1. Tenders or Request for Proposals must be issued in compliance with the New West Partnership Trade Agreement (NWPTA), an accord between the Governments of Alberta, British Columbia and Saskatchewan; as well as the Agreement on Internal Trade (AIT, 2015, Annex 502.4) an agreement between all Canadian Governments. Tender or Request for Proposals must be issued using the NWPTA and AIT thresholds unless they fall under the excluded procurements as defined by the agreements.

Type	NWPTA	AIT
Goods	\$75,000	\$100,000
Services	\$75,000	\$100,000
Construction	\$200,000	\$250,000

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

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

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

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

Reeve

CAO



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

Section:
ADMINISTRATION

POLICY NUMBER: AD 12

POLICY TITLE: EXPENDITURE CONTROL

Page 1 of 6

Date Adopted by Council / Motion Number:

12.03.183

PURPOSE:

To establish procedures for the procurement of goods and services.

POLICY:

The annual operating budget, as approved by Council, will be the primary expenditure control document of the M.D. of Greenview. The overall responsibility for budget implementation will reside with the C.A.O. and procedures will be established for purchasing goods and services by way of purchase orders, service agreements, quotations and tender documents.

The M.D. of Greenview will not consider purchasing goods or procuring goods or services from any contractor or supplier who has initiated a litigation process against the Municipality. No consideration will be given for a period of five years from the conclusion of the litigation unless directed otherwise by Council.

DEFINITIONS:

- **Tender** means the process of obtaining price bids from a supplier of goods or services, as outlined under the Tendering of Expenditures Section, Page 3.
- **Litigation** means the filing of an action in a court of law.
- **Quote** means the price bid obtained in writing or by phone, from a supplier of goods or services, but does not include a tender.
- **Agreement** means:
 - New agreements*, which require Council approval, will include but are not limited to:
 - a) Joint agreements with municipalities;
 - b) Construction and capital project agreements;
 - c) Professional services agreements;
 - d) Cost sharing agreements; and
 - e) Awarding of grants.

Operational agreements are agreements that directly relate to the delivery of the operation and/or program areas and are considered to be ongoing in nature. They include but are not limited to:

- a) Janitorial agreements;
 - b) Equipment rentals;
 - c) Maintenance agreements;
 - d) Contractual agreements; and
 - e) Service agreements;
 - f) Professional services agreements under \$50,000;
- **Capital** - means items identified in the Capital Budget as approved by Council.
 - **Goods** - means a manufactured item.
 - **Service** - means any work or duties performed, including any materials provided

POLICY TITLE: EXPENDITURE CONTROL

Page 2 of 6

Date Adopted by Council / Motion Number:

12.03.183

I. GOODS AND SERVICES

1. All expenditures must be authorized in the detailed Operational or Capital budgets of the Municipality. The C.A.O. may authorize expenditures exceeding budgeted amounts for emergency reasons (M.G.A., Sec. 248).
2. Preferential purchasing may be considered if in the opinion of the C.A.O. it is economical, efficient or advantageous for the Municipality. All such purchases must be documented to form part of the purchase history.
3.
 - a) Purchase Orders will be issued for all goods in excess of \$250.00, except in the case of credit card purchases as per the Credit Card Policy.
 - b) Agreements will be entered into for all services provided to the M.D. over \$5,000.
4. Purchase orders will be completed and authorized before or as a purchase is made and a copy will be sent to the Accounts Payable Clerk within two days of completion.
5. Purchase Order numbers may be given over the phone by the signing officer in order to procure goods.
6. The C.A.O. is authorized to delegate their authority as per Table 1 to any subordinate within the MD organization, using the prescribed form.
7. All Purchase Order and Agreement books will be accounted for and distributed by Accounts Payable.
8. A record of all authorized signing authorities issued by the C.A.O. will be retained by the Manager of Finance for record purposes.

POLICY TITLE: EXPENDITURE CONTROL	Page 3 of 6
Date Adopted by Council / Motion Number:	12.03.183

TABLE 1: EXPENDITURE AUTHORIZATION LIMITS

Type of Purchase	Purchase/Contract Value	Process (iii)	Approval Level Required (iv)	Notes
Goods and Services – Operating	Up to \$1,000	Direct purchase	Authorized Staff(i)	Purchase order required over \$250
Goods and Services – Operating	\$1,001 to \$2,000	Direct purchase or at discretion of Dept Head or Manager	Department Head or Manager	Purchase order required over \$250
Goods and Services – Operating	\$2,001 to \$15,000	Minimum of two quotes (RFQ)	Director	Purchase Order Required
Goods and Services – Operating	\$15,001 to \$50,000	Minimum of three quotes (RFQ) or Tender/Request for Proposal, at CAO’s discretion	CAO if within budget, council motion if exceeds budget	Council motion provides funds from current year contingency or reserves
Goods and Services – Operating	\$50,001 to \$150,000	Tender/Request for Proposal	CAO if within budget, Council motion if exceeds budget	Council motion provides funds from current year contingency or reserves
Construction projects and capital (includes vehicles and heavy equipment)	Up to \$25,000	Minimum three quotes (RFQ) or RFP	Council	Council motion provides funds from current year contingency or reserves.
Construction projects and capital (includes vehicles and heavy equipment)	\$25,001 to \$50,000	Minimum of three quotes (RFQ) or Tender/Request for Proposal, at CAO’s discretion	Council	Council motion provides funds from current year contingency or reserves
Construction projects and capital (includes vehicles and heavy equipment)	\$50,001 to \$100,000	Tender/Request for Proposal	Council	Council motion provides funds from current year contingency or reserves
Construction Projects and Capital (includes vehicles and heavy equipment)	Over \$100,000	Tender/RFP	Council	
Goods and Services – Operating	Over \$150,000	Tender/RFP	Council	

POLICY TITLE: EXPENDITURE CONTROL

Page 4 of 6

Date Adopted by Council / Motion Number:

12.03.183

- (i) Prescribed Expenditure Authorization Form (Schedule A) must be used to authorize increased expenditure levels. A copy of this form must be forwarded to Manager of Finance.
- (ii) The CAO may approve variations to the process when warranted for purchases within his/her expenditure authority. Variation is also allowed when purchase by negotiation applies.
- (iii) Where practical, purchases will be collectively grouped to obtain best purchase price. If a quote, RFP or tender is being issued collectively for the purchase of several goods or services, the estimated value of the total purchase will prevail in applying these guidelines versus individual cost estimates. These guidelines refer non- emergency to purchases within budget.
Notwithstanding, any quote, RFP or tender bid for a purchase exceeding \$50,000 and which is over the budgeted amount, will be presented to Council for approval.
- (iv) Approval of items may be given at a higher authority level. The guidelines listed are the minimum approval authority required and refers to purchases within budget.

II. PROCESS FOR OBTAINING QUOTES AND TENDERS

- 1. Verbal or written quotes on expenditures as defined in Table 1 will be obtained prior to the authorization of any purchase order or finalizing agreement. A record is to be retained of all quotes for verification purposes and will form part of the purchase documentation. Fax or e-mail quotes are acceptable provided the supplier is fully aware the M.D. is not responsible for the accuracy, confidentiality or receipt of the quote.
- 2. It is recognized that the above procedures may not always be possible and in instances where this procedure is not practical or possible, the C.A.O. may approve variations within his expenditure authority.
- 3. Tenders are to be obtained for expenditures as identified in Table 1 by invitation and/or advertising in an appropriate publication or newspaper, with sealed quotes being received in writing. Fax or e-mail quotes are not acceptable. A deadline for receiving tenders will be set and the tender opening is open to the public. A Government approved online purchasing information system will be utilized:
 - a) for the procurement of goods or services in excess of \$100,000; or
 - b) \$250,000 or greater in the case of construction projects.
- 4. All suppliers contacted will be made aware **in writing** of the following statements for accepting quotes:
 - a) The Municipal District of Greenview reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Municipal District of Greenview reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Municipal District of Greenview to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipal District of Greenview may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:
 - i) Any past experience with the Bidder, or lack thereof;
 - ii) The results of any reference check done by the Municipal District of Greenview;
 - iii) Information relating to the financial state of the Bidder, however obtained; and
 - iv) Production rates of equipment to be utilized.

POLICY TITLE: EXPENDITURE CONTROL

Page 5 of 6

Date Adopted by Council / Motion Number:

12.03.183

- b) The information on this Tender form is being collected for the purpose of Tendering an Expenditure under the authority of the Municipal Government Act. The information you provide may become Public Information. If you have any questions about the collection of the information, please contact the Freedom of Information and Protection of Privacy Coordinator at 780-524-7600.
- 5. Quotes that are received after the closing date will be marked late and returned **unopened** to the supplier. Faxes or e-mail quotes received after the closing date will not be accepted and bidders so notified.
- 6. Upon acceptance of a tender, a purchase order or an agreement will be issued. If an agreement is used, the following applies:
 - a) Short-form agreements are to be used when the service will be applicable within the current year; and
 - b) Long-form agreements are to be used for agreements with potential to go longer than one year, or when further definitions and explanations are required for the service being requested.
- 7. All purchases will state whether or not the delivery of the product or service is to be F.O.B. and where the location of delivery is to be.
- 8. If other than the lowest tender is recommended on operational items, approval of the C.A.O./Council will be obtained as per Table 1.
- 9. If any staff member, or any staff members' immediate family as defined in the Personnel Policy, is submitting a tender on an item, the employee will not be involved in any way with the tender process.
- 10. If an employee or Councillor, or an employee's or Councillor's immediate family member, has submitted a tender on any project and they are the lowest bidder, the tender will be submitted to the C.A.O. for consideration.

III. AGREEMENTS

- 1. The C.A.O. will forward all Administrative agreements to Council for ratification.
- 2. Council may direct the agreement to be reviewed by the municipality's solicitor for opinion.
- 3. Administrative agreements will include signatures for the elected representatives, and for the appointed representatives, and the corporate seal.
- 4. The C.A.O. will have the authority to enter into operational agreements as per Table 1. The C.A.O. may designate the authority to enter into operational agreements to any individual to the maximum set out in Table 1, using the prescribed form.
- 5. All construction and capital project agreements will have a penalty clause written in to protect the municipality from delays, unless the C.A.O. directs otherwise.
- 6. For quotes received from A.A.M.D.C. suppliers, the 3% benefit will be taken into consideration when comparing prices.

POLICY TITLE: EXPENDITURE CONTROL	Page 6 of 6
Date Adopted by Council / Motion Number:	12.03.183

IV. GENERAL

- 1. In order to keep Council informed of purchases being made on behalf of the MD:
 - a) the Manager of Finance will provide Council with a list of all single expenditures on a semi-monthly basis.
 - b) expenditures and agreements made with any staff or Councillor’s immediate relations, will be provided to Council as information.

(Original signed copy on file)
REEVE

C.A.O.

Example Tender Request Forms

Attached is a (one page) request for tender forms that is suitable for one-time purchases.

Example Penalty Clauses

Penalty clauses may be needed to protect the M.D. should the service or goods provider fail to provide the required good or service properly or in a timely manner.

Following are some Example clauses which have been reviewed by the M.D.'s legal authority, and which were acceptable:

Failure to complete the contract within the specified time shall entitle the Chief Administrative Officer to employ other persons to complete the work at the Contractor's expense.

Payment of any invoice shall be subject to the work being completed to the satisfaction of the _____ (position title) _____ for the Municipal District of Greenview No. 16.

EXAMPLE

The Municipal District of Greenview No. 16 invites you to supply a price for:
One new Model 2400 Standard Lift Ezee On or similar Trailed Type Post Pounder complete with:

Specifications	Specify yes, no, or difference in cost for option
540 P.T.O. Hydraulic pump with minimum 3/4" shaft and P.T.O. coupler:	
New automotive style bias ply tires or high speed implement: If a difference in cost due to tire style, please specify.	
Screw type hitch jack; rear mounted controls; post carrier, safety chain, hitch pin:	
Flip over prevention device; operator and service manuals; field ready:	
Specify type & costs for other options available:	
State year of manufacture and make/model of unit being quoted:	

Estimated time of delivery, from order date: (note, delivery must be prior to April 15, 2001) _____

Price as specified before G.S.T.	Total Price including G.S.T.FOB your dealership	Extra cost of Freight to Valleyview
Please submit a sealed bid clearly marked: "Post Pounder Bid" prior to Friday February 9, 2001, 2:00 p.m. attention:		
_____, Agricultural Fieldman M.D. of Greenview No. 16 Box 1079 Valleyview, Alberta T0H 3N0 or Fax your quote to: [780] 524-4432 Call 524-4445 to inform when faxing quote, or with questions.		
The M.D. will <u>consider</u> quotes on similar models as well as demo units. Photocopy his/her sheet to submit a price on more than one unit.		
The Municipal District of Greenview reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Municipal District of Greenview reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Municipal District of Greenview to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipal District of Greenview may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:		
<ol style="list-style-type: none"> 1. Any past experience with the Bidder, or lack thereof; 2. The results of any reference check done by the Municipal District of Greenview; 3. Information relating to the financial state of the Bidder, however obtained; 4. Production rates of equipment to be utilized. 		
Please complete the following information:		
Dealership		
City		
Phone		
Fax		
Contact Person		



MUNICIPAL DISTRICT OF GREENVIEW

SCHEDULE A

EXPENDITURE OFFICER DESIGNATION

EMPLOYEE: _____

EMPLOYEE SIGNATURE: _____

DEPARTMENT: _____

JOB TITLE: _____

AUTHORITY

EFFECTIVE DATE: _____ / _____ / _____

ENDING DATE (IF APPLICABLE) _____ / _____ / _____

SIGNING AUTHORITY TO A MAXIMUM OF: \$ _____

THE EMPLOYEE CAN AUTHORIZE EXPENDITURES WITHIN THE PARAMETERS OF THEIR POSITION. FOLLOWING THE PRINCIPLES AND MANAGERIAL GUIDELINES AS DEFINED IN THE EXPENDITURE CONTROL POLICY FOR THE MUNICIPAL DISTRICT OF GREENVIEW, COPY ATTACHED.

APPROVAL

RECOMMENDED: _____ DATE: _____
MANAGER / DIRECTOR

RECOMMENDED: _____ DATE: _____
DIRECTOR OF CORPORATE SERVICES

APPROVED: _____ DATE: _____
CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Greenview Facilities: Salvaging & Scavenging	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	Regular Council Meeting	CAO: MH MANAGER: INT
MEETING DATE:	July 28, 2015	GM: GG PRESENTER: GG
DEPARTMENT:	Infrastructure & Planning/Environmental Services	LEGAL/ POLICY REVIEW: INT
FILE NO./LEGAL:	File Number, Legal or N/A.	FINANCIAL REVIEW:
STRATEGIC PLAN:		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw / Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That council adopt the Greenview Facilities: Salvaging & Scavenging policy 1022, as presented.

BACKGROUND / PROPOSAL:

This Policy sets the stage for the Take it or Leave it concept (Free Zone) and creates a level of safety that protects the public and Greenview employees.

The following policy was reviewed July 20th by the Policy Review Committee, with recommendation to move forward for Council approval.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council may choose not to approve the Greenview Facilities: Salvaging and Scavenging policy as presented and/or to alter the proposed policy.

Benefits – The benefits of approving this policy is Council will confirm that the policy is clear and specific to locations and employees including those located at the transfer stations, landfills, and Greenview Regional Landfill. This will prevent the risk of danger to the employees and ratepayers of Greenview.

Disadvantages – There are no perceived disadvantages.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

Greenview Facilities: Salvaging & Scavenging Policy

Title: Greenview Facilities: Salvaging & Scavenging Policy

Policy No: 1022

Approval: Council

Effective Date:

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To establish a policy and procedure for Employees and the Public to follow in regard to Salvaging and Scavenging in any of Greenview's facilities.

DEFINITIONS

Employees – on-duty, paid staff and contractors of Greenview who enter any Greenview facilities during hours of employment and operation

Free Zone – a designated area in select Greenview Landfill and Transfer Station facilities where Salvageable Material is placed for Public Salvaging

Greenview Regional Landfill – a Greenview affiliated Landfill staffed/serviced by Greenview Employees

Landfill – a regulated site for disposal of Waste in or on the ground by burial

Public – citizens and off-duty Employees of Greenview

Salvageable Material – items of perceived value or use to the Public

Salvaging – the act of retrieving Salvageable Material from Greenview's Landfill and Transfer Station facilities' Free Zone

Scavenging – the act of searching through Waste deposited in any of Greenview's facilities

Transfer Station – a multi-purpose facility consisting of solid waste, recyclable material, and household hazardous waste collection depots

Waste – any materials deposited in Greenview's Landfill and Transfer Station facilities in any area other than the Free Zone

POLICY

1. Scavenging is prohibited in all of Greenview's facilities.
2. All Salvageable Material and Waste delivered to Greenview's Landfill and Transfer Station facilities is the property of Greenview.

3. Salvageable Material deposited and located within Greenview's Landfill and Transfer Station facilities' Free Zone are for Public Salvaging.

PROCEDURE

1. Employees and the Public are permitted to deposit Salvageable Materials in Greenview's Landfill and Transfer Station facilities' Free Zone.
2. Off-duty Employees and the Public are permitted to retrieve Salvageable Material from the Free Zone.
3. At Greenview's discretion, items placed in the Free Zone may be deemed as waste and treated accordingly.

Reeve

CAO



REQUEST FOR DECISION

SUBJECT: **Urban Funding Request Policy**
SUBMISSION TO: Regular Council Meeting
MEETING DATE: July 28, 2015
DEPARTMENT: CAO Services
FILE NO./LEGAL: File Number, Legal or N/A.
STRATEGIC PLAN:

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

RELEVANT LEGISLATION:

Provincial (cite) – NA

Council Bylaw / Policy (cite) – NA

RECOMMENDED ACTION:

MOTION: That Council adopt the Urban Funding Request Policy as presented.

BACKGROUND / PROPOSAL:

At the Regular Council Meeting of June 24th, 2014 the following motion was carried:

“That Council adopt the following principles regarding funding requests from the Towns of Valleyview, Fox Creek, or Grande Cache until a formal policy or agreement has been developed:

- 1. That Greenview will not provide funding for “core” infrastructure/programs;*
- 2. That Greenview will negotiate funding for “non-core” infrastructure/programs on a case by case basis and that any amount of funding is not guaranteed;*
- 3. Funding provided by Greenview will entitle Greenview to a governing and/or management stake in that infrastructure/program; and,*
- 4. Greenview will not provide additional future funding in the form of loans.”*

The proposed Urban Funding Requests Policy seeks to codify that motion into official Council policy with one addition.

The addition specifically states funding provided by Greenview will entitle Greenview to an ownership share of the facility/project. This is the current approach being taken with both the recreation facilities in both Grande Cache and Valleyview.

The proposed policy also seeks to define the main terms through a non-exhaustive list in order to provide further clarity. It is hoped that by outlining this decision making framework in policy, Council will give itself a framework with which to assess requests received from the Towns of Grande Cache, Fox Creek, and Valleyview. Having a clear framework in place is also expected to act as a guide to the Towns as to what funding requests will be considered and which will not be.

The proposed policy has been reviewed by the Policy Review Committee and is being recommended to Council. Passage of this policy will also result in Council's current policy regarding Community Facility Development being rescinded.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council may choose to approve the policy, to not approve the policy, or to seek changes to the policy.

Benefits – Having a policy of this nature will act as a guide for both Greenview Council and the Town Councils in making and assessing funding requests. This framework also gives direction to Administration so that received requests can be reviewed and a recommendation in alignment with Council's principles can be made.

Disadvantages – The proposed policy establishes general guidelines. There are no perceived disadvantages.

COSTS / SOURCE OF FUNDING:

NA

ATTACHMENT(S):

- Proposed Urban Funding Request Policy

Title: Urban Funding Requests: Policy & Procedure

Policy No: 1020

Approval: Council

Effective Date:

Supersedes Policy No: 8000



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: This policy establishes a fair and consistent framework that Council will generally use to assess funding requests from the Towns of Fox Creek, Grande Cache, and Valleyview.

This policy will also act as a guide for the respective Towns as to requests that will likely be considered by Greenview and those that are likely to be unsuccessful.

DEFINITIONS

Core Services – Generally means services that a municipality traditionally provides and includes such items as roads, water, sewer, enforcement, equipment, and buildings needed for municipal administration (Town offices, etc.). Planning documents other than partnerships such as Intermunicipal Development Plans also fall within this category.

Non-core Services – Generally include other services such as recreation (excepting tot lots, etc.), culture (libraries, museums, etc.), fire services, social services, medical clinics, and economic development. Infrastructure/programming of a direct benefit to Greenview (such as extending a waterline to rural residents) may be considered under this category.

POLICY

Funding distributed through the Community Development Initiative is outside the scope of this policy.

Greenview will generally use the following criteria to assess funding requests received from the Towns of Fox Creek, Grande Cache, and Valleyview:

1. Greenview will not provide funding for "core" infrastructure/programs;
2. Greenview will negotiate funding for "non-core" infrastructure/programs on a case by case basis and funding is not guaranteed;
3. Funding provided by Greenview will entitle Greenview to a governance and/or management stake in the infrastructure/program being funded;
4. Funding provided for infrastructure will entitle Greenview to an ownership stake in the infrastructure; and,
5. Greenview will not provide additional future funding in the form of loans.

PROCEDURE

1. The categorization of infrastructure/programs as either Core or Non-Core will be the sole determination of Greenview.
2. The level of governance and/or management stake required by Greenview will be determined by Greenview.
3. Funding agreed to by Greenview will generally be codified through a formal agreement.
4. Policy 8000, Community Facility Development is hereby rescinded.

Reeve

CAO



REQUEST FOR DECISION

SUBJECT: DeBolt Concrete Sidewalk Installation
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:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw / Policy (cite) Expenditure Policy AD 12

RECOMMENDED ACTION:

MOTION: That Council award Doug Helle Contracting a service contract to install 1,010 square meters of concrete sidewalk in the Hamlet of DeBolt for \$202,000 to come from the Roads Capital Budget.

BACKGROUND / PROPOSAL:

In meeting Greenview’s Expenditure Policy AD 12 and advertising over amounts of \$100,000, Greenview did not receive any further interest beyond the two quotes already received.

Below are two quotes from qualified concrete contractors that administration request as part of the initial project review. Doug Helle Contracting quoted Greenview \$200.00 per/m2 for 1,010 sq meters (600 lineal meters) of concrete sidewalk for DeBolt. This concrete contractor recently completed Greenview’s sidewalk in the back of the administration building and will be able start the project in the first week of August 2015.

Administration included approximately \$28,000 for legal surveying and Greenview supplied gravel (with haul cards) for the compacted base. These additional costs have been included within the Motion: 15.07.327. Carried by Council on July 14th 2015.

Company	Quantity/ per/m2	Total Cost
Doug Helle Contracting	1,010	202,000.00
Granite Energy Corp	1,010	244,420.00

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council could choose to defer 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. Council could request staff to repair the existing sidewalk and landscape within Greenview’s road allowance.

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

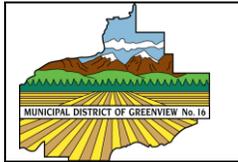
Disadvantages – No perceived disadvantages.

COSTS / SOURCE OF FUNDING:

Funding in the amount of \$230,000 to come from the Roads Capital Budget.

ATTACHMENT(S):

- Expenditure Policy AD 12



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

Section:
ADMINISTRATION

POLICY NUMBER: AD 12

POLICY TITLE: EXPENDITURE CONTROL

Page 1 of 6

Date Adopted by Council / Motion Number:

12.03.183

PURPOSE:

To establish procedures for the procurement of goods and services.

POLICY:

The annual operating budget, as approved by Council, will be the primary expenditure control document of the M.D. of Greenview. The overall responsibility for budget implementation will reside with the C.A.O. and procedures will be established for purchasing goods and services by way of purchase orders, service agreements, quotations and tender documents.

The M.D. of Greenview will not consider purchasing goods or procuring goods or services from any contractor or supplier who has initiated a litigation process against the Municipality. No consideration will be given for a period of five years from the conclusion of the litigation unless directed otherwise by Council.

DEFINITIONS:

- **Tender** means the process of obtaining price bids from a supplier of goods or services, as outlined under the Tendering of Expenditures Section, Page 3.
- **Litigation** means the filing of an action in a court of law.
- **Quote** means the price bid obtained in writing or by phone, from a supplier of goods or services, but does not include a tender.
- **Agreement** means:
 - New agreements*, which require Council approval, will include but are not limited to:
 - a) Joint agreements with municipalities;
 - b) Construction and capital project agreements;
 - c) Professional services agreements;
 - d) Cost sharing agreements; and
 - e) Awarding of grants.

Operational agreements are agreements that directly relate to the delivery of the operation and/or program areas and are considered to be ongoing in nature. They include but are not limited to:

- a) Janitorial agreements;
 - b) Equipment rentals;
 - c) Maintenance agreements;
 - d) Contractual agreements; and
 - e) Service agreements;
 - f) Professional services agreements under \$50,000;
- **Capital** - means items identified in the Capital Budget as approved by Council.
 - **Goods** - means a manufactured item.
 - **Service** - means any work or duties performed, including any materials provided

POLICY TITLE: EXPENDITURE CONTROL

Page 2 of 6

Date Adopted by Council / Motion Number:

12.03.183

I. GOODS AND SERVICES

1. All expenditures must be authorized in the detailed Operational or Capital budgets of the Municipality. The C.A.O. may authorize expenditures exceeding budgeted amounts for emergency reasons (M.G.A., Sec. 248).
2. Preferential purchasing may be considered if in the opinion of the C.A.O. it is economical, efficient or advantageous for the Municipality. All such purchases must be documented to form part of the purchase history.
3.
 - a) Purchase Orders will be issued for all goods in excess of \$250.00, except in the case of credit card purchases as per the Credit Card Policy.
 - b) Agreements will be entered into for all services provided to the M.D. over \$5,000.
4. Purchase orders will be completed and authorized before or as a purchase is made and a copy will be sent to the Accounts Payable Clerk within two days of completion.
5. Purchase Order numbers may be given over the phone by the signing officer in order to procure goods.
6. The C.A.O. is authorized to delegate their authority as per Table 1 to any subordinate within the MD organization, using the prescribed form.
7. All Purchase Order and Agreement books will be accounted for and distributed by Accounts Payable.
8. A record of all authorized signing authorities issued by the C.A.O. will be retained by the Manager of Finance for record purposes.

POLICY TITLE: EXPENDITURE CONTROL	Page 3 of 6
Date Adopted by Council / Motion Number:	12.03.183

TABLE 1: EXPENDITURE AUTHORIZATION LIMITS

Type of Purchase	Purchase/Contract Value	Process (iii)	Approval Level Required (iv)	Notes
Goods and Services – Operating	Up to \$1,000	Direct purchase	Authorized Staff(i)	Purchase order required over \$250
Goods and Services – Operating	\$1,001 to \$2,000	Direct purchase or at discretion of Dept Head or Manager	Department Head or Manager	Purchase order required over \$250
Goods and Services – Operating	\$2,001 to \$15,000	Minimum of two quotes (RFQ)	Director	Purchase Order Required
Goods and Services – Operating	\$15,001 to \$50,000	Minimum of three quotes (RFQ) or Tender/Request for Proposal, at CAO’s discretion	CAO if within budget, council motion if exceeds budget	Council motion provides funds from current year contingency or reserves
Goods and Services – Operating	\$50,001 to \$150,000	Tender/Request for Proposal	CAO if within budget, Council motion if exceeds budget	Council motion provides funds from current year contingency or reserves
Construction projects and capital (includes vehicles and heavy equipment)	Up to \$25,000	Minimum three quotes (RFQ) or RFP	Council	Council motion provides funds from current year contingency or reserves.
Construction projects and capital (includes vehicles and heavy equipment)	\$25,001 to \$50,000	Minimum of three quotes (RFQ) or Tender/Request for Proposal, at CAO’s discretion	Council	Council motion provides funds from current year contingency or reserves
Construction projects and capital (includes vehicles and heavy equipment)	\$50,001 to \$100,000	Tender/Request for Proposal	Council	Council motion provides funds from current year contingency or reserves
Construction Projects and Capital (includes vehicles and heavy equipment)	Over \$100,000	Tender/RFP	Council	
Goods and Services – Operating	Over \$150,000	Tender/RFP	Council	

POLICY TITLE: EXPENDITURE CONTROL

Page 4 of 6

Date Adopted by Council / Motion Number:

12.03.183

- (i) Prescribed Expenditure Authorization Form (Schedule A) must be used to authorize increased expenditure levels. A copy of this form must be forwarded to Manager of Finance.
- (ii) The CAO may approve variations to the process when warranted for purchases within his/her expenditure authority. Variation is also allowed when purchase by negotiation applies.
- (iii) Where practical, purchases will be collectively grouped to obtain best purchase price. If a quote, RFP or tender is being issued collectively for the purchase of several goods or services, the estimated value of the total purchase will prevail in applying these guidelines versus individual cost estimates. These guidelines refer non- emergency to purchases within budget.
Notwithstanding, any quote, RFP or tender bid for a purchase exceeding \$50,000 and which is over the budgeted amount, will be presented to Council for approval.
- (iv) Approval of items may be given at a higher authority level. The guidelines listed are the minimum approval authority required and refers to purchases within budget.

II. PROCESS FOR OBTAINING QUOTES AND TENDERS

- 1. Verbal or written quotes on expenditures as defined in Table 1 will be obtained prior to the authorization of any purchase order or finalizing agreement. A record is to be retained of all quotes for verification purposes and will form part of the purchase documentation. Fax or e-mail quotes are acceptable provided the supplier is fully aware the M.D. is not responsible for the accuracy, confidentiality or receipt of the quote.
- 2. It is recognized that the above procedures may not always be possible and in instances where this procedure is not practical or possible, the C.A.O. may approve variations within his expenditure authority.
- 3. Tenders are to be obtained for expenditures as identified in Table 1 by invitation and/or advertising in an appropriate publication or newspaper, with sealed quotes being received in writing. Fax or e-mail quotes are not acceptable. A deadline for receiving tenders will be set and the tender opening is open to the public. A Government approved online purchasing information system will be utilized:
 - a) for the procurement of goods or services in excess of \$100,000; or
 - b) \$250,000 or greater in the case of construction projects.
- 4. All suppliers contacted will be made aware **in writing** of the following statements for accepting quotes:
 - a) The Municipal District of Greenview reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Municipal District of Greenview reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Municipal District of Greenview to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipal District of Greenview may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:
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POLICY TITLE: EXPENDITURE CONTROL

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Date Adopted by Council / Motion Number:

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III. AGREEMENTS

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POLICY TITLE: EXPENDITURE CONTROL	Page 6 of 6
Date Adopted by Council / Motion Number:	12.03.183

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(Original signed copy on file)
REEVE

C.A.O.

Example Tender Request Forms

Attached is a (one page) request for tender forms that is suitable for one-time purchases.

Example Penalty Clauses

Penalty clauses may be needed to protect the M.D. should the service or goods provider fail to provide the required good or service properly or in a timely manner.

Following are some Example clauses which have been reviewed by the M.D.'s legal authority, and which were acceptable:

Failure to complete the contract within the specified time shall entitle the Chief Administrative Officer to employ other persons to complete the work at the Contractor's expense.

Payment of any invoice shall be subject to the work being completed to the satisfaction of the _____ (position title) _____ for the Municipal District of Greenview No. 16.

EXAMPLE

The Municipal District of Greenview No. 16 invites you to supply a price for:
One new Model 2400 Standard Lift Ezee On or similar Trailed Type Post Pounder complete with:

Specifications	Specify yes, no, or difference in cost for option
540 P.T.O. Hydraulic pump with minimum 3/4" shaft and P.T.O. coupler:	
New automotive style bias ply tires or high speed implement: If a difference in cost due to tire style, please specify.	
Screw type hitch jack; rear mounted controls; post carrier, safety chain, hitch pin:	
Flip over prevention device; operator and service manuals; field ready:	
Specify type & costs for other options available:	
State year of manufacture and make/model of unit being quoted:	

Estimated time of delivery, from order date: (note, delivery must be prior to April 15, 2001) _____

Price as specified before G.S.T.	Total Price including G.S.T.FOB your dealership	Extra cost of Freight to Valleyview
Please submit a sealed bid clearly marked: "Post Pounder Bid" prior to Friday February 9, 2001, 2:00 p.m. attention:		
_____, Agricultural Fieldman M.D. of Greenview No. 16 Box 1079 Valleyview, Alberta T0H 3N0 or Fax your quote to: [780] 524-4432 Call 524-4445 to inform when faxing quote, or with questions.		
The M.D. will <u>consider</u> quotes on similar models as well as demo units. Photocopy his/her sheet to submit a price on more than one unit.		
The Municipal District of Greenview reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Municipal District of Greenview reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Municipal District of Greenview to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipal District of Greenview may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:		
1. Any past experience with the Bidder, or lack thereof; 2. The results of any reference check done by the Municipal District of Greenview; 3. Information relating to the financial state of the Bidder, however obtained; 4. Production rates of equipment to be utilized.		
Please complete the following information:		
Dealership		
City		
Phone		
Fax		
Contact Person		



MUNICIPAL DISTRICT OF GREENVIEW

SCHEDULE A

EXPENDITURE OFFICER DESIGNATION

EMPLOYEE: _____

EMPLOYEE SIGNATURE: _____

DEPARTMENT: _____

JOB TITLE: _____

AUTHORITY

EFFECTIVE DATE: _____ / _____ / _____

ENDING DATE (IF APPLICABLE) _____ / _____ / _____

SIGNING AUTHORITY TO A MAXIMUM OF: \$ _____

THE EMPLOYEE CAN AUTHORIZE EXPENDITURES WITHIN THE PARAMETERS OF THEIR POSITION. FOLLOWING THE PRINCIPLES AND MANAGERIAL GUIDELINES AS DEFINED IN THE EXPENDITURE CONTROL POLICY FOR THE MUNICIPAL DISTRICT OF GREENVIEW, COPY ATTACHED.

APPROVAL

RECOMMENDED: _____ DATE: _____
MANAGER / DIRECTOR

RECOMMENDED: _____ DATE: _____
DIRECTOR OF CORPORATE SERVICES

APPROVED: _____ DATE: _____
CHIEF ADMINISTRATIVE OFFICER

As per Council's Policy OP-03

Policy: One access approach to a quarter section of land along developed roads will be provided when deemed feasible, on the condition that no other approaches exists.

Sub-section (4) reads

"On receipt of application in writing, the Director of Operation Services or his/her designate may approve the installation of an additional approach on an existing roadway. Such costs will be borne by the land owner. A refundable application deposit, as specified in the schedule fees must accompany the application."

Staff met with the Lease Holder on July 24 to discuss the reasoning for the approach concerns and the additional approach application process.

OPTIONS – BENEFITS / DISADVANTAGES:

Options –N/A

Benefits – N/A

Disadvantages – N/A

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- Overview description map
- Pic 1 quarter line gate access from south
- Pic 2 east side looking north
- Pic 3 east side looking south
- Pic 4 west side looking south
- Pic 5 west side approach location
- Pic 6 east side approach location
- Slope cross section 4:1 & 3:1
- General Road Approach Policy OP 03



Township Road 710

Existing Approach

GRL 790283
NW 31-70-22 W5M

Range Road 230

New Approach

GRL 790283
NE 36-70-23 W5M

Proposed Approach

Existing Approach



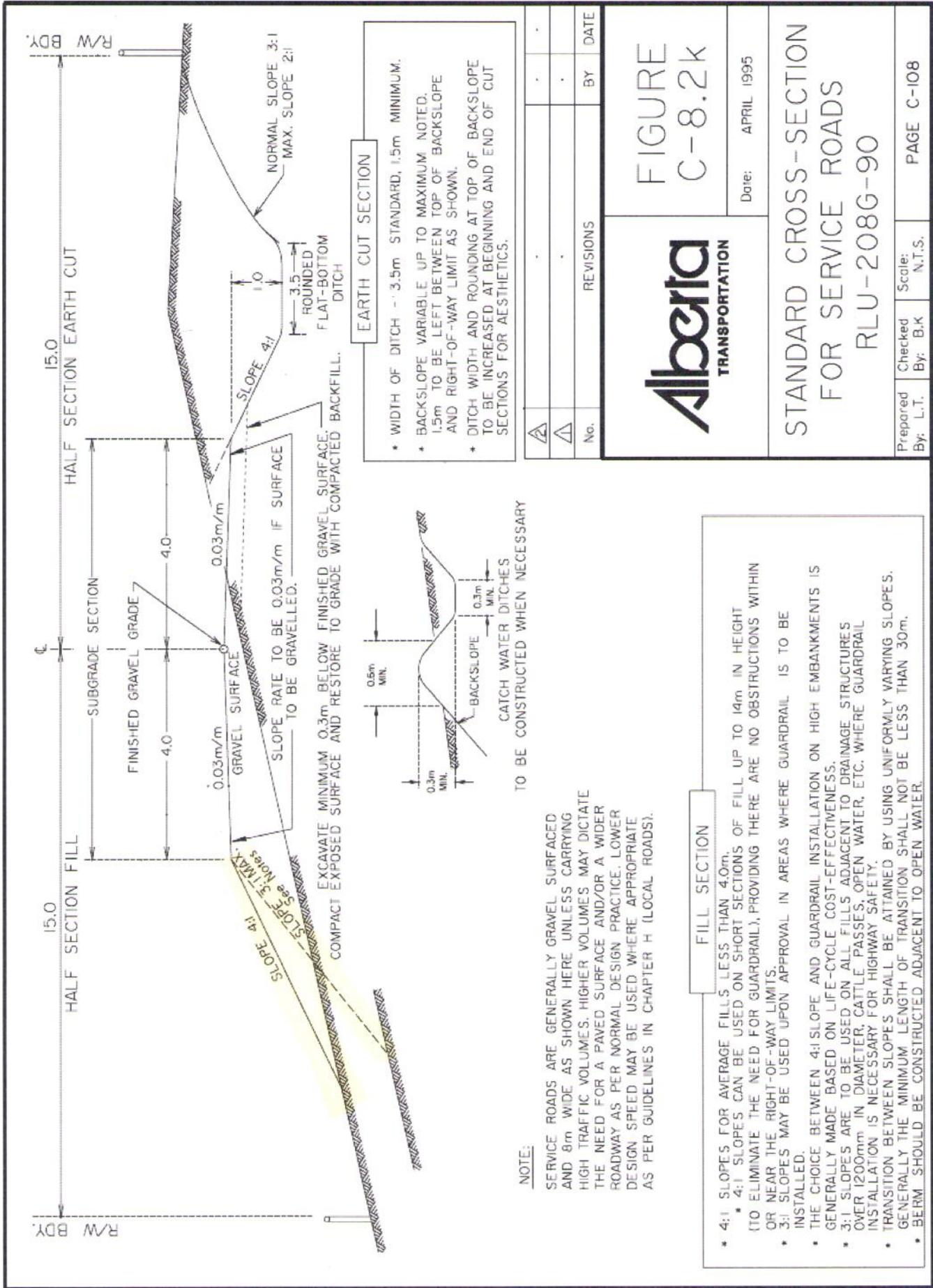












15.0 HALF SECTION FILL

15.0 HALF SECTION EARTH CUT

R/W BDY.

R/W BDY.

SUBGRADE SECTION

FINISHED GRAVEL GRADE

GRAVEL SURFACE

GRASSY SURFACE

EXCAVATE MINIMUM 0.3m BELOW FINISHED GRAVEL SURFACE. COMPACT EXPOSED SURFACE AND RESTORE TO GRADE WITH COMPACTED BACKFILL.

0.03m/m

4.0

4.0

4.0

0.03m/m IF SURFACE TO BE GRAVELLED.

SLOPE 4:1

SLOPE 3:1 MAX. See Notes

3.5

1.0

ROUNDED FLAT-BOTTOM DITCH

0.3m MIN.

0.5m MIN.

BACKSLOPE

0.3m MIN.

CATCH WATER DITCHES TO BE CONSTRUCTED WHEN NECESSARY

EARTH CUT SECTION

- WIDTH OF DITCH - 3.5m STANDARD, 1.5m MINIMUM.
- BACKSLOPE VARIABLE UP TO MAXIMUM NOTED. 1.5m TO BE LEFT BETWEEN TOP OF BACKSLOPE AND RIGHT-OF-WAY LIMIT AS SHOWN.
- DITCH WIDTH AND ROUNDING AT TOP OF BACKSLOPE TO BE INCREASED AT BEGINNING AND END OF CUT SECTIONS FOR AESTHETICS.

No.	REVISIONS	BY	DATE

Alberta
TRANSPORTATION

FIGURE C-8.2k

Date: APRIL 1995

STANDARD CROSS-SECTION FOR SERVICE ROADS

RLU-208G-90

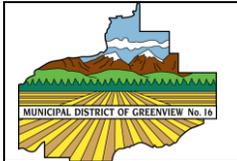
Prepared By: L.T. Checked By: B.K. Scale: N.T.S. Page C-108

FILL SECTION

- 4:1 SLOPES FOR AVERAGE FILLS LESS THAN 4.0m.
- 4:1 SLOPES CAN BE USED ON SHORT SECTIONS OF FILL UP TO 14m IN HEIGHT (TO ELIMINATE THE NEED FOR GUARDRAIL), PROVIDING THERE ARE NO OBSTRUCTIONS WITHIN OR NEAR THE RIGHT-OF-WAY LIMITS.
- 3:1 SLOPES MAY BE USED UPON APPROVAL IN AREAS WHERE GUARDRAIL IS TO BE INSTALLED.
- THE CHOICE BETWEEN 4:1 SLOPE AND GUARDRAIL INSTALLATION ON HIGH EMBANKMENTS IS GENERALLY MADE BASED ON LIFE-CYCLE COST-EFFECTIVENESS.
- 3:1 SLOPES ARE TO BE USED ON ALL FILLS ADJACENT TO DRAINAGE STRUCTURES OVER 1200mm IN DIAMETER, CATTLE PASSES, OPEN WATER, ETC. WHERE GUARDRAIL INSTALLATION IS NECESSARY FOR HIGHWAY SAFETY.
- TRANSITION BETWEEN SLOPES SHALL BE ATTAINED BY USING UNIFORMLY VARYING SLOPES. GENERALLY THE MINIMUM LENGTH OF TRANSITION SHALL NOT BE LESS THAN 30m.
- BERM SHOULD BE CONSTRUCTED ADJACENT TO OPEN WATER.

NOTE:

SERVICE ROADS ARE GENERALLY GRAVEL SURFACED AND 8m WIDE AS SHOWN HERE UNLESS CARRYING HIGH TRAFFIC VOLUMES. HIGHER VOLUMES MAY DICTATE THE NEED FOR A PAVED SURFACE AND/OR A WIDER ROADWAY AS PER NORMAL DESIGN PRACTICE. LOWER DESIGN SPEED MAY BE USED WHERE APPROPRIATE AS PER GUIDELINES IN CHAPTER H (LOCAL ROADS).



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

Section:

**OPERATIONS
SERVICES**

POLICY NUMBER: OP 03

POLICY TITLE: GENERAL ROAD APPROACH

Page 1 of 2

Date Adopted by Council / Motion Number:

11.04.206

PURPOSE:

The replacement of the Approach policy provides further guidelines for administering general approach requests.

POLICY:

One access approach to a quarter section of land along developed roads will be provided when deemed feasible, on the condition that no other approach exists.

1. The Municipal District may provide additional approaches to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels.
2. The Director of Operations Services or his/her designate will determine the size and location of the approach, in consultation with the landowner and in accordance with Municipal standards.
3. If a quarter section of land has an existing approach, the M.D. may upgrade it to meet standard.
4. On receipt of application in writing, the Director of Operations Services or his/her designate may approve the installation of an additional approach on an existing roadway. Such costs will be borne by the landowner. A refundable application deposit, as specified in the "Schedule of Fees" must accompany the application..
5. If an approach is approved, and upon payment from the landowner being received, the M.D. will construct the new approach as resources permit within a reasonable time period.
6. The Director of Operations will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
7. An applicant may construct additional approaches at his/her own expense upon approval from the Director of Operations Services or his/her designate and subject to receipt of the aforementioned non-refundable deposit. All construction will be in accordance with municipal standards and subject to specific requirements of the Director of Operations Services or his/her designate.
8. The applicant will enter into a signed agreement with the Municipal District prior to commencing construction.

POLICY TITLE: GENERAL ROAD APPROACH

Page 2 of 2

Date Adopted by Council / Motion Number:

11.04.206

9. The Director of Operations Services or his/her designate may allow landowners or respective companies to construct temporary approaches, which must be removed within three months.
10. Upon satisfactory completion and acceptance by the Director of Operations Services or his/her designate, all approaches will be under the authority and control of the municipality, except for temporary installations.

(Original signed copy on file)

REEVE

C.A.O.



REQUEST FOR DECISION

SUBJECT:	Joint Recreation Plan – City of Grande Prairie and the County of Grande Prairie No. 1	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	Regular Council Meeting	CAO: MH MANAGER: INT
MEETING DATE:	July 28, 2015	GM: DM PRESENTER: DM
DEPARTMENT:	Community Services	LEGAL/ POLICY REVIEW: INT
FILE NO./LEGAL:	N/A	FINANCIAL REVIEW:
STRATEGIC PLAN:		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw / Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to partner with the County of Grande Prairie No. 1 & the City of Grande Prairie in the Joint Recreation Master Plan as presented.

MOTION: That Council direct Administration to prepare a report that implements a 2016 Greenview Recreation Master Plan initiative that coincides with the Joint Recreation Master Plan.

BACKGROUND / PROPOSAL:

At the Committee of the Whole Meeting on July 21, 2015, Kylee Haining and Megan Schur presented an overview of the Joint Recreation Master Plan accompanied by an invitation for Greenview to partner in this initiative. The presentation identified that recreation programs, services and facilities offered in the region are important contributors to the quality of life for the residents and the attraction of visitors to the area. The numerous community regional partnerships are important contributors to the successful delivery of many recreation programs, facilities and services.

The development of the Joint Recreation Master Plan will commence in the fall of 2015 with a scheduled completion slated for the spring of 2016. Components factored in the development of the plan will include the assessment of the following factors: population, demographics, inventory, utilization, trends and issues. Additionally, municipal input in the form of interviews and surveys with municipal stakeholders will be an integral part of the process. A planned review will ensure that the municipal and planning documents include the relevant information.

Administration recommends that a Greenview Recreation Master Plan initiative be considered for the 2016 Budget Year. In order to provide clear direction, Administration would like to suggest that Council prioritize the following recreation initiatives: recreation inventory, joint recreation master plan and the community walking trails.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council has the option to partner in the Joint Recreation Master Plan as presented, deny the partnership or alter Greenview’s level of participation in the plan.

Benefits – The benefit of partnering with the County of Grande Prairie No. 1 and the City of Grande Prairie in the Joint Recreation Master Plan is the partnership may contribute to the successful delivery of many recreational programs, facilities and services.

Disadvantages – N/A

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- Committee of the Whole RFD and Presentation of the Joint Recreation Master Plan



REQUEST FOR DECISION

SUBJECT: Joint Recreation Plan – City of Grande Prairie
SUBMISSION TO: Committee of the Whole
MEETING DATE: July 21, 2015
DEPARTMENT: CAO Services
FILE NO./LEGAL: File Number, Legal or N/A.
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) – N/A.

Council Bylaw / Policy (cite) – N/A.

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept for information the presentation from Grande Prairie Parks & Recreation.

BACKGROUND / PROPOSAL:

Kylee Haining and Megan Schur will be providing Greenview with an overview of a recreation master plan, including what they are hoping and what the end product will look like and be used for. The City and County of Grande Prairie are looking for Greenview’s support because they anticipate that they will require a few man hours from Greenview’s administration, particularly in sharing information pertaining to MD facilities (existing plans, existing lifecycle information) and in touring the consultants through key facilities if required. The City of Grande Prairie is also hoping that Greenview will encourage their ratepayers to give feedback for the household survey, and will partner with the City and County of Grande Prairie for driving communication about the plan.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – N/A

Benefits – N/A

Disadvantages – N/A

COSTS / SOURCE OF FUNDING:

There is no source of funding at this time.

ATTACHMENT(S):

- Promotional panels

Joint Recreation Master Plan

We are planning for the future of recreation and We Need Your Help!

The recreation programs, services, and facilities offered by the region and its many community partners are important contributors to the quality of life of residents. The County and City of Grande Prairie are developing a **Joint Recreation Master Plan** to ensure that you continue to enjoy this high quality of life.

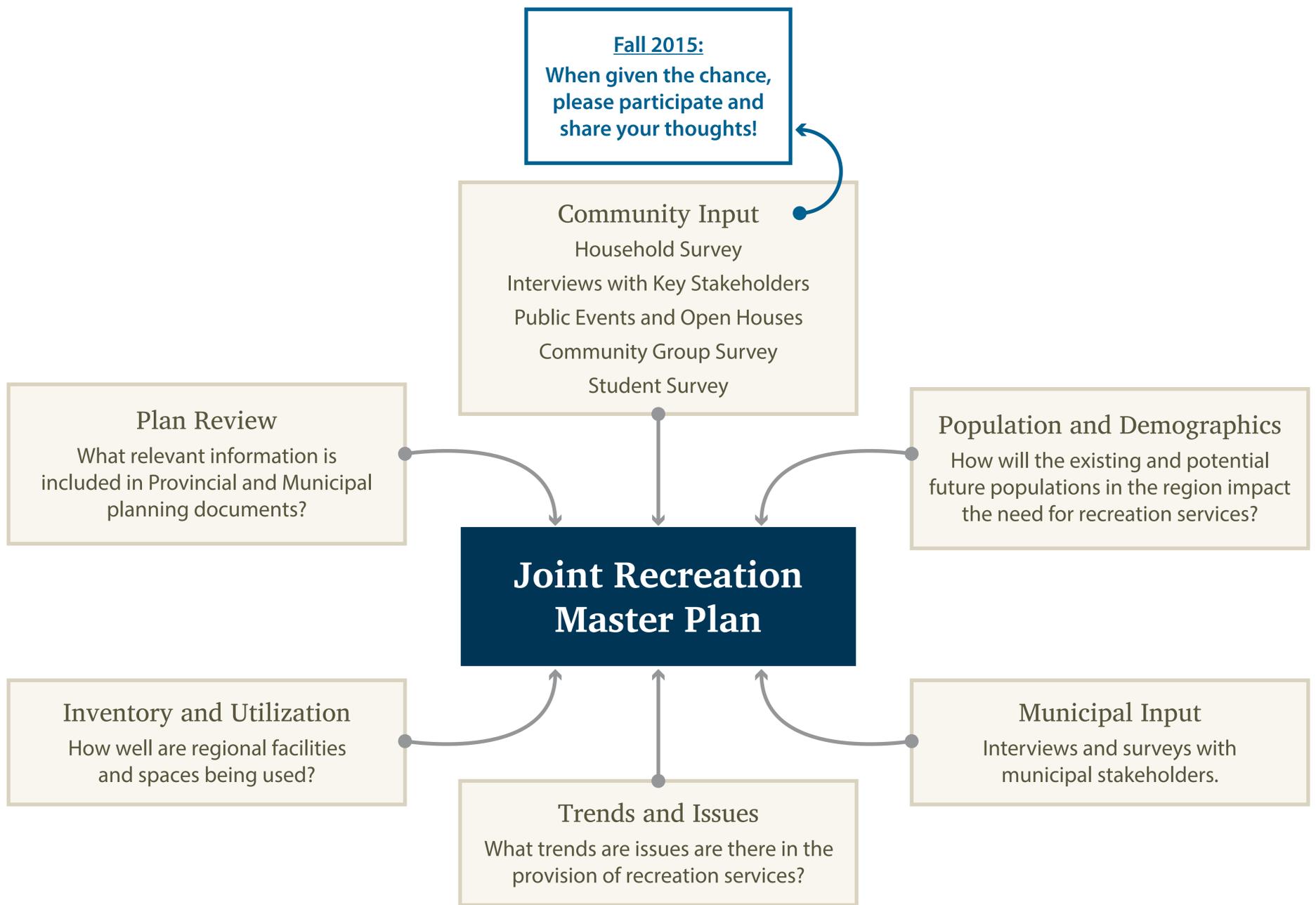
**Please share your thoughts when
you are given the opportunity!**



For more information, please contact:

Megan Schur, Parks and Recreation Manager
County of Grande Prairie No. 1
(780) 532 – 9727

How will the Joint Recreation Master Plan be Developed?



The Joint Recreation Master Plan is scheduled for completion the spring of 2016.





REQUEST FOR DECISION

SUBJECT: **Library Agreements**
SUBMISSION TO: Regular Council Meeting
MEETING DATE: July 28, 2015
DEPARTMENT: Community Services
FILE NO./LEGAL: N/A
STRATEGIC PLAN:

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw / Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to enter into a library agreement with the respective Towns of Fox Creek and Grande Cache for the joint provision of library services, with Greenview contributing 50% of the annual operating costs.

BACKGROUND / PROPOSAL:

Greenview currently has a five year term agreement with the Town of Valleyview for the joint provision of library services. Administration is requesting Council to consider establishing an agreement with the respective Towns of Fox Creek and Grande Cache to provide an equal provision of library services in the incorporated municipalities.

Administration is proposing that the agreements with Fox Creek and Grande Cache mirror the components included in the joint provision of library services agreement with the Town of Valleyview. Administration contacted the Towns of Fox Creek and Grande Cache in the fall of 2014 to determine the funding amount they provide on annual basis toward library service provision. The dollar value proposed and approved in the 2015 Budget was a result of that research (Grande Cache Library - \$43,000.00 and Fox Creek Library - \$58,000.00, representing 50% of the Town's annual contributions toward library service provision).

If Council is supportive of these agreements, a number of appointments to the respective library boards may need to be made at a future meeting. Administration suggests that the appointments would not all be Council members and that public members may be considered.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council has the option to authorize or deny Administration's recommendation to enter into a library agreement with the respective Towns of Fox Creek and Grande Cache.

Benefits – The benefit of entering into an agreement for the joint provision of library services for Grande Cache and Fox Creek is that this will provide equal library provisions to the incorporated municipalities within Greenview.

Disadvantages – N/A

COSTS / SOURCE OF FUNDING:

The funding for the Grande Cache and Fox Creek Library will come from the Community Service Library Budget.

ATTACHMENT(S):

- Joint Provision of Library Services Agreement between the Town of Valleyview and Greenview
- Greenview Budget Breakdown of Library Services

MEMORANDIUM OF AGREEMENT

BETWEEN: THE VALLEYVIEW AND DISTRICT LIBRARY BOARD
P.O. Box 897
Valleyview, Alberta T0H 3N0
(hereinafter referred to as the "Board")
OF THE FIRST PART

And

THE TOWN OF VALLEYVIEW
P.O. Box 270
Valleyview, Alberta T0H 3N0
(hereinafter referred to as the "Town")
OF THE SECOND PART

And

THE MUNICIPAL DISTRICT OF GREENVIEW
P.O. Box 1079
Valleyview, Alberta T0H 3N0
(hereinafter referred to as the "M.D.")
OF THE THIRD PART

RE: JOINT PROVISION OF LIBRARY SERVICES

WHEREAS the Town and the M.D. wish to enter into an agreement with the Board for the provision of Library services to their area residents; and

WHEREAS the residents of the M.D. and the Town have equal access to the services provided by the Board;

THEREFORE THE PARTIES TO THIS AGREEMENT, in consideration of the mutual promises and covenants hereafter contained, agree as follows:

1. The Board shall operate and maintain a library and provide library services in conjunction with the Peace Library System.
2. The Board shall provide equal access to, and levy equal membership fees to, residents of the Town and M.D.
3. The Board shall provide, prior to December 1st of each year, an operational budget to the M.D. and the Town.
4. The Town and the M.D. shall have equal representation as appointed by their respective Councils to sit as members on the Board.
5. The Town and the M.D. shall provide an equal operating grant each year to the Board, such grant shall be for operating purposes only and shall be in addition to any provincial funding given to the Board directly or otherwise. The amount of operating grant shall be reviewed annually as per #3 above.
6. The Board shall be solely responsible for the operation and maintenance of the library and agrees to indemnify and save harmless the M.D. from all claims, damages, costs, losses, expense and actions caused by, or arising out of, the operation and maintenance of the library.
7. The Board agrees to obtain such consent, approval, or necessary license to operate the library and will maintain at all times adequate insurance to cover losses that may rise out of the operation of the library.

8. This Agreement shall be deemed to have come into effect on January 1, 2012, and shall remain in effect for (5) years.
9. This Agreement may be amended by mutual consent in writing by all parties hereto.

IN WITNESS WHEREOF the parties hereto have affixed their signatures and

corporate seal this 22 day of MARCH, 2012.

Linda Walton

Witness / Seal

[Signature]

REEVE, M.D. of Greenview

[Signature]

C.A.O, M.D. of Greenview

Witness / Seal

[Signature]

MAYOR, Town of Valleyview

[Signature]

MANAGER, Town of Valleyview

Witness / Seal

[Signature]

CHAIR, Valleyview & District Library Board

General Ledger Account	2014 Budget	2014 Projection	Proposed 2015 Budget	Proposed 2016 Budget	Proposed 2017 Budget
LIBRARIES					
2-74-10-01-735 VALLEYVIEW LIBRARY	82,000	82,000	90,000	91,000	92,000
2-74-10-02-735 DEBOLT LIBRARY	40,000	40,000	40,000	40,000	40,000
2-74-10-16-735 GP LIBRARY	31,000	32,149	33,000	33,000	33,000
2-74-10-80-735 PEACE LIBRARY SYSTEM	42,700	47,214	47,500	50,000	53,000
2-74-10-03-735 GRANDE CACHE LIBRARY	0	0	43,000	44,000	45,000
2-74-10-18-735 FOX CREEK LIBRARY	0	0	58,000	59,000	60,000
	<u>\$195,700</u>	<u>\$201,363</u>	<u>\$311,500</u>	<u>\$317,000</u>	<u>\$323,000</u>



REQUEST FOR DECISION

SUBJECT:	Reallocation - Capital Funding from Little Smoky River Site to a Potential New Site	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	Regular Council Meeting	CAO: INT MANAGER: INT
MEETING DATE:	July 28, 2015	GM: DM PRESENTER: AE
DEPARTMENT:	Community Services/Recreation	LEGAL/ POLICY REVIEW: INT
FILE NO./LEGAL:	N/A	FINANCIAL REVIEW:
STRATEGIC PLAN:		

RELEVANT LEGISLATION:

Provincial (cite) – N/A.

Council Bylaw / Policy (cite) – N/A.

RECOMMENDED ACTION:

MOTION: That Council approve the reallocation of capital funds in the amount of \$300,000.00 from the 2015 Recreation Services New Development for the Hamlet of Little Smoky River Site to the new potential project currently identified as “Johnson Park.”

BACKGROUND / PROPOSAL:

Plans for new development at the Hamlet of Little Smoky River Site were suspended at the request of the Little Smoky Community stakeholders. Administration is requesting that the funds approved for this suspended development are reallocated to the new potential enhancement project currently identified as “Johnson Park.”

“Johnson Park” was recently recognized as a potential site due to the topography of the land, location to a large population base and the added feature that the site is titled to Alberta Sustainable Resource and Development. Development may potentially be possible by late fall / early winter of this current year. Project funding expenditures for this year may include land surveys, lease application, brushing and earthwork.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council has the option to deny or approve the reallocation of the 2015 Recreation Services New Development for the Little Smoky River Site to the new potential project identified as “Johnson Park.”

Benefits – Reallocation of the funds to the new potential project “Johnson Park” may permit Administration to commence with project development on the site as early as late fall / early winter of this year.

Disadvantages – The disadvantage of reallocating the funds from the Little Smoky River Site to the new project is that the funds will not be available should the Little Smoky Community stakeholders wish to proceed with the development of the river site.

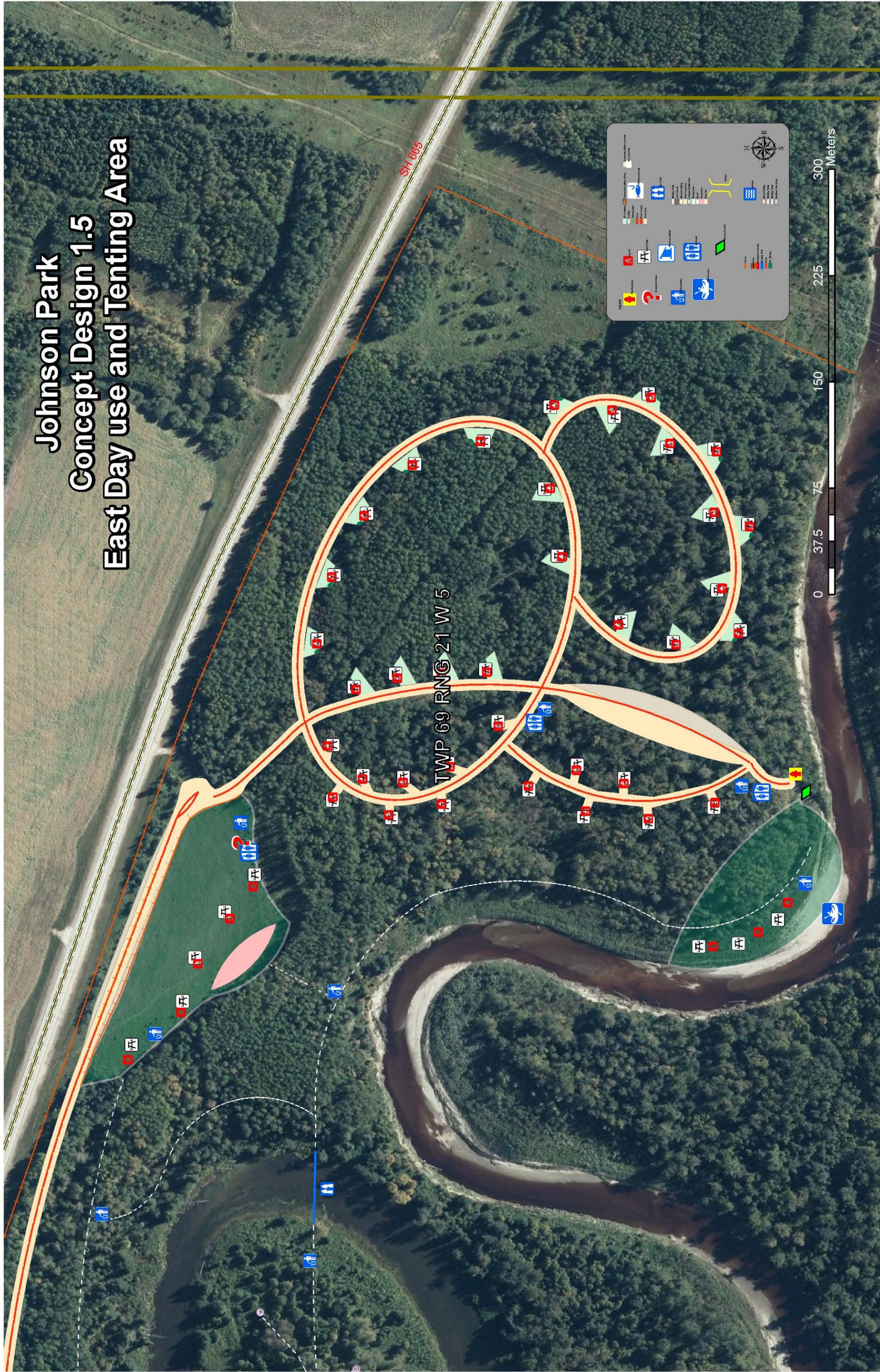
COSTS / SOURCE OF FUNDING:

The cost for the potential project currently identified as “Johnson Park” will come from the reallocated 2015 Approved Capital Project Budget for the development of the Hamlet of Little Smoky River Site.

ATTACHMENT(S):

- “Johnson Park” Concept Design 1.5 Base
- “Johnson Park” Concept Design 1.5 East Area
- “Johnson Park” Concept Design 1.5 Entrance Area
- “Johnson Park” Concept Design 1.5
- “Johnson Park” Concept Design Heart Island
- “Johnson Park” Concept Design Large Unit Area

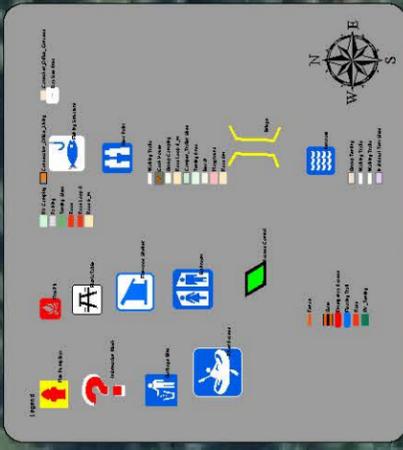
Johnson Park Concept Design 1.5 East Day use and Tenting Area



Johnson Park Concept Design 1.5 Entrance Area

TWP 69 RNG 21 W 5

RGE RD 214



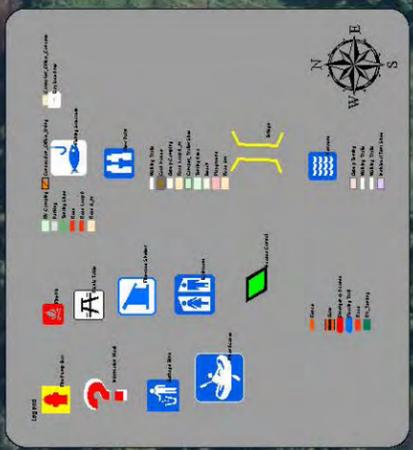
The legend defines various symbols and colors used on the map. It includes icons for 'Entrance', 'Play Area', 'Picnic Area', 'Bicycle Path', 'Walking Path', 'Water Feature', 'Lighting', 'Seating', 'Planting', 'Fencing', 'Signage', 'Wayfinding', 'Accessibility', 'Safety', 'Maintenance', 'Utilities', 'Topography', 'Vegetation', 'Soil', 'Water', 'Air Quality', 'Noise', 'Visual Quality', 'Cultural Resources', 'Historic Resources', 'Archaeology', 'Geology', 'Seismicity', 'Wildlife', 'Fish and Aquatic Resources', 'Paleontology', 'Paleoecology', 'Paleoanthropology', 'Paleobotany', 'Paleozoology', 'Paleontology', 'Paleoecology', 'Paleoanthropology', 'Paleobotany', 'Paleozoology', 'Paleontology', 'Paleoecology', 'Paleoanthropology', 'Paleobotany', 'Paleozoology'. A north arrow is also present.



Johnson Park Concept Design 1.5

SH 665

TWP 69 RNG 21 W 5



Legend and scale bar for the Johnson Park Concept Design 1.5. The legend includes symbols for various park features: playground, picnic shelter, picnic table, trash can, water fountain, restroom, wheelchair accessible, and others. It also includes a scale bar showing 0, 62.5, 125, 250, 375, and 500 meters, and a north arrow.

