MUNICIPAL DISTRICT OF GREENVIEW NO. 16

REGULAR COUNCIL MEETING AGENDA

Tuesday, September 8, 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 August 25, 2015 – to be adopted.	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	4.1 Bylaw 14-717 Road Closure SE 15-69-12 W5M	136
#5	DELEGATION	5.1 Swan City Snowmobile Club	16
		5.2 East/West Dollar Lake	68
#6	BYLAWS	6.1 Bylaw 15-751 Re-Designate from Crown Land (CL) District to Industrial (I) District	107
		6.2 Bylaw 15-752 Re-Designate from Industrial (I) District to Rural Commercial (RC) District	121
		6.3 Bylaw 14-717 Road Closure SE 15-69-21 W5M	136
#7	OLD BUSINESS		
#8	NEW BUSINESS	8.1 Selection of Grovedale Area Structure Plan Proposal	142
		8.2 V.S.I. Services Ltd. Additional Funding	264
		8.3 Agricultural Disaster Area Declaration	271

8.4 PARDS – Letter of Support 330

8.5 Grande Cache Grader Disposal 332

8.6 Little Smoky Water Distribution Line – Local Improvement Tax Process 335

8.7 Managers' Report 338

#9 COUNCILLORS BUSINESS & REPORTS

#10 CORRESPONDENCE

#11 IN CAMERA

#12 ADJOURNMENT

Minutes of a

REGULAR COUNCIL MEETING

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

M.D. Administration Building,

Valleyview, Alberta, on Tuesday, August 25, 2015

 # 1: CALL TO ORDER

Reeve Dale Gervais called the meeting to order at 9:06 a.m.

PRESENT

Reeve	Dale Gervais
Councillors	George Delorme
	Dave Hay
	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

Deputy Reeve	Tom Burton
Councillor	Bill Smith

#2: AGENDA

MOTION: 15.08.362. Moved by: COUNCILLOR DAVE HAY

That the August 25, 2015 agenda be adopted with additions;

- 11.1 Contract Negotiations

CARRIED

#3.1 REGULAR COUNCIL MEETING MINUTES

MOTION: 15.08.363. Moved by: COUNCILLOR DALE SMITH

That the Minutes of the Regular Council Meeting held on Tuesday, July 28, 2015 be adopted as presented.

CARRIED

#3.2 BUSINESS ARISING FROM MINUTES

3.2 BUSINESS ARISING FROM MINUTES:

Councillor Dale Smith requested update on the sidewalk installation in DeBolt. General Manager, Infrastructure & Planning replied, due to rain the progress has been stalled.

UNADOPTED

#7 OLD BUSINESS

7.0 OLD BUSINESS

There is no Old Business to report.

#8 NEW BUSINESS

8.0 NEW BUSINESS

8.1 POLICY 4004 EQUIPMENT POLICY REVISION

POLICY 4004

MOTION: 15.08.364. Moved by: COUNCILLOR BILL SMITH
That Council approve the revised Equipment Contractor Registry Policy 4004 to include superseding Policy No. PW 10.

CARRIED

8.2 ROAD CLOSURE SE 15-69-21 W5M

ROAD CLOSURE

MOTION: 15.08.365. Moved by: COUNCILLOR DAVE HAY
That Council approve $275.00 per acre for the sale of the Road Allowance at SE 15-69-21 W5M.

CARRIED

8.3 CAPITAL PROJECT INFORMATION

RR 230 & GORDEY DRAINAGE REPORT

MOTION: 15.08.366. Moved by: COUNCILLOR DAVE HAY
That Council accept the report on Range Road 230 and Gordy Drainage for information as presented.

CARRIED

8.4 GRANDE PRAIRIE MUSEUM AGREEMENT

GP MUSEUM

MOTION: 15.08.367. Moved by: COUNCILLOR ROXIE RUTT
That Council authorize Administration to enter into an agreement to provide annual operating funds in the amount of $15,000.00 to the Grande Prairie Museum, with 2015 funds to come from the Community Service Grande Prairie Museum.

MOTION: 15.08.368. Moved by: REEVE DALE GERVAIS
That Council table motion 15.08.367. until the Grande Prairie Museum can bring forward their financial statements.

CARRIED

Reeve Gervais recessed the meeting at 9:47 a.m.
Reeve Gervais reconvened the meeting at 9:58 a.m.

UNADOPTED

#4 PUBLIC HEARING

4.0 PUBLIC HEARING

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

Chair Gervais opened the Public Hearing regarding Bylaw #15-745 at 10:00 a.m.

IN ATTENDENCE

Manager, Planning & Development	Sally Rosson
Applicant	None in attendance

APPLICANT(S) & PROPERTY OWNER(S)

Applicant(s)	Harvey & Edith Gillett
Property Owner(s)	Harvey & Edith Gillett

INTRODUCTIONS

The Chair requested each Council Member and Staff member to introduce themselves and asked Council Members if there were any reasons that they should be disqualified from the hearing. Each Members' reply was "No."

PURUPOSE OF THE HEARING

The purpose of the hearing is to hear submissions for and opposed to proposed Bylaw 15-745, being the bylaw of the MD of Greenview for the purposed to re-designate the proposed 4.16 hectare(10.27acre) area within SE-7-69-6 W6 from Agriculture (A) District to Country Residential One (CR-1) District.

QUESTIONS FROM COUNCIL TO APPLICANT

The Chair called for any questions to the Applicant from Council.
Applicant was not in attendance.

THOSE IN FAVOUR

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

THOSE AGAINST

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

REFERRAL AGENCY & ADJACENT LANDOWNERS COMMENTS

The Planning & Development Coordinator provided a summary of the responses from the referral agencies.

ATCO ELECTRIC
No concerns.

ATCO PIPELINES
No objections.

ATCO GAS

UNADOPTED

1. Owner/developer will contact ATCO Gas Service Applications Clerk to discuss their service requirements.
2. Must contact Alberta One-Call to have gas lines located.
3. Maintain a 0.3m vertical clearance and a 1.0m horizontal clearance between ATO Gas' distribution gas lines and the facilities.
4. Clearance requirements from ATCO Gas' pipelines for trees are as follows:

-Minimum of 1 meter from the tree spade
-If work must be carried out on a line with trees above it the trees must be removed.
-To minimize damage, root balls should clear the buried pipeline by 1.2 meters.
-Shrubs may be planted in gas Right-of-Ways, but trees are not permitted to be planted on gas Right-of-Ways.
-Maintain a minimum clearance of 1.2 meters from planted trees, prior written consent should be obtained through ATCO Gas' Land Administration Department.

SHORELINE ENERGY

No objections unless the application to rezone the land classification will adversely affect our existing and future operations related to the captioned Shoreline well and any future activity on the rezoned parcel & subdivision will be subject to AER setback regulations.

QUESTIONS FROM COUNCIL

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

QUESTIONS FROM APPLICANT OR PRESENTER

The Chair called for any questions from the Applicant or those that had spoken in favour or against the application with regards to the comments from Planning & Development, the referral agencies, or adjacent landowners
None were heard.

APPLICANT(S) FINAL COMMENT

The Chair called for any final comments from the Applicant(s).
Applicant was not in attendance.

Fair & Impartial Hearing

The Chair asked the Applicant(s) if they have had a fair and impartial hearing.
Applicant was not in attendance.

BYLAW 15-754 PUBLIC HEARING ADJOURNED

Chair Gervais adjourned the Public Hearing regarding Bylaw #15-745 at 10:07 a.m.

UNADOPTED

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

Chair Gervais opened the Public Hearing regarding Bylaw #15-747 at 10:07 a.m.

IN ATTENDENCE	Manager, Planning & Development	Sally Rosson
	Applicant	Secure Energy
APPLICANT(S) & PROPERTY OWNER(S)	Applicant(s)	Secure Energy
	Property Owner(s)	Government of Alberta

INTRODUCTIONS The Chair requested each Council Member and Staff member to introduce themselves and asked Council Members if there were any reasons that they should be disqualified from the hearing. Each Members' reply was "No."

PURUPOSE OF THE HEARING The purpose of the hearing is to hear submissions for and opposed to proposed Bylaw 15-747, being the bylaw of the MD of Greenview for the purposed to re-designate the proposed 22014 hectare (54.7 acre) area from Crown Land (CL) District to Industrial (I) District.

APLICANT(S) PROPOSAL Secure Energy is proposing to expand their existing landfill operations at South Grande Prairie.

QUESTIONS FROM COUNCIL TO APPLICANT The Chair called for any questions to the Applicant from Council.
None was heard.

THOSE IN FAVOUR The Chair requested that anyone in favour of the application come forward.
None came forward.

THOSE AGAINST The Chair requested that anyone in favour of the application come forward.
None came forward.

REFERRAL AGENCY & ADJACENT LANDOWNERS COMMENTS The Planning & Development Coordinator provided a summary of the responses from the referral agencies.

CULTURE & TOURISM HISTORICAL
Applicant must obtain Historical Resources Act approval prior to proceeding.

ALBERTA TRANSPORTATION
The department does not typically support isolated industrial development along provincial highways. However considering the nature of the proposal in

UNADOPTED

this case, the department is willing to allow the proposed Land Use Amendment.

ATCO ELECTRIC
No concerns.

ATCO PIPELINES
No objections.

ATCO GAS
No Concerns.

QUESTIONS FROM COUNCIL

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

QUESTIONS FROM APPLICANT OR PRESENTER

The Chair called for any questions from the Applicant or those that had spoken in favour or against the application with regards to the comments from Planning & Development, the referral agencies, or adjacent landowners
None were heard.

APPLICANT(S) FINAL COMMENT

The Chair called for any final comments from the Applicant(s).
None were heard.

Fair & Impartial Hearing

The Chair asked the Applicant(s) if they have had a fair and impartial hearing, the Applicant(s) responded "Yes".

BYLAW 15-747PUBLIC HEARING ADJOURNED

Chair Gervais adjourned the Public Hearing regarding Bylaw #15-747 at 10:23 a.m.

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

Chair Gervais opened the Public Hearing regarding Bylaw #15-748 at 10:23 a.m.

IN ATTENDENCE

Manager, Planning & Development	Sally Rosson
Applicant	

APPLICANT(S) & PROPERTY OWNER(S)

Applicant(s)	Leo Beaulieu
Property Owner(s)	Leo Beaulieu

INTRODUCTIONS

The Chair requested each Council Member and Staff member to introduce themselves and asked Council Members if there were any reasons that they should be disqualified from the hearing. Each Members' reply was "No."

UNADOPTED

PURUPOSE OF THE HEARING

The purpose of the hearing is to hear submissions for and opposed to proposed Bylaw 15-748, being the bylaw of the MD of Greenview for the purposed to re-designate the proposed 8.04 hectare (19.86 acre) area from Agriculture (A) District to Country Residential One (CR-1) District.

APLICANT(S) PROPOSAL

To allow the landowners to create an oversized parcel to accommodate sewer set back.

QUESTIONS FROM COUNCIL TO APPLICANT

The Chair called for any questions to the Applicant from Council.
Applicant was not in attendance.

THOSE IN FAVOUR

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

THOSE AGAINST

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

REFERRAL AGENCY & ADJACENT LANDOWNERS COMMENTS

The Planning & Development Coordinator provided a summary of the responses from the referral agencies.

ATCO ELECTRIC
No concerns.

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

MD OF GREENVIEW PUBLIC WORKS
No upgrade required.

QUESTIONS FROM COUNCIL

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

QUESTIONS FROM APPLICANT OR PRESENTER

The Chair called for any questions from the Applicant or those that had spoken in favour or against the application with regards to the comments from Planning & Development, the referral agencies, or adjacent landowners
Applicant was not in attendance.

APPLICANT(S) FINAL COMMENT

The Chair called for any final comments from the Applicant(s).
Applicant was not in attendance.

UNADOPTED

Fair & Impartial Hearing

The Chair asked the Applicant(s) if they have had a fair and impartial hearing. Applicant was not in attendance.

BYLAW 15-748 PUBLIC HEARING ADJOURNED

Chair Gervais adjourned the Public Hearing regarding Bylaw #15-748 at 10:30 a.m.

#5 DELEGATIONS

5.0 DELEGATIONS

5.1 STARS PRESENTATION

MOTION: 15.08.369. Moved by: COUNCILLOR DALE SMITH
That Council accept for information the presentation from STARS.

CARRIED

Councillor Roxie Rutt vacated the meeting at 11:09 a.m.
Councillor Roxie Rutt re-entered the meeting at 11:10 a.m.

8.5 SUSTAINABLE COMMUNITY WALKING TRAILS

WALKING TRAILS

MOTION: 15.08.370. Moved by: COUNCILLOR ROXIE RUTT
That Council accept the Sustainable Community Walking Trails Report for information.

CARRIED

IN CAMERA

IN CAMERA

MOTION: 15.08.371. Moved by: COUNCILLOR DAVE HAY
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting go In Camera at 11:17 a.m.

CARRIED

OUT OF CAMERA

MOTION: 15.08.372. Moved by: COUNCILLOR LES URNESS
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come Out of Camera at 11:54 a.m.

CARRIED

TRANSCANADA PRESENTATION

MOTION: 15.08.373. Moved by: COUNCILLOR ROXIE RUTT
That Council accept for information the presentation from TransCanada.

CARRIED

Reeve Gervais recessed for the meeting at 11:55 a.m.
Reeve Gervais reconvened the meeting at 1:12 p.m.

UNADOPTED

#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 SECOND READING

MOTION: 15.08.374. Moved by: COUNCILLOR DALE SMITH
That Council give Second Reading to Bylaw No. 15-745, to re-designate the proposed 4.16 hectare ± (10.27 acre) area within SE-7-69-6-W6 from Agriculture (A) District to Country Residential One (CR-1) District.

CARRIED

BYLAW 15-745 THIRD READING

MOTION: 15.08.375. Moved by: COUNCILLOR DAVE HAY
That Council give Third Reading to Bylaw No. 15-745, to re-designate the proposed 4.16 hectare ± (10.27 acre) area within SE-7-69-6-W6 from Agriculture (A) District to Country Residential One (CR-1) District.

CARRIED

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

BYLAW 15-747 SECOND READING

MOTION: 15.08.376. Moved by: COUNCILLOR DALE SMITH
That Council give Second Reading to Bylaw No. 15-747, to re-designate the proposed 22.14 hectare ± (54.7 acre) area from Crown Land (CL) District to Industrial (I) District as per attached Schedule 'E'.

CARRIED

BYLAW 15-747 THIRD READING

MOTION: 15.08.377. Moved by: COUNCILLOR ROXIE RUTT
That Council give Third Reading to Bylaw No. 15-747, to re-designate the proposed 22.14 hectare ± (54.7 acre) area 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 SECOND READING

MOTION: 15.08.378. Moved by: COUNCILLOR LES URNESS
That Council give Second Reading to Bylaw No. 15-748, to re-designate the proposed 8.04 hectare ± (19.86 acre) area within SE-19-70-22-W5 from Agriculture (A) District to Country Residential One (CR-1) District.

DEFEATED

UNADOPTED

6.4 BYLAW 15-750 RE-DESIGNATE FROM HAMLET COMMERCIAL (HC) DISTRICT TO HAMLET RESIDENTIAL (HR) DISTRICT

BYLAW 15-750 FIRST READING

MOTION: 15.08.379. Moved by: COUNCILLOR ROXIE RUTT
That Council give First Reading to Bylaw No. 15-750 to re-designate Lot 10 Block 3 Plan 1273HW from Hamlet Commercial (HC) District to Hamlet Residential (HR) District, as per attached Schedule 'E'

CARRIED

BYLAW 15-750 PUBLIC HEARING

MOTION: 15.08.380. Moved by: COUNCILLOR DALE SMITH
That Council schedule a Public Hearing for Bylaw No. 15-750 to be held on September 22, 2015, at 10:00 a.m. for the re-designation of the proposed Lot 10 Block 3 Plan 1273HW from Hamlet Commercial (HC) District to Hamlet Residential (HR) District, as per attached Schedule 'E'.

CARRIED

6.5 BYLAW 15-754 RE-DESIGNATE FROM AGRICULTURE (A) DISTRICT TO INDUSTRIAL (I) DISTRICT

BYLAW 15-745 FIRST READING

MOTION: 15.08.381. Moved by: COUNCILLOR DAVE HAY
That Council give First Reading to Bylaw 15-754 to re-designate the proposed 2.02 hectare ± (4.99 acre) area within SW-9-72-1-W6 from Agriculture (A) District to Industrial (I) District, as per attached Schedule 'F'.

CARRIED

BYLAW 15-745 PUBLIC HEARING

MOTION: 15.08.382. Moved by: COUNCILLOR ROXIE RUTT
That Council schedule a Public Hearing for Bylaw 15-754 to be held on September 22, 2015 at 10:00 a.m. for the re-designation of the proposed 2.02 hectare ± (4.99 acre) area within SW-9-72-1-W6 from Agriculture (A) District to Industrial (I) District, as per attached Schedule 'F'.

CARRIED

8.6 BOARD APPOINTMENT – GOLDEN TRIANGLE

GOLDEN TRIANGLE – BOARD APPOINTMENT

MOTION: 15.08.383. Moved by: COUNCILLOR ROXIE RUTT
That Council appoint Reeve Dale Gervais to the Golden Triangle Consortium Board.

CARRIED

UNADOPTED

8.7 SELECTION OF LAND USE BYLAW TENDER

LAND USE BYLAW TENDER

MOTION: 15.08.384. Moved by: COUNCILLOR DALE SMITH
That Council approve Urban Systems to undertake the Land Use Bylaw Review as outlined in the Land Use Bylaw – Terms of Reference.

CARRIED

8.8 CAO REPORT

CAO REPORT

MOTION: 15.08.385. Moved by: COUNCILLOR ROXIE RUTT
That Council accept the CAOs' Report as presented.

CARRIED

11.0 IN CAMERA

IN CAMERA

MOTION: 15.08.386. Moved by: COUNCILLOR GEORGE DELORME
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting go In Camera at 2:00 p.m.

CARRIED

11.1 DISCLOSURE HARMFUL TO ECONOMIC & OTHER INTERESTS OF A PUBLIC BODY *(FOIPP; Section 25)*

OUT OF CAMERA

MOTION: 15.08.387. Moved by: COUNCILLOR ROXIE RUTT
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come Out of Camera at 214 p.m.

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 Municipal Planning Commission Meeting
Attended AAMDC Zone 4 District Meeting

COUNCILLOR LES URNESS
Attended the Municipal Planning Commission Meeting
Attended the Valleyview Library Board Meeting
Attended the Red Willow Lodge BBQ

UNADOPTED

COUNCILLOR DAVE HAY
Attended the Municipal Planning Commission Meeting
Attended the Might Peace Watershed Alliance
Attended the Red Willow Lodge BBQ

COUNCILLOR DALE SMITH
Attended the Municipal Planning Commission Meeting
Attended the AAMDC Zone 4 District Meeting
Attended the Red Willow Lodge BBQ
Attended the Agricultural Service Board Meeting

COUNCILLOR ROXIE RUTT
Attended the Municipal Planning Commission Meeting
Attended the Ridgevalley Arena Interviews for Food Services
Attended the Red Willow Lodge BBQ

DEPUTY REEVE TOM BURTON
Not in attendance.

COUNCILLOR BILL SMITH
Not in attendance.

9.1 REEVE'S REPORT:

REEVE DALE GERVAIS:
Attended the Northern Alberta Elected Leaders Conference
Attended the AAMDC Zone 4 District Meeting
Attended the Red Willow Lodge BBQ

#10 CORRESPONDENCE

10.0 CORRESPONDENCE:

MOTION: 15.08.388. Moved by: COUNCILLOR DAVE HAY
That Council accept the correspondence as presented for information.
CARRIED

#12 ADJOURNMENT

12.0 ADJOURNMENT
MOTION: 15.08.389. Moved by: COUNCILLOR DAVE HAY
That this meeting adjourn at 3:04 p.m.
CARRIED

UNADOPTED

_____ _____

CHIEF ADMINISTRATIVE OFFICER REEVE

UNADOPTED

REQUEST FOR DECISION

SUBJECT: **Swan City Snowmobile Club**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: September 8, 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 Council accept for information the presentation from the Swan City Snowmobile Club as information.

BACKGROUND / PROPOSAL:

The Swan City Snowmobile Club is a non-profit society of 602 members, 25% of which reside within Greenview.

The trail system benefit both summer and winter users, with summer taking 80% of the use. The Club receives no help from other user groups.

The club has received a $120,000.00 grant from the National Trails Coalition.

The Swan City Snowmobile Club will be applying for a Greenview Community Grant. (application attached)

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council has the option to accept or not accept the presentation as information.

Benefits – The benefit of Council viewing the presentation from the Swan City Snowmobile Club is that they will be educated on what the clubs mandate.

Disadvantages – N/A

COSTS / SOURCE OF FUNDING:

None

ATTACHMENT(S):

- Presentation
- Grant Application
- Photos

Swan City snowmobile club

Club history

Non profit society since 1974

Currently have 602 members , which make us the second largest club in Alberta just behind Whitecourt, with 25% plus members that are residents of the MD , along with 500 plus users that do not have ASA pass and use our day pass program

We are a member of the Alberta snowmobile association in good standing

Maintain 225 klm of trail system that is 100% in the MD Greenview

Supported and have letters from ESRD, AB parks and BC parks showing we are in good standing

Snowmobiling is a true family recreational activity, and recent study show that snowmobiling bring in 366 million dollar into the Alberta economy

Our trail counter which we just purchased 2 year ago, show we had 11,000 hits in the 2013/2014 season and 9000 hits in the 2014/2015 season in the kakwa area

We communicate to our members through our web is that is link through the Alberta Snowmobile association site www.swancitysnowmobileclub.org

But our best communication is through facebook which we monitor so the information is informative and constructive. Through the summer we normally have 1200 to 1500 likes and in the winter we are 2500 plus

Big mountain trail system

Maintain 150 klm of trail system that is 100% in the MD of Greenview for both summer time users and winter users , with summer taking 80% of the use , with no help from any other user group .

With a grant from the NTC program, we spend $120,000 on the 3 loops, and $52,000 was CASH from the club, we are still finishing the project with signage and bridges

We continually spend many volunteer hours dealing with oilfield development and logging activities that continue to take away from the beauty and structure of the trail system, which rewards the MD in tax dollars, and we receive nothing.

Big mountain group camp ground

We maintain and operate the big mountain group camping area for Alberta parks, we are currently developing/ enlarging the facility to have 2/3 extra camping areas to have available.

We hold a poker rally every year in early February

Lick creek staging area

Manage the winter camping program that has been from 158 to 135 permits

We have built 2 outhouses, unloading dock and have done extensive work on developing tail networks and the general maintenance, which also receives large summertime usage which we see no revenue from

Clearing snow for the campers and the main parking lot.

We have groups that go into the area in early spring and clean up

Small group of members hike into Kakwa lake and pick up any garbage along the trail

Alberta Kakwa, BC Kakwa

We groom the trail from the lick creek staging area through the park , which includes the kakwa falls parking lot fall , though BC to Kakwa lake main cabin , clean heavy snowfalls away from the cabin to prevent snow load issues , and continue to flat top and babette areas on the walker creek road , which is 75 klms of remote access

We have work with BC and Alberta parks on several combined project to maintain and enhance the park

We have a safety skimmer and star location in the riding area

We work with snowmobile dealers and the CAC on avalanche awareness

We also supply the kakwa cabin fire wood for both the summer and winter users approx 8 cords per year

Evergreen Park

This is a future vision we have, and have joint agreement with evergreen park/county of GP , through work in kind the club offered the park , and in trade they have supplied us 3 acres of property to put up a club house and storage shed to house all of our assets , as they are currently spread out at members residents

Assets

2015 bombardier BR350 complete with a 12 foot drag and limb cutter , which we purchase in jan 2015 with a $125,000 from the lottery fund and $175,000 of the clubs funds

2001 bombardier BR250 complete with a 10 foot drag and limb cutter

BR 100 with a 8 foot drag

2-Scandics snowmobiles

4- mini drags

Chalet at big mountain

Log cabin at evergreen park

Mobile collection shack, mobile living quarters,tandam trailer , chain saws, brush cutters , safety skimmer ,tools, satellite phones , misc

Approx $450,000 !!!!!

And of course the Maintenance and repair of the equipment

Quick financial summary

Revenue

ASA pass's , camping fees,AB park camping fees, day pass money	$ 93,000.00

Expenses

Insurance $9500.00 fuel $17,000.00 operators $16,500.00 repairs $10,000.00 along with other misc expense , fee's ,travel cost ,meeting ,general expense .

$75,332 .00 / year over the last 3 years

"Deprecation!" we don't account for it in our financial statement but is very critical to the future of the club .

Projects/issues / funding requirements

What can the MD help us with?

Operating grant , as you see we have a large investment and commitment in offering maintained and groomed snowmobiling trail system throughout the MD of Greenview , that is also enjoyed by the summer enthusiasts .

We know the Whitecourt club received $15,000 for 3 years which a very small portion of their trail and members and in the MD, so if we go by percentages we should receive $150,000. But if we were to receive help in our 4 major costs that would really take the financial burden off the club.

Snow removal of the Big mountain recreation site, and road, and our new staging area across from the fish pond

Gravel for the big mountain group campsite and road, and our new land at Evergreen Park

We are looking for a machine to plow snow at the lick creek parking lot, not sure if the MD has a spare tractor with a blade we could haul out in Dec and return in April, or a tractor that you are disposing of that you could sign over to the club.

Big mountain group camp ground and trail system

Fence and gate for new area $3500.00

Gravel and landscaping $7500.00

2 – Outhouses $4000.00

New staging area on top of the hill $8500.00

Develop second staging area across from the fish pond $6500.00

Trail improvements, erosion control, bridges, hazard repairs, signage, stump removal $15,000

2 warm up shelters with washrooms $10,000

Professionally designed Up to date trail map $2500

Lick creek , Kakwa area

Replace 6 washrooms $15,000

Build 2 washrooms $5000.00

Build second lower unloading ramp $3500.00

Trail work , stump grinding , bridges $4000.00 plus

Build a complete new trail to bypass torrens river $$$$$$$$$$

Professionally designed up to date trail map $2500

Evergreen park

Gravel for site $5000.00

Storage shed for equipment 60 feet by 40 feet with side storage wing $32,000.00

GRANT APPLICATION INSTRUCTIONS

Overview

Grant requests directed to the MD of Greenview must meet a number of criteria in order to be successful. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to specified deadline.

The MD is committed to supporting sustainable activities that positively impact the ratepayers of the MD, and is faced with allocating a limited amount of resources among an ever growing list of applicants. This process is intended to help make the best use of limited funds.

You are **ineligible** to receive a grant if any of the following conditions exist:

1) You are not a registered charity or a registered not for profit society in active status.
2) The grant application is not complete.
3) A current financial statement is not included.
4) A detailed budget for the grant expenditure is not included.
5) A final report remains outstanding from a previous grant application.

Name of Organization

Full legal name of the organization as registered under Corporate Registries or the Societies Act. Organizations not registered or currently listed as inactive are ineligible for grants.

Mailing Address of Organization

This should include full address and postal code.

Contact Name(s)

First and last name of contact(s).

Contact Telephone Number(s)

Please include a phone with message capabilities, cell phone or work number if possible since most calls from the MD will come during the day.

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

APPLICATION FOR GRANT
FORM B - **CAPITAL**

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

WILL REVIEW AT MEETING AS MANY REQUESTS WE HAVE BUT WOULD LIKE TO SEE THE MD SEES VALUE IN

Estimated Completion Date;

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

1. _____

Amount $_____

2. _____

Amount $_____

3. _____

Amount $_____

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

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

GRANT APPLICATION

Organization Information:

Name of Organization: SWAN CITY SNOWMOBILE CLUB

Address of Organization: P.O. BOX 1332, GRANDE PRAIRIE, AB. T8V-4Z1

→ Contact Name and Phone Number: LOU MAFFIET

→ Position of Contact Person: PRESIDENT

Purpose of organization:
OPERATE + MAINTAIN 225KM OF TRAIL SYSTEM IN THE MD OF GREENVIEW

What act are you registered under? GOVERNMENT OF ALBERTA NON-PROFIT ALBERTA SOCIETY Registration No. 500070305

Grant Information:

Total Amount Requested $3,000 (Operating) _____ (Capital)

Proposed Project: _____

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

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

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

APPLICATION FOR GRANT
FORM A - **OPERATING**

REVENUE		Previous Year Actual 20	Current Year Estimates 20	Next Year Proposal 20
1.	Fees			
2.	Memberships			
3.	Other income (please list)			
4.	Grants (please list)			
5.	Donations (please list)			
6.	Interest Earned			
7.	Miscellaneous Income			
	TOTAL REVENUE (add up items 1-7)		SEE FINANCIALS	
EXPENSES				
8.	Honouriariums/Wages/Benefits			
9.	Travel Expenses			
10.	Professional Development			
11.	Conferences			
12.	Cleaning & Maintenance			
13.	Licensing Fees			
14.	Office Supplies			
15.	Utilities (phone, power, etc.)			
16.	Rent			
17.	Bank/Accounting Charges			
18.	Advertising			
19.	Miscellaneous			
20.	Capital Purchases (please list)			
	TOTAL EXPENSES (add up lines 8-20)			
	NET BALANCE (subtract Total Expenses from Total Revenue)			

Cash on Hand $ _____
Current Account Balance $ _____
Savings Account Balance $ _____

Accounts Receivable $ _____
Inventory to Dec 31, 20___ $ _____
Buildings $ _____
Furniture/Fixtures $ _____
Land $ _____
Equipment $ _____

Operating Loans $ _____
Other Loans $ _____
Accounts Payable $

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

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

Additional Information:

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

Yes ✓ No ____

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

1. Amount $ 11,000.00 Year 2011

Purpose: CHAUFFEURS "DECK"

2. Amount $ _____ Year _____

Purpose: _____

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

Yes ____ No ✓

If no, why has the report not been filed?

PAPERWORK

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

Yes ✓ No ____

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

If yes; who, purpose and amount?

CFEP ~~GSE~~, NTC, MSA, ATPR # 203,000 TOTAL

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

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

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

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

Applicant Information:

Name LOU MAFFET

Signature

Address P.O. Box 1332 GRANDE PRAIRIE AB T8V-4Z1

Telephone Number 780-831-5382.

Date Aug 24/2015

INCOME STATEMENT SCSC FOR YEAR ENEDED July 1/2014 to June 30/2015

REVENUE		
Open Balance(RBC-75097.25/GIC RBC-6440.47/GIC TD-99099.36/GIC TD 100DAY-85008.40)		265,645.48
ASA TRAIL PASSES		37,070.00
ASA REIMBURSEMENT DONATION		18,361.34
SCSC MEMBERSHIPS		4,990.00
SCSC - Sled Deck Raffle		860.00
SCSC MERCHANDISE		0.00
SCSC - ASA Grant ARTP		23,900.00
SCSC INTEREST - SCSC GEN		0.67
SCSC GENERAL - (STOJANS OPEN HOUSE)		153.20
KAKWA Trail Maintenance Donations		10,861.75
KAKWA CAMP PERMITTS		48,930.00
KAKWA GROOMER REPLACEMENT DONATION (BR350)(GIC/ASA/CFEP)		227,000.77
KAKWA BC PARKS WOOD		0.00
SCSC - NORTHERN METALIC CREDITS (273.17/484.81)		757.98
SCSC - NORTHERN METALIC CREDITS (OUT STANDING)		242.02
BIG MOUNTAIN CAMP RENTAL		2,100.00
BIG MOUNTAIN POKER RALLY		8,259.45
BIG MOUNTAIN - NTC GRANT		36,943.00
CASINO PAYMENT 2015 CASINO		42,050.35
CASINO OPEN BALANCE		5,691.81
CASINO GAMING INTEREST		8.60
TOTAL REVENUE		733,826.42
EXPENSES		
ASA TRAIL PASSES	41,440.00	
KAKWA CAMP PERMITTS	386.40	
KAKWA GROOMER FUEL	12,494.81	
KAKWA GROOMER GENERAL	15,906.31	
KAKWA GROOMING TRAIL (Laurie)	8,988.00	
KAKWA OTHER (WORK BEE/PUMPOUT/EXCTRA)	995.93	
KAKWA TRAIL (Wood Shed)	1,193.30	
KAKWA GROOMER REPLACEMENT	292,635.00	
BIG MOUNTAIN GROOMER FUEL	493.24	
BIG MOUNTAIN GROOM TRAIL (WINTER & SUMMER)	5,111.79	
BIG MOUNTAIN POKER RALLY	357.58	
BIG MOUNTAIN GENERAL	927.00	
BIG MOUNTAIN GRANT - NTC	93,566.13	
SCSC ADMINISTRATION & GENERAL (AGM/MEETINGS/INS/ECT)	13,920.19	
SCSC SERVICE CHARGES	57.00	
SCSC - MD GRANT	1,366.19	
SCSC INSURANCE EXPENSES (BIG MNT CHALET)	0.00	
SCSC - ASA GRANT ARTP	6,912.15	
SCSC - GIC CASHIN IN	85,008.40	
CASINO OPERATING REVENUE	5,000.00	
CASINO GAMING ADMINISTRATION - s/c	36.50	
TOTAL EXPENSES	586,795.92	
NET INCOME BEFORE RESTRICED FUNDS		147,030.50

RESTRICTED FUNDS

RBC - Gen - Memorial Jim	
RBC - Gen - Memorial Vogel	420.00
RBC - Groomer Replacement Program	1,210.06
RBC - Deck Raffle	0.00
RBC - Northern Metalic Credits Outstanding	860.00
RBC - Big Mountain Insurance (Chalet Damage)	242.02
RBC - Parks Wood Shed	4,596.19
RBC - Operating Revenue	0.00
RBC - ASA Grant ARTP	5,000.00
RBC - ASA Grant ARTP Club Portion	16,987.85
RBC - GIC (Collected for Replacement Groomer)	23,900.00
TD - GIC (Collected for Replacement Groomer)	6,440.47
CASINO - Gaming Revenue	99,099.36
TOTAL RESTRICTED FUNDS	5,945.83
	164,701.78

NET INCOME(LOSS) AFTER RESTRICED FUNDS **-17,671.28**

Auditors & Directors Signature: **Date**

_____ Auditor

_____ Treasurer

_____ President

excell:Income Statement June 30 2015

SWAN CITY SNOWMOBILE CLUB
GRANDE PRAIRIE, AB.

Box 1332, Grande Prairie, AB T8V 4Z1

Web: www.swancitysnowmobileclub.org Email: snow74@telus.net

Alberta Registries

10365 – 97 Street

Edmonton, Alberta T5J 3W7

RE: Auditor Letter for Swan City Snowmobile Club Income Statement and Balance Sheet July 1, 2013 to June 30, 2014

I, LINDA BENNETT, having been appointed as auditor for the Swan City Snowmobile Club, herby state that in my opinion the Financial Statements (Income Statement and Balance Sheet) referred to herein are in accordance with GAAP. As appointed auditor I have reviewed and approved the financial position of the Swan City Snowmobile Club's Financial Statements (Income Statement and Balance Sheet) and the results of its operations for the year ended June 30, 2014.

Sincerely,

Bennett Date: Jan 19/15

Signature of Appointed Auditor

Auditors Printed Name: LINDA BENNETT

Auditors Phone Number: (780) 539-9277

Auditors Email Address: echoooo35@hotmail.com

Attachments:

Income Statement July 1, 2013 to June 30, 2014 Swan City Snowmobile Club - Corporate Number 500070305

Balance Sheet July 1, 2013 to June 30, 2014 Swan City Snowmobile Club – Corporate Number 500070305

SCSC Auditor Letter for Annual Review

INCOME STATEMENT SCSC FOR YEAR ENEDED July 1/2013 to June 30/2014

REVENUE		
ASA TRAIL PASSES		28,250.00
ASA REIMBURSEMENT DONATION		12,825.53
SCSC MEMBERSHIPS		3,935.00
SCSC INSURANCE REVENUE (BIG MNT CHALET)		6,751.00
SCSC MERCHANDISE		0.00
SCSC MEMORIAL DONATIONS (Tetrault)		280.00
SCSC INTEREST - SCSC GEN		443.36
SCSC GENERAL - (STOJANS OPEN HOUSE)		107.26
KAKWA Trail Maintenance Fees		3,564.00
KAKWA CAMP PERMITTS		38,920.00
KAKWA GROOMER REPLACEMENT DONATION (BR350)		7,210.00
KAKWA BC PARKS WOOD		5,925.00
BIG MOUNTAIN Trail Maintenance Fees		900.00
BIG MOUNTAIN CAMP RENTAL		2,100.00
BIG MOUNTAIN POKER RALLY		8,389.00
CASINO OPEN BALANCE		20,326.79
CASINO GAMING INTEREST		29.87
TOTAL REVENUE		139,956.81
EXPENSES		
ASA TRAIL PASSES	31,710.00	
KAKWA CAMP PERMITTS	428.40	
KAKWA GROOMER FUEL	8,593.43	
KAKWA GROOMER OTHER	9,811.07	
KAKWA GROOMING TRAIL (Laurie)	10,914.75	
KAKWA GENERAL (WORK BEE/PUMPOUT/EXCTRA)	693.05	
KAKWA TRAIL (Wood Shed)	1,958.47	
BIG MOUNTAIN GROOMER FUEL	298.80	
BIG MOUNTAIN GROOM TRAIL (WINTER & SUMMER)	2,889.14	
BIG MOUNTAIN POKER RALLY	507.67	
BIG MOUNTAIN GENERAL	1,758.48	
SCSC ADMINISTRATION (AGM/MEETINGS/INS/ECT)	5,945.42	
SCSC SERVICE CHARGES	477.95	
SCSC MEMORIAL (Tetrault)	334.95	
SCSC DONATIONS	909.71	
SCSC MERCHANDISE	0.00	
SCSC INSURANCE EXPENSES (BIG MNT CHALET)	2,154.81	
CASINO GAMING ADMINISTRATION - s/c	46.50	
TOTAL EXPENSES		79,432.60
NET INCOME BEFORE RESTRICED FUNDS		**60,524.21**

SEE PAGE 2 FOR RESTRICTED FUNDS AND FINAL BALANCE

RESTRICTED FUNDS	
RBC Gen - Memorial Jim	420.00
RBC Gen - Memorial Vogel	1,235.00
RBC - Groomer BR350 (Groomer Donations 2013)	11,851.25
RBC - Groomer BR350 (General Revenue 2013)	4,828.92
RBC - Big Mountain Revenue	10,995.72
RBC - Big Mountain Grant Left	1,164.58
RBC - Big Mountain Insurance	4,596.19
RBC - Parks wood Shed	3,966.53
RBC - Groomer Donations 2014	7,210.00
REB - Operating Revenue	5,000.00
CASINO - Gaming Revenue	691.81
CASINO - Gaming Operating Expense Budget	5,000.00
New Restricted Funds Application 2015 Grant	3,000.00
TOTAL RESTRICTED FUNDS	59,960.00
NET INCOME(LOSS) AFTER RESTRICED FUNDS	564.21

Auditors & Directors Signature: Date

Auditor

Treasurer

President

excell:Income Statement June 30 2014

Swan City Snowmobile Club
Balance Sheet as of June 30, 2014

ASSETS

Current Assets

05940-003-588-650-2	RBC Bank General		
	RBC Bank General -Restriced Funds	27,275.46	
	RBC Bank General Accounts Receivable	51,268.19	
	TOTAL RBC GENERAL	2,389.30	
			80,932.95
05940-003-106-280-1	RBC Bank Casino - Restricted Lotory		5,691.81
8836-0827-524-7938	TDBank Business CLOSED		0.00
88369-0827-5240593	TD Bank General CLOSED		0.00
Total Current Assets			86,624.76

Capital Assets

	BR250 GROOMER		
	Accum. Amort. - BR 250 Groomer	160,500.00	
	Net Book Value - BR250 Groomer	-157,291.82	
			3,208.18
	BR250 MOGUEL MASTER DRAG		
	Accum. Mort. - BR 250 Moguel Master Drag	15,227.17	
	Net Book Value - BR250 Moguel Master Drag	-15,227.17	
			0.00
	BR100 GROOMER		
	Accum. Amort. - BR100 Groomer	13,025.91	
	Net Book Value - BR100 Groomer	-13,029.00	
			0.00
	DRAG BR 100		
	Accum. Amort. Drag BR100	1,000.00	
	Net Book Value - Drag BR100	-1,000.00	
			0.00
	BR250 COVER ALL BUILDING		
	Accum. Amort. - BR250 Cover All Building	6,395.83	
	Net Book Value - BR250 Cover All Building	-5,655.74	
			740.10
	2007 SKANDI SKIDOO		
	Accum. Amort. - 2007 Skandi Skidoo	7,500.00	
	Net Book Value - 2007 Skandi Skidoo	-4,844.81	
			2,655.19
	DRAG 2007 SKANDI SKIDOO - x 2		
	Accum. Amort. - Drag 2007 Skandi Skidoo X 2	8,000.00	
	Net Book Value - Drag 2007 Skandi Skidoo X 2	-3,240.00	
			4,760.00
	2013 SKANDI SKIDOO		
	Accum. Amort. - 2013 Skandi Skidoo	14,330.00	
	Net Book Value - 2013 Skandi Skidoo	-5,803.52	
			8,526.48
	DRAG 2013 SKANDI SKIDOO - x 2		
	Accum. Amort. - Drag 2013 Skandi Skidoo X 2	8,000.00	
	Net Book Value - Drag 2013 Skandi Skidoo X 2	-3,240.00	
			4,760.00
	BIG MOUNTAIN CHALET		
	Accum. Amort. - Big Mountain Chalet	30,000.00	
	Net Book Value - Big Mountain Chalet	0.00	
			30,000.00

INITIAL

Swan City Snowmobile Club
Balance Sheet as of June 30, 2014

Capital Assets Continued

SATELITE PHONE	734.99		
Accum. Amort. - Satelite Phone	-284.16		
Net Book Value - Satelite Phone		450.83	
CHAIN SAWS X 2	1,019.39		
Accum. Amort. - Chain Saws X 2	-393.37		
New Book Value - Chain Saws X 2		626.03	
TOSHIBA COMPUTER	799.99		
Accum. Amort. - Toshiba Computer	-222.00		
New Book Value - Toshiba Computer		577.99	
FUEL TANK 4600 GAL	5,000.00		
Accum. Amort. - Fuel Tank 4600 Gal	-2,025.00		
Net Book Value - Fuel Tank 4600 Gal		2,975.00	
FUEL TANK 500 GAL & STAND	2,500.00		
Accum. Amort. - Fuel Tank 500 Gal & Stand	-2,500.00		
Net Book Value - Fuel Tank 500 Gal & Stand		0.00	
FUEL TANK 300 GAL & STAND	1,500.00		
Accum. Amort. - Fuel Tank 300 Gal & Stand	-1,500.00		
Net Book Value - Fuel Tank 300 Gal & Stand		0.00	
16' CAR HAULER TRAILER	3,330.00		
Accum. Amort. - 16' Car Hauler Trailer	-3,330.00		
Net Book Value - 16' Car Hauler Trailer		0.00	
HONDA EU2000i GENERATOR	1,358.00		
Accum. Amort. - Honda EU2000i Generator	-376.85		
Net Book Value - Honda EU2000i Generator		981.16	
RIDING LAWN MOWER	1,049.99		
Accunm. Amort. - Riding Lawn Mower	-1,049.99		
Net Book Value - Riding Lawn Mower		0.00	
GRASS TRIMMER	250.00		
Accum. Amort. - Grass Trimmer	-250.00		
Net Book Value - Grass Trimmer		0.00	
TREE TRIMMER	489.00		
Accum. Amort. - Tree Trimmer	-489.00		
Net Book Value - Tree Trimmer		0.00	
Total Capital Assets		60,260.96	

Non Current Assets Restricted

8836-8106215-02	TD Bank GIC - 5 YEAR STEPPER	97,634.84	
8836-8106215-03	TD Bank GIC - 100 DAY ROLLOVER	84,452.19	
00900017315-0019	RBC Bank GIC - YEARLY	6,389.36	
Total Non Current Assets		188,476.39	
TOTAL ASSETS		335,362.11	

INITIAL

Swan City Snowmobile Club
Balance Sheet as of June 30, 2014

LIABILITIES		
Current Liabilities		
05940-003-588-650-2	RBC Bank General Accounts Payable	5,835.70
Total Current Liabilities		5,835.70
Long Term Liabilities		0.00
Total Long Term Liabilities		0.00
TOTAL LIABILITIES		5,835.70
EQUITY		
Owners Equity		
	Swan City Snowmobile Club Equity	117,220.96
	Swan City Snowmobile Club Net GIC Restricted Equity	188,476.39
	Swan City Snowmobile Club Net Income Equity	23,829.06
TOTAL OWNERS EQUITY		329,526.41
Total Liabilities & Equity	Total Liabilities & Total Owners Equity	335,362.11

Date — Auditors Signature

Date — Director - Treasurers Signature

Date — Director - President or Vice Presidents Signature

INITIAL

Excell: Balance Sheet as of June 30, 2014

No. 7030

PROVINCE OF ALBERTA

CANADA

Certificate of Incorporation

I Hereby Certify that - SWAN CITY SNOWMOBILE CLUB -

is this day incorporated under The Societies Act of the Province of Alberta.

Given under my hand and seal of office at Edmonton, Alberta, this - 15th - day of February A.D. 19 73.

(Jas. Marr)
Registrar of Companies

jb

2a

ANNUAL RETURNS FOR SOCIETY AND NON-PROFIT COMPANY - Proof of Filing

Alberta Amendment Date: 2015/03/06

SWAN CITY SNOWMOBILE CLUB
PO BOX 1332
GRANDE PRAIRIE, ALBERTA
T8V 4Z1

Service Request Number:	23118649
Corporate Access Number:	500070305
Legal Entity Name:	SWAN CITY SNOWMOBILE CLUB
Legal Entity Type:	Alberta Society
Legal Entity Status:	Active
Registration Date:	1973/02/15

This confirms the Annual Return for 2015 has been filed as of 2015/03/06.

Officer / Director / Branch

Status:	Inactive
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Appointment Date:	2012/02/29
Last Name / Legal Entity Name:	KOZIE
First Name:	TIM
Street / Box Number:	RR 3 SITE 3 BOX 8
City:	GRANDE PRAIRIE
Province:	ALBERTA
Postal Code:	T8V 5N3

Status:	Active s 65 c Emer Act
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual

Appointment Date:	2012/02/29
Last Name / Legal Entity Name:	BENNETT
First Name:	RICK
Street / Box Number:	9232 49 AVENUE
City:	GRANDE PRAIRIE
Province:	ALBERTA
Postal Code:	T8W 2G6

Status:	Inactive
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Appointment Date:	2012/11/20
Last Name / Legal Entity Name:	WOODLAND
First Name:	JAMIE
Street / Box Number:	BOX 62 SITE 9 RR 2
City:	SEXSMITH
Province:	ALBERTA
Postal Code:	T0H 3C0

Status:	Inactive
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Appointment Date:	2013/10/15
Last Name / Legal Entity Name:	SCHLIEF
First Name:	PETER
Street / Box Number:	7234 PATTERSON DRIVE
City:	GRANDE PRAIRIE
Province:	ALBERTA
Postal Code:	T8V 5K1

Status:	Inactive
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Appointment Date:	2013/10/15
Last Name / Legal Entity Name:	STEWART
First Name:	TIM
Street / Box Number:	BOX 105
City:	GROVEDALE
Province:	ALBERTA
Postal Code:	T0H 1X0

Status:	Active
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Appointment Date:	2012/10/16
Last Name / Legal Entity Name:	JURYN
First Name:	WES
Street / Box Number:	9801 71 AVENUE
City:	GRANDE PRAIRIE
Province:	ALBERTA
Postal Code:	T8V 6L2

Big Mnt Trail & Signage

Status:	Inactive
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Appointment Date:	2012/02/09
Last Name / Legal Entity Name:	KIRKHAM
First Name:	VINCE
Street / Box Number:	9643 114 AVENUE
City:	GRANDE PRAIRIE
Province:	ALBERTA
Postal Code:	T8V 3L9

Status:	Active
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Appointment Date:	2013/10/15
Last Name / Legal Entity Name:	RANESTAD
First Name:	LAURIE
Street / Box Number:	723015 RGE RD 54
City:	CLAIRMONT
Province:	ALBERTA
Postal Code:	T8X 4J6

Groomer Operator Kakwa

Status:	Active
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Appointment Date:	2013/10/15
Last Name / Legal Entity Name:	METCALF
First Name:	TANYA
Street / Box Number:	BOX 797
City:	WEMBLEY

Social

Province:	ALBERTA
Postal Code:	T0H 3S0

Status:	Active
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Appointment Date:	2013/10/15
Last Name / Legal Entity Name:	FRIESZ
First Name:	LEN
Street / Box Number:	7757 65 AVENUE
City:	GRANDE PRAIRIE
Province:	ALBERTA
Postal Code:	T8W 0H2

Kakwa Comp Permits

Status:	Active
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Last Name / Legal Entity Name:	MAFFRET
First Name:	LOU
Street / Box Number:	BOX 63
City:	GROVEDALE
Province:	ALBERTA
Postal Code:	T0H 1X0

President

Status:	Active
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Last Name / Legal Entity Name:	SCHLIEF
First Name:	CHRISTINE
Street / Box Number:	BOX 205
City:	GRANDE PRAIRIE
Province:	ALBERTA
Postal Code:	T8V 3A4

Vice President

Status:	Active
Relationship to Legal Entity:	Director
Individual / Legal Entity Type:	Individual
Last Name / Legal Entity Name:	BLACK
First Name:	KEITH
Street / Box Number:	#4, 712064 RGE RD 54
City:	COUNTY OF GRANDE PRAIRIE NO.1

Treasurer

Province: ALBERTA
Postal Code: T8X 4A7

Status: Active
Relationship to Legal Entity: Director
Individual / Legal Entity Type: Individual
Last Name / Legal Entity Name: ANAKA
First Name: MARTINE
Street / Box Number: BOX 801 (9720 - 94 STREET)
City: WEMBLEY
Province: ALBERTA
Postal Code: T0H 3S0

Secretary

Status: Active
Relationship to Legal Entity: Director
Individual / Legal Entity Type: Individual
Last Name / Legal Entity Name: SMITH
First Name: TROY
Street / Box Number: PO BOX 97
City: GROVEDALE
Province: ALBERTA
Postal Code: T0H 1X0

Safety : Stars Boxes .

Status: Active
Relationship to Legal Entity: Director
Individual / Legal Entity Type: Individual
Last Name / Legal Entity Name: WOODLAND
First Name: JAMIE & KRISSY
Street / Box Number: BOX 62, SITE 9, RR 2
City: SEXSMITH
Province: ALBERTA
Postal Code: T0H 3C0

ASA Trail Passes

Status: Active
Relationship to Legal Entity: Director
Individual / Legal Entity Type: Individual
Last Name / Legal Entity Name: PUDOLSKY
First Name: GEORGE
Street / Box Number: 9605 - 108 AVENUE
City: GRANDE PRAIRIE
Province: ALBERTA

Chalet Caretaker - Big Mist .
+ Big Mist Grooming

REGISTERED ADDRESS

Street:	PO BOX 1332
City:	GRANDE PRAIRIE
Province:	ALBERTA
Postal Code:	T8V 4Z1

ADDRESS FOR SERVICE BY MAIL

Post Office Box:	PO BOX 1332
City:	GRANDE PRAIRIE
Province:	ALBERTA
Postal Code:	T8V 4Z1

Registration Authorized By: KEITH BLACK
TREASURER

open Directorships
Director - Grants
ASA club Rep.

KAKWA TRAIL SYSTEM
DONATIONS GREATLY APPRECIATED
THANK-YOU....RIDE WITH CARE!

350

CAUTION
LOGGING &
MULCHING
IN
PROGRESS

A

750K

ski-doo
REV
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ski-doo

POLARIS

21/04/2005

REQUEST FOR DECISION

SUBJECT: **East/West Dollar Lake Presentation**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: September 8, 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 Council accept the presentation from the Alberta Conservation Association regarding East/West Dollar Lake as information.

BACKGROUND / PROPOSAL:

Representatives for the Alberta Conservation Association requested to speak with Council regarding East/West Dollar Lake. The representatives are looking to gauge Council's interest in becoming a partner in possible projects.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – N/A

Benefits – N/A

Disadvantages – N/A

COSTS / SOURCE OF FUNDING:

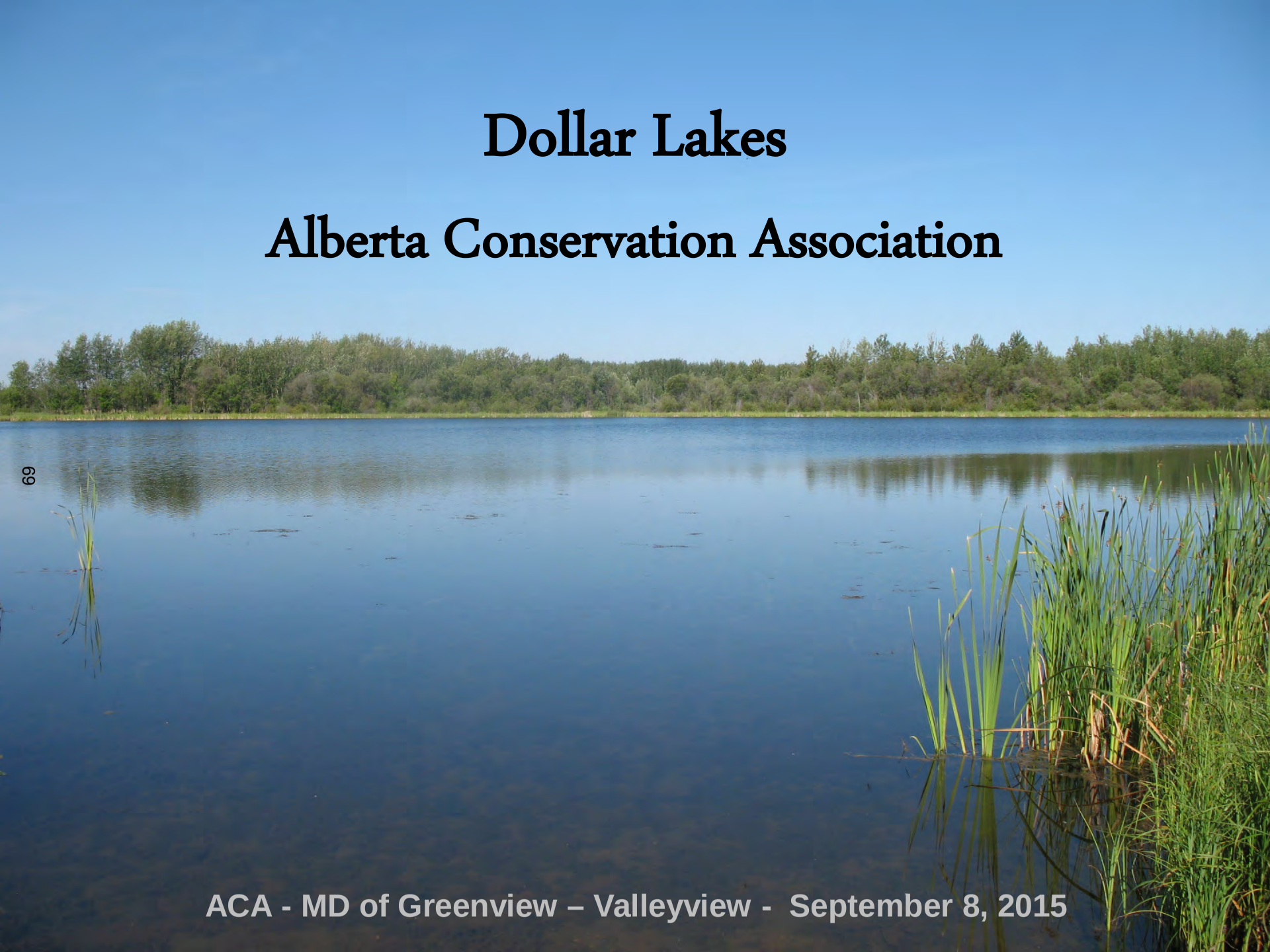
None

ATTACHMENT(S):

- ACA Presentation

Dollar Lakes

Alberta Conservation Association



69

ACA - MD of Greenview – Valleyview - September 8, 2015

Outline

1. ACA – Who we are (Mission, Program Areas, etc.)
2. East Dollar Lake – Background
3. East Dollar Lake – Current Management
4. East and West Dollar Lakes – Proposal
5. Questions?

Alberta Conservation Association

Background:

- Formed in 1997, DAO
- Not-for-profit
- Charitable status

Funding:

- Receive levies from the sale of hunting and angling licences

Partners:

- ~20-30% of total annual operating budget is generated from non-levy sources

Alberta Conservation Association

Board of Directors:

- *Alberta Fish and Game Association*
- *Alberta Hunter Education Instructor's Association*
- *Alberta Professional Outfitters Society*
- *Alberta Trapper's Association*
- *Nature Alberta*
- *Pheasants Forever*
- *Treaty 8 First Nations of Alberta*
- *Trout Unlimited Canada*
- *Wild Sheep Foundation Alberta*

Our Mission:

ACA conserves, protects and enhances fish and wildlife populations and their habitats for Albertan's to enjoy, value and use.

Delegated Roles and Responsibilities:

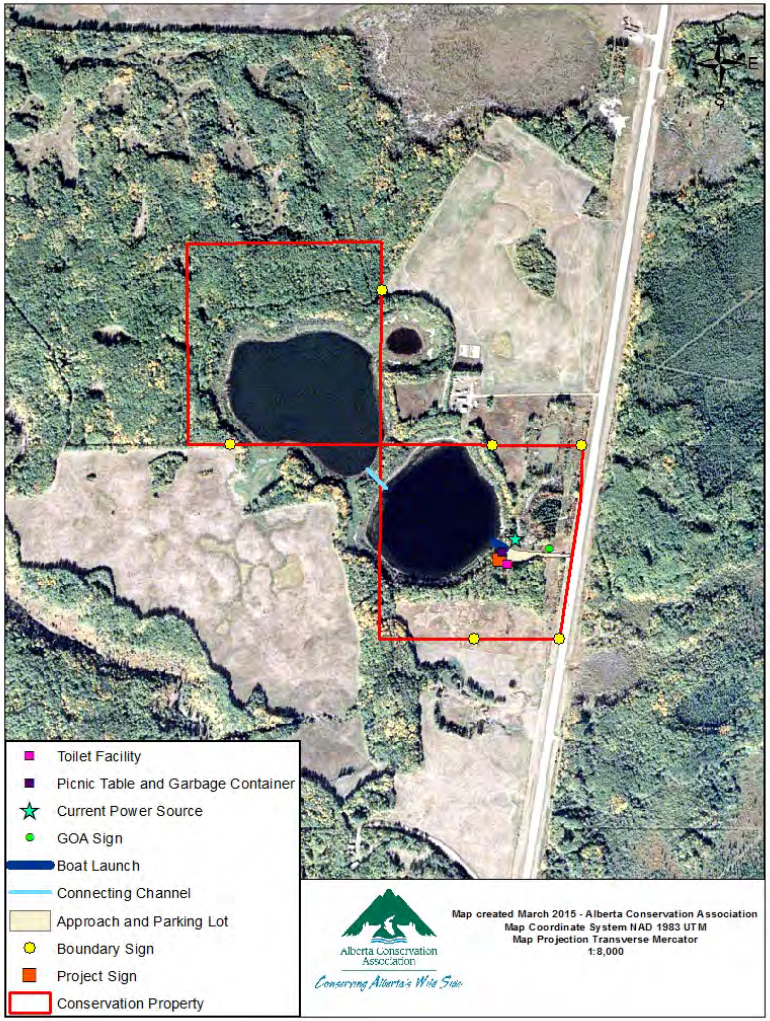
- ACA holds special status as a *Delegated Administrative Organization* (DAO)
- Deliver responsibilities as outlined in the *Wildlife Act* and MOU with the Ministry of ESRD.
- Results from ACA work is provided to ESRD to assist with regulation changes and evaluations of management strategies

East Dollar Lake – Background

- Acquired in 1984 by the Alberta Government for the Buck for Wildlife Program
- The lands (including waterbodies) are held under a Protective Notation ~74.5 acres
- Since 1983, East Dollar Lake has been stocked annually with rainbow trout and intermittently stocked with brown trout
- An aeration program was implemented in the winter of 1985-86 to assist over-wintering of the stocked fish
- The location is accessible to the public via a gravelled approach off the west side of Highway #49
- Gravelled parking area, toilet facilities, picnic facilities and a gravelled boat launch are available to site users

Current Management

- The site is held under the original Protective Notation
- Picnic area upgrades (concrete tables, setting on concrete slab) installed in 2008
- Upgraded signage to identify the site has been installed (2009, 2010)
- New toilet facilities developed in 2010
- Inspections and management of noxious weeds
- Maintenance of lake aeration infrastructure



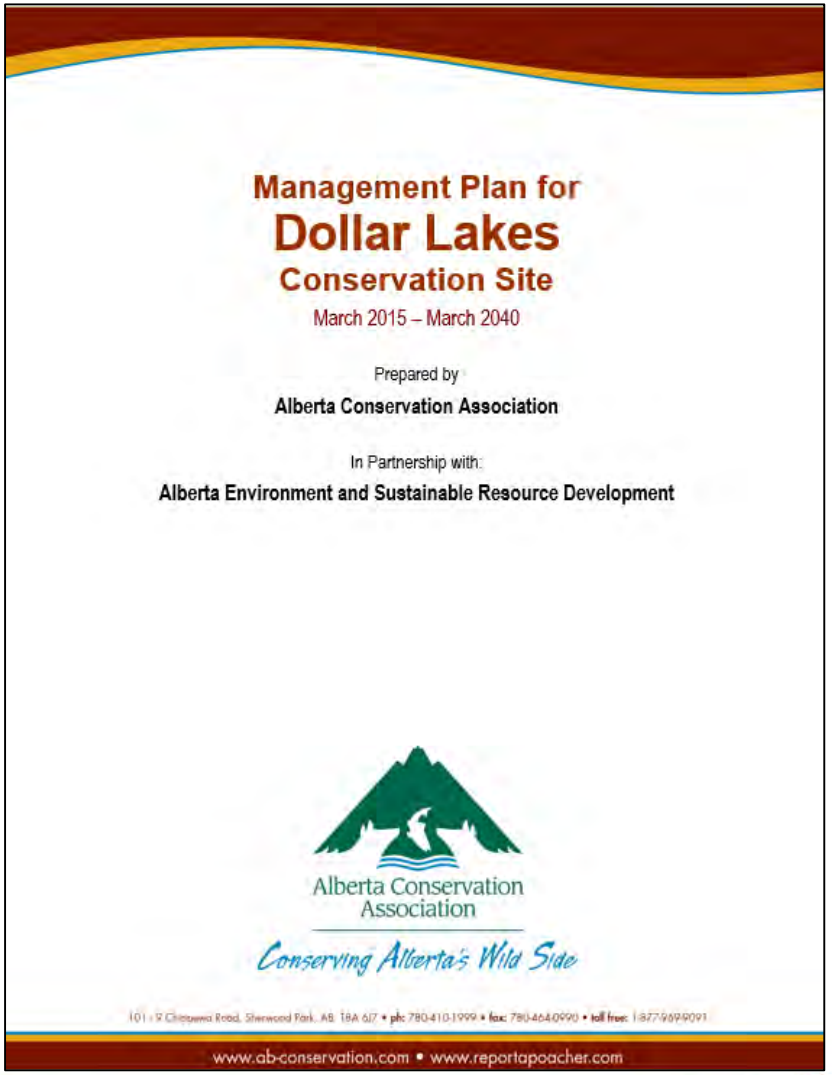
Current Management - Cont'd

- Manage disturbances and industrial referrals to maintain biodiversity as well as ensure a safe and high quality recreational experience
- An annual maintenance contract is administered by ACA to keep the site clean and cared for (grass cutting, garbage removal, etc.)
- ACA staff inspect the site numerous times throughout the year to make note of and mitigate any liabilities, ensure site compliance and contract objectives are being met

East and West Dollar Lakes – Proposal

Primary Objective

- Increase shore-based angling opportunities on East Dollar Lake and expand angling opportunities into West Dollar Lake



How we get there

- Develop a Management Plan in collaboration with Alberta Environment and Parks
- Consult with First Nations whose traditional use areas overlap with the proposed project area
- Submit a Department Miscellaneous Lease (DML) and Department License of Occupation (DLO) application to Public Lands – Approvals
- Complete a legal survey of the project area
- Seek financial commitment from partner(s)

Implementation

Year 1

Activity	Cost (ACA)	Cost (MD of Greenview)	Total Cost
Trail development - Clearing, excavation, contouring, trucking costs, spreading aggregate	$15,000	$15,000	$30,000
Three - "T" shaped Fishing Docks - EZ Dock interlocking blocks, corner gussets, all associated hardware, adjustable anchor piles, aluminum gangway, trucking	$21,270	$21,270	$42,540
Install two concrete picnic tables	$1,585	$1,585	$3,170
Install two large, bear-proof garbage containers	$1,620	$1,620	$3,240
Total:	**$39,475**	**$39,475**	**$78,950**

Year 2

Activity	Cost (ACA)	Cost (MD of Greenview)	Total Cost
Channel development - engineered sketch plan, track hoe, matting, trucking, surface damages to grazing lease	$4,270	$4,270	$8,540
Boat launch improvements - gravel, trucking, spreading	$2,000	$0	$2,000
Total:	**$6,270**	**$4,270**	**$10,540**

Year 3

Activity	Cost (ACA)	Cost (MD of Greenview)	Total Cost
Install power infrastructure - ATCO pedestal, electrical box, cables, poles, etc. (south route)	$23,000	$23,000	$46,000
Aeration equipment - aerator, cables, shed, etc.	$4,000	$0	$4,000
Total:	**$27,000**	**$23,000**	**$50,000**

Summary

Year	Cost (ACA) including manpower	Cost (MD of Greenview)
1	$47,425	$39,475
2	$8,070	$4,270
3	$30,900	$23,000
Total	$86,395	$66,745

Manpower = man-days x $150/day

Questions?

Management Plan for
Dollar Lakes
Conservation Site

March 2015 – March 2040

Prepared by

Alberta Conservation Association

In Partnership with:

Alberta Environment and Sustainable Resource Development

Alberta Conservation Association

Conserving Alberta's Wild Side

101 - 9 Chippewa Road, Sherwood Park, AB T8A 6J7 • **ph:** 780-410-1999 • **fax:** 780-464-0990 • **toll free:** 1-877-969-9091

Introduction

Management plan development is an essential aspect of effectively protecting and enhancing habitat that has been identified as critically important to wildlife and fish or as having high recreational value to stakeholders. Management plans define the features, vision, and goals of the site and identify responsibilities of the project partners. This plan describes the history and physical characteristics for the proposed Dollar Lakes Conservation Site and outlines the long-term management objectives (see Section 2.0) and the planned activities that will be conducted on the site over the next 25 years in conjunction with the Fisheries Management Objectives. This plan is to be a working document between Alberta Conservation Association (ACA) and Alberta Environment and Sustainable Resource Development (ESRD).

Referrals and Inquiries

For all referrals and inquiries, Approvals (Public Lands) and Resource Management will jointly function as the land manager and ACA as the habitat and recreational facilities manager (see Habitat Program Agreement). Land Authority on all Crown lands will remain with the Crown. ACA will perform management duties as per this management plan and is permitted to conduct maintenance and enhancement projects (e.g., fence construction, riparian and upland habitat enhancements, sign installation), as identified in this plan or in consultation with ESRD. To ensure adherence to the management plan, all agricultural and/or industrial applications/dispositions will be forwarded by the perspective Lands manager to Wildlife Branch Staff (ESRD). Wildlife Branch Staff (ESRD) will discuss the application/disposition with the ACA and other appropriate partners for review and input. In the case of energy development referrals, Alberta Energy Regulator (AER) will refer to ACA to discuss impact mitigation strategies.

Alberta Conservation Association staff:

Ed Kolodychuk
Senior Technician
Alberta Conservation Association
Northwest
9621 – 96 Avenue
Peace River, AB T8S T4
Tel: (780) 624-6483

Alberta Environment and Sustainable Resource Development staff:

Operations, Resource Management
Land Management and Biodiversity Specialist (or equivalent)
Lower Peace Region
Main Floor Provincial Building
9621 - 96 Avenue
Peace River, Alberta
Canada T8S 1T4

DRAFT

Operations, Approvals
Public Lands Officer (or Rangelands Agrologist)
Lower Peace Region

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Canada T8S 1T4

Acknowledgements

Alberta Conservation Association would like to thank ESRD for their contribution to the writing and review of this Management Plan. Spatial Data Information for the maps was obtained from ESRD via an information sharing agreement.

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Table of Contents

Introduction ii
Referrals and Inquiries ii
Acknowledgements iii
Table of Contents iv
List of Tables iv
List of Figures iv
1.0 Site Description 1
1.1 Background 1
1.2 Site Location & Surrounding Land Use 2
1.3 Legal Description 5
1.4 Site Features 6
1.4.1 Infrastructure 6
1.4.2 Habitat and Conservation Value 6
2.0 Management 9
3.0 References 13
4.0 Agreement Term and Management Partners 14
Appendix A 16

List of Tables

Table 1. Legal description of the proposed Dollar Lakes Conservation Site 5
Table 2. Summary of objectives and activities over the term of the management plan 9

List of Figures

Figure 1. Location of the proposed Dollar Lakes Conservation Site on a regional level 3
Figure 2. Location of the proposed Dollar Lakes Conservation Site on a landscape level 4
Figure 3. Map of proposed Dollar Lakes Conservation Site showing current infrastructure 7
Figure 4. Map of proposed Dollar Lakes Conservation Site showing future infrastructure developments 8

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1.0 Site Description

1.1 Background

Introduced in 1973, The Buck for Wildlife Program was dedicated to the conservation and enhancement of habitat for fish and wildlife in Alberta. The program was administered by the Alberta Fish and Wildlife Division, through funding from hunting and fishing levies. Buck for Wildlife properties are Crown land parcels that have been held under a Buck for Wildlife protective notation or under a disposition reservation. These protective notations and reservations represent a government management commitment to the subject lands.

The East Dollar Lake Fishery Access Site was acquired in 1984 by the Alberta Government for the Buck for Wildlife Program. The lands acquired include LSD13 of NW8-73-21-W5M and LSD1 of SE18-73-21-W5M, which were placed under a Buck for Wildlife protective notation (481-3-PNT-790941). These lands comprise approximately 30.2 ha (74.5 ac). Since 1983 East Dollar Lake has been stocked annually (except for 1985, 1999 and 2002) with rainbow trout and has intermittently been stocked with brown trout to support a recreational sport fishery. An annual winter aeration program began in the winter 1985-86 to assist overwintering of the stocked fish. Other recreational activities that could occur at the site include but are not limited to; bird-watching, hiking, hunting and berry-picking.

There is public access to East Dollar Lake off the west side of Highway #49. A gravelled approach, parking area and boat launch, developed with funds administered through the trust fund, and are available year round, as weather conditions permit. Other infrastructure on the site includes; public toilet facilities, a concrete picnic table, a bear proof garbage receptacle and an electrical utility shed that supports winter aeration of East Dollar Lake.

In 1997, ACA was formed as a Delegated Administrative Organization (DAO) to deliver many of the projects that fell under the Buck for Wildlife Program and as such, responsibility for maintenance for specified parcels of Crown land throughout the province was transferred to ACA, in partnership with the Provincial Government. ACA conducts various activities through the Land Management Program (LMP) aimed at conserving, protecting and enhancing wildlife and fish habitat and increasing sustainable recreational opportunities, particularly hunting and angling.

Over the past 3 years ACA has collected bathymetric, water quality and angler use data at Dollar lakes to assess the feasibility of developing a winter-aerated, stocked trout sport fishery in West Dollar Lake (report in preparation). Based on these results, ACA feels that West Dollar Lake meets the requirements to move forward with development. In addition traffic activity data has been collected from the parking lot of the site. Results from the traffic data indicate that at this time, the parking lot can support increased use without the need for expansion.

In keeping with the original intent of the Buck for Wildlife Program, ACA is proposing an expansion of angling opportunity into West Dollar Lake as well as improving shore-based angling opportunities on the east lake. The new recreational developments are based on ACA holding a DLO and DML on the proposed Dollar Lakes Conservation Site.

1.2 Site Location & Surrounding Land Use

The proposed Dollar Lakes Conservation Site is located in northwest Alberta in the Municipal District of Greenview No. 16 approximately 110 km south of Peace River and 25 km north of Valleyview (Figure 1). The site can be easily accessed via a gravelled approach off of Primary Highway #49.

The surrounding land use is primarily agricultural. Cereals, pastures and forage, livestock and to a lesser extent diversified agricultural operations dominate the landscape. On a broader scale, oil and gas development as well as timber harvesting occur. Cumulatively, these activities have put extensive pressure on native habitat in the area. As a DAO, ACA will collaborate with ESRD to offset habitat losses by investigating potential land acquisitions adjacent to and within close proximity to the proposed Dollar Lakes Conservation Site.

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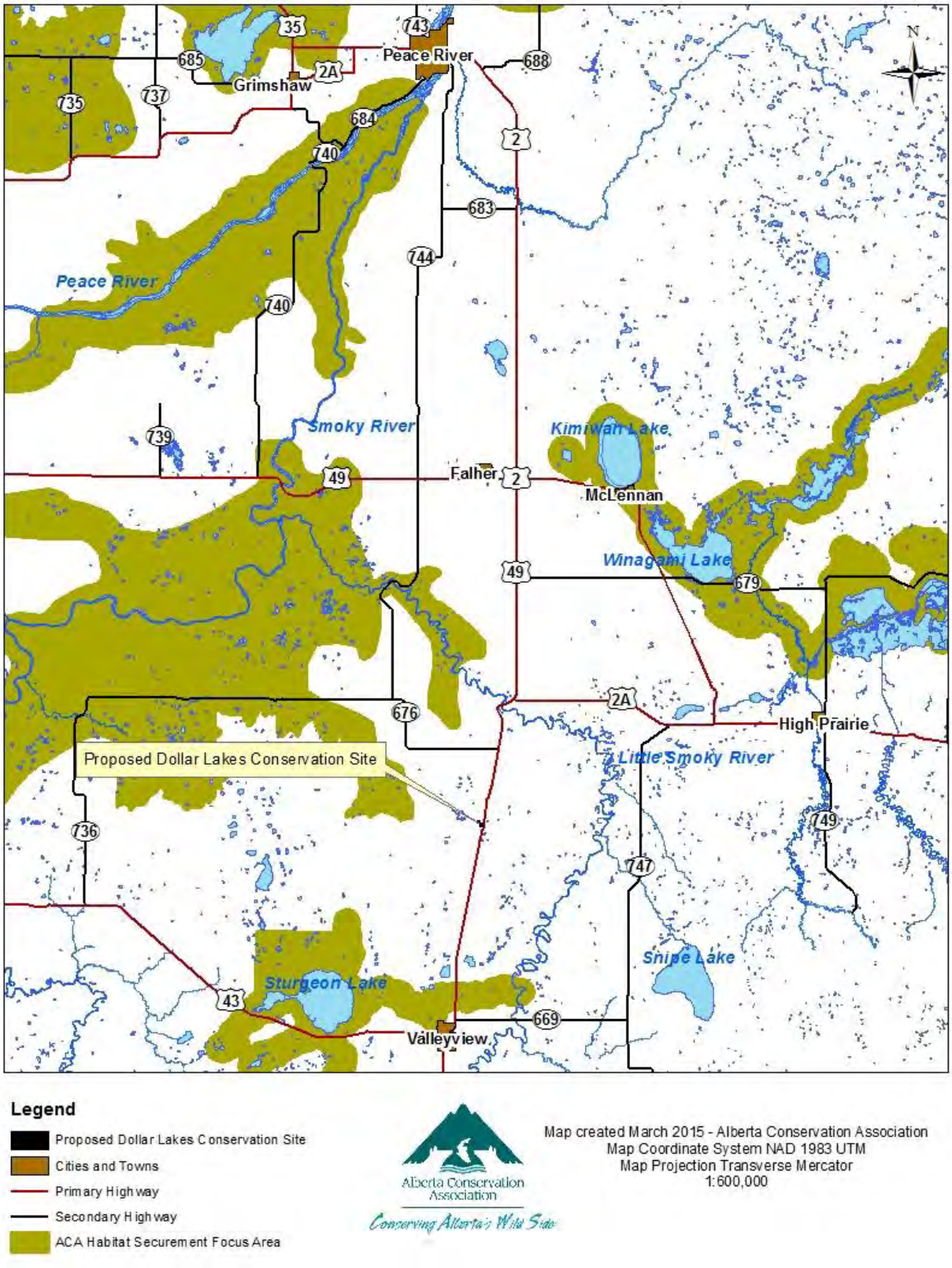

Figure 1. Location of the proposed Dollar Lakes Conservation Site on a regional level.

Figure 2. Location of the proposed Dollar Lakes Conservation Site, on a landscape level.

1.3 Legal Description

Current Details of Notations and Dispositions:

PNT 790941 (481-3) – Protective Notation (Buck for Wildlife Fisheries Enhancement Area – No Agricultural Dispositions). This disposition was registered in 1984 by the Fish and Wildlife Department in Grande Prairie. ACA will move forward with a DLO and DML on the subject lands.

Table 1. Legal description of the proposed Dollar Lakes Conservation Site

Legal Land Description	Ownership	Area		Other Relevant Information
		acre	hectare	
LSD13-NW08-73-21-W5	Crown	35.08	14.20	Fisheries Enhancement Area
LSD01-SE18-73-21-W5	Crown	39.50	16.00	Fisheries Enhancement Area

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1.4 Site Features

1.4.1 Infrastructure

Currently, a gravelled approach from the highway, parking lot and primitive boat launch are on the site to facilitate access to the east waterbody. Site signage, a public toilet facility, a bear proof garbage container and a concrete picnic table identify the site location and boundary as well as provide basic amenities for recreational users.

A small shed is located on the north side of the parking lot. The shed contains electrical provisions for winter aeration of the east waterbody.

1.4.2 Habitat and Conservation Value

The dominating habitat feature of the site is the two waterbodies (East and West Dollar Lake). Through stocking efforts and winter aeration the east lake supports a population of rainbow and brown trout. Anecdotal evidence suggests that in “high” water years, fish move into the west lake through a beaver run during the open water period and may perish during the winter as dissolved oxygen levels deteriorate.

The waterbodies and the associated riparian habitat host a variety of waterfowl and songbirds. At various times of the year multiple species can be found utilizing the habitat for staging, nesting, brood-rearing, etc. Small fur-bearers and raptors can also be seen around the waterbodies.

There is a small amount of forest habitat within the site boundary. Various species of willow and trembling aspen provide browse for ungulates while both hard and soft mast producing shrubs provide forage for upland game and other bird species. Site inspections indicate that this habitat is utilized by moose, white-tailed and/or mule deer, black bear and ruffed grouse.

The legal subdivisions that encompass East and West Dollar Lakes as well as the surrounding land (crown and titled) act as an island of native habitat within a heavily altered landscape. Numerous small wetlands are found throughout the immediate surrounding area. Forest composition varies from black spruce lowland to mixedwood upland. The habitat diversity found here is known to support a wide variety of wildlife and has the potential to withstand low-impact, sustainable recreational activities while continuing to provide valued habitat. It is the intent of ACA to collaborate with ESRD to secure land adjacent to and in close proximity to the proposed Dollar Lakes Conservation Site if it becomes available.

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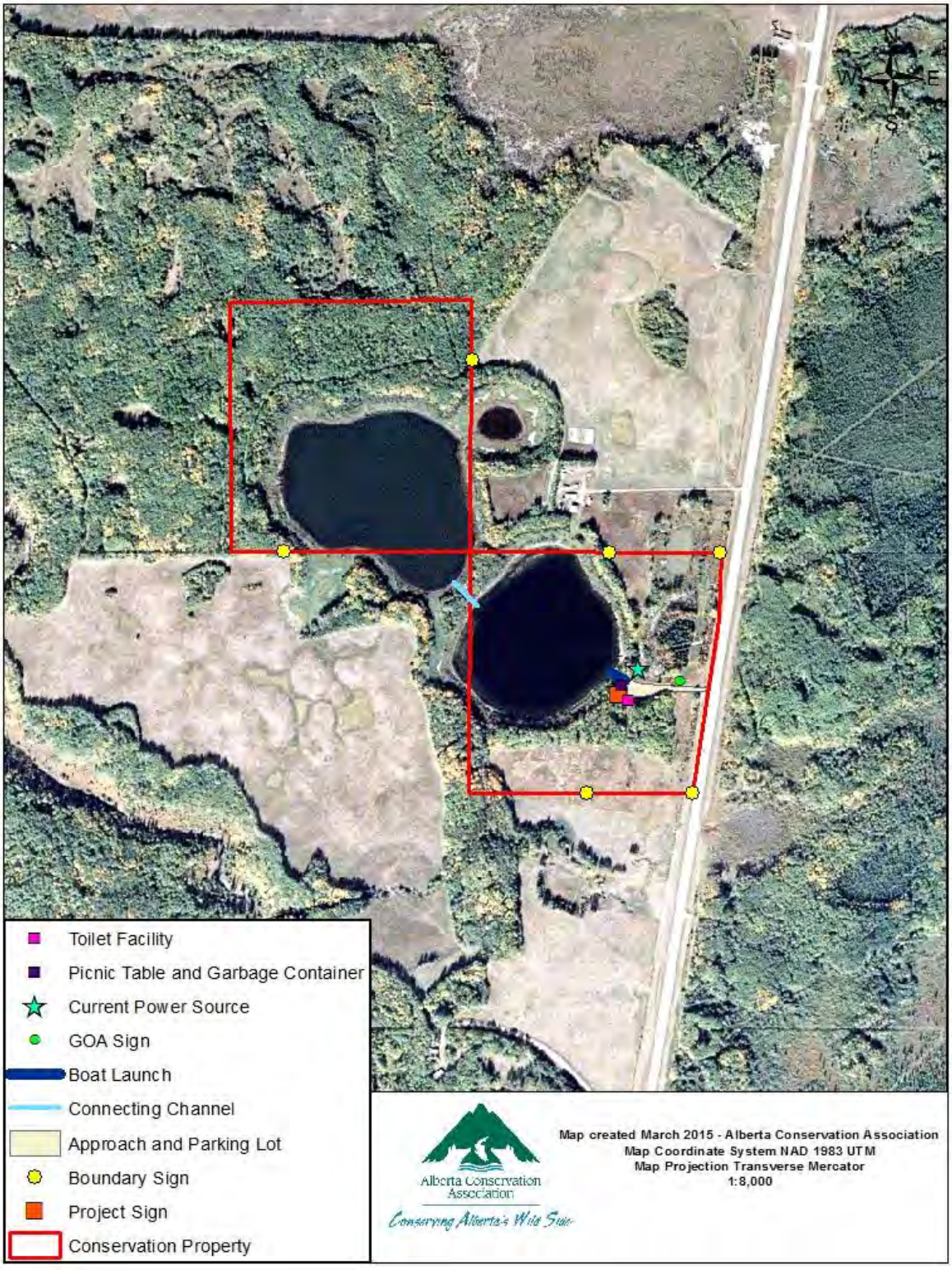

Figure 3. Map of proposed Dollar Lakes Conservation Site showing current infrastructure.

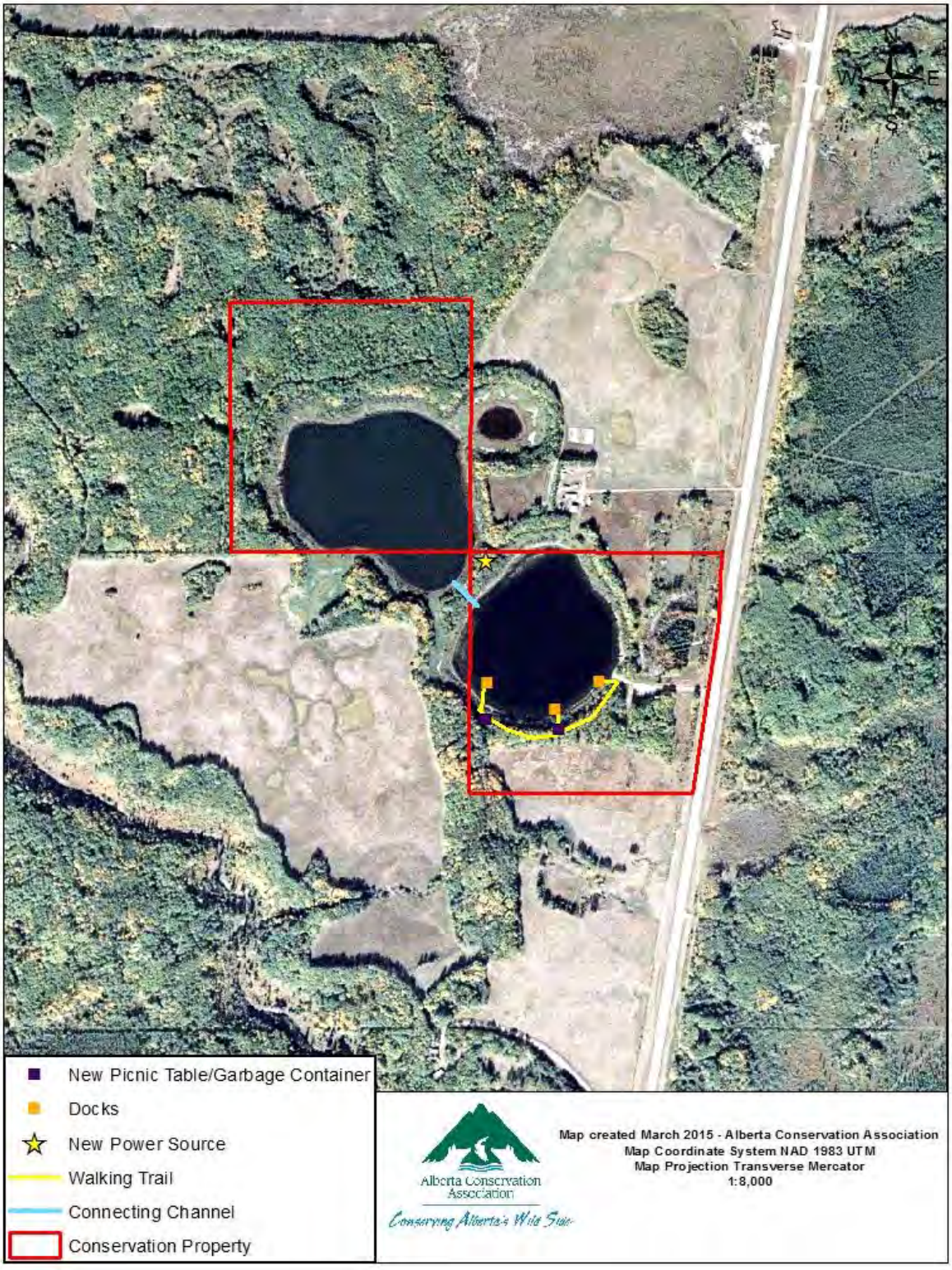

Figure 4. Map of proposed Dollar Lakes Conservation Site showing future infrastructure developments and improvements.

2.0 Management

Table 2. Summary of objectives and activities over the term of the management plan

Long-Term Objectives	Specific Objectives	Activities	Timelines
1. Habitat Enhancement and Protection: manage waterbodies, riparian areas and forest habitat to promote biodiversity (e.g. vegetation, wildlife, etc.).	**1.1** Manage waterbodies (East and West Dollar Lake) in support of ESRD Fisheries Management Objectives [1] to support a stocked trout sport fishery.	**i.** Expand an existing beaver run (width and depth) to allow year round passage of fish between the two waterbodies **ii.** Aerate both lakes in the winter months to promote overwintering of stocked trout. **iii.** Monitor dissolved oxygen levels through-out the winter.	January 2015 – January 2017 (appropriate approvals will be obtained within this timeframe)
	1.2 Manage riparian areas for function.*	**i.** Conduct baseline inventory utilizing Cows and Fish riparian health assessment and identify needs.	March 2015 – March 2040
	1.3 Manage forest habitat for biodiversity.*	**i.** Conduct baseline inventory utilizing a standardised forest health assessment and identify needs.	March 2015 – March 2040
	1.4 Manage access to reduce habitat degradation and disturbance to wildlife.	**i.** Signs ordered, purchased and installed permanently, indicating foot access only. **ii.** On-going inspections and reporting to ensure compliance with permitted activities. **iii.** On-going signage maintenance as required. **iv.** Infrastructure development (fences, gates, etc.) may be installed as required.	March 2015 – March 2040

* Some activities may require further approval (e.g., TFA – Temporary Field Activity)

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	1.5 Manage problem wildlife.	**i.** Identify problem wildlife species. **ii.** Work collaboratively with ESRD and Justice and Solicitor General to develop a mitigation strategy.	March 2015 – March 2040
	1.6 Manage prohibited noxious weeds.	**i.** Identify prohibited noxious plant species present. See *Alberta Weed Control Act & Regulations* for more information. **ii.** Monitor and control as necessary, to meet long-term habitat objectives. Preference given to mechanical control, with chemical pursued if necessary. See Alberta Agriculture and Rural Development for chemical application information.	March 2015 – March 2040
2. Increase Ecological Connectivity: seek opportunities to secure surrounding quarter sections and remove barriers to wildlife movement.	**2.1** ACA to collaborate with ESRD on future land securement opportunities.	**i.** Identify important surrounding wildlife habitat. **ii.** React to opportunities to secure land (e.g., private land sales).	March 2015 – March 2040
3. Development and Maintenance of Sustainable Recreational Opportunities: Establish required infrastructure for permitted rec. uses.	**3.1** Ensure the site has the appropriate signage.	**i.** Order, purchase and install standard ACA signage to identify the site, identify contributing partners and outline general site restrictions (one or more project signs and boundary signs as required). **ii.** Maintain and replace site signage as required.	March 2015 – March 2020

DRAFT

	3.2 Establish Infrastructure related to recreational opportunities.	**i.** Enhance small, non-gas powered boat access to West Dollar Lake by expanding the existing beaver run in width and depth. **ii.** Install a new power source (ATCO pedestal, electrical box, cables, etc.) in between the two waterbodies to facilitate aeration of both lakes. **iii.** Develop a gravelled, walking trail system along the south shore of East Dollar Lake. **iv.** Installation of concrete picnic tables and bear-proof garbage receptacles to accommodate trail users. **v.** Installation of docks in conjunction with the trail system to facilitate shore-based angling. **vi.** Improvement of boat launch to facilitate loading/unloading of small, non-gas powered vessels.	March 2015 – March 2017 (appropriate approvals will be obtained within this timeframe)
	3.3 Maintenance of infrastructure developments.	**i.** ACA will complete annual maintenance inspections. **ii.** Maintenance of current infrastructure and that which would be developed in the future will be handled internally by ACA as well as through a third party maintenance contract.	March 2015 – March 2040

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	3.4 Address Stakeholder/user demand/input	**i.** Feedback obtained during site inspections and interactions with site users will be considered.	March 2015 – March 2040
4. Referrals and Inquiries (oil & gas, forestry, agricultural): ensure timely communications to appropriate organization (e.g. ESRD, etc.) regarding referrals, and address inquires related to permitted activities, issues, mitigation, etc. related to the site.	**4.1** Address referrals by providing necessary information or mitigation strategies.	**i.** Upon contact by a proponent or AER, ACA will communicate information on desired uses and conservation values of the site.	March 2015 – March 2040

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3.0 References

[1] ESRD Fisheries Management Objectives East and West Dollar Lakes, Alberta Environment and Sustainable Resource Development-Operations, Grande Prairie, AB

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4.0 Agreement Term and Management Partners

ACA and ESRD agree to review and update the management plan as required, as per application amendment procedures. Upon renewal of the DML and DLO we will review the plan to ensure the vision, objectives and specific activities stated within are being met.

Alberta Conservation Association

Signature:_____ Date:_____

Representative:_____

Alberta Environment and Sustainable Resource Development – Operations, Resource Management

Signature:_____ Date:_____

Representative:_____

Alberta Environment and Sustainable Resource Development – Operations, Approvals

Signature:_____ Date:_____

Representative:_____

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Appendix A

SE18 73-21-5
SW17 73-21-5
Dollar Lakes
Clouston Creek
Highway 49
NE7 73-21-5
NW8 73-21-5
NW8 73-21-5
ROADWAY
SW8 73-21-5
SE7 73-21-5
SW8 73-21-5
SW8 73-21-5
Area is in surveyed territory, statutory road allowances are excluded in area calculation.
Includes only public lands administered by AESRD.
Hydrography as shown in Base Rural Cadastral.
Base Rural Cadastral Data provided by Alberta Data Partnerships
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Proposed Miscellaneous Lease
Scale 1 : 6 000
Twp 73 - Rge 21 - W5 Mer.
Total Area = 30.2 ha
Prepared by: Peace Regional Informatics Unit,
Alberta Environment and Sustainable Resource Development
May 2015

SE18 73-21-5
SW17 73-21-5
Dollar Lakes
Clouston Creek
Highway 49
NE7 73-21-5
NW8 73-21-5
NW8 73-21-5
ROADWAY
SW8 73-21-5
SE7 73-21-5
SW8 73-21-5
SW8 73-21-5
Proposed License of Occupation
Scale 1 : 6 000
Twp 73 - Rge 21 - W5 Mer.
Total Area = 0.74 ha
Statutory road allowances are included in area calculation.
Includes only public lands administered by Alberta Environment and Parks.
Hydrography as shown in Base Rural Cadastral.
Base Rural Cadastral Data provided by Alberta Data Partnerships
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Prepared by: Peace Regional Informatics Unit,
Alberta Environment and Parks
June 2015

Legal Survey forthcoming

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REQUEST FOR DECISION

	Bylaw 15-751 on E ½ 5-64-5-W6				
SUBMISSION TO:	Regular Council Meeting	REVIEWED AND APPROVED FOR SUBMISSION			
MEETING DATE:	September 8, 2015	CAO:	MH	MANAGER:	SAR
DEPARTMENT:	Infrastructure & Planning / Planning & Development	GM:	INT	PRESENTER:	LL
FILE NO./LEGAL:	A15-008 –E 1/2 5-64-5-W6			LEGAL/ POLICY REVIEW:	INT
STRATEGIC PLAN:				FINANCIAL REVIEW:	

RELEVANT LEGISLATION:

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

Council Bylaw / Policy (cite) – ***Municipal Development Plan Bylaw No. 03-397 December, 2003 (cite)**, Section 1, 1.2 Goals of the Plan, Section 6 – Commerce and Industry:*

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

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

6.2.2 Industrial development proposals:

(a) should wherever possible locate in an industrial park;

(b) shall not be permitted to locate on better agricultural land, unless the proposal has unique site requirements or no suitable alternative location; and
(c) shall not locate in an environmentally sensitive area.

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

(a) potential impact on water supplies and water courses;
(b) proximity to residential, recreational, and public uses, and environmentally sensitive areas;
(c) impacts on the local road network; and
(d) conformity with relevant statutory plans and the Land Use Bylaw.

RECOMMENDED ACTION:

MOTION: That Council give First Reading to Bylaw No. 15-751 to re-designate 6.00 hectares ± (14.82 acres) within E-5-64-5-W6 from Crown Land (CL) District to Industrial (I) District, as per attached Schedule 'E'.

MOTION: That Council schedule a Public Hearing for Bylaw No. 15-751 to be held on October 6, 2015, at 10:00 a.m. for the re-designation of 6.00 hectares ± (14.82 acres) within E ½ 5-64-5-W6 from Crown Land (CL) District to Industrial (I) District, as per attached Schedule 'E'.

BACKGROUND / PROPOSAL:

The application was received from Secure Energy Services, who is the leaseholder of MLL150178 on E ½ 5-64-5-W6, located in the Kakwa area, Ward 8. Secure Energy Services proposes to rezone 6.00 hectares ± (14.82 acres) from Crown Land (CL) District to Industrial (I) District as per attached Schedule 'A', for the development of a Waste Management Facility.

In regards to typography and vegetation, the site is forested and is predominantly flat, and is easily accessible from the Husky Road via Highway 40.

The initial referrals were circulated as per Schedule 'D', with comments received from Alberta Transportation, ATCO Electric and ATCO Pipeline, and no concerns were raised. Alberta Transportation has requested a Roadside Development Permit Application.

OPTIONS – BENEFITS / DISADVANTAGES:

Options –

1. Council can pass a motion to give First Reading to Bylaw No. 15-751 and further pass a motion to schedule a Public Hearing for October 6, 2015, allowing enough time for the application to be circulated as per legislation.
2. Council can table Bylaw No. 15-751 for further discussion or information.
3. Council can refuse to give First Reading to Bylaw No. 15-751.

Benefits –

Industrial development provides diversification, economic development, and employment opportunities and supports the continued growth and development of smaller urban centres.

Disadvantages -

Increased opportunity for conflicts with surrounding Land Uses.

COSTS / SOURCE OF FUNDING:

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

ATTACHMENT(S):

- Schedule 'A' – Application and Sketch
- Schedule 'B' – Owner Location Map
- Schedule 'C' – Farmland Report and Map
- Schedule 'D' – Referral Responses
- Schedule 'E' – Bylaw No. 15-751

Schedule 'A' – Application and Sketch

LAND USE AMENDMENT APPLICATION – FORM A

Municipal District of Greenview
4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608
www.mdgreenview.ab.ca

FOR ADMINISTRATIVE USE	
LUB MAP NO. 238	BYLAW NO.
APPLICATION NO.	A15-008
RECEIPT NO.	0133297
ROLL NO.	
RFLA RATING	NA

NAME OF APPLICANT(S) Secure Energy Services		
ADDRESS 3600, 205 - 5th Avenue S.W.		
Calgary, Alberta		
POSTAL CODE T2P 2V7	TELEPHONE (Res.)	(Bus.) 587.390.2591

Complete if Different from Applicant

NAME OF REGISTERED LANDOWNER(S) Crown Lease to Secure - MLL150178		
ADDRESS		
POSTAL CODE	TELEPHONE (Res.)	(Bus.)

Legal description of the land affected by the proposed amendment

QTR./L.S.	SEC	TWP.	RG.	M.	OR	REGISTRATION PLAN NO.	BLOCK	LOT
E05	05	064	05	W6				

Land Use Classification for Amendment Proposed:

FROM: Agricultural/Forestry	TO: Industrial

Reasons Supporting Proposed Amendment:

Secure is receiving AER approval to operate a Custom Treating and Waste Management facility

Physical Characteristics:

Describe Topography: Predominately Flat	Vegetation: Forest - cleared/regrowth	Soil: Forested (Luvisolic & Podzolic)

Water Services:

Existing Source: none	Proposed Water Source: trucked in with future application into AER for

Sewage Services:

Existing Disposal: none	Proposed Disposal: Sump collection System & 3rd Party removal.

Approach(s) Information:

Existing: Husky Road (LOC 2769)	Proposed:

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

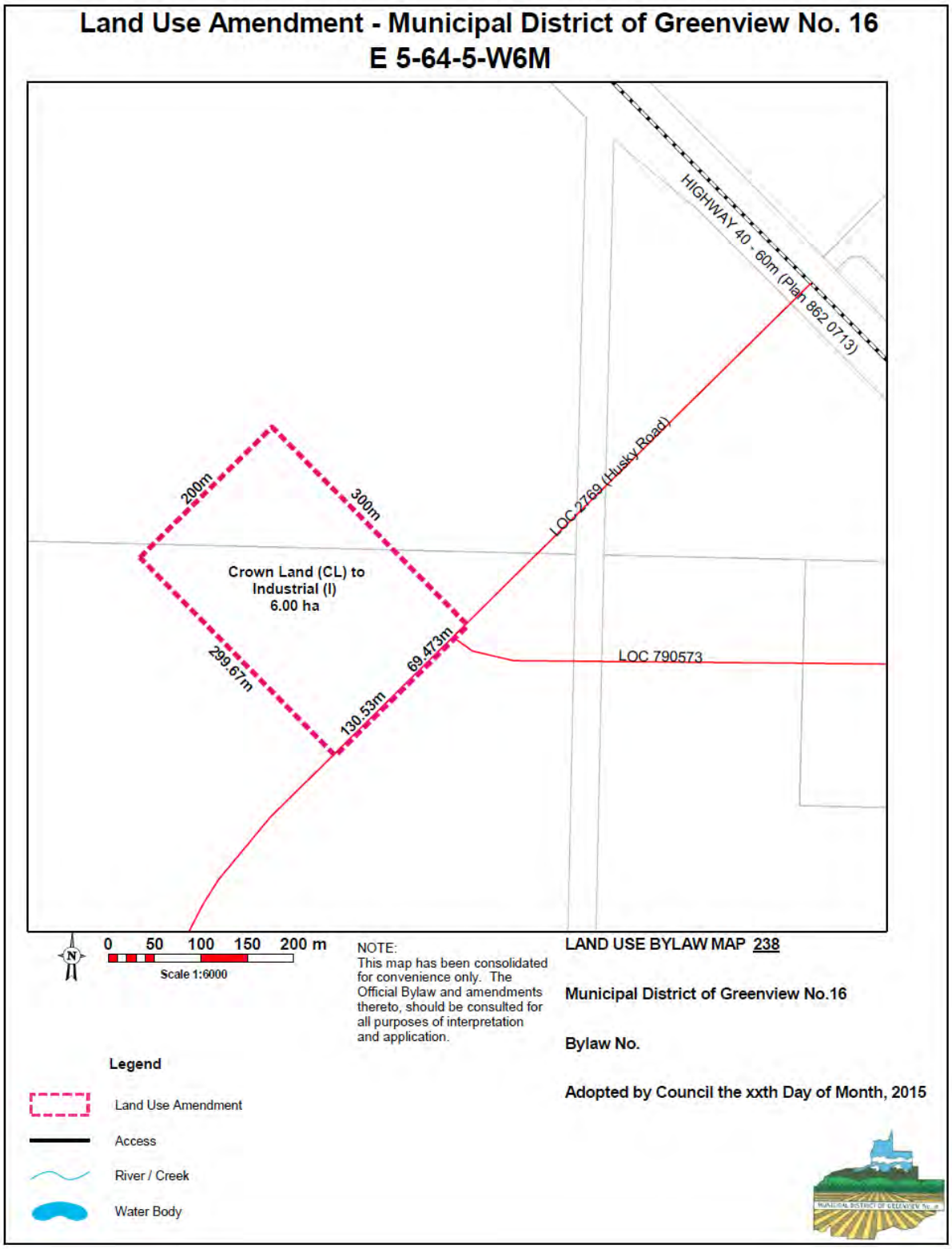
Date: June 4th, 2015 Applicant(s): Secure Energy Services

Date: _____ Registered Landowner(s): _____

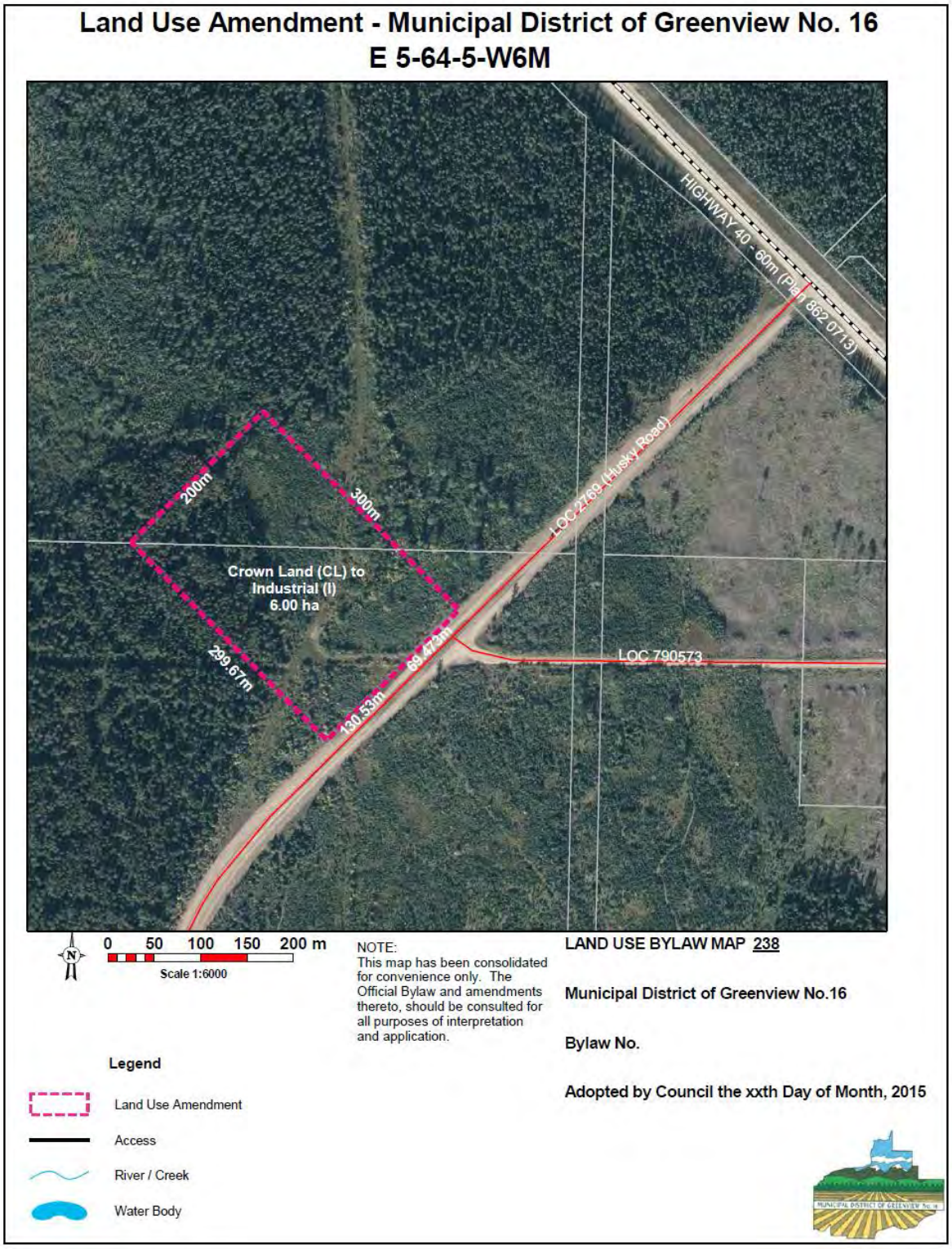
NOTE: Registered Landowner(s) Signatures required if different from Applicant.

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

Schedule 'A' – Application and Sketch



Schedule 'A' – Application and Sketch



Schedule 'B' – Owner Location Map

PROPOSED LAND USE AMENDMENT

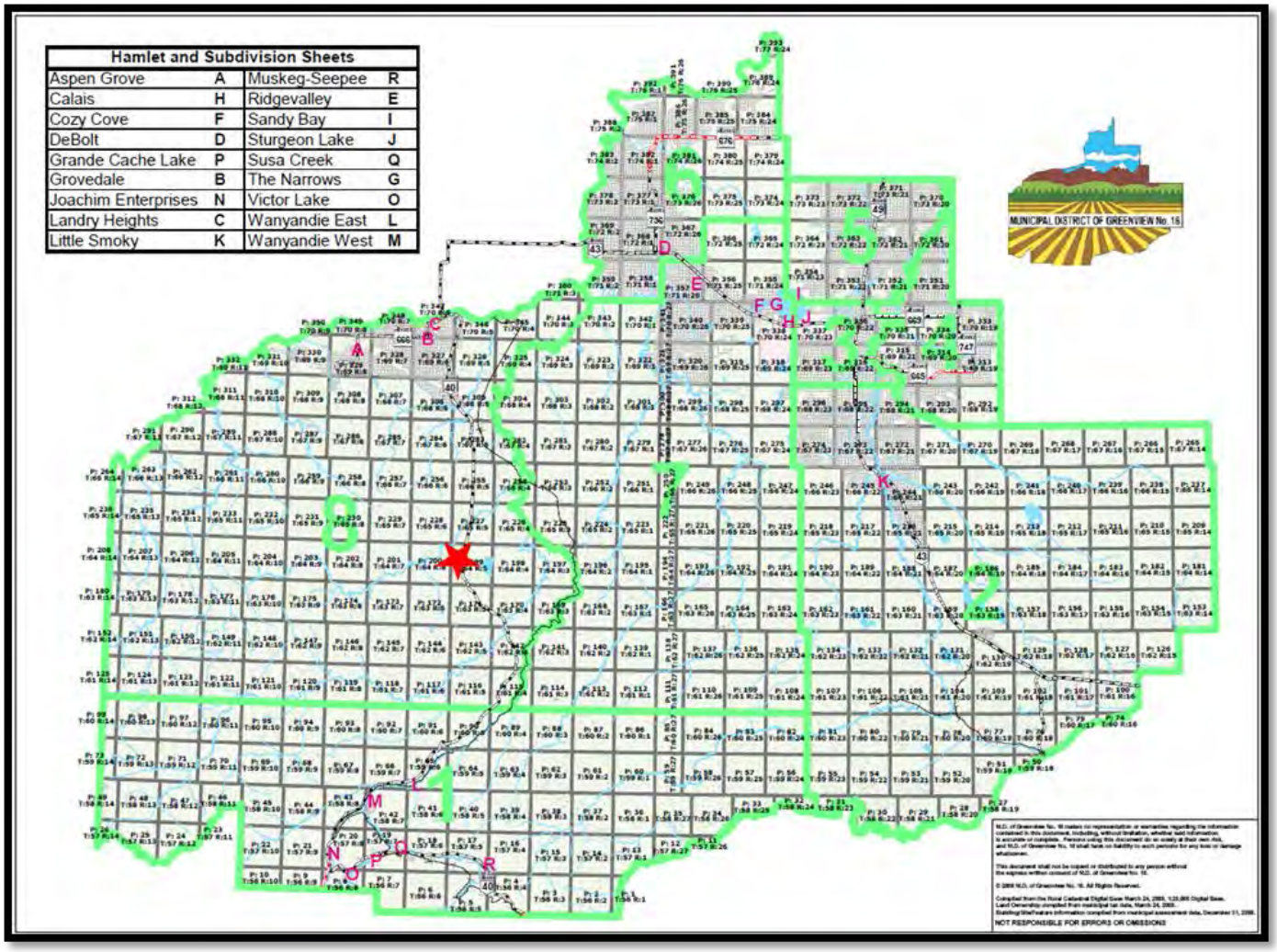
FILE NO. A15-008 **LEGAL LOCATION: E-5-64-5-W6**

APPLICANT: SECURE ENERGY SERVICES **LANDOWNER: CROWN LAND**

Township 64, Range 5

M.D. of Greenview No. 16

Schedule 'B' – Owner Location Map



Schedule 'C' – Farmland Report and Map

PROPOSED LAND USE AMENDMENT

FILE NO. A15-008 **LEGAL LOCATION: E-5-64-5-W6**

APPLICANT: SECURE ENERGY SERVICES **LANDOWNER: CROWN LAND**

Not Applicable for this parcel

Schedule 'D' – Referral Responses

Alberta Transportation

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

June 17, 2015 Our File: 64-5-W6M

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

Re: Proposed land use amendment
Crown Land to Industrial
Part of the E ½ 5-64-5-W6M HIGHWAY 40
Secure Energy Services Inc.

Your File: A15-008

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

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

Alberta Transportation will require a Roadside Development application to be submitted to the department. Alberta Transportation will further assess the impact to the provincial highway network when a development application is received.

Yours truly,

Gerry Benoit
Planning and Development Technologist

From: LandInquiries@atcoelectric.com
To: Jenny Cornelsen
Subject: AEL2015-0758 - A15-008 Notice to Referral Agencies
Date: June 10, 2015 9:48:14 AM

Good Morning Jenny,

ATCO Electric has no comments or concerns with this application.

Thank you.

Rita Klasson
Land Administrator|Land Administration
ATCO Electric ¦ **Distribution ¦ Forest & Lands Management**
18th Floor CWB ¦10303 Jasper Avenue, Edmonton, AB T5J 5C3
Phone: (780) 508-4688
Mailing Address:
ATCO Electric Ltd. 10035 C 105 Street, Edmonton, AB T5J 2V6
Attn: Rita Klasson - 18CWB
Please consider the environment before printing this e-mail

From: Rose, Colin
Sent: Tuesday, June 09, 2015 11:38 AM
To: @ Electric Land Inquiries
Cc: Warren, William
Subject: RE: AEL2015-0758 - A15-008 Notice to Referral Agencies

Hi Rita,

This application falls in crown land so we have no current interest.

Regards,

Colin Rose
Powerline Surveyor Team Lead (Calculator) | Engineering and Construction
ATCO Electric | Distribution Division
9602-123 Street | Grande Prairie, AB T8W 0J7
T. 780.830.7783 | F. 780.831.3036
E. colin.rose@atcoelectric.com
www.atcoelectric.com

Schedule 'D' – Referral Responses

From: Isabel.Solis@atcopipelines.com
To: Jenny Cornelsen
Subject: 15-1868 Response - A15-008 Notice to Referral Agencies
Date: June 17, 2015 1:15:58 PM
Attachments: DOC060515-06052015120821.pdf

Good Afternoon,

ATCO PIPELINES has no objection.

Thank you ☺

Isabel Solis | Operations Engineering Administrative Coordinator
ATCO Pipelines |7210-42 Street NW | Edmonton, AB T6B 3H1
T: 780.420.3896 | F: 780.420.7411

ATCO Pipelines has a new website! Check it out here: www.atcopipelines.com

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

Please consider the environment before printing this e-mail

BYLAW NO. 15-751
of the Municipal District of Greenview No. 16

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

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

1. That Map No. 238 in the Land Use Bylaw, being Bylaw No. 03-396, be changed to reclassify the following area:

All that Portion of the
East (E) Quarter of Section Five (5)
Within Township Sixty-Four (64)
Range Five (5) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

Read a first time this ___ day of September, A.D., 2015.

Read a second time this ___ day of _____ , A.D., _____.

Read a third time and passed this ___ day of _____ , A.D., _____.

_____
REEVE

_____
CHIEF ADMINISTRATIVE OFFICER

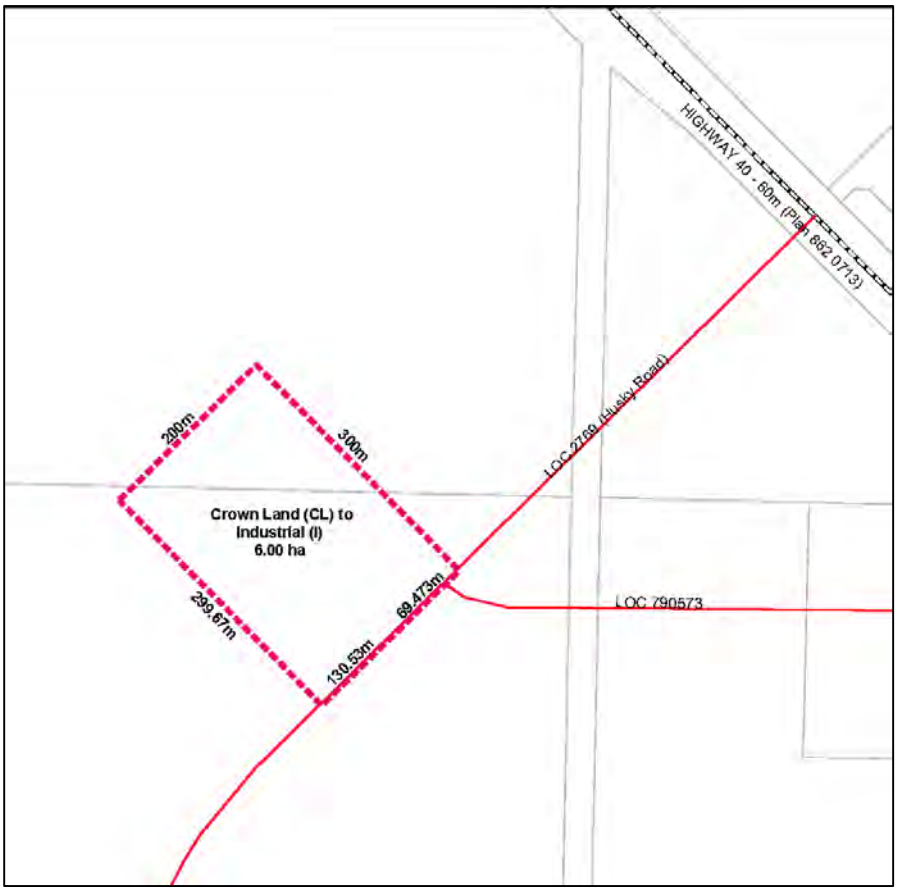
SCHEDULE "A"

To Bylaw No. 15-751

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the
East (E) Quarter of Section Five (5)
Within Township Sixty-Four (64)
Range Five (5) West of the Sixth Meridian (W6M)

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



Request for Decision

SUBJECT:	**Bylaw 15-752 on SW 11-72-2-W6**				
SUBMISSION TO:	Regular Council Meeting	REVIEWED AND APPROVED FOR SUBMISSION			
MEETING DATE:	September 8, 2015	CAO:	MH	MANAGER:	SAR
DEPARTMENT:	Infrastructure & Planning	GM:		PRESENTER:	LJD
FILE NO./LEGAL:	**A15-009 – SW 11-72-2-W6**			LEGAL/ POLICY REVIEW:	
STRATEGIC PLAN:				FINANCIAL REVIEW:	

RELEVANT LEGISLATION:

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

Council Bylaw / Policy (cite) MD of Greenview No. 16, Land Use Bylaw 03-396, Section 8, Amending this Bylaw, 8.1 Contents of Amendment Application, 8.2 The Amendment Process and Section 11. Industrial (I)

Municipal Development Plan Bylaw No. 03-397 December, 2003 (cite), *Section 1 Goals of the Plan, and Section 6 Commerce and Industry:*

Section 6.3:

6.3.1 The Municipal District supports the development of highway commercial and local commercial developments at appropriate locations.

6.3.2 Unless alternative locations can be justified, the location of local commercial uses should be limited to existing commercial areas in hamlets and rural settlements, as well as existing highway commercial sites.

6.3.3 With the exception of homed-based businesses, commercial development shall not be permitted to locate on better agricultural land, unless no suitable alternative location is available.

6.3.4 Highway commercial development proposals will be evaluated according to the following:

(a) proximity to urban centres;
(b) the type of commercial use proposed;
(c) suitability of the site in terms of soil stability, groundwater level, and drainage;

(d) provisions for access and impacts on the transportation network; and
(e) conformity with relevant statutory plans and the Land Use Bylaw.'

RECOMMENDED ACTION:

MOTION: That Council give First Reading to Bylaw 15-752 to re-designate the proposed 10.59 hectare ± (26.16 acre) area within SW 11-72-2-W6 from Industrial (I) District to Rural Commercial (RC) District, as per attached Schedule 'E'.

MOTION: That Council schedule a Public Hearing for Bylaw 15-752 to be held on October 13, 2015 at 10:00 a.m. for the re-designation of the proposed 10.59 hectare ± (26.16 acre) area within SW-11-72-2-W6 from Industrial (I) District to Rural Commercial (RC) District, as per attached Schedule 'E'.

BACKGROUND / PROPOSAL:

The application was received from GR Klassen Brothers to rezone an irregular shaped 10.59 hectare ± (26.16 acre) area in the Goodwin vicinity of Ward 6. The proposed area would expand the existing development of Trapper Gord's operation.

Comments received from Alberta Environment and Parks stated that 'the referral indicated that the parcel was 'treed with a small wetland'. The wetland shall not be disturbed without proper authorization, and rationale for its destruction will have to be supplied and indicate why avoidance is not possible. If approved, compensation/replacement of the lost wetland would need to abide by the new Wetland Policy'.

ATCO Electric noted that an easement and caveat had been registered on title on their behalf. Comments from these agencies are attached for information.

Alberta Transportation commented that a Traffic Impact Assessment may be required in the future to determine if any highway improvements are required, at no cost to the department. A Roadside Development Permit is required for any future development. Variance of Section 14 of the Subdivision and Development Regulations has been granted. Access to the proposed subdivision is via an existing service road and therefore satisfies Section 15 of the regulation. Further land use amendment or future subdivision within this quarter may require the development of an Area Structure Plan.

OPTIONS - BENEFITS / DISADVANTAGES:

Options – 1. Council can pass a motion to give First Reading to Bylaw No. 15-752 and further pass a motion to schedule a Public Hearing for October 13, 2015, allowing enough time for the application to be circulated as per legislation.

Option - 2. Council can table Bylaw No. 15-752 for further discussion or information.

Option - 3. Council can refuse to give First Reading to Bylaw No. 15-752.

Benefits – The expansion of the existing commercial business provides economic development and increased employment opportunities as well sustained growth in the surrounding rural area and nearby hamlet.

Disadvantages – Increased opportunity for conflicts with surrounding Land Uses.

COSTS / SOURCE OF FUNDING:

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

ATTACHMENT(S):

- Schedule 'A' – Application and Sketch
- Schedule 'B' – Location Map
- Schedule 'C' – Farmland Report
- Schedule 'D' – Referral Responses
- Schedule 'E' – Bylaw 15-752

Schedule 'A' – Application and Sketch

LAND USE AMENDMENT APPLICATION – FORM A

Municipal District of Greenview
4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608
www.mdgreenview.ab.ca

Rec'd June 4, 2015 gc

FOR ADMINISTRATIVE USE	
LUB MAP NO. 72	BYLAW NO.
APPLICATION NO.	A15-009
RECEIPT NO.	0133302
ROLL NO.	39765
RFLA RATING	

NAME OF APPLICANT(S)	NAME OF REGISTERED LANDOWNER(S) (Complete if Different from Applicant)
GR KLASSEN BROTHERS LTD	
ADDRESS Box 449	ADDRESS SAME
DEBOLT, AB	
POSTAL CODE T0H 1B0	POSTAL CODE
TELEPHONE (Res.) 780-957-3769 (Bus.) Cell 518-2246	TELEPHONE (Res.) (Bus.)
e-mail: Dave.klassen@klassenbrothers.com	

Legal description of the land affected by the proposed amendment

QTR./L.S.	SEC	TWP.	RG.	M.	OR	REGISTRATION PLAN NO.	BLOCK	LOT
SW	11	72	2	6				

Land Use Classification for Amendment Proposed:

FROM:	TO:
INDUSTRIAL	RURAL COMMERCIAL

Reasons Supporting Proposed Amendment:

To expand upon the existing development of Trapper Gord's Store.

Physical Characteristics:

Describe Topography:	Vegetation:	Soil:
Flat	Treed with Small Wetland land	Sand

Water Services:

Existing Source:	Proposed Water Source:
Well	

Sewage Services:

Existing Disposal:	Proposed Disposal:
Pumpout	

Approach(s) Information:

Existing:	Proposed:
Approaches in place	

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

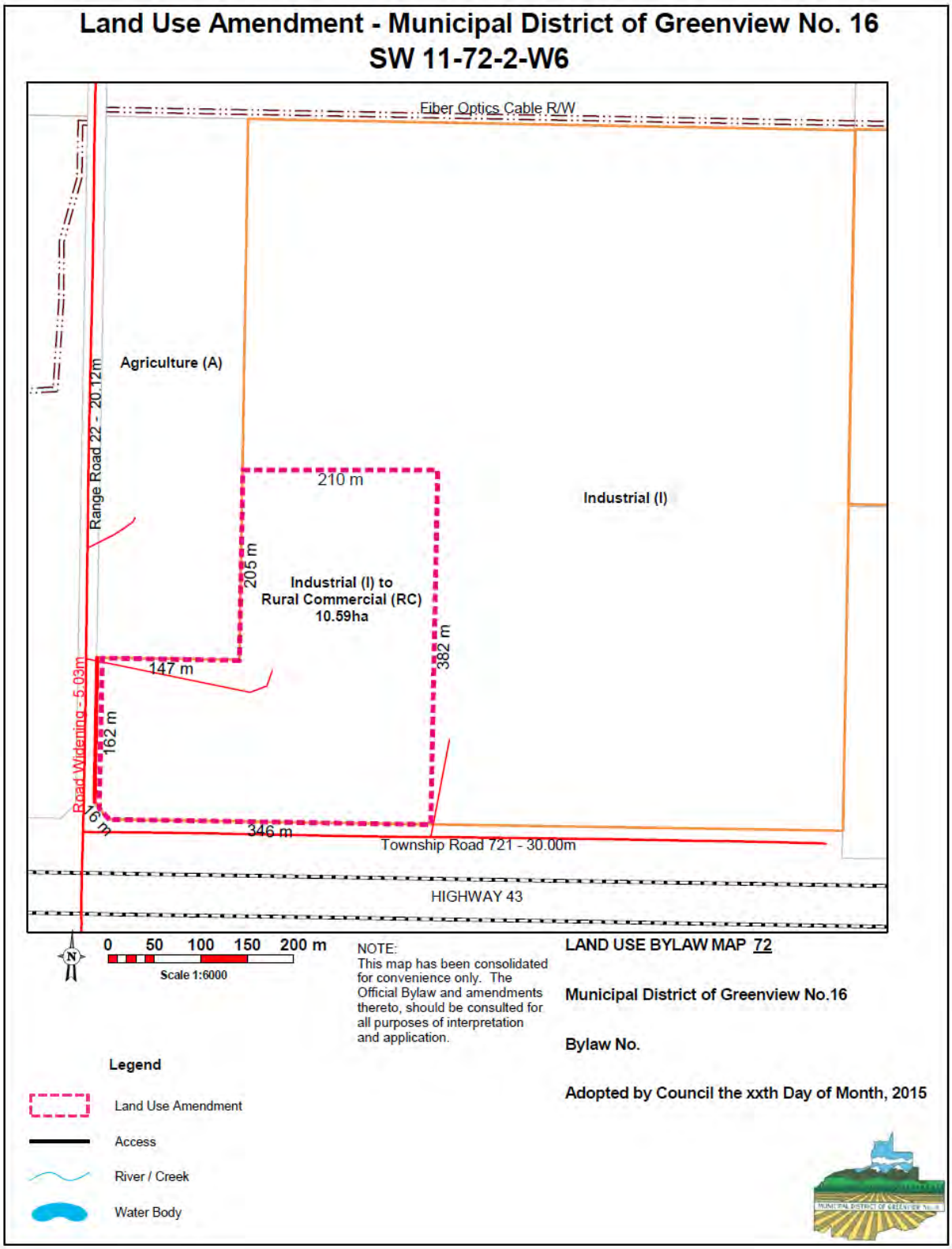
Date: June 4, 2015 Applicant(s)

Date: June 4, 2015 Registered Landowner(s):

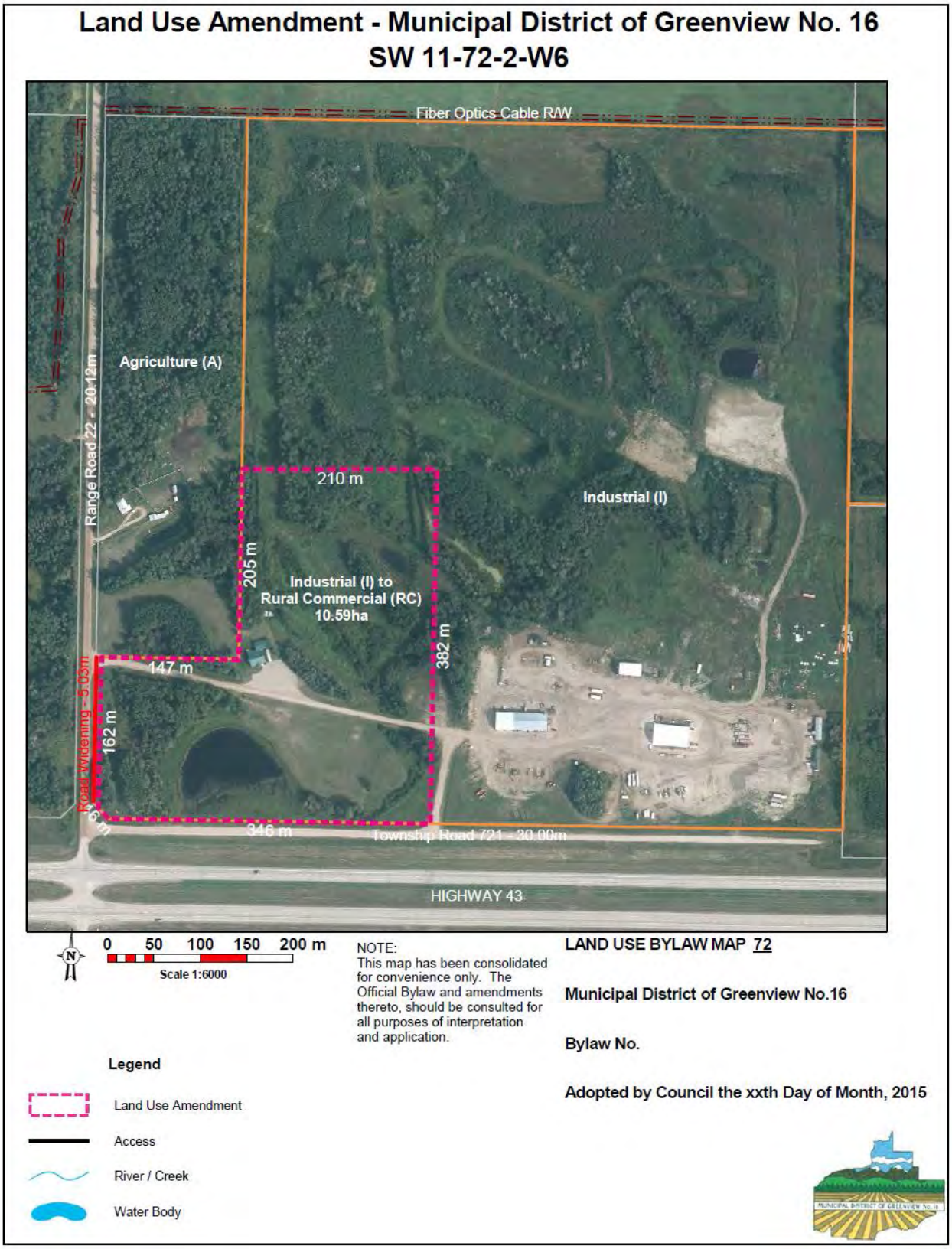
NOTE: Registered Landowner(s) Signatures required if different from Applicant.

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

Schedule 'A' – Application and Sketch



Schedule 'A' – Application and Sketch



Schedule 'B' – Owner Location Map

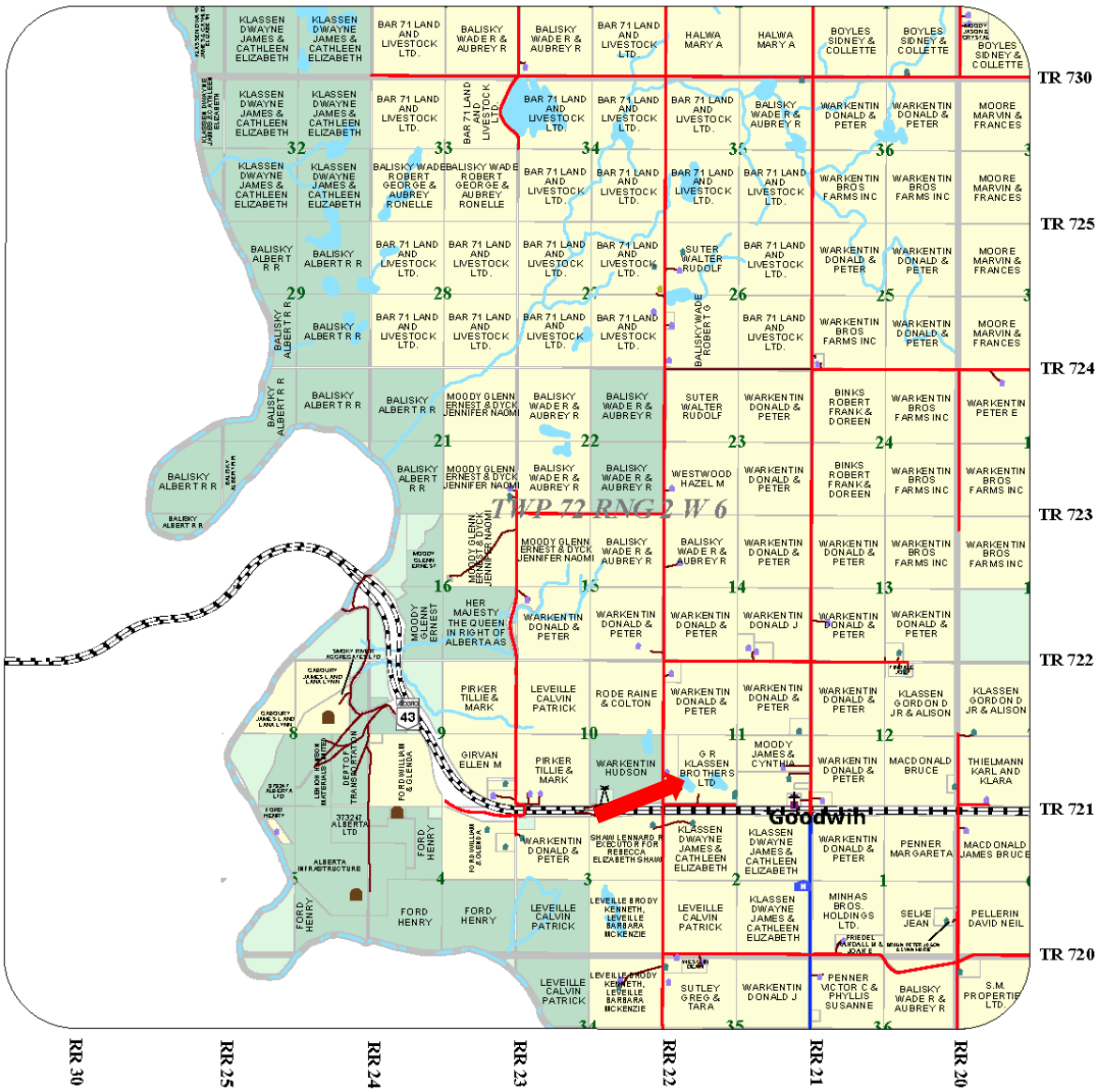
PROPOSED LAND USE AMENDMENT

FILE NO. A15-009 | **LEGAL LOCATION: SW-11-72-2-W6**

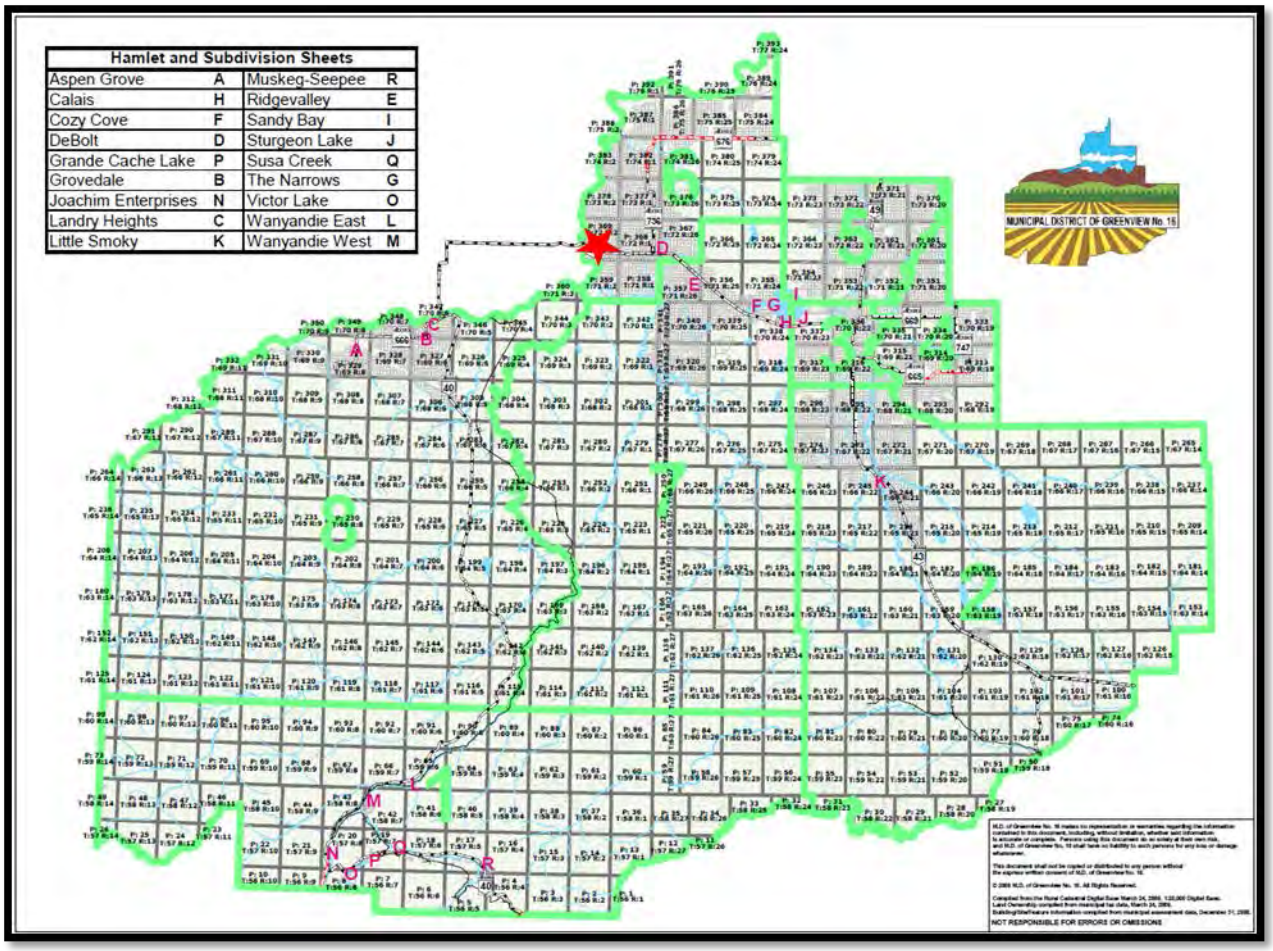
APPLICANT: GR KLASSEN BROTHERS | **LANDOWNER: GR KLASSEN BROTHERS**

Township 72, Range 2

M.D. of Greenview No. 16



Schedule 'B' – Owner Location Map



Schedule 'C' – Farmland Report and Map

PROPOSED LAND USE AMENDMENT

FILE NO. A15-009 **LEGAL LOCATION: SW-11-72-2-W6**

APPLICANT: GR KLASSEN BROTHERS **LANDOWNER: GR KLASSEN BROTHERS**

Farmland Calculation Report

Year of General Assessment: 2014

Roll:39765 **Alt. Key:** GRANDE PRAIRIE 27 miles 90%
Legal: SW-11-72-2-6 Access: 100%
Agroclimatic Zone: 21 2H-PR Photo:72021 Type: Net Location: 90%

No: 1 12.00 Acres Soil: 80 Pasture Dryland Pasture

			%Fld	NPR	ICP
10	Soil Group	53 DGL t-	50 100%	0.0	0.0
82	Improved	12 12 Ac/AU	50 100%	29.0	0.0
99	Description	22 Obstacles/Size	50 100%	0.0	0.0
				29.0	0.0

Group ID: 138033620 12.00 Acres x 350.0 Acres x 1.0000 x 29.0 %

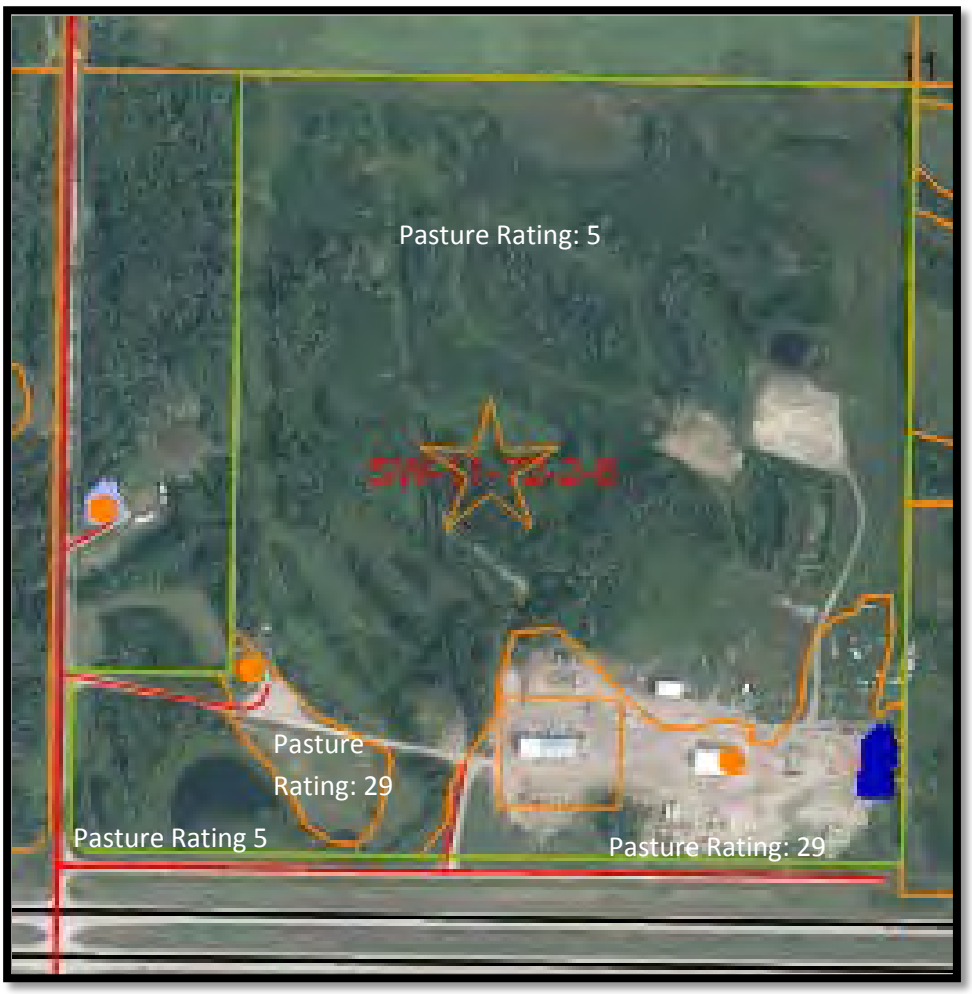
No: 2 106.10 Acres Soil: 80 Pasture Dryland Pasture

			%Fld	NPR	ICP
81	Native	70 70 Ac/AU	50 100%	5.0	0.0
99	Description	2 Perm. Sls.	50 100%	0.0	0.0
99	Description	9 Trees	50 100%	0.0	0.0
				5.0	0.0

Group ID: 138033621 106.10 Acres x 350.0 Acres x 1.0000 x 5.0 %

Areas		Asmt Code		Areas	
Parcel:	128.10	300	100%	Arable Dry:	0.00
@ F/L Rates:	118.10			Arable Irr:	0.00
				Pasture Dry:	118.10
				Pasture Irr:	0.00
				Waste:	0.00

Schedule 'C' – Farmland Report and Map



Schedule D' – Referral Responses

Alberta Transportation

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

June 17, 2015 Our File: 72-2-6

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

Re: Proposed land use amendment I-Industrial to RC-Rural Commercial and Subsequent Subdivision
Part of the SW 11-72-2-W6M Highway 43
GR Klassen Brothers Ltd.
File: A15-009

Regarding the proposed land use amendment from I-Industrial to RC-Rural Commercial, the department does not typically support isolated commercial development, preferring instead to have development of this nature occur within established commercial areas where existing highway and municipal road networks can safely and efficiently support traffic generated from commercial developments. The municipality should be aware of possible consequences associated with the proposed land use amendment. A Traffic Impact Assessment (TIA) may be required in the future to determine if any highway improvements are required. Any improvements to the highway infrastructure and the TIA shall be completed at no cost to the department.

The proposed subdivision does not meet the requirements of Section 14 of the Subdivision and Development Regulation. However, considering the nature of the proposal the department grants variance to the requirements of Section 14.
Access to the proposed subdivision is via an existing service road therefore satisfies Section 15 of the regulation. The department will require a Roadside Development Application to be submitted for any future development.

Further land use amendment or future subdivision within the SW 11-72-2-W6M may require the development of an Area Structure Plan.

Sincerely,

Gerry Benoit
Development and Planning Technologist

GB/gb

From: James Proudfoot
To: Jenny Cornelsen
Subject: RE: A15-009 Notice to Referral Agencies
Date: June 15, 2015 9:01:22 AM

The referral indicated that the parcel was "treed with a small wetland". The wetland shall not be disturbed without proper authorization, and rationale for its destruction will have to be supplied and indicate why avoidance is not possible. If approved, compensation/replacement of the lost wetland would need to abide by the new Wetland Policy.

In general, the act of subdividing land or rezoning it is not in itself a concern. However, the activities associated with development of and operations on the land must comply with existing legislation (*Water Act*). Excellence is the recommended standard.

Considerations:
-a *biophysical assessment* is recommended when the biological or physical nature of an area is not clearly understood. This should give specific attention to water and will facilitate sound decision making.
-the proposed land use shall respect and sustain area *water bodies*.
-a *buffer* (ER) is desirable to safe guard the aquatic habitat.
-the *riparian fringe* ought to be maintained in a natural state.
-*natural drainage* shall be maintained.
-an appropriate *setback* from top of bank is highly recommended to protect the water body (and property) from slope failure. (see Stepping Back from the Water document)
-any development that may cause drainage/flooding issues for neighbors and/or future landowners shall be avoided.
-activities impacting a water body may require an approval and an application ought to be submitted.
-*stormwater* shall be managed; release from property ought to be at predevelopment rates and address water quantity issues (ex. erosion) and quality issues (ex. siltation) so as not to result in an adverse effect.
-the construction of dugouts, borrow pits and/or stormwater ponds may require an approval
-the *Water Act* and associated legislation must be followed (including Codes of Practice).
-pertinent best management practices are recommended.

This list of concerns may not be complete and is based on current legislation and policy which may change in the future.
For legislation, education and guideline materials, go to: http://esrd.alberta.ca/water/default.aspx

Please call if you have any questions or require clarification on any issue or comment above.

James Proudfoot, Water Management Technologist, 780-538-8039
Peace Region, Alberta Environment and Sustainable Resource Development, Grande Prairie

Schedule 'D' – Referral Responses

From: LandInquiries@atcoelectric.com
To: Jenny Cornelsen
Subject: AEL2015-0784 - A15-009 Notice to Referral Agencies
Date: June 12, 2015 9:03:42 AM
Attachments: AEL2015-0784 - Mark-Up.pdf

Good Morning Jenny,

ATCO Electric Ltd. has received notification of proposed subdivision and wishes to advise that existing power line facilities will be impacted by this change.

ATCO Electric Ltd will be approaching the landowner for the purpose of acquiring a Power Line Right of Way on all facilities directly affected by this subdivision.

ATCO Electric Ltd will register the Power Line Right of Way on title, in the form of a caveat. Preparation, acquisition and registration of the caveat will be the sole responsibility of ATCO Electric Ltd. The landowner shall not be responsible for any costs related to the aforementioned process.

For your reference, please find attached sketch plan identifying power line Right of Way requirements.

Rita Klasson
Land Administrator|Land Administration
ATCO Electric ¦ **Distribution** ¦ **Forest & Lands Management**
18th Floor CWB ¦10303 Jasper Avenue, Edmonton, AB T5J 5C3
Phone: (780) 508-4688
Mailing Address:
ATCO Electric Ltd. 10035 C 105 Street, Edmonton, AB T5J 2V6
Attn: Rita Klasson - 18CWB

From: LandInquiries@atcoelectric.com
To: Jenny Cornelsen
Subject: AEL2015-0784 - A15-009 - GR Klassen Brothers Ltd.
Date: July 17, 2015 1:12:45 PM

Good Afternoon Jenny,

RE: SW 11-72-2-W6M – GR Klassen Brothers Ltd. Subdivision

Your File: A15-009

ATCO Electric Ltd. has obtained an easement and a caveat has been registered on title (Registration #152 213 007) to cover our interest regarding existing facilities on the lands.

If you have any further questions or require additional information, please do not hesitate to contact to me.

Rita Klasson

BYLAW NO. 15-752

OF THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16

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

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

1. That Map No. 72 in the Land Use Bylaw, being Bylaw No. 03-396, be added to reclassify the following area:

All that Portion of the
Southwest (SW) Quarter of Section Eleven (11)
Within Township Seventy-Two (72)
Range Two (2) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

Read a first time this ____ day of September, A.D., 2015.

Read a second time this ___ day of _____ , A.D., 2015.

Read a third time and passed this ___ day of _____ , A.D., 2015.

REEVE

CHIEF ADMINISTRATIVE OFFICER

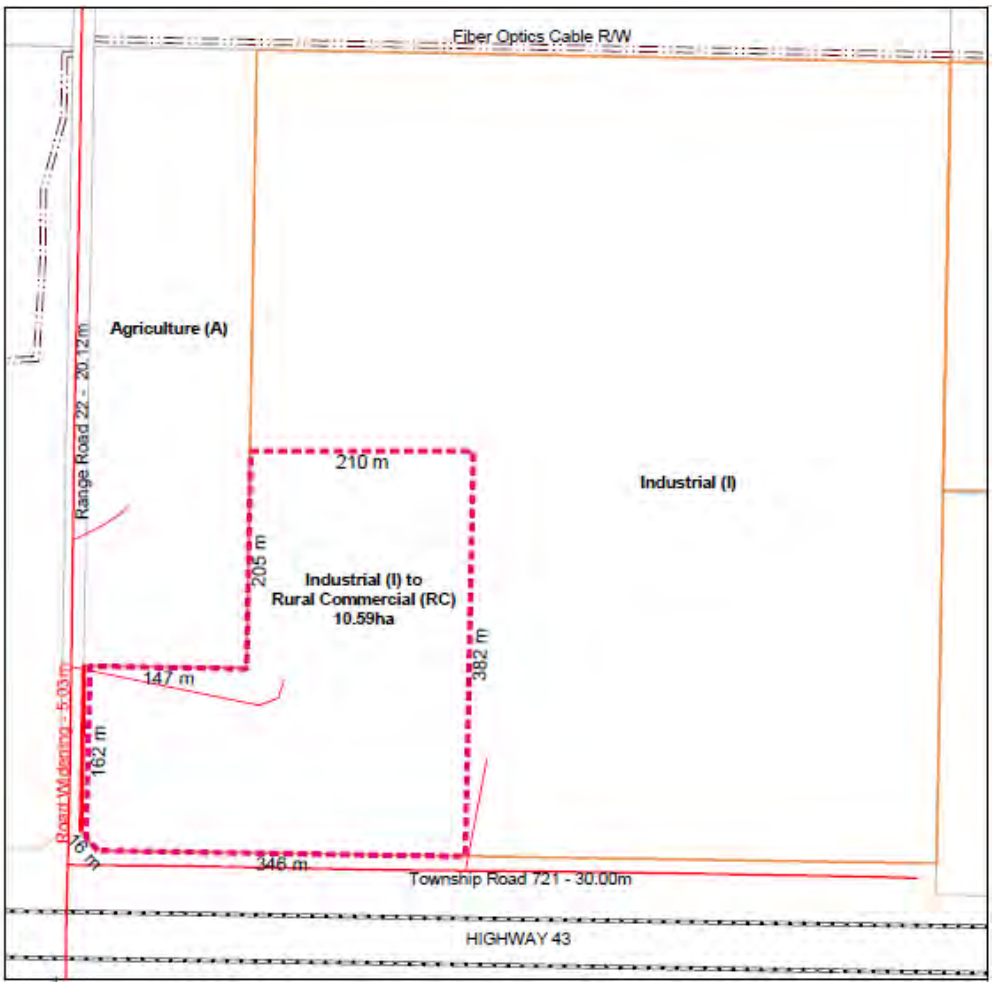
SCHEDULE "A"

To Bylaw No. 15-752

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the
Southwest (SW) Quarter of Section Eleven (11)
Within Township Seventy-Two (72)
Range Two (2) West of the Sixth Meridian (W6M)

Is reclassified from Industrial (I) District to Rural Commercial (RC) District as identified below:



REQUEST FOR DECISION

SUBJECT:	**Road Closure SE 15-69-12 W5M 2nd &3rd Reading**				
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION			
MEETING DATE:	September 8, 2015	CAO:	MH	MANAGER:	INT
DEPARTMENT:	INFRASTRUCTURE & PLANNING/PLANNING & DEVELOPMENT	GM:	GG	PRESENTER:	GG
FILE NO./LEGAL:	File Number,Legal or N/A.			LEGAL/ POLICY REVIEW:	INT
STRATEGIC PLAN:				FINANCIAL REVIEW:	

RELEVANT LEGISLATION:

Provincial (cite) – *Road closure, Section 22 of the Municipal Government Act, No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.*

Council Bylaw / Policy (cite) – *Bylaw 14-717*

RECOMMENDED ACTION:

MOTION: That Council approve 2nd reading of bylaw 14-717 for a Road Closure at SE 15-69-21 W5M And that Council approve the amendment to Bylaw 14-717 from Plan 132_____ to Plan 152_____.

MOTION: That Council approve 3rd reading of bylaw 14-717 for a Road Closure at SE 15-69-21 W5M.

BACKGROUND / PROPOSAL:

Council agreed on a sale price of $275.00 per/acre for the Road Allowance closure located within SE 15-69-21 W5M on July 28. Once Bylaw 14-717 has been granted 2nd & 3rd reading, Administration will forward all documentation to land titles for registration.

Greenview's legal representation recommends that Council approve an amendment to the description of the area of road to be closed. The bylaw was drafted in 2013, with the hope the subdivision plan would be registered – thus the reference to "Plan 132_____". That need needs to be amended to "Plan 152_____", to reflect the fact that the plan number, which is assigned by land titles when the subdivision plan is submitted, will commence with the last two digits of the year in which it is registered, in this case, 2015. Council approving this amendment will not affect the consent of the Minister.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council could choose not to approve 2nd & 3rd reading.

Benefits – The landowner will have secured permanent access to their residence.

Disadvantages – No foreseeable disadvantages.

COSTS / SOURCE OF FUNDING:

All costs, such as survey, advertising and purchase of road allowance is at the landowner's expense.

ATTACHMENT(S):

- Map
- Bylaw 14-717

BYLAW NO. 14-717
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 closing to public travel, and creating title to, Portions of a public highway in accordance with Section 22 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS the lands hereafter described are no longer required for public travel; and

WHEREAS application has been made to Council to have the roadway closed; and

WHEREAS the Council of the Municipal District of Greenview No. 16 deems it expedient to provide a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and therefore disposing of same; and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act; and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

THEREFORE BE IT RESOLVED that the Council of the Municipal District of Greenview No. 16 in the Province of Alberta, duly assembled, does hereby close to public travel for the purpose of creating title to, the following described original government road allowance, subject to rights of access granted by other legislation:

MEREDIAN 5 RANGE 21 TOWNSHIP 69
ALL THAT PORTION OF THE ORIGINAL GOVERNMENT ROAD ALLOWANCE ADJOINING THE SOUTH BOUNDARY OF THE SOUTH EAST QUARTER OF SECTION 15 LYING WITHIN PLAN 132_____.

EXCEPTING THEREOUT ALL MINES AND MINERALS.

Administration Office	Operations Building	Family & Community Support Services	Grovedale Sub-Office	Grande Cache Sub-Office
Box 1079, 4806-36 Ave	Box 1079, 4802-36 Ave	Box 1079, 4707-50th Street	Box 404, Lot 9, Block 1, Plan0728786,	Box 214, 10028-99st Street
Valleyview, AB T0H 3N0	Valleyview, AB T0H 3N0	Valleyview, AB T0H 3N0	Grovedale, AB T0H 1X0	Grande Cache, AB T0E 0Y0
Phone: 780.524.7600	Phone: 780.524.7602	Phone: 780.524.7603	Phone: 780.539.7337	Phone: 780.827.5155
Fax: 780.524.4307	Fax: 780.524.5237	Fax: 780.524.4130	Fax: 780.539.7711	Fax: 780.827.5143

Toll Free: 1.888.524.7601 www.mdgreenview.ab.ca

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

Received first reading this 11 day of March, 2014.

REEVE

CHIEF ADMINISTRATIVE OFFICER

APPROVED this 23 day of February, 2015.

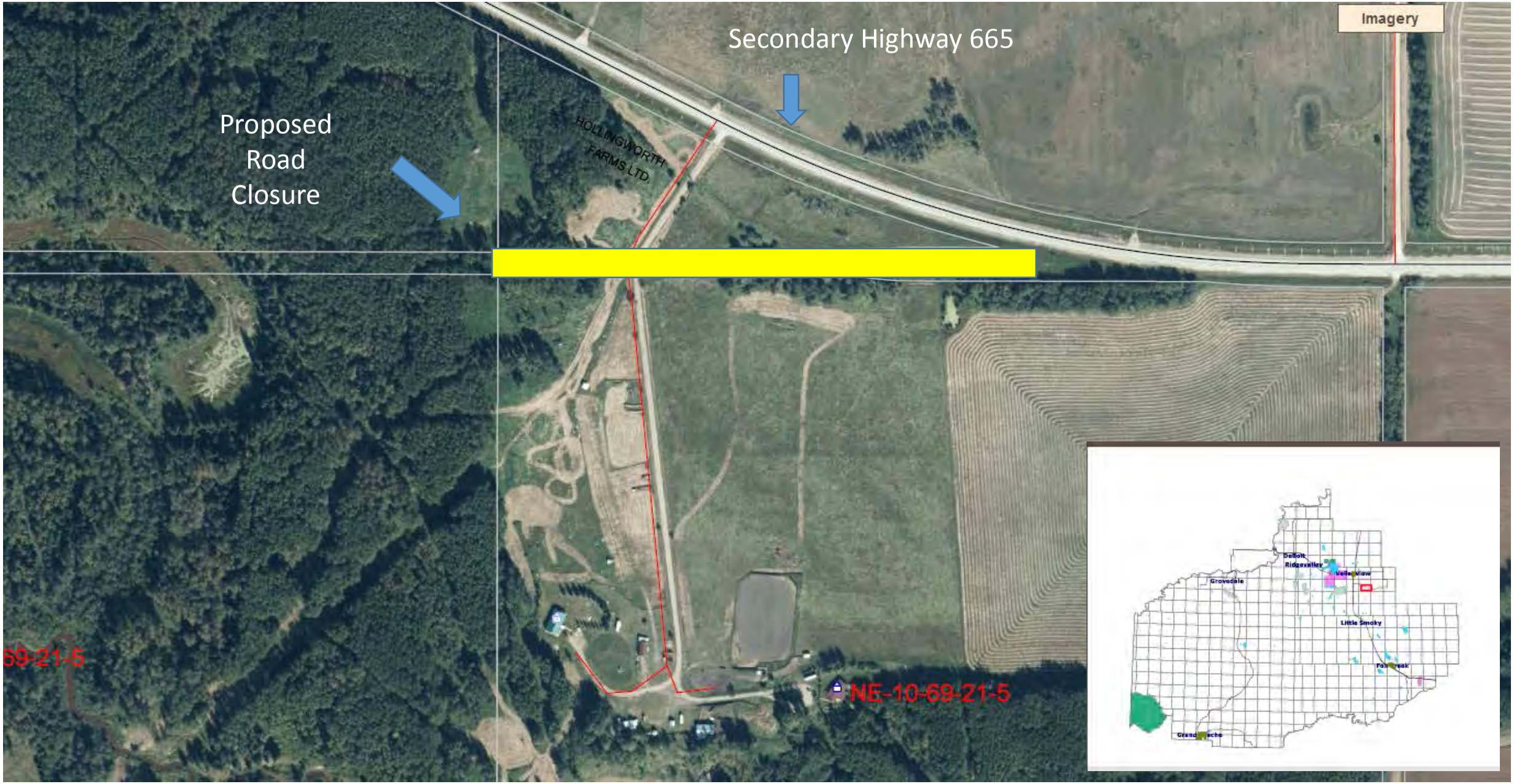
MINISTER OF TRANSPORTATION

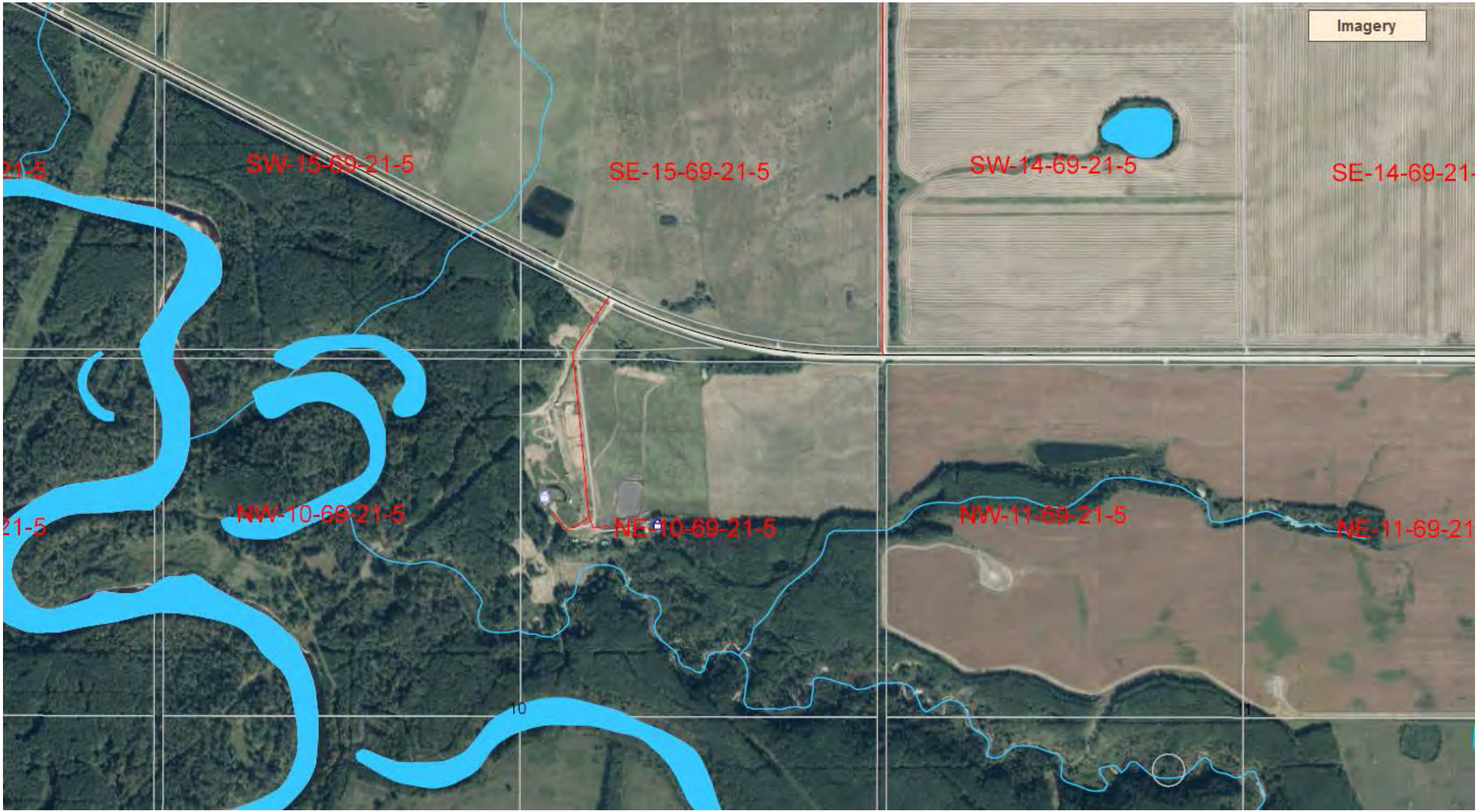
Received second reading this _____ day of _____, 20____.

Received third reading this _____ day of _____, 20_____.

REEVE

CHIEF ADMINISTRATIVE OFFICER


Imagery
Secondary Highway 665
Proposed
Road
Closure
HOLLINGWORTH
FARMS LTD.
NE-10-69-21-5
69-21-5
Grovedale
Little Smoky


Imagery
SW-15-69-21-5
SE-15-69-21-5
SW-14-69-21-5
SE-14-69-21-
NW-10-69-21-5
NE-10-69-21-5
NW-11-69-21-5
NE-11-69-21
10
1

REQUEST FOR DECISION

SUBJECT:	**Selection of Grovedale Area Structure Plan Proposal**				
SUBMISSION TO:	Regular Council Meeting	REVIEWED AND APPROVED FOR SUBMISSION			
MEETING DATE:	September 8, 2015	CAO:	MH	MANAGER:	SAR
DEPARTMENT:	Infrastructure & Planning/Planning & Development	GM:	INT	PRESENTER:	DP
FILE NO./LEGAL:	N/A			LEGAL/ POLICY REVIEW:	INT
STRATEGIC PLAN:				FINANCIAL REVIEW:	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act

Section 633 – Area Structure Plan

(1) For the purpose of providing a framework for subsequent subdivision and development of an area of land, a Council may by bylaw adopt an area structure plan.

(2) An area structure plan

(a) Must describe

(i) the sequence of development proposed for the area,

(ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,

(iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and

(iv) the general location of major transportation routes and public utilities,

and

(b) may contain any other matters the council considers necessary.

Section 636 – Statutory Plan Preparation

(1) While preparing a statutory plan a municipality must

(a) provide a means for any person who may be affected by it to make suggestions and representations,

(b) notify the public of the plan preparation process and of the means to make suggestions and representations referred to in clause (a),

(c) notify the school boards with jurisdiction in the area to which the plan preparation applies and provide opportunities to those authorities to make suggestions and representations,

(d) in the case of a municipal development plan, notify adjacent municipalities of the plan preparation and provide opportunities to those municipalities to make suggestions and representations, and

(e) in the case of an area structure plan, where the land that is the subject of the plan is adjacent to another municipality, notify that municipality of the plan preparation and provide opportunities to that municipality to make suggestions and representations.

(2) Subsection (1) does not apply to amendments to statutory plans.

Section 637 – Effect of Plans
The adoption by a Council of a statutory plan does not require the municipality to undertake any of the projects referred to in it.

Section 638 – Plans Consistent
All statutory plans adopted by a municipality must be consistent with each other.

Section 638.1 – Conflict with ALSA Regional Plans
In the event of a conflict or inconsistency between
(a) A statutory plan or land use bylaw, and
(b) An ALSA regional plan,
the ASLA regional plan prevails to the extent of the conflict or inconsistency.

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

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

Section 1.3 – Growth Strategy
The Growth Strategy for the Municipal District is based upon the desire to promote and accommodate growth that will preserve and strengthen the positive attributes of the Municipal District.

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

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

RECOMMENDED ACTION:

MOTION: That Council approve Scheffer Andrew Ltd. to undertake the Grovedale Area Structure Plan Review as outlined in the Grovedale Area Structure Plan – Terms of Reference.

BACKGROUND / PROPOSAL:

The Grovedale Area Structure Plan (ASP) Request for Proposals closed on the 24 August 2015 and five (5) completed Proposal Packages were received. After reviewing the packages and the evaluation matrix, the Planning

& Development Department determined that the Proposal submitted by ISL Engineering was most cost efficient compared to the Scheffer Andrew proposal for the plan that would result in the creation of a new Grovedale ASP that would meet the needs of the community in the most cost efficient manner. The reason for the selection was due to the overall staff time and commitment.

In addition, the Planning & Development staff were impressed with the level of customization and overall quality of Scheffer Andrew's proposal. Scheffer Andrew has a sterling record of producing ASPs of the highest quality through the use of meaningful public engagement and a combination of established and innovative planning practices. After verifying the genuineness of their thoughtful yet practical approach to the planning process, Administration is confident that Scheffer Andrew is the firm with which efficiency and value will be best obtained in updating the Grovedale ASP that will allow Greenview to ensure that subdivision and development in the plan area will take place in an orderly and efficient manner.

ISL Engineering has a proven track record with quality work and commitment as required for many years on all of the current Planning documents. They have been very supportive to Greenview's Planning & Development Staff with necessary revisions to ensure documents meet the current legislative policies and practises.

Attached for Council's consideration is the review process and matrix.

OPTIONS – BENEFITS / DISADVANTAGES:

Option #1 – Council can approve the selection of Andrew Scheffer's Proposal.

Option #2 – Council can direct administration to re-evaluate the Proposals that have been received.

Option #3 – Council can direct administration to resubmit the Grovedale ASP -- Request for Proposals.

Option #4 – Council can direct administration to draft a new Grovedale ASP -- Request for Proposals.

Benefits – By approving the Planning & Development Department's selection work can commence on the actual review of the Grovedale ASP that will ensure development in the Grovedale area is being guided by up-to-date land use and development polices.

Disadvantages – By moving forward with Scheffer Andrew we will be eschewing less expensive alternatives but doing so in order to obtain higher qualities services and end product. Additionally, we would be forgoing the opportunity to achieve the premium services and products that are being offered in more expensive proposals, which are services and products that staff deem superfluous.

COSTS / SOURCE OF FUNDING:

Payment to Scheffer Andrew for services rendered will be fully funded by the Planning & Development Department's 2015 allocation for a Grovedale ASP Review that was included in Council's 2015 Approved Budget.

However, a yet to be determined amount will most likely need to be added to the project budget to cover the costs associated with hosting Citizens Panel Meetings, Public Information Sessions and Public Open Houses.

ATTACHMENT(S):

- Andrew Scheffer Grovedale ASP Proposal
- ISL Engineering Grovedale ASP Proposal
- Grovedale ASP Proposal Evaluations

Grovedale Area Structure Plan Proposal Evaluations

28 August 2015

Introduction

The Planning & Development Department received five (5) Proposals in response to the Grovedale Area Structure Plan (ASP) – Request for Proposals. After opening the sealed bids, the Manger of Planning & Development and Development Officers independently reviewed all five (5) Proposals as they were all deemed complete. This document is a summary of the Group Evaluation that took place once the staff completed their independent examinations and reconvened to review their analysis and select a Proposal.

Process

The evaluation process began once the Proposal Closing passed at 14:00MDT on 24 August 2015 and the five (5) sealed bids were opened. The Proposal packages were then examined to ascertain the name of the Consultant, find the Price Quote provided in the Proposal documents and determine if the Proposal was complete. After this preliminary review, the five (5) Proposals that were deemed complete were added to the W: Drive so that they could be independently analyzed by the Manger of Planning & Development and Development Officers. Planning & Development Staff thoroughly examined the five (5) Proposals according to a broad selection criteria before they reconvened to review their analysis and findings as part of a Group Evaluation to find a consensus choice.

Criteria

The Proposals were evaluated according to a selection criteria that measured the Bidders' Competency and Ingenuity as well as the Proposals' Accordance and Value. If the Bidder or Proposal failed to meet the required standard, they received a Negative Mark (✗).If the Bidder or Proposal simply met the required standard, they received a Positive Mark (✓).If the Bidder or Proposal met the required standard in a way that impressed Staff, they received a Very Positive Mark (✓✓).

Accordance measured the Proposal's ability to provide the Components and Deliverables requested in the Request for Proposals (Section 8.0). The Bidder's knowledge of and familiarity with land use planning along with their experience, skill-set and project history were measured in **Competency**. **Ingenuity** measured the level of dedication and ability of the Bidder to adapt and creatively apply their knowledge and skills to find innovative yet practical solutions to problems. Lastly, **Value** considered the cost benefit of the services we felt the Bidder could provide according to the estimated price.

Selection

After reviewing the completed Proposals as a group, staff of the Planning & Development Department came to the conclusion that Scheffer Andrew Ltd. (Scheffer Andrew) had submitted the Proposal that was most likely to result in the production of a Grovedale ASP that would be able to efficiently and effectively guide subdivision and development in the plan area and represent value for its costs. Scheffer Andrew's proposal was detailed, thoughtful and tailored to the needs of Greenview. Their Proposal described an astute approach to planning and a carefully crafted plan that is both zealous and achievable. Staff believe that Scheffer Andrew's proposed plan for reviewing and update the Grovedale ASP will result in the creation of the very ASP needed in the Grovedale area.

Evaluation

Consultant	Accordance	Competency	Ingenuity	Value	Summary
ISL	✓ No Deviations	✓✓ Deep Understanding	✓ Potential But Possibly Over Hyped	✓ Offers Value *($66,152)*	ISL have provided us with functional products in the past and they have a deep understanding of our documents and proposed future improvements. Their ability and willingness to deliver is questionable based on past work.
Opus	✓ No Deviations	✓ Competent	× Uninspiring	× Quality Does Not Match Price *($108,242)*	Opus Stewart Weir appears to have a satisfactory background and the ability to meet our basic requirements but their proposal failed to offer much more than the minimum.
Scheffer Andrew	✓ No Deviations	✓ Attentive & Very Competent	✓✓ Promising	✓✓ Solid Product At A Reasonable Price *($96,920)*	Scheffer Andrew's Proposal was well-prepared and carefully tailored to Greenview. As such, it outlined an excellent plan with strong potential. In addition to impressing Staff, Scheffer Andrew has left a solid impression on past clients.

Consultant	Accordance	Competency	Ingenuity	Value	Summary
Stratum Logics	✓ No Deviations	✓ Competent	× Uninspiring	× Lower Cost But Lower Quality *($48,400)*	While Stratum Logics can meet the basic requirements, they lack a proven pedigree and failed to inspire great confidence in their abilities as a team.
Urban Systems	✓ No Deviations	✓✓ Quite Competent	✓✓ Promising	× Great Product But At A Premium Price *($148,400)*	Urban System's submitted a high-quality Proposal that described a solid work plan and impressive commitment to doing what needs to be done. Although Staff have confidence in Urban System's ability, Staff believes other candidates can do as good of a job for less.

Scheffer Andrew Ltd.
Planners & Engineers
EDMONTON • CALGARY • MEDICINE HAT • COLD LAKE

12204 – 145 Street NW
Edmonton, AB T5L 4V7
Phone 780.732.7800
Fax 780.732.7878

August 20, 2015

FILE NO: 01-1499

Municipal District of Greenview No. 16
Box 1079 | 4806 – 36 Avenue
Valleyview, AB
T0H 3N0

Attn: Sally Rosson, Manager of Planning and Development

RE: GROVEDALE AREA STRUCTURE PLAN PROPOSAL

We are pleased to provide herewith 3 signed copies of our proposal, and one electronic PDF copy to provide consulting services to the project noted above. We believe that our proposal fulfills all of the services identified in the request for proposals.

We and our consultant team look forward to the opportunity to speak again with the Municipal District of Greenview No. 16 and staff regarding our proposal.

Yours truly,

Scheffer Andrew Ltd.

Michael Gourley, BES, RPP, MCIP
Branch Manager

Direct: 780.732.7939, Cell: 780.920.7204
Email: m.gourley@schefferandrew.com

8.0 | Consultant Response

8.1 | Declaration of Capabilities

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

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

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

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

8.2 | Pricing Submission

ONE (1) NEW AREA STRUCTURE PLAN

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

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

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

Price Quote

Price for Area Structure Plan* *Price constitutes entire ASP project*	1@ $ 96,920
Price for Citizens' Panel*	1@ $ 16,125
Price for Online Survey*	1@ $ 750
Price per Public Open House* *2 total*	1@ $ 4,590
Price per Public Information Session* *1 total*	1@ $ 4,500

***Do not include GST**

To be submitted no later than 14:00, Monday 24 August 2015 at the Administration Building.

SUPPLIER NAME: Scheffer Andrew Ltd.

PHONE/FAX NUMBERS: Phone: 780.732.7800 Fax: 780.732.7878

E-mail Address: m.gourley@schefferandrew.com

CONTACT NAME: Michael Gourley

8.3 | Certification

We Scheffer Andrew Ltd.
Company name

Of 12204 - 145 Street NW
Business address

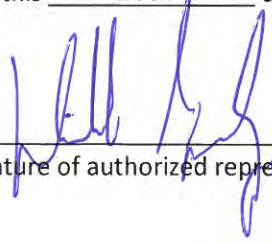
780.732.7800
Telephone number

780.732.7878
Fax number

m.gourley@schefferandrew.com
E-mail Address

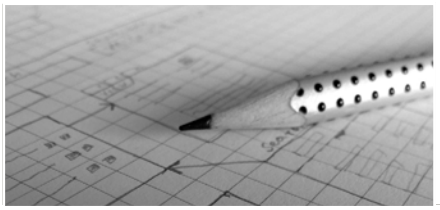
Having examined and read the Proposal documents for the Area Structure Plan as issued by the Municipal District of Greenview No. 16 do hereby bid and agree to provide the services in accordance with the Proposal documents.

Executed this 20th day of August, 20 15



Signature of authorized representative

Michael Gourley
Print or type name and status of authorized representative



PROPOSAL

GROVEDALE AREA STRUCTURE PLAN

MUNICIPAL DISTRICT OF GREENVIEW NO.16

Scheffer Andrew Ltd.
Planners & Engineers

12204 - 145 STREET NW
EDMONTON, ALBERTA
T5L 4V7

Michael Gourley
780.732.7939
m.gourley@schefferandrew.com

AUGUST 24, 2015

REQUEST FOR PROPOSAL
GROVEDALE AREA STRUCTURE PLAN

MUNICIPAL DISTRICT OF GREENVIEW NO.16
BOX 1079 | 4806-36 AVENUE
VALLEYVIEW, AB
T0H 3N0

ATTENTION: SALLY ROSSON, MANAGER
PLANNING & DEVELOPMENT

EXECUTIVE SUMMARY

Scheffer Andrew Ltd. (SAL) is pleased to submit this proposal to research and compile the M.D. of Greenview No.16 Grovedale ASP. We take pride in the quality of our work and believe our team can successfully deliver the scope of the proposal for the following key reasons:

A long track record. Operating since 1993, we have provided planning and engineering services throughout western Canada with a focus on rural communities. We are experienced in preparing Municipal Development Plans (MDPs), LUBs and Area Structure Plans (ASPs) and our work is consistent and well-received; this is evident in our successful history of securing a variety of approvals

We have public and private sector experience. Our team includes planners who work on both sides of the table. We provide municipalities with services ranging from plan preparation to development officer services, and we also have a strong presence in the private sector as land development consultants, providing us with the ability to identify zoning and land use issues strategically and effectively.

We are problem-solvers. At SAL, we understand that every community is unique, responding to their local environments and envisioning a healthy future. We respect local conditions to ensure that our projects advocate for social responsibility and make every effort to achieve the most efficient use of land.

We listen. We offer team members with certified expertise in community consultation with a proven record of achieving consensus among stakeholders. Planning affects the future of your community and its quality of life. We execute a transparent and collaborative process that engages the community from start to finish. Every voice counts and we want to hear them.

A practical approach. Scheffer Andrew Ltd. understands the importance of planning practices that make practical sense and are easily implemented. Entirely employee and Alberta owned, we have a personal interest in ensuring that the review and update of the M.D. of Greenview Grovedale ASP is of the highest standard.

Scheffer Andrew Ltd.
Planners & Engineers

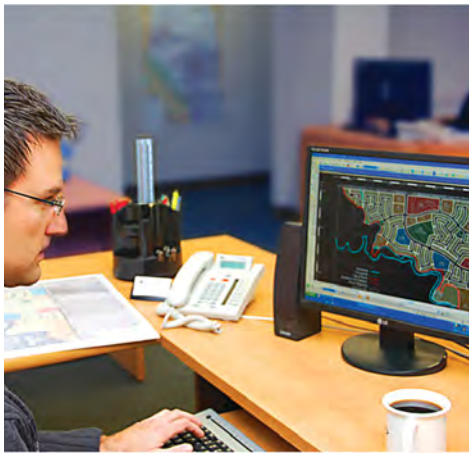
TABLE OF CONTENTS

1.0 Firm Experience 4
1.1 Corporate Profile 4
1.2 Company Experience 5
2.0 Project Team 6
2.1 Organizational Chart 6
2.2 Team Biographies 7
3.0 Project Understanding 10
3.1 Project Objectives 10
3.2 Project Scope 11
3.3 Project Process 11
3.4 Deliverables 11
4.0 Work Plan 12
4.1 Approach to Work Plan 12
4.2 Work Plan 13
5.0 Project Schedule 21
6.0 Project Management Services 22
6.1 Cost and Schedule Controls 22
6.2 Reporting Systems 22
6.3 Administrative Services 22
7.0 References 23
8.0 Corporate Disclosure 24
8.1 Workers Compensation 24
8.2 Corporate Insurance 24
8.3 Conflict of Interest 24
9.0 Fee Proposal 25
10 Closure 26

Appendix A - Project Profiles
Appendix B - Project Team Resumes
Appendix C - Work Plan
Appendix D - Corporate Disclosure
Appendix E - Fee Schedule

1. FIRM EXPERIENCE

1.1 | CORPORATE PROFILE



SAL is a planning and civil engineering firm specializing in land use planning, transportation, servicing and construction. Over the past 35 years, SAL has grown to approximately 70 employees with offices located in Edmonton, Calgary, Cold Lake and Medicine Hat.

Our team of creative professionals provides cost-effective, quality and meaningful solutions to both public and private sector clients within Western Canada.

SAL has a long track record in land development in every aspect of the development process from project due diligence and site feasibility to construction management. More specifically, we provide the following services to our municipal clients:

- Land Use/Zoning Bylaw review and update
- Statutory Plan preparation (Municipal Development Plan, Area Structure Plan, Intermunicipal Development Plan)
- Lake management planning
- Municipal planning advisory services
- Infrastructure planning, design and construction management

SAL takes a balanced approach to planning and engineering to provide clients with sustainable, fiscally sound, and practical approaches to all our municipal projects.

1.2 | COMPANY EXPERIENCE

SAL has extensive experience preparing Area Structure Plans in rural municipalities, towns and villages throughout Alberta. On behalf of both government and private sector clients, we have the experience and wisdom to meet a variety of client needs. The projects noted below have been successfully completed by SAL and reflect projects of a similar scale to the work described in the Grovedale ASP RFP. Detailed project summaries are included in Appendix A.

Brazeau County Area Structure Plan
Client: Brazeau County, AB
Year: 2010 - 2012

Brazeau County required the preparation of three ASP documents in tandem with the review and update of the County's existing MDP. SAL completed all background research and was responsible for liaison with stakeholders, public consultation and intermunicipal coordination.

Wetaskawin Municipal Development Plan
Client: County of Wetaskawin
Year: Current

Scheffer Andrew Ltd. reviewed and updated the County of Wetaskawin Municipal Development plan in order to better reflect provincial policies and provide more guided direction for the development of agricultural land. The review included background research of policies and guiding documents, liaison with provincial departments and a comprehensive public consultation strategy involving three open houses across the county.

The Estates of Long Bay Area Structure Plan
City of Cold Lake and MD of Bonnyville, AB
Client: Cold Lake First Nation and Samson Cree Nation Limited Partnership
Year: 2010 - 2012

Scheffer Andrew Ltd. was responsible for creating two Area Structure Plans for neighbouring residential developments in the City of Cold Lake and the Municipal District of Bonnyville. The Uplands ASP was prepared to accommodate for urban residential growth and incorporated many culturally significant assets into the plan, whereas the Estates of Long Bay ASP was prepared to accommodate for country residential development and worked to protect the environmental integrity of the neighbouring Cold Lake.

Northside Area Structure Plan
Client: Town of Redcliff, AB
Year: 2009

The Northside ASP was required for the future expansion of the Town's commercial and industrial base. The Plan area was integrated into existing commercial/ industrial areas to promote contiguous growth. The process included a notable public engagement process.

Northwest Urban Expansion Area Sector Plan
Client: City of Swift Current
Year: 2012 - 2015

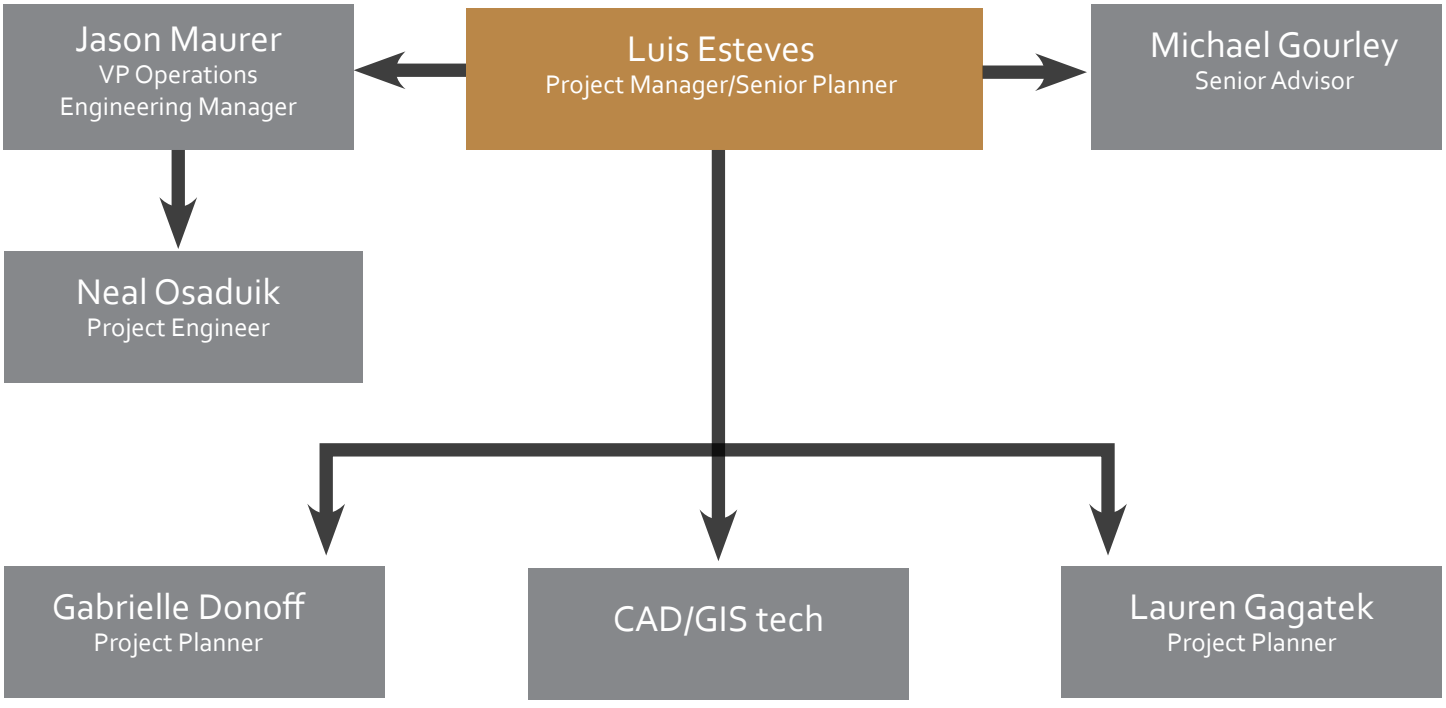
Scheffer Andrew Ltd. Was responsible for completing a concept plan encompassing 667ha of land including residential subdivisions, commercial and industrial development. A significant portion of the land was Greenfield and involved developing an all encompassing concept plan. The process involved a year-long public consultation process and special assessment of environmental, infrastructure and land use factors. This Area Sector Plan received a unanimous approval from city council in mid August of 2015.

2. PROJECT TEAM

2.1 | ORGANIZATIONAL CHART

The following Organizational Chart outlines how our project team will be structured. The project team members listed below will have principal responsibility for various functions consistent with their expertise and are committed to fulfilling their identified roles as part of this project.

We will not change staff mid-project without first discussing with the client project manager. We also have additional planning staff who can be involved in the project should additional capacity be required.



2.2 | TEAM BIOGRAPHIES

SAL has a diverse project team with experience in reviewing and updating a variety of statutory and regulatory documents; such as MDPs, ASPs and LUBs. Our team includes staff with a long record of supplying planning services to various municipalities across Alberta and Saskatchewan. Our project manager and primary client contact, Luis Esteves, is based out of our Edmonton office in order to ensure that SAL can easily respond to the M.D.'s needs. Resumes of SAL project team members are available in Appendix B. Breakdown of hours are available in Appendix C - work plan

Luis Esteves | BA

Project Roles: Project Manager; reviews all completed work; maintains adherence to schedule and budget; main contact for the M.D.
Hourly Rate: $160
Expected Hours: 218

Luis Esteves, BA will be the Project Manager and lead planner. He will assist with project work, public consultation and any workshops. Luis has worked with SAL providing services to both public and private sector clients for over four years. Luis brings six years of previous municipal experience working on a broad range of projects, from a comprehensive review of the Town of Slave Lake Land Use Bylaw to the update of the Sturgeon County Municipal Development Plan. Most recently with SAL, Luis led the preparation of the Saddle Lake Land Use Plan, which focused on extensive public consultation,. He was also recently engaged in updating the Josephburg Road North Industrial Area Structure Plan for the City of Ft. Saskatchewan. He is accredited by the National Charrette Institute and has recently completed the Foundations in Public Participation course offered by the International Association for Public Participation (iap2). Luis is experienced in the process associated with the preparation of an ASP, from both the public and private sector perspectives. Luis will be the project manager for this project and is based in our Edmonton office.

Mike Gourley | RPP MCIP

Project Roles: Senior Advisor; provides all staff with support; reviews all deliverables for completeness and adherence to industry standards
Hourly Rate: $215
Expected Hours:8

Mike has over 35 years of experience working in the public sector, private sector, and land planning and development consulting in Western Canada. His recent work includes a number of land development projects in the City of Cold Lake, the City of Grande Prairie, the Municipal District of Bonnyville, the Municipal District of Wood Buffalo, and the Edmonton Region. His 18 years of service working for the Asset Management and Public Works Department at the City of Edmonton combined with his private sector experience as the Alberta and Northwest Territories Real Estate Manager for Canadian National Railway have given him valuable insights into land use and development issues throughout Alberta. His many years of working for the private sector in securing planning approvals have given him a sharp sense of what "works" in the long run and can be implemented. He will provide senior review and lead any stress testing done of our work.

Lauren Gagatek | MPlan

Project Roles: Project Planner: research and plan preparation; public engagement facilitator, document preparation, computer modeling
Hourly Rate: $95
Expected Hours: 42
Lauren Gagatek is a graduate of the Master's of Planning degree from the University of Calgary. She has previous experience as a planner in the public sector, as well as previous experience as a public engagement facilitator. Lauren has a very strong understanding of design-based planning, graphic representation of information and interactive techniques that engage the public through hands on exercises. Throughout her education and work experience, Lauren has developed a strong ability to research, compile and represent data and information in creative and easily understood ways.

Gabrielle Donoff | MCP

Project Roles: Project Planner: research and plan preparation; public engagement facilitator, document preparation
Hourly Rate: $95
Expected Hours: 272
Gabrielle Donoff is a graduate of the Master's of City Planning program at the University of Manitoba, and is accredited as a LEED Green Associate. She also works in conjunction with the University of Alberta School of Public Health as a research assistant, where she is involved in a variety of projects concerning community health and the built environment. Gabrielle has a strong background and interest in research, and the linking of academic research to community projects. Gabrielle is a strong researcher, writer, and creative thinker.

Aime Stewart | RPP MCIP

Project Roles: Senior Planner; provide expertise and assistance to Jr. Staff using previous project experience.
Hourly Rate: $160
Expected Hours: Will be made available if required
Aime Stewart has experience in a variety of areas including land use planning, planning approvals, public consultation, and policy development and brings an interdisciplinary background to her projects. Her experience includes management and preparation/approval of a detailed urban development area structure plan for the East Vistas in Leduc County. Aime is actively involved in the preparation of outline plans and subdivisions of the plan area. Although Aime is not directly involved in this project, she will be available to offer his support if needed.

Gary Smith | RPP MCIP

Project Roles: Senior Planner; acts as an advisor to junior staff; reviews and researches applicable policy
Hourly Rate: $160
Expected Hours: Will be made available if required

Gary Smith, RPP, MCIP is the Senior Planner in our Medicine Hat branch. He has a comprehensive knowledge of land use planning from his 40 years of municipal and private sector planning work. His experience includes leading municipal planning programs and services. His term as a mayor has lent him a keen political insight that is well suited to his planning work. Gary has experience in public sector management roles, council and board leadership, participation with extensive policy/current planning and economic development initiatives. This includes undertaking current and policy planning across Canada, representing clients, and engaging the public in a variety of venues. Although Gary is not directly involved in this project, he will be available to offer his support if needed.

Jason Maurer | P. Eng

Project Roles: Engineering Manager; acts as an advisor to junior staff; reviews and researches applicable policy
Hourly Rate: $250
Expected Hours: 23

Jason Maurer is the Engineering Manager in the Edmonton office of Scheffer Andrew Ltd. Jason brings extensive experience in the land development and municipal engineering fields working as a consulting engineer as well as a development manager for a private developer.

Neal Osaduik | P. Eng

Project Roles: Project Engineer
Hourly Rate: $135
Expected Hours: 62

Neal became a member of Scheffer Andrew Ltd. in 2009. As a Project Engineer he has been involved in the successful design and/or construction of over two dozen subdivisions and roadways consisting of a combined total of over 700 residential lots as well as collector/arterial roads, multifamily sites, commercial sites, and storm water management facilities.

3. PROJECT UNDERSTANDING

3.1 | PROJECT OBJECTIVES

Scheffer Andrew Limited (SAL) understands that the M.D. of Greenview is seeking a comprehensive review and update of the Grovedale Area Structure Plan (ASP). The Grovedale ASP review and update is an opportunity to promote and facilitate the development of a vibrant and sustainable rural community. It is also well-timed to align with the M.D. of Greenview's recently updated MDP. A comprehensive public engagement and consultation program will ensure the public is informed about this process, and will provide opportunities for public input and comments.

It is our intention to produce an updated Grovedale ASP that will:

- Reinforce the Municipal District's ability to guide subdivision and development within the plan area;
- Guide future development in an orderly and efficient manner;
- Maintain the viability of the community; and,
- Align with Provincial legislation and Municipal policies.

We understand that the objectives of the ASP review are to:

1. Produce a planning and development policy framework that aligns with Council's Strategic Plan;

2. Update the planning and development policies describing the manner in which land may be developed;

3. Identify local development opportunities and constraints;

4. Update the inventory of lands suitable for commercial, industrial, recreational or residential uses;

5. Identify potential access road improvements in the plan area (including the phasing and financing for these improvements) that have yet to be identified (based on current M.D. work);

6. Provide water/wastewater servicing and storm water drainage strategies for the area and provide additional improvements where required (based on current M.D. work); and,

7. Ensure that community goals and objectives will be met through the coordination of Municipal District resources.

3.2 |PROJECT SCOPE

We understand the project scope is to review and update the Grovedale Area Structure Plan, which includes the development of a comprehensive public engagement and consultation program, including the formation of:

- a citizens' panel;
- an online survey;
- a public information session; and,
- two public open houses

A detailed work plan is described in Section 4 – Methodology, of this proposal.

3.3 |PROJECT PROCESS

SAL will take a holistic and comprehensive approach to the preparation of a new Grovedale ASP by reviewing, assessing, and enhancing all aspects of the document beyond any issues brought up during consultation. A site and data analysis will identify any man-made or natural constraints and opportunities within the project area.

SAL will meet regularly with a Citizens' Panel and with M.D. of Greenview administration. We expect that a Citizens' Panel will provide local, "on-the-ground-knowledge" to verify the data and solutions we are examining throughout the revision and update of the ASP. The purpose of these meetings is to provide guidance and assist with our understanding of the goals and concerns of the Grovedale area. Additionally, input from the general public will be gathered at the open houses and public information sessions. All of the recommendations collected will be summarized and considered in the drafting of a new ASP. The Draft ASP will be shared in a public review and at a public hearing before adoption by Council.

3.4 |DELIVERABLES

The deliverable for this project is the provision of a revised and updated Area Structure Plan for Grovedale, within the M.D. of Greenview No. 16. Further details on the project deliverables are described in Section 5- Methodology, of this proposal.

> *"Council will work with our communities and our urban partners to build healthy and sustainable communities for the mutual benefit of all."*
>
> *- Municipal District of Greenview No. 16 Strategic Directions Plan (2014)*

4. WORK PLAN

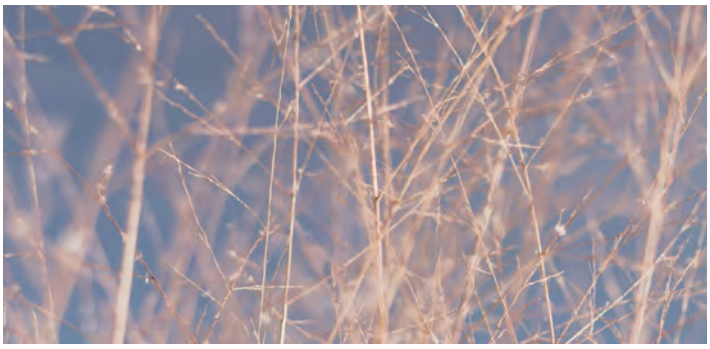
4.1 | APPROACH TO THE WORK PLAN

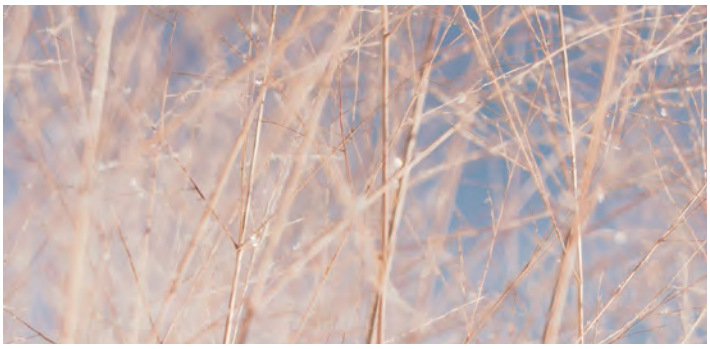
SAL is proposing a practical and thorough approach to the review and update of the Grovedale ASP. We strive to create livable, active and vibrant communities that future residents are proud to call home.

In order to achieve this we need to start with a solid footing and foundation, the building blocks of a home, for what is a community but a home to many.

The Grovedale ASP is the foundation upon which more detailed planning and engineering work is based, while higher order plans such as the MDP provide for a solid footing and direction upon which the Grovedale ASP can follow.

The Grovedale ASP will provide direction for subsequent subdivision approvals. In order to create a cohesive community feel and character, without limiting future flexibility, care will need to be taken in balancing industry best practices and innovative techniques with practical, common sense, and importantly cost sensitive measures.





4.2 | WORK PLAN

4.2.1 Inception Meeting

The project will initiate with a meeting of our team and the M.D. of Greenview's Planning and Development Department to confirm the project scope, approach, timeline, and fee. Due to the nature of this meeting, and our preference to begin our work as quickly as possible, we feel a telephone/video conference would be appropriate at this time, for efficiency.

SAL will work with the Planning and Development Department to identify the strengths and weaknesses of the current ASP and potential opportunities and targets for the updated ASP. This process will allow us to tailor the proposed plan-making approach according to the unique needs of the Municipal district.

The *Grovedale ASP Terms of Reference* state as an objective:

[Objective]:
Ensure that community goals and objectives will be met through the coordination of Municipal District Resources.

To meet this objective, we will begin by discussing expectations and details for the Citizens' Panel. At this time, responsibility for the Citizens' Panel will be transferred from Administration to SAL.

We will also seek to confirm which supporting studies and reports will be provided by Administration, in order to help establish a basis for the preparation of the Grovedale ASP.

4.2.2 Review of Background Research and Supporting Studies

Our SAL team will review the Background Report compiled by the M.D. of Greenview Administration.

We anticipate the following information to be made available by the County:

Information that is required:

- documents outlining existing and proposed municipal infrastructure;
- air photos;
- contour maps;
- sensitive environmental features maps;
- cultural resources maps;
- change in development maps;
- data/reports regarding water, wastewater, and storm water management infrastructure,
- existing policy documents relevant to the plan area (ie. MDP, IMDPs, Council's Strategic Plan)
- existing development maps;
- maps of constraints;
- natural features maps;
- concept plans;
- subdivision design concepts;
- heavy industrial land suitability maps;
- remedial surveys maps; and,

for areas within the Grovedale ASP boundary or that may interface with the ASP area.

Information not contained within Administration's Background Report and data not made available by the County may need to be obtained at an additional cost.

4.2.3 Project Plan/Schedule Final Submission

SAL will submit a final, detailed project plan/ schedule to the project manager. The project plan/schedule will now reflect discussion from the inception meeting and an agreed upon scope of work. Key deliverables and milestones will be delineated, as well as Administration's involvement. The project plan/schedule will also detail the stakeholder and public consultation process, which was finalized during the previous meeting with Administration (4.2.3).

4.2.4 Meeting with Administration and Project Tour

At this time, our SAL Project Manager will meet with Administration in person. We will confirm the stakeholder and public consultation process, which has been refined based upon input and feedback obtained from Administration at the inception meeting.

The project tour is intended to provide context for the preparation of the ASP, as well as showcase local examples of where the previous ASP worked well and where the new ASP is expected to improve.

4.2.5 Citizens' Panel: Advertisement and Recruitment

Several strategies will be implemented to recruit for the Citizens Panel:

1. Recruitment at the Open House #1: Attendees who express interest in the project will be invited to join the Citizens' Panel. Posters and pamphlets at the Open House will provide information about how panel members will be a part of the Grovedale ASP rewrite process, how they can influence the outcome of this process, and the level of commitment required as a panel member. Sign up sheets will be on hand.

2. Information about joining the Citizens' Panel will be shared on the M.D. of Greenview Website, in the local newspaper (Valley Views), in the Greenview Newsletter, and on the radio.

3. Local stakeholders will be contacted directly with an invitation to join the Citizens' Panel. It is expected that Administration will identify local stakeholders and share this list with our project team.

The intention through recruitment is to inform the stakeholders about the project and the project timeline, and to seek stakeholder commitment to the engagement and review process. It is anticipated that recruitment will last approximately three weeks, beginning one week prior to Open House#1 and running until two weeks afterwards.

Interested applicants will be contacted to confirm their interest in the panel. If the number of interested applicants exceeds a reasonable panel size, selections will be made based on level of interest and diversity of background. Recruited members will be invited to anonymously declare their availability for meeting dates and times using the free online "Doodle" tool, which allows participants to select the days and times that work best for them to meet. Results of the most convenient meeting times are viewable only to the project administrator. This will help to democratically establish meeting times and ensure maximum participation at each meeting.

4.2.6 Open House #1: Issue Identification

An open house is recommended at this time to introduce the project to the community. The intent of the open house is to meet members of the public and provide them with information on the purpose of the ASP and the process through which the ASP will be reviewed and updated. Residents will have an opportunity to confirm and add to the development issues, planning goals, and considerations outlined in the background report.

The open house will consist of a presentation by the project team members, outlining the project and timeline, as well as providing information related to planning, engineering, and environmental parameters in order to provide a solid background upon which the public can base their input. Any opinions expressed at the Open House will be compiled to inform the project process. Recruitment for the Citizens Panel will continue at this time. We have identified the Grovedale Hall as a possible venue for this event. We propose hosting the open house from approximately 5:00-8:00 pm on a weekday evening.

4.2.7 Online Survey

To capture a wide opinion on local land opportunities and constraints, we are proposing to launch an online survey available to all residents, property owners, and those with interests in the Grovedale area. The intent of the survey is to gauge the general satisfaction with the current Grovedale ASP and help identify topics to address during the update process. An online tool such as Survey Monkey will be used to host the survey.

4.2.8 Site and Data Analysis

The site and data analysis will be focused towards the objectives for the plan as stated in the *Grovedale Area Structure Plan Terms of Reference:*

[Objective]:
Update the planning and development policies describing the manner in which land may be developed

To comprehensively update the land development policies within the ASP, our team will first identify existing conditions within the plan area. An analysis of topographical data, biological inventories, environmental assets, and existing development patterns will be necessary to establish how future land development should progress.

[Objective]:
Identify local development opportunities and constraints

To identify local development opportunities and constraints, we will examine existing and proposed development patterns to determine the effect of current development on future activities. Data concerning environmental factors, local history, human and environmental resources, transportation networks (existing and planned), and the M.D. of Greenview Land Use Bylaw will be analyzed to identify potential opportunities and constraints that may encourage or inhibit development.

[Objective]:
Update the inventory of lands suitable for commercial, industrial, recreational or residential uses

An analysis of local assets, transportation networks (existing and planned), market demands, population growth, the local real estate demands, existing development, land conditions and assets will help determine the proportions and areas of land suitable for commercial, industrial, recreational and residential uses.

[Objective]:
Identify potential access road improvements in the plan area (including the phasing and financing for these improvements) that have yet to be identified (based on current M.D. work)

SAL, at a high level, will review and assess the existing road network within the plan area in order to identify roads and intersections which may require improvement in order to accommodate current and future development; this high level assessment, which does not include the preparation of a Traffic Impact Assessment, will be utilized to develop the transportation concept for the ASP plan area. SAL will provide generalized phasing and financing strategies for potential improvements; however, detailed costing, construction phasing, and financing (i.e. preparation of an off-site levy or cost sharing mechanisms) are not included as part of this process.

[Objective]:
Provide water/wastewater servicing and storm water drainage strategies for the area and provide additional improvements where required (based on current M.D. work)

SAL will evaluate existing water, wastewater and stormwater servicing strategies in order to identify areas which may require improvements in order to accommodate current and future development, as well as to establish a basis for the preparation of a general water, wastewater, and stormwater servicing strategy for the ASP plan area. It is understood, based upon information provided by the M.D. of Greenview No. 16, that the overall serciving configuration for the area has been established and that servicing studies completed by the Environmental Services Department at the M.D. of Greenview No. 16 will be made available for SAL's review.

4.2.9 Citizens' Panel Meeting #1

The first Citizens' Panel Meeting will welcome members to the panel, discuss expectations, and review tentative future meeting dates. If participants felt the "Doodle" tool was effective, future meetings will also be scheduled this way. We are recommending that the Citizen Panel convene at the Grovedale M.D. office for cost effectiveness. At this inaugural meeting, panel members will learn about the role of the Grovedale ASP, the reason for initiating a re-write, objectives of the project, current issues, and an outlined process and schedule for this project. In preparation for discussion and to use our time as effectively as possible, we would like to distribute the current Grovedale ASP to panel members for their review prior to this meeting, so that they can arrive with comments and a familiarity of the document. Panel members will be encouraged to highlight any concerns they or their friends, family, and colleagues may have with the current ASP. A S.W.O.T. analysis (strengths, weaknesses, opportunities and threats) with panel members will help focus discussion and assist in identifying development concepts.

We will also share a short presentation on our findings from the site and data analysis and background information stages. Panel members will then be invited to work in groups to map areas of importance and concern, as well as areas of opportunity. Discussion will be focused around the inventory of land suitable for commercial, industrial, recreational or residential uses, listed as an objective for the Grovedale ASP. We aim to create a setting that promotes discussion and collaboration within the group, that facilitates knowledge exchange, and that allows group members to approach issues from a variety of perspectives.

4.2.10 Draft Development Concepts

At this stage, SAL expects to have a firm understanding of the Municipal District and plan requirements, as well as the input from the open house, online survey, and citizen panel meetings that is representative of stakeholder interests. Our SAL team will work together to generate alternative development concepts and associated high level policy directions for each alternative development concept.

We will utilize the information collected from previous meetings with administration, the Citizens' Panel, and the public at the Open House and through the online survey to help form the development concepts and associated policy directions. Each alternative development concept will undergo an additional analysis by the engineering group working on the project, in order to ensure that the proposed water, wastewater, and stormwater concepts are functional and cost effective.

It is our intention that the preliminary plan directly reflect the objectives as specified in the Grovedale ASP Terms of Reference (page 3), also listed in Section 3.1 of this document. At this stage is is important to consider the first objective:

Produce a planning and development policy framework that aligns with Council's Strategic Plan

The draft development concepts will be verified against Council's Strategic Plan (examined in the background research stage) to ensure that the proposed concepts align with Council's strategic goals.

A draft template for the new ASP will outline the various components of the updated plan and how they will be pieced together. This will establish a clear policy framework that can then be examined by the Citizens' Panel.

4.2.11 Citizens' Panel Meeting #2

In preparation for the second Citizens' Panel meeting, we will circulate draft development concepts to panel members in advance for review. During the meeting, we will discuss how the development concepts reflect the objectives of the ASP, as well as responding to opportunities, constraints, and concerns raised during the first panel meeting. Panel members will assist in verifying the development concepts and associated policy recommendations. The feedback collected will be compiled for reference during the drafting process.

4.2.12 Open House #2

At this point, an open house will provide an avenue to share the development concepts with the public. We envision a hands on workshop in order to obtain input from the public related to:

- The preferred development concept
- Suggested policy directions
- The mixture and proportion of proposed land uses
- Preferred forms of development
- Urban design considerations
- Public/Park space

No formal presentation is necessary, but available project team staff will meet with groups of the public to present the development concepts, proposed policy direction, and background findings on a "one-on-one" basis. Alternative methods of interacting with the public such as facilitated discussion groups, round table discussion, etc., may also be considered, and will be discussed with administration in further detail. Attendees will also be provided with a feedback sheet should they wish to provide feedback after the event. We will also update and re-launch the online survey to gather feedback from those who are unable to attend the Open House.

4.2.13 Draft policy recommendations

Feedback from the Open House, online survey, and Citizens' Panel Meetings as well as findings from the background studies and site and data analysis will be compiled, reviewed, and summarized to inform the chosen development concept and associated policy recommendations that will guide the drafting of the ASP. The draft development concept and policy recommendations will be complete at this stage.

4.2.14 Concept Finalization

Recommendations from the community engagement process, coupled with already existing background information, provides the basis for our team to finalize the development concept and make any adjustments as necessary.

4.2.15 Citizens' Panel Meeting #3

The third Citizens' Panel Meeting will allow panel members to review the draft development concept and policy recommendations and provide their feedback. Although a copy of the draft will be provided prior to the meeting for review, SAL team members will discuss the recommendations in detail at this time to ensure panel members understand how their comments are being reflected, and that the draft ASP will provide further detail than is included in the recommendations. Any outstanding questions, comments, or concerns will be addressed at this time.

4.2.16 Administration Review

SAL will update Administration on the progress of the project at this time. We will summarize our findings from the background research, input from the Open House, online survey, and Citizens' Panel, in support of the development concept and policy recommendations. Administration will have an opportunity to provide feedback at this time. As well, next steps will be discussed.

4.2.17 Draft ASP Policy Document Preparation

With a final development concept and policy direction informed by the Citizens Panel, and confirmed by Administration and SAL staff, a draft of the new ASP can be prepared at this time. The draft should align with Council's Strategic Plan; describe the manner in which land may be developed; identify local development opportunities and constraints;
update the inventory of lands suitable for commercial, industrial, recreational or residential uses; identify potential access road improvements in the plan area (including the phasing and financing for these improvements) that have yet to be identified (based on current M.D. work); identify water/wastewater servicing and storm water drainage strategies for the area and identify additional improvements where required (based on current M.D. work); and meet community goals and objectives as expressed through the extensive public consultation process. It is our intention that the draft ASP presents one cohesive vision for the plan area, while providing for flexibility at future planning stages.

4.2.18 Citizens' Panel Meeting #4

The draft ASP will be circulated prior to the Citizens' Panel meeting. Panel members will be encouraged to compose their comments prior to the meeting, so that the focus of discussion can be on their comments, where SAL team members can respond and note any concerns. This is the final Citizens Panel meeting. Attendees will be thanked for their time and invited to stay in touch (for example, by attending Council meetings) as the process moves forward through the adoption process.

4.2.19 Administration Review of Draft ASP

At this stage, Administration will review the Draft ASP. We expect that all comments and concerns are brought forward at this time. We will work with Administration to refine the ASP to their satisfaction.

4.2.20 Information Session/ Public review of draft ASP

Upon completion of the Administrative review and associated revisions, a news release will be prepared to highlight key aspects of the draft ASP and to announce that a public meeting will be held to review the draft ASP.

An information session will be held to encourage public review of the draft ASP. Members of the general public, relevant Government agencies and neighbouring municipalities will be invited to comment on the draft ASP, at the information session and through an online survey if this method had received a positive response throughout the process.

By asking for comments at this stage, we hope to address any significant concerns prior to formal submission of the document to the M.D. By doing so, we hope to minimize any issues presented at the Public Hearing.

Additionally, it is understood that administration will provide an extensive summary of the draft ASP in the Greenview Newsletter. The draft ASP will also be posted on the Municipal District's website and copies will be made available at Municipal District offices for review.

4.2.21 Draft ASP Revisions

Any necessary revisions based on public feedback will be made at this time, in consultation with the M.D. Project Manager.

4.2.22 Draft ASP Submission

The submission of the finalized draft ASP would be made to M.D. of Greenview Administration. Any requested changes will be made by SAL in order to ensure that the ASP is in a position to be formally adopted by Council.

4.2.23 ASP Adoption Process

First Reading

We will present the document for a First Reading at Council, going through the document in detail and addressing comments and questions as necessary. A Power Point presentation will be prepared, highlighting the process with the project and the key points of the plan.

Public Hearing

The Public Hearing will provide a final opportunity for public stakeholders to voice their opinions on the Grovedale ASP. The public hearing will be advertised in the Greenview Newsletter and other local newspapers. Copies of the draft ASP will be posted on the Municipal District's website. Notice of the hearing will also be sent to referral agencies, area residents and other stakeholders. The public, government agencies and other stakeholders will have the opportunity to comment on the draft ASP at the public hearing.

Second and Third Reading

SAL will provide recommended amendments to the ASP (if any), resulting from the public hearing process for consideration by Council, as they consider the second and third reading of the ASP.

Council will consider second and third readings of the Bylaw to adopt the draft Grovedale ASP, subject to any amendments as may be directed by Council based on the submissions received.

Our team will be available to support administration during the formal ASP adoption process, advising on the process, taking notes and compiling comments, making revisions, sending recommendations back to administration for consideration, and presenting to Council as necessary.

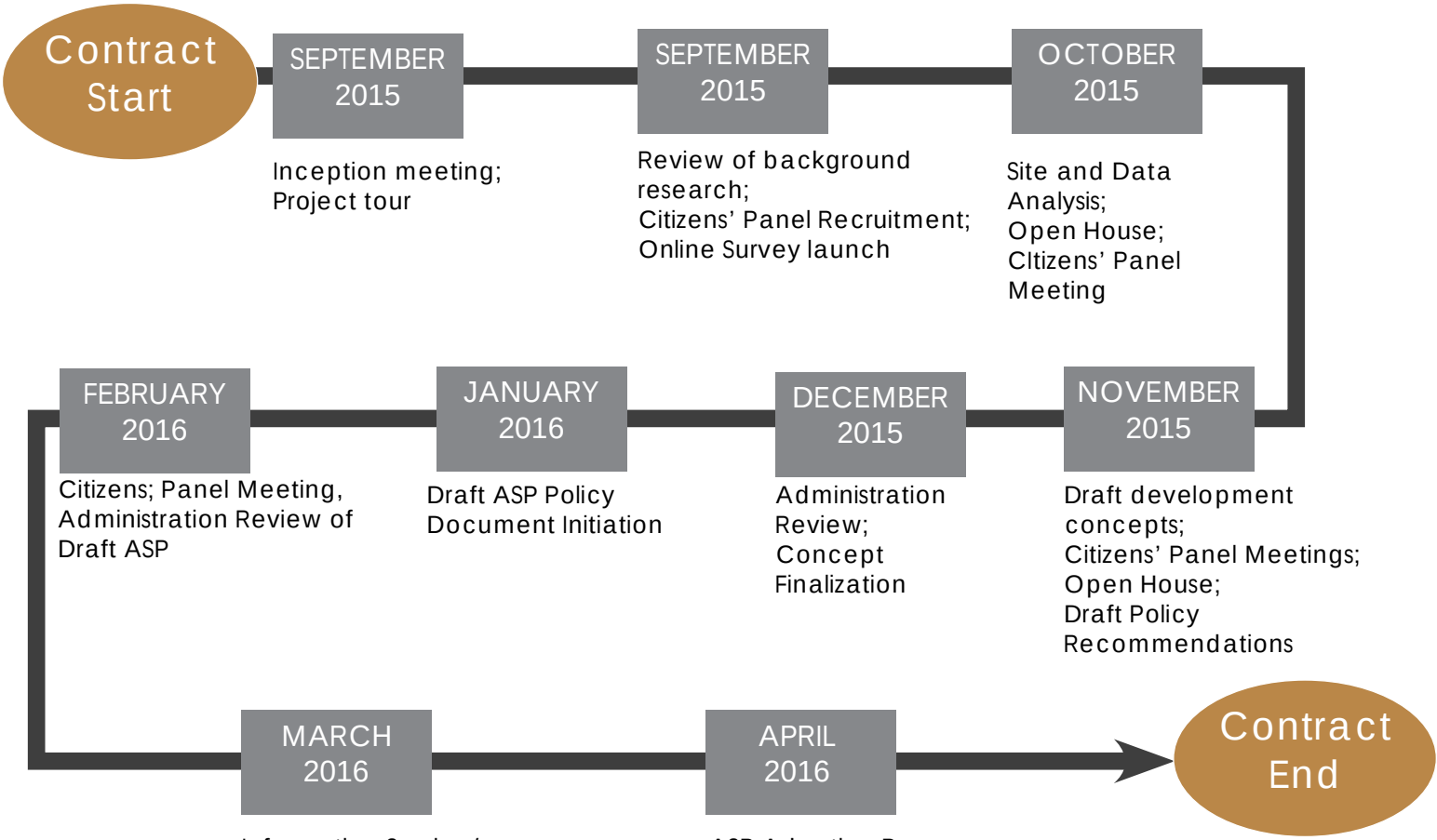
4.2.24 Final ASP Document

The final document will be presented to the M.D. of Greenview, marking the completion of this project. Once the ASP is adopted, we will provide several copies of the final ASP document, including:

- 4 bound copies
- 1 digital copy in Microsoft Word
- 1 digital copy as a PDF

5. PROJECT SCHEDULE

The proposed project schedule is outlined according to the project schedule recommended in the M.D. of Greenview Land Use Bylaw Terms of Reference (page 6). The schedule outlined in the Grovedale ASP Request for Proposal assumes that an initial meeting commences in August 2015. We anticipate that the project schedule may change due to the timing of proposal submission, and have scheduled the inception meeting for the beginning of September to accommodate this. As well, we are cognizant of holiday schedules, fall harvest, and spring planting, and the difficulty in organizing community members for the proposed Citizen Panel Meetings during these seasons. SAL is prepared to modify this schedule as needed. A detailed schedule is attached as Appendix C.



6. PROJECT MANAGEMENT SERVICES

Our project team will operate as one of several partners involved in this process, including the M.D. of Greenview Project Manager, Citizens Panel, M.D. of Greenview Council and Administration, community organizations and ratepayers. An important part of such a project is ongoing management and co-ordination to ensure overall direction and control. Delivering successful ASP reviews requires effective project management in addition to technical expertise. Other administrative aspects of project management are addressed later in this proposal and/or will be set out specifically in contractual agreements entered into by the parties.

6.1 | COST AND SCHEDULE CONTROLS

SAL uses a project management system which assists with cost and schedule controls. SAL's project manager will monitor project progress, hours and billings on a weekly basis in order to ensure that we are meeting the project schedule and remaining on budget. SAL staff will meet briefly on a weekly basis in order to gauge progress and discuss workload in order to ensure that we remain on schedule.

6.2 | REPORTING SYSTEMS

SAL will assume responsibility for achieving the project timeline, controlling costs and ensuring the quality of work completed by our team. We will report regularly to the M.D.'s Project Manager and anticipate that the M.D. Project Manager will maintain a high level of involvement and understanding throughout the project on day-to-day scheduling, budget and invoicing, and information exchange. To meet these expectations, we will establish regular contact between our Project Manager Luis Esteves and the M.D. Project Manager.

We anticipate that the M.D. Project Manager will make the determination of which M.D. staff members will become involved in this project as we anticipate that M.D. staff will be involved throughout this process, to varying degrees of engagement.

For Citizens Panel Meetings, we will prepare required material in advance, and where appropriate, supply them prior to meetings in anticipation of review. We will produce meeting minutes and distribute them to participants no later than seven days after each meeting to provide record, reference and accountability. We will ensure regular contact with the Citizens Panel to ensure consistency in direction and to best manage the scope of work.

6.3 | ADMINISTRATIVE SERVICES

Administrative services will be provided in support of SAL staff and SAL project related activities. Services are limited to document reproduction in support of the project, and project billing and invoicing. Costs associated with these services are incorporated into our professional staff's billing rates.

7. REFERENCES

We have worked with the below individuals on similar projects. The references below may be contacted to discuss our performance and level of service we provided during the respective projects.

Brazeau County Issue Resolution for Land Use Bylaw and Municipal Development Plan
Benjamin Misener, Planning and Development Coordinator
Brazeau County
Box 77 – 7401 Twp. Rd. 494
Drayton Valley, AB T7A 1R1
Phone: (780) 542-2667
Email: BMisener@brazeau.ab.ca

Municipal Development Plan and Land Use Bylaw
David Blades, Director of Planning and Economic Development Services
Wetaskiwin County
Box 6960
Wetaskiwin, AB T9A 2G5
Phone: (780) 361-6235
Email: dblades@County.wetaskiwin.ab.ca

The Uplands and The Estates of Long Bay Area Structure Plans
W.J.G (Bill) Johnson, P. Eng. – Development Manager
WC Johnson Consulting Ltd.
5805-58 Street
Olds AB T4H 1K2
Phone: (403)507-3441 (work)
Email: bill@wcjohnstonconsulting.com

Northwest Urban Expansion Area Sector Plan, Swift Current
Michael Ruus, Manager of Development
City of Swift Current
177 1st Ave NE
Swift Current, Saskatchewan S9H 2B1
Phone: (306)778-1650
Cell: (306)741-9832
Email: m.ruus@swiftcurrent .ca

Northside Area Structure Plan, Redcliff, AB
Arlos Crofts, Municipal Manager
Municipal Manager, Town of Redcliff
Phone: 403-548-3618
Email: arlosc@redcliff.ca

8. CORPORATE DISCLOSURE

8.1 | WORKERS COMPENSATION

A copy of our clearance from the Worker's Compensation Board of Alberta is contained in Appendix D.

8.2 | CORPORATE INSURANCE

A copy of our corporate insurance coverage is contained in Appendix D

8.3 | CONFLICT OF INTEREST

We are not aware of any perceived or actual conflicts of interest that we may have in undertaking this project.

9.0 FEE PROPOSAL

We have provided fees that reflect the project's expected scope and schedule as set out in this Request for Tender. The scope and complexity of this work is dependent on details to be finalized during the initial meeting.

Our estimated fee to complete the Grovedale ASP is **$96,920.00** (excluding GST and including disbursements). The fee schedule is enclosed as Appendix E. We wish to reserve the option of redirecting our budget resources as the needs of the needs of the project dictate in order to ensure its success.

We will keep you apprised of our progress, invoicing, and any required budget adjustments. We will not undertake work that would result in an increase in our total budget without explaining the need for the adjustment and obtaining your approval.

SAL normally bills on an hourly basis every month. SAL invoices disbursements at cost plus a 5% Administration fee and charges $0.60/km for automobile costs. Our expenses are included in the fee estimate above but are charged based on actual costs incurred, which may vary from our estimate. However, the estimate includes staff charges for travel time. Our disbursement fee estimates include automobile cost, material costs, document production costs, and staff meals.

Our fees do not include the cost of advertising, notification, venue, or any other costs of sponsoring public meetings. GST will be added to our fees and disbursements.

10.0 CLOSURE

With our rural experience, ASP record of accomplishment, and personal passions for public engagement, we can deliver a comprehensive ASP that reflects Grovedale's current needs and projection for the future. This proposal outlines our qualifications and the approach we will take to complete the project. Details of the schedule, work, and consultation programs may be refined at the start-up meetings. The remainder of the proposal remains flexible and we would be happy at any time during the course of the project to discuss variations and refinements in the context of the initial scope and estimated cost of the work. SAL hopes that the information provided here is sufficient and we look forward to discussing our proposal further.

Your signature below will serve as our formal authorization to proceed based on this proposal. Should you find this proposal acceptable, please return a signed copy of this letter to our Edmonton office.

I/We authorize Scheffer Andrew Ltd. to proceed with the work as described above.

Client: _____

Client Address: _____

Authorized Signature: _____

Name: _____

APPENDIX A
PROJECT PROFILES

P R O J E C T S U M M A R Y

Brazeau County

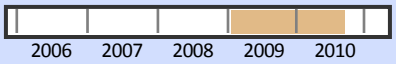
Stats:

LOCATION:
Central Alberta

CLIENT:
Brazeau County.

CLIENT REPRESENTATIVE:
Melissa Groening
Director of Planning and Development
Ph. (780) 542-7777
Email: MGroening@brazeau.ab.ca

PROJECT TIMELINE:



OUR ROLE:
Planning Services

KEY PERSONNEL:
John Andrew, RPP, PPS, MCIP
Senior Planner
Brad MacDonald – M. Plan, Planner

PROJECT TYPE:

Municipal Development Plan & Three Area Structure Plans

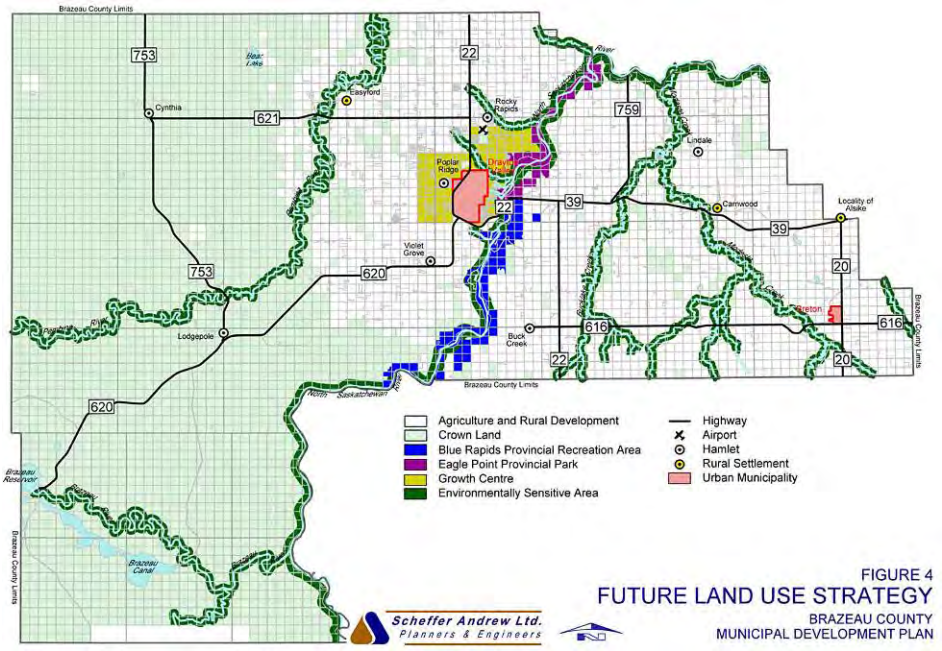


FIGURE 4
FUTURE LAND USE STRATEGY
BRAZEAU COUNTY
MUNICIPAL DEVELOPMENT PLAN

PROJECT DESCRIPTION:

The growth pressure facing the Brazeau County required that the County review its Municipal Development Plan and develop three Area Structure Plans so that the County, as a rural municipality, will be able to accommodate the growth pressures and provide appropriate guidance for development of residential areas, commercial and industrial activity, recreational opportunities, major transportation networks, and municipal services within the County.

SERVICES WE PROVIDED:

Scheffer Andrew Ltd. provided all required planning services to review/update this Municipal Development Plan and prepare three Area Structure Plans. We completed all background research, contacted relevant departments and agencies and held a public open house for the community to learn about the project and provide their input.

An intermunicipal coordination and notification was a key element during the process of completing all four of these plans.

P R O J E C T S U M M A R Y

County of Wetaskiwin

Stats:

LOCATION:
Central Alberta

CLIENT:
County of Wetaskiwin

CLIENT REPRESENTATIVE:
David Blades, Director of Planning & Economic Development
Phone: (780) 361-6235
Email:
dblades@county.wetaskiwin.ab.ca

PROJECT TIMELINE:

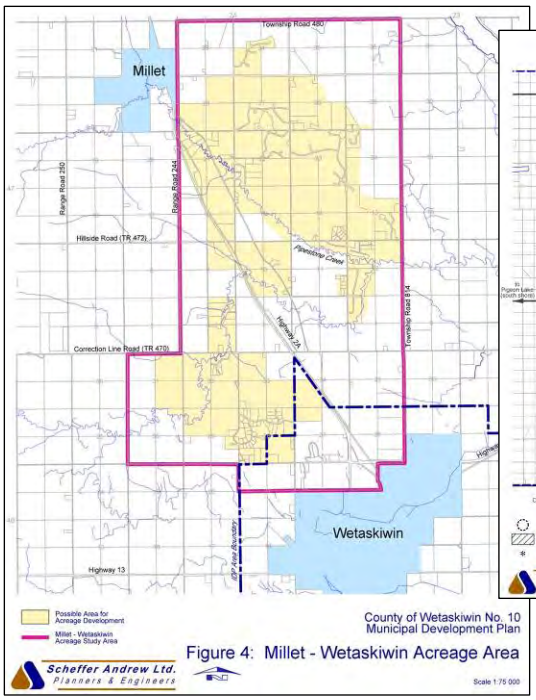
OUR ROLE:
Planning Services

KEY PERSONNEL:
Aime Stewart, RPP, MCIP
Senior Planner

Tomoko Hagio, RPP, MCIP
Planner

PROJECT TYPE:

Municipal Development Plan & Land Use Bylaw



PROJECT DESCRIPTION:

The County was in need of a major review/update of their Municipal Development Plan (MDP), in order to accommodate and reflect new provincial policies and follow its own direction in balancing development pressures on their agricultural land. Scheffer Andrew Ltd. is currently updating/reviewing the County's Land Use Bylaw to reflect this approved MDP (2010).

SERVICES WE PROVIDED:

Scheffer Andrew Ltd. provided all planning services required to complete the MDP. We conducted all required background research, contacted relevant municipal and provincial departments and agencies and completed comprehensive public consultation including meetings and discussions with the County Council, staff and held public open houses for the community at three locations across the County.

The extensive public consultation provided the needed information to prepare MDP and Land Use Bylaw to meet the community's expectation.

PROJECT SUMMARY

The Uplands / The Estates of Long Bay

Stats:

LOCATION:
City of Cold Lake and
M.D. of Bonnyville, AB

CLIENT:
Cold Lake – Samson Limited Partnership

CLIENT REPRESENTATIVE:
W.J.G. (Bill) Johnston
Ph. (403) 507-3441
Email:
bill@wcjohnstonconsulting.com

PROJECT TIMELINE:

2007 2008 2009 2010 2011 2012

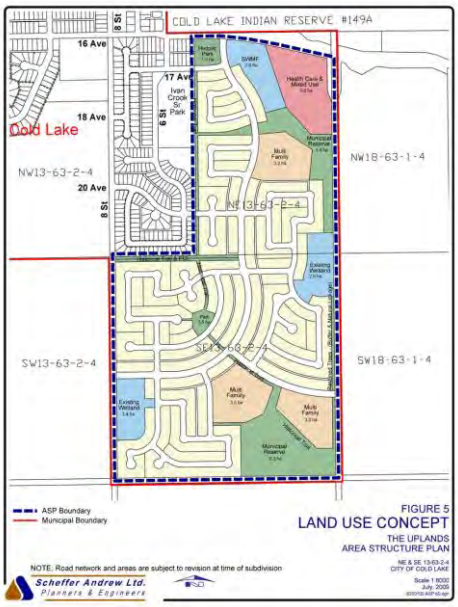
COST:
Consulting Fees = $175,000

OUR ROLE:
Planning and Engineering Services

KEY PERSONNEL:
Michael Gourley – RPP, MCIP
Project Manager
Jason Maurer – P.Eng.
Senior Engineer
Colin Declercq – R.E.T.
Engineering Services

SUB-CONSULTANTS:
Hagstrom Geotechnical Services Ltd. and EBA

PROJECT TYPE: **Area Structure Plans**



PROJECT DESCRIPTION:

This project included the planning and engineering for two neighbouring residential developments in the City of Cold Lake, Alberta and the M.D. of Bonnyville, Alberta. The directive of the Client was to create desirable neighbourhoods which offered pleasing amenities to future residents and visitors alike. The areas encompass approximately 365 hectares (900 acres).

SERVICES WE PROVIDED:

The Uplands Area Structure Plan was prepared, and approved, for the City of Cold Lake lands to allow for the development of single and multi-family housing, neighbourhood commercial and local health services, community trail systems and open space areas. The Uplands area of the City of Cold Lake is located adjacent to the Municipal District of Bonnyville and is in close proximity to the Cold Lake 4 Wing Airport (Department of National Defence).

Immediately east of the Uplands area of Cold Lake is the Estates of Long Bay in the Municipal District of Bonnyville, located along the shores of Cold Lake. The Estates of Long Bay project includes residential and recreational resort lifestyle opportunities for future residents and visitors that compliment the opportunities provided by the Cold Lake Region.

Scheffer Andrew Ltd. has cooperated with representatives from the Department of National Defence, Transport Canada, Alberta Environment, Alberta Sustainable Resource Development, the Municipal District of Bonnyville and the City of Cold Lake to prepare comprehensive development plans for The Uplands Area Structure Plan and for the Estates of Long Bay Area Structure Plan that respect existing airport and national defence regulations, provincial environmental policies, and intermunicipal agreements.

PROJECT SUMMARY

Northside

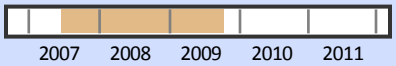
Stats:

LOCATION:
Redcliff, AB

CLIENT:
Town of Redcliff

CLIENT REPRESENTATIVE:
Khalil Minhas, P.Eng – Town Engineer
Phone (403) 548-9266
Email: KhalilM@town.redcliff.ab.ca

PROJECT TIMELINE:



Adopted by Council Oct. 2009

COST:
Consulting fees = $85,000

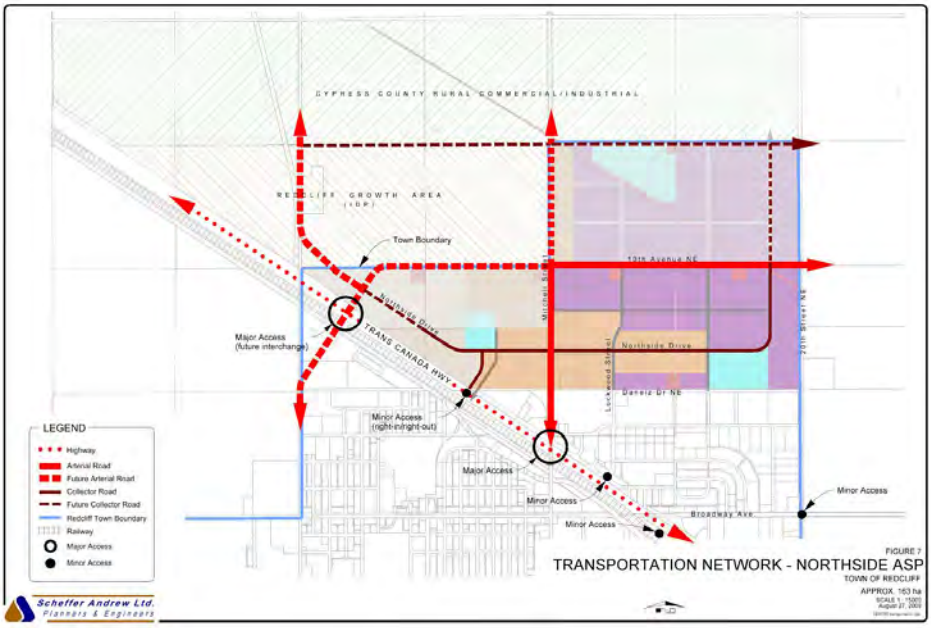
OUR ROLE:
Prime Consultant

KEY PERSONNEL:
Kent Snyder – RPP, PPS, MCIP
James Johansen – P.Eng.
Khalid Mohammed – B.A., M.A.

SUB-CONSULTANTS:
EnviroGeo Testing (Geotechnical investigation & Ph.1 ESA)
AquaTerres (Biophysical assessment & rattlesnake study)

PROJECT TYPE:

Area Structure Plan & Functional Servicing Report



PROJECT DESCRIPTION:

Wishing to expand their commercial and industrial base, the Town of Redcliff retained Scheffer Andrew Ltd. to complete an Area Structure Plan for a 163 hectare commercial/industrial subdivision on the north side of the Trans-Canada highway. The project included three stormwater management facilities and arterial and collector roadways. It integrates well into the existing industrial and commercial development, makes strategic use of the proximity to the highway, and makes provisions for a sustainable community that will feature elements of green design. Considerable effort was made to engage the public through Open Houses.

SERVICES WE PROVIDED:

Scheffer Andrew Ltd. prepared the Area Structure Plan for the Northside development and is in the process of completing the Functional Servicing Report.

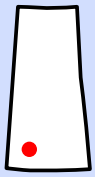
PROJECT SUMMARY

Scheffer Andrew Ltd.
Planners & Engineers

NW Urban Expansion Area Sector Plan

Stats:

LOCATION:
Swift Current, SK



CLIENT:
City of Swift Current

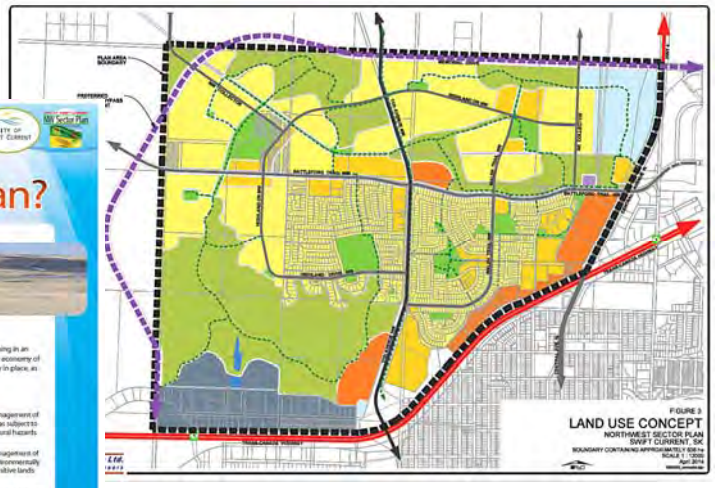
PROJECT TIMELINE:

OUR ROLE:
Prime Consultant

KEY PERSONNEL:
Ben Petch – Planning Manager
Kent Snyder – Lead Planner
Jim Genge – Project Planner
Marty Knutson – CADD, Visuals

SUB-CONSULTANTS:
Urbanics Consultants Ltd.
Tera Environmental Consultants

PROJECT TYPE: **Area Sector Plan**



PROJECT DESCRIPTION:

Scheffer Andrew Ltd. was commissioned as prime consultant to prepare the NW Urban Expansion Area Sector Plan, a high level sector plan to guide growth and development of the City of Swift Current in its northwest extent. The NW Sector Plan provides a framework for future land use distribution, transportation routing and extension of services, development staging, and integration of new development with existing developed areas in the northwest of the City. The Plan is supported by an extensive background report, a Regional Environmental Setting review performed by Tera Environmental Consultants, and a Retail Market Study performed by Urbanics Consultants Ltd. The plan area contains 667 ha of land comprised of well-established residential neighbourhoods and commercial and industrial development, extensive environmentally sensitive lands within six recently annexed quarter sections. Unique and challenging aspects of this project included environmental and land owner constraints, as well as consideration of existing developed areas. The plan has recently been approved by Council.

SERVICES WE PROVIDED:

Our firm conducted all background research, contacted all relevant Municipal and Provincial Departments, and held one open house for residents to provide their input. The Plan preparation itself involved aspects of economic development, general provision of public works, complete streets concepts, preservation of environmentally sensitive lands and lands subject to natural hazards, and the means of implementing the Plan. 07/15

Scheffer Andrew Ltd.
Planners & Engineers

APPENDIX B

PROJECT TEAM RESUMES

LUIS ESTEVES

B. A.

Senior Planner

Luis Esteves has a variety of experience in both the municipal and private sector focusing on land use planning, land use and development approvals, and public consultation. He believes that thoughtful and engaging public and stakeholder consultation is critical to ensuring the long term success of any project.

Luis has been involved in all aspects of the consultation process from leading and facilitating consultation sessions to designing context specific consultation sessions. He has worked with with municipal councils, municipal administration, First Nations, and the public at large.

EDUCATION

Bachelor of Management
University of Lethbridge, Edmonton, AB
2009 - present

Bachelor of Arts (Geography)
McMaster University, Hamilton, On
2004

Diploma, Urban & Regional Planning – GIS Technician
Mohawk College, Hamilton, On
2004

SUPPLEMENTARY EDUCATION

NCI Charette System and NCI Charette Management & Facilitation Certificates
2010

EMPLOYMENT HISTORY

2011 – Present
Scheffer Andrew Ltd., Edmonton
Senior Planner

2009 – 2011
Sturgeon County, Planning & Development Department
Senior Planner

2007 – 2009
Sturgeon County, Planning & Development Department
Planner

2006 – 2007
Town of Slave Lake
Planning & Development Officer

CORE COMPETENCIES

- Land Use & Statutory Planning
- Intermunicipal Planning
- Project Research and Assessment
- Public Consultation

PROJECT EXPERIENCE

Statutory Planning

Area Structure Planning
Role: Senior Planner
Scope: Prepared Area Structure Plans or amendments for the following projects, including coordinating and facilitating open houses when necessary in order to solicit feedback from community:

- Twin Creeks Area Structure Plan (Municipal District of Bonnyville)
- Sturgeon Heights Outline Plan (Sturgeon County)
- Josephburg Road North Industrial Area Structure Plan (City of Ft. Saskatchewan)

Land Use Approvals
Role: Planner/Senior Planner
Scope: Reviewed and assessed multiple applications for changes in land use; ensuring that the municipality's interests were maintained throughout the approval process, while working closely with the development industry to foster a collaborative working relationship. Approvals of note are the communities of Quail Ridge and Sturgeon Heights, both of which have yet to be developed.

Subdivision, Design Plans and Applications

Town of Bon Accord
Role: Planning & Development Officer
Scope: Provide ongoing planning services for the municipality including advising senior staff, Council, and rate payers on planning related matters as well as providing development permit issuance services.

Subdivision Review
Role: Planning & Development Officer
Scope: Processed and reviewed multiple subdivision applications as well as condominium plans, on behalf of a municipality.

Site Planning and Development

Development Review & Approval

Role: Planning & Development Officer

Scope: Processed applications for single and multi-family development as well as various commercial sites, while ensuring that the developments meet with the conditions outlined in their approvals.

Municipal & Community Planning

Saddle Lake Cree Nation Land Use Plan

Role: Senior Planner

Scope: Led the preparation of a community based land use plan, focusing on extensive consultation with Chief and Council and the Nation membership through a variety of active workshops and open houses, ensuring that a voice was given to Youth, Elders, and the general population both within and outside of the Nation's lands.

Town of Bon Accord

Role: Senior Planner

Scope: Led the preparation of a land use strategy by in order to assist the municipality in determining its future growth opportunities. Town Council and Senior Administration were actively engaged during an interactive workshop, which informed the preparation of the land use strategy.

Sturgeon County Municipal Development Plan Revision

Role: Senior Planner

Scope: Was the project lead and a consultation facilitator during the initial stage of the Municipal Development Plan update, which consisted primarily of consultation with Sturgeon County Administration, Council, Residents and a Project Stakeholder Group. Information obtained during these initial consultation sessions, consisting of workshops and open houses assisted in establishing the basis and the direction for the rewrite to the Municipal Development Plan.

Sturgeon Valley ASP Revision (Valley Vision)

Role: Planner/Senior Planner

Scope: Conducted research and gathered background information relevant to the plan area and corresponded with the public and provincial agencies. Became the project lead, interacting with County Administration and Council in order coordinate a direction for the development of the plan. Assisted in facilitating the public consultation components of a week long design charrette process.

Town of Slave Lake Municipal Development Plan and Land Use Bylaw Review

Role: Planning & Development Officer

Scope: Member of advisory group, providing regular feedback to consultants and was primary municipal staff working on the land use bylaw review. The review of land use bylaw, consisted of a detailed assessment (done primarily in house) leading to several changes being made to the document.

Town of Slave Lake Municipal Sustainability Plan

Role: Planning & Development Officer

Scope: Coordinated the advisory committee meetings and provided input into the development of the sustainability plan, in conjunction with other municipal staff and the project consultants.

Rev. 02/15

MICHAEL GOURLEY

B. Environmental Studies., MCIP, RPP

Edmonton Branch Manager / Senior Planner

Mike Gourley, ACP, MCIP has over 35 years of experience working in public sector, private sector, and land planning and development consulting in Western Canada. He is currently working on a number of land development projects in the City of Edmonton, the City of Cold Lake, the City of Grande Prairie, the Municipal District of Bonnyville, the Municipal District of Wood Buffalo and the Edmonton Region. His area of practice includes planning and development services, highest and best use studies, industrial park and site development, and acquisition/disposition services. He has a strong transportation background, with an emphasis on the efficient use of both road and rail transportation in the development of both industrial parks and industrial facilities.

EDUCATION

Masters Program, Regional Planning and Resource Development (first year)
University of Waterloo

Bachelor of Environmental Studies (Honours Degree), School of Urban and Regional Planning
University of Waterloo
1978

SUPPLEMENTARY EDUCATION

City of Edmonton Development courses in:
Project Management
Advanced Project Management
Computer Courses
Team Building
Time Management
Employee Motivation

PROFESSIONAL ASSOCIATIONS

Member, Canadian Institute of Planners

Registered Professional Planner

Past Director, City of Edmonton Management Association (C.E.M.A.)

Member, Urban Development Institute, Edmonton Chapter (UDI)

Past Member, UDI Commercial Committee

Past Member, Alberta Chamber of Resources

CORE COMPETENCIES

- Urban Land and Municipal Infrastructure
- Project Management
- Project Control and Budgeting
- Land Use Planning
- Negotiations
- Risk Management

PROJECT EXPERIENCE

Statutory Planning

Area Structure Planning

Role: Prepared Area Structure Plans for the following projects:

- The Uplands (250 acre Residential Development approved by the City of Cold Lake in 2009)
- The Estates of Long Bay (210 acre Lakeside Residential Development approved by the M D of Bonnyville in 2010)
- Sierra Ridge (160 acre Country Residential Development approved by Sturgeon County in 2009)
- West Tofield (220 acre Industrial Development proposed for the Town of Tofield)
- Wabamun Industrial (320 acre Industrial Development proposed for the Paul First Nation Reserve)

Residential

Community of Mill Woods

Role: Project Manager

Scope: Mill Woods is the largest municipally sponsored land assembly in North America. Covering nine (9) square miles, or 6,000 acres, Mill Woods has a current population of 86,000 and will accommodate approximately 95,000 people when fully developed.

Subdivision, Design Plans and Applications

Role: Prepared and presented subdivision and redistricting applications for:

- Mill Woods
- Edmonton's Southeast Industrial Area
- Calder
- Belle Rive

EMPLOYMENT HISTORY

2008 – Present
Scheffer Andrew Ltd., Edmonton
Senior Planner

1998 – 2008
Canadian National Railway
Manager, Business Development & Real Estate

1986 – 1998
City of Edmonton
Director of Land Development and Inventory Section

1980 – 1986
City of Edmonton, Real Estate and Supply Services Department, Land Development and Analysis Section
Project Planner

1979 – 1980
IBI Group Ltd.
Project Planner

INSTRUCTION

1988 – 1991
Urban Geography classes, 4th year
University of Alberta, and the Land Planning and Development portion of the Real Estate Certificate Program
Guest Lecturer

Real Estate Feasibility Analysis, Faculty of Extension, University of Alberta
Past Instructor

- Sturgeon County
- Strathcona County
- Edson
- Hinton
- Jasper
- Grande Prairie
- Calgary
- Red Deer
- Hay River NWT

Site Planning and Development

Role: Project Manager for numerous residential, industrial and commercial projects, including:

- Industrial Park and Site Development
- Residential subdivision design
- Commercial and Mixed Use Projects
- Land Planning and Development Advice

Realty Services

Role: Project Manager

- Acquisition and Disposition of Lands and Buildings
- Highest and Best Use Studies
- Procurement and Development Advisory Services

Rev. 12/14

Scheffer Andrew Ltd.
Planners & Engineers

EDUCATION

Master of Planning
University of Calgary
2015

Bachelor of Journalism
Thompson Rivers University
2013

EMPLOYMENT HISTORY

2015 – Present
Scheffer Andrew Ltd., Edmonton
Project Planner

2015
City Spaces, Calgary
Public Engagement Intern

2014
Regional Municipality of Wood Buffalo, Fort McMurray
Planning Student

LAUREN GAGATEK

Master of Planning
Project Planner

Lauren is a recent graduate of a Master's of Planning degree from the University of Calgary. She has previous experience as a planner in the public sector, as well as previous experience as a public engagement facilitator. Lauren has a very strong understanding of design-based planning, graphic representation of information and interactive techniques that engage the public through hands on exercises. Throughout her education and work experience, Lauren has developed a strong ability to research, compile and represent data and information in creative and easily understood ways. Her responsibilities include research support, policy preparation, report/plan writing and facilitating public consultations.

CORE COMPETENCIES

- Development Approvals
- Project Research and Data Analysis
- Area Structure and Area Redevelopment Plans
- Community Involvement and Public Consultation
- Urban Design

PROJECT EXPERIENCE

Bylaw Creation

Sign Bylaw, Fort McMurray AB
Land Use Bylaw, Fort McMurray AB
Role: Planner
Scope: Assisted in policy research, consolidation of city-area bylaws, site applicability studies and related graphics.

Planning Policy

Telecommunication Tower Policy, Fort McMurray AB
Role: Planner
Scope: Assisted in policy research, compilation of information and formulation of recommendations for municipal staff and presentation to council.

Development Approvals

Regional Municipality of Wood Buffalo, Fort McMurray AB
Role: Development Planner/Officer
Scope: Assisted with the review and processing of plans for proposed residential and commercial developments. Coordinated development approvals with planning staff, internal agencies and all applicable stakeholders.

Public Consultation

Green View Commons, Calgary AB
Parkdale Area Redevelopment Plan, Calgary AB
Active Communities Bridgeland Design Initiative, Calgary AB

Role: Public Consultation Facilitator

Scope: Facilitated break-out groups while stimulating discussion with attendees. Assisted in generating informed opinions and commentary in regards to project goals and outcomes. Helped participants articulate ideas and solutions while working towards consensus. Consolidated resident and stakeholder feedback and incorporated information into further reports and presentations. Created engagement materials such as, but not limited to: physical models, poster boards, surveys and comment cards.

Rev. 05/15

GABRIELLE DONOFF

Master of City Planning
Project Planner

Gabrielle is a recent graduate of the Master's of City Planning program at the University of Manitoba. She is also currently working part-time at the University of Alberta School of Public Health as a research assistant, where she is involved in a variety of projects concerning community health and the built environment. Gabrielle has a strong background and interest in research, and the linking of academic research to community projects. With experience in First Nation consultation, Gabrielle has developed an interest in First Nation Land Management and community change under the FNLMA. Gabrielle is also accredited as a LEED Green Associate, and is very interested in gaining experience in the practice of sustainable planning techniques, aspiring to become LEED ND accredited in the future. Gabrielle is a strong researcher, writer, and creative thinker. Her responsibilities include research support, report/plan writing, and assisting with public consultation.

EDUCATION

Master of City Planning
University Manitoba
2014

BSc, Human Ecology
University of Alberta
2012

SUPPLEMENTARY EDUCATION

Sustainable Cities of Northern Europe
University of California Davis
2009

PROFESSIONAL ASSOCIATIONS

LEED Green Associate,
Canadian Green Building Council

Pre-Candidate Member, Canadian Institute of Planners

Subscriber, Alberta Professional Planners Institute

EMPLOYMENT HISTORY

2015 – Present
Scheffer Andrew Ltd., Edmonton
Project Planner

2015 – Present
University of Alberta School of Public Health, Edmonton
Research Assistant

2015
Carrington Communities, Edmonton
Sales Assistant

2012 – 2013
University of Manitoba, Department of City Planning
Student Researcher

CORE COMPETENCIES

- Project Research and Analysis
- Report Writing
- Community Involvement and Public Consultation
- LEED/ Green Building strategies
- Health and Recreation Planning Principles

PROJECT EXPERIENCE

First Nation Consultation

Brokenhead Ojibway Nation, MB
University of Manitoba, Winnipeg MB
Role: Planning Student Researcher
Scope: Organized community feedback towards local bylaw development and compiled information for Brokenhead Ojibway Nation's Comprehensive Community Plan

Planning Policy

Partnership of the Manitoba Capital Region, Winnipeg MB
Role: Planning Intern
Scope: Policy research, compilation, and formulation of recommendations for PMCR executive director's presentation to board members

Public Consultation

Age Friendly Manitoba, Arborg MB
University of Manitoba, Winnipeg MB
Role: Planning Student Researcher
Scope: Conducted community consultation, Sketch Up modeling, and preliminary design work for the Town of Arborg's Age Friendly Manitoba

2012
Strathcona County Department of Recreation, Parks and Culture, Sherwood Park
Recreation Project Consultant

Initiative, presenting preliminary findings to Arborg's Town Council and various stakeholders

2011
Greater Edmonton Foundation: Seniors Housing, Edmonton
Market Researcher

Recreation Consultant

Strathcona County, Sherwood Park AB

Role: Recreation Project Consultant

Scope: Researched innovative and creative alternatives to traditional playground equipment for both indoor and outdoor recreation spaces in Strathcona County. Presented equipment and layout suggestions supported by academic principles of free and unstructured play to decision makers and project coordinators.

Rev. 05/15

Scheffer Andrew Ltd.
Planners & Engineers

EDUCATION

Bachelor of Science
(Honours, Physical Geography)
University of Alberta 1985

SUPPLEMENTARY EDUCATION

Applied Land Use Planning
(Certificate, with Distinction),
University of Alberta 2006

PROFESSIONAL ASSOCIATIONS

Registered Professional Planner

Member, Canadian Institute of Planners

Member, Urban Development Institute, Edmonton Chapter (UDI)

Active Member, Alberta Development Officers Association

EMPLOYMENT HISTORY

2004 – Present
Scheffer Andrew Ltd., Edmonton
Senior Planner

1996 – 2004
Northland Surveys
Planning Coordinator

1992 – 1996
Stewart Engineering Incorporated
Draftsperson

1990 – 1992
Government of Alberta
Cartographic Technologist

1985 – 1990
Queen Elizabeth II Hospital
Planning Assistant & Draftsperson

AIME STEWART

RPP, MCIP

Senior Planner

Aime Stewart has experience in a variety of areas including land use planning, planning approvals, public consultation, and policy development and brings an interdisciplinary background to her projects. Her recent experience includes management and preparation of a detailed urban development area structure plan for more than two square miles in Leduc County. Preparation and approval of two lakeshore area structure plans are currently in process for private developers. The first is a recreational vehicle condo resort on Lake Arnault in Lac Ste. Anne County and the second, in Barrhead County, involves an archaeological site on the property and lakeshore residential development.

CORE COMPETENCIES

- Project Management
- Financial Control and Budgeting
- Land Use Planning
- Statutory Planning
- Negotiations
- Public consultation

PROJECT EXPERIENCE

Statutory Planning

Area Structure Planning
Role: Planner
Scope: Prepared Area Structure Plans or amendments for the following projects or in these municipalities:
- East Vistas Local Area Structure Plan (Leduc County)
- Town of Stony Plain, Parkland County, City of Edmonton, City of Leduc, Lac. Ste. Anne County, Barrhead County, City of Leduc, Town of Redwater, Town of Mayerthorpe,

Town of Onoway
Role: Project Management
Scope: Managed the land use bylaw and municipal development plan review and amendment for the Town of Onoway.

Wetaskiwin County
Role: Project Management
Scope: Managing the preparation of the land use bylaw and municipal development plan review and amendment for County of Wetaskiwin No. 10

Subdivision, Design Plans, Applications

Ongoing Planner for the Town of Bon Accord and Summer Village of South View
Role: Planner and development officer
Scope: Provide planning services for the municipalities including advising council and rate payers on planning questions and providing development permitting services.

Subdivision Processing
Role: Planner
Scope: Subdivision processing for Summer Villages of Birch Cove, Silver Sands, Sunrise Beach, West Cove, Ross Haven and the Town of Bon Accord

Role: Planner
Scope: Prepared and presented subdivision and redistricting applications for all listed areas. Town of Stony Plain, Parkland County, City of Edmonton, City of Leduc, Lac. Ste. Anne County, Barrhead County, Leduc County, Wetaskiwin County, Summer Village of Silver Sands, Village of Mannville

Special Projects

Proposals and Due Diligence Reports

Role: Planner
Scope: Provided proposals and or due diligence reports for land parcels in Parkland County, City of Edmonton, Leduc County, Brazeau County, Town of Redwater, Town of Stony Plain, Rural Municipality of Aberdeen, Drayton Valley, Hardisty, Mayerthorpe and Village of Mannville.

Rev. 11/11

Scheffer Andrew Ltd.
Planners & Engineers

EDUCATION

Bachelor of Environmental Studies – Geography
University of Waterloo, 1975

SUPPLEMENTARY EDUCATION

Policy Development and Analysis, *TEDA*

Certificate/ Management Skills-Parts 1&2

Certificate /Creative Negotiations

Certificate /Human Resources Techniques and Interviewing Skills

Certificate/The New Technical and Business Writing Techniques-Grant McKewan College

Training Courses /National Emergency Measures Organization /Arnprior, Ontario

Training in Windows 8, Microsoft Office Suite 2013 & Internet, and GIS programs

Economic Development and Development of Economic Strategy Programs in Waterloo, Ontario

PROFESSIONAL ASSOCIATIONS

Member, Canadian Institute of Planners

Member, Ontario Professional Planners Institute (OPPI)

EMPLOYMENT HISTORY

Nov 2014 – Present
Scheffer Andrew Ltd, Medicine Hat
Senior *Planner*

January 2014 – October 2014
Self Employed, Peterborough,ON
Planner

2011 – 2013
Town of Golden, BC
Manager of Development Services

2010 – 2011
Self Employed, Pickering, ON
Planner

2008 – 2010
West Central Planning Agency, Wetaskiwin, AB
Manager

GARY SMITH

BES, MCIP, RPP
SENIOR PLANNER

Gary is the Senior Planner in our Medicine Hat branch. He has a comprehensive knowledge of land use planning from his 40 years of municipal and private sector planning work. His experience includes leading municipal planning programs and services including the successful drafting of Official Plans and Zoning Bylaws and bylaw consolidations and amendments across Canada including Saint John, Richmond Hill, Brampton, Rankin Inlet and Golden. His term as a mayor has lent him a keen political insight that is well suited to his planning work.

Gary has experience in public sector management roles, council and board leadership, participation with extensive policy/current planning and economic development initiatives. This includes the undertaking current and policy planning across Canada, representing clients, and engaging the public in a variety of venues.

CORE COMPETENCIES

- Management and supervision of planning programs and staff
- MDP, OP and LUB/Zoning Bylaws in rural and urban planning context
- Client interactions at all levels of government
- Current and policy planning administration
- Collaborative planning approaches
- Leadership and mentoring
- Responsible, sustainable planning frameworks
- Advocacy through negotiation
- Public and stakeholder engagement

EXPERIENCE

Municipal Planning Management

Town of Golden, British Columbia

Managing the Development Services Department consisting of Planning, Building and Bylaw Enforcement. This included

- Drafting and implementation of the new Zoning Bylaw
- Drafting and Designing Official Community Plan Review Process for Council consideration
- Drafting and approval of Development Process Development Procedures Bylaw
- Budget and staffing responsibility.

West Central Planning Agency, Alberta

This agency provides subscription based planning services to its member municipalities. As manager Gary was responsible for:

- Management of the office and responsible to the Board of Directors representing the six municipal owners in matters of planning including Municipal Development Plan and Zoning Bylaws
- Responsible for subdivision administration and undertaking studies or providing comments as required.
- Responsible for all staffing matters including the drafting of budgets for

2007 – 2008
A.D. Williams Engineering,
Red Deer, AB
Manager of Planning Services

2005 – 2007
County of Grande Prairie, AB
Senior Planner

1997 – 2005
Consulting, Richmond Hill, ON
Planner

1988 – 1997
Town of Richmond Hill, Economic Development, Richmond Hill, ON
Special Projects Planner

1988
Delcan Consulting, Toronto, ON
Senior Planner

1987 – 1988
City of Edmonton
Planner

1983 – 1986
Government of Northwest Territories, Rankin Inlet, Fort Smith, NWT
Community Planner

1979 – 1983
Town of Quispamsis, NB
Mayor

1976 – 1979
City of Saint John, NB
Planner

1974 – 1976
Cape Breton Metro Planning Commission, Sydney, NS
Planner

the Agency AGM and other reports to the Board.

Manager of Planning Services, AD Williams Engineering, Alberta
Responsible for planning administration and the development of statutory planning documents, including:

- Development of Innovative Sustainability Programs, area designs for resort community development and other residential and industrial developments throughout the Province.

Senior Planner for the County of Grand Prairie, Alberta

- Planning within the urban and fringe area for Area Structure Plans, Land Use Bylaw
- Amendments, Inter-municipal Development Plan amendments, Development permits and Site Plans for the high volume Industrial/commercial and residential sectors, subdivision applications and approval duties in an exceptionally fast paced office.
- Direct contact with the Councils (City and County), provincial departments and interest groups
- Staff Planning expert for the Planning and Subdivision Appeal Board

Economic Development

Leading award winning program for Richmond Hill, Ontario
While working as Special Projects Planner for the Town of Richmond Hill in Ontario Gary led an award winning economic development program including the budgeting, development of promotional materials and trade show marketing and the response to all economic development based inquiries; liaised with business and government departments and formed a very integral portion of the economic/planning program bringing new business and tax revenue to the municipality.

Key successes included securing new tenants for the main business park, addressing policy issues such as retail uses within industrial parks, amendments to planning documents to support economic development activities, responsibility for

Special Projects

Mayor of Quispamsis, New Brunswick
Achieved the construction of Municipal offices, arena, and sidewalks within a two-year period without a tax increase; contributed to amendments to the Official Plan and Zoning Bylaw which provided the basis for achieving the very high 15% residential growth rate along with attracting five industrial firms providing 125 jobs and a more balanced tax assessment base.

JASON MAURER

P. Eng

Vice President, Operations / Engineering Manager

Jason Maurer is the Engineering Manager in the Edmonton office of Scheffer Andrew Ltd. Jason brings extensive experience in the land development and municipal engineering fields working as a consulting engineer as well as a development manager for a private developer.

EDUCATION

Bachelor of Engineering Degree, Civil
Lakehead University
1995

Civil Engineering Technology Diploma
Northern Alberta Institute of Technology
1993

PROFESSIONAL ASSOCIATIONS

Member, Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA)

AFFILIATIONS

Urban Development Institute (UDI) – Edmonton

EMPLOYMENT HISTORY

2011 – Present
Scheffer Andrew Ltd., Edmonton
Engineering Manager

2005 – 2011
United Communities
Development Manager

2000 – 2005
Stantec Consulting Ltd., Urban Land
Project Manager

1998 – 2000
Stantec Consulting Ltd., Environmental Engineering
Project Engineer

1996 – 1998
Stanley Consulting Group Ltd.
Project Engineer

CORE COMPETENCIES

- Land development and municipal engineering
- Planning, design and construction of residential, commercial and industrial developments
- Evaluation and upgrading of existing infrastructure for both municipal and industrial projects

PROJECT EXPERIENCE

Land Development

Charlesworth, Stages 1, 2, 5, 6, 7, 8, 9, 10, 12, 13, Edmonton, Alberta (2005 – 2010)
Role: Development Manager
Scope: 64 ha residential development including SWMF, offsite sanitary lift station, offsite storm trunk, Offsite improvement to 66 Street from Ellerslie Road to Anthony Henday Drive.

Montalet, Stages 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, Beaumont, Alberta (2005 – 2010)
Role: Development Manager
Scope: 64 ha residential and commercial development.

Dansereau Meadows, Outline Plan, Stages 1, 8A Beaumont, Alberta (2007 – 2010)
Role: Development Manager
Scope: 64 ha residential development.

Callaghan, Stages 7, Edmonton, Alberta (2007)
Role: Development Manager
Scope: 30 lot residential development.

Allard Stages 2A, 2B, Edmonton, Alberta (2009 – 2010)
Role: Development Manager
Scope: 35 ha residential development including onsite storm water management facility, outfall to Blackmud Creek and upgrading of 30 Avenue SW from 111 Street to 127 Street.

Tuscany Hills, Stage 1, Sturgeon County, Alberta (2007 – 2008)
Role: Development Manager
Scope: 30 ha residential development.

South Edmonton Common, Stages 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, Edmonton, Alberta
(2000 – 2005)
Role: Project Engineer / Project Manager
Scope: 64 ha commercial development including onsite SWM, Rail underpass, storm lift station, sanitary pump station.

Miller, Various Stages, Edmonton, Alberta (2000 – 2003)
Role: Project Engineer / Project Manager
Scope: residential development

Foxhaven, Various Stages, Sherwood Park, Alberta (2000 – 2003)
Role: Project Engineer / Project Manager
Scope: residential development

Municipal Infrastructure

EPCOR E. L. Smith Water Treatment Plant Upgrade (2000)
Role: Project Manager
Scope: Upgrades to electrical and control system in preparation for year 2000.

EPCOR Rossdale Water Treatment Plant Upgrade (1998 – 2000)
Role: Design Engineer
Scope: Design and construction of upgrades to low lift pump station and reservoir.

Devon Water Treatment Plant Upgrade (1998 – 1999)
Role: Project Manager / Design Engineer
Scope: Design and construction of the addition of a second clarifier.

Cloverdale Sanitary Pump Station, Forcemain and Gravity Trunk, Surrey, British Columbia (1997)
Role: Field Engineer
Scope: Construction of 400 L/s pump station, forcemain and gravity trunk.

Surrey 1996 Water and Sewer Upgrades, Surrey, British Columbia(1996)
Role: Field Engineer
Scope: Replacement and upgrading of exiting water and sewer mains and services in existing residential neighbourhoods.

NEAL OSADUIK

P. Eng

Project Engineer

Neal is a Project Engineer at Scheffer Andrew Ltd. and is deeply involved in all aspects of subdivision development from initial preliminary engineering studies to post construction services. Neal became a member of Scheffer Andrew Ltd. in 2009, after graduating from the Faculty of Civil Engineering at the University of Alberta. Initially hired as a Junior Engineer he now acts as a Project Engineer and has been involved in the successful design and/or construction of over two dozen subdivisions and roadways consisting of a combined total of over 700 residential lots as well as collector/arterial roads, multifamily sites, commercial sites, and storm water management facilities.

EDUCATION

B. Sc. (Civil Engineering)
University of Alberta, Edmonton
2009

High School Diploma
Queen Elizabeth High School
1999

EMPLOYMENT HISTORY

2013 – Present
Scheffer Andrew Ltd., Edmonton
Project Engineer

2009 – 2013
Scheffer Andrew Ltd., Edmonton
Junior Engineer

2008 – 2009
Scheffer Andrew Ltd.
Contract Coordinator Assistant

2007 – 2008
Lafarge – Concrete Pipe Plant, Edmonton
Quality Assurance / Estimator

2003 – 2007
Precision Drilling, Edmonton
Stud Roughneck

2002 – 2003
Lafrentz Road Marking, Edmonton
Labourer

CORE COMPETENCIES

- Project design for subdivisions
- Construction Coordination
- Hydraulic Network Analysis
- Storm and Sanitary Systems Analysis
- Estimating, Contract Creation

DESIGN AND CONSTRUCTION

Subdivisions and multi-family sites

Selected projects listed below may include some or all of the following elements:

- Preliminary/detailed design for earthworks, deep utilities, and surface works; cost estimating and tracking; tender and contract creation; liaising with municipal, provincial and federal approving authorities as well as sub- and associate-consultants, contractors, clients, and the general public; construction coordination; progress payment review/approvals; budget monitoring; and post construction services.

Selected Project List

Subdivisions and multi-family sites

- *Kirkness Stage 11C* (Edmonton, 2010) – 48 Residential Lot subdivision
- *Hollick Kenyon Multifamily Site* (Edmonton, 2010) – Multifamily site – 14 units
- *Baranow Medina Condo Site* (Edmonton, 2009) – Multifamily site – 9 units
- *109 Street Apartment MIA* (Edmonton, 2009) – Alley improvement
- *Albany Stages 2, 3, 4, 5A, & 5B* (Edmonton, 2010 – 2012) – Combined total of 230 Residential lot subdivision , 5 Multifamily Sites, 1 SWMF
- *Carlton Stages 14, 21, 22, 23, 24 & 139 Street* (Edmonton, 2010 – 2012) – Combined a total of 162 Residential lots
- *Silver Woods Stage 1A* (County of Wetaskiwin, 2012) – 10 Lot Subdivision
- *Hollick Kenyon 10D* (Edmonton, 2012) – 6 Lot subdivision
- *Hudson Stages 16A & 16B* (Edmonton, 2012) – Combined a total of 168 residential lots, and 1 SWMF
- *Green Hennessey (Sturgeon County, 2014)* – 59 country residential –estates and a health and wellness center

Roadway Design and Construction (New construction and rehabilitation)

- *Albany Way* (Edmonton, 2010 – 2012) – Collector road within the Albany Neighbourhood. Evaluated site distances, design speeds, turning radii, and bus stop distances to establish a functional road alignment. Roadway was adjacent to a natural wetland which involved the unique challenge of collecting all minor/major storm runoff as overland flow and ensuring water quality treatment prior to discharging to wetland.
- *Carlton 139 Street* (Edmonton, 2010 – 2012) – Section of 139 Street between 162 & 164 Avenues.
- *Hudson Road* – Portion of Hudson Road between 136 Street & 142 Avenue.
- *167 Avenue* – Portion of 167 Avenue between 127 & 142 Streets. Contributed to portions of storm design, construction, and cost sharing.
- *City of Cold Lake – 2014 road rehabilitation program* – evaluated several roadways with structural and drainage issues to establish cost effective solutions to repair roadways.

ENGINEERING STUDIES

- *Palisades Neighbourhood* (Edmonton, 2010) – Hydraulic Network Analysis at NDR level for 130ha consisting of low and medium density residential, institutional, and commercial lots
- *Gorman Neighbourhood* (Edmonton, 2011) – Hydraulic Network Analysis at ASP level for 246ha consisting of low, medium, and high density residential, institutional, and commercial lots
- *Sturgeon Heights* (Sturgeon County, 2012) – Preliminary engineering of 81ha consisting of approximately 227 County Estates lots and two SWMF's.
- *Green Hennessey (Sturgeon County, 2014)* – Stormwater Management Report for 26.8 ha subdivision consisting of 59 country residential –estates, a health and wellness center, and a SWMF.

Rev. 03/15

APPENDIX C

WORK PLAN

Grovedale ASP Work Plan

Stage	September 1 2 3 4	October 1 2 3 4	November 1 2 3 4	December 1 2 3 4	January 1 2 3 4	February 1 2 3 4	March 1 2 3 4	April 1 2 3 4	May 1 2 3 4
Inception Meeting (Telephone/Video Conference)									
Review of Background Research and Supporting Studies									
Project Plan/Schedule Final Submission									
Meeting with Administration and Project Tour									
Citizens Panel: Advertisement and Recruitment									
Open House #1 Issue Identification									
Online Survey									
Site and Data Analysis									
Citizens Panel Meeting #1									
Draft Development Concepts									
Citizens Panel Meeting #2									
Open House #2									
Draft Policy Recommendations									
Concept Finalization									
Citizens' Panel Meeting #3									
Administration Review									
Draft ASP Policy Document Initiation									
Citizens' Panel Meeting #4									
Administration Review of Draft ASP									
Information Session/ Public Review of Draft ASP									
Draft ASP Revisions									
Draft ASP Submission									
First Reading									
Public Hearing									
Revisions to Draft LUB									
Second and Third Reading									
Final Submission - Land Use Bylaw									

Scheffer Andrew Ltd.
Planners & Engineers

SAL Work Progress

Citizens Panel/Consultation

Administration Involvement

Council Meeting

APPENDIX D

CORPORATE DISCLOSURE

Workers' Compensation Board

Customer Service

Alberta

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

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

August 5, 2015

Reference Number: 3339382

MUNICIPAL DISTRICT OF GREENVIEW #16
PO BOX 1079
VALLEYVIEW AB T0H 3N0

Dear Sir or Madam:

Re: SCHEFFER ANDREW LTD.
12204 145 ST NW
EDMONTON AB T5L 4V7

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

account	trade names(s)/industry	effective date	coverage
4279328	ENGINEERING CONSULTING	Nov 01, 1999	worker coverage personal coverage for: MARINUS SCHEFFER PATRICK D HALLONQUIST

Please accept this letter as a clearance for this subcontractor under Section 126 of the Workers' Compensation Act, for work completed between the effective date of the account and the date of this letter, for the industry(ies) listed. If the subcontractor's account is closed, the clearance is effective for work done up to the close date. If work has not yet begun, obtain a clearance prior to releasing final payment. Any holdback on this account may be released for contracts completed, or for work completed up to the date of this letter.

Section 126 states that you have a responsibility to ensure your subcontractors' accounts are in good standing. To ensure this clearance has been issued for the correct subcontractor, please verify the subcontractor's address and industry information listed above.

Personal coverage is in effect for any business owner(s) listed. Please note: some business owners may have opted out of personal coverage and therefore will not appear. Please refer to our website for more information on personal coverage.

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

Any alteration of this document is strictly prohibited and subject to a penalty up to $5,000 on the first offense. Each subsequent offense will result in an increase in the penalty amount by $5,000, up to a maximum $25,000 per offense.

Yours truly,

eBusiness Support Team (8276533)

Quadrant Insurance Services

TEL: (403) 254-1021 • 1-800-837-8521 • FAX: 254-1009
230 - 251 MIDPARK BLVD. S.E., • CALGARY, ALBERTA T2X 1S3

CERTIFICATE OF INSURANCE

To: **TO WHOM IT MAY CONCERN**

This is to certify that *Insurance as described hereunder has been arranged for the Insured named herein on whose behalf this Certificate is executed and we hereby certify that such Insurances are in full force and effect. This Certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability upon the Insurer.*

Insured **Scheffer Andrew Ltd.** (and others as per policy)

Address 12204 - 145th Street
Edmonton, AB T5L 4V7

TYPE AND INSURER	POLICY NO.	DATE		LIMITS OF LIABILITY/AMOUNT
		EFFECTIVE	EXPIRATION	
Professional Liability Insurance - Claims Made Policy Form XL Insurance Company Limited - 100%	DPX9445421	Dec. 20 2014	Dec. 20 2015	$2,000,000 per claim $2,000,000 aggregate

As more fully described in the wordings and/or endorsements attached to the above policies.

Quadrant Insurance Services

Date December 19th, 2014

Per _____
Jennifer Cramp

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)
November,12, 2014

BROKER

BrokerLink

17520 - 111 Avenue N.W.
Edmonton, AB T5S 0A2

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

INSURED'S FULL NAME AND MAILING ADDRESS

SCHEFFER ANDREW LTD.

12204 145 STREET NW
EDMONTON, AB T5L 4V7

FAX NO.: 780-732-7878

COMPANIES AFFORDING COVERAGE

COMPANY A	INTACT INSURANCE COMPANY
COMPANY B	
COMPANY C	
COMPANY D	

COVERAGES

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

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS (Canadian dollars unless indicated otherwise)	
	GENERAL LIABILITY					
A	☒ COMMERCIAL GENERAL LIABILITY	5A1323933	10/04/14	10/04/15	EACH OCCURRENCE	$ 5,000,000
					GENERAL AGGREGATE	$
					PRODUCTS-COMP/OP AGGREGATE	$ 5,000,000
	☐ CLAIMS MADE					
	☒ OCCURRENCE					
	☒ TENANTS LEGAL LIABILITY				TENANT'S LEGAL LIABILITY	$ 2,300,000
	☒ NON-OWNED AUTOMOBILE				NON-OWNED AUTOMOBILE	$ 5,000,000
					PROPERTY DAMAGE DEDUCTIBLE	$ 1,000
					BODILY INJURY DEDUCTIBLE	$
	AUTOMOBILE LIABILITY				BODILY INJURY & PROPERTY DAMAGE COMBINED	$
	☐ DESCRIBED AUTOS	Not applicable			COLLISION DEDUCTIBLE	$
	☐ ALL OWNED AUTOS				COMPREHENSIVE DEDUCTIBLE	$
	☐ LEASED AUTOS				ALL PERILS DEDUCTIBLE	$
	EXCESS/ UMBRELLA				EACH OCCURRENCE	$
	☐ UMBRELLA FORM	Not applicable			AGGREGATE	$
	☐ OTHER THAN UMBRELLA FORM				RETAINED LIMIT	$
	PROPERTY				LIMIT	$
	☐ BROAD FORM	Not applicable			DEDUCTIBLE	$
	☐ NAMED PERILS					

ADDITIONAL INSURED

Not Applicable

DESCRIPTION OF OPERATIONS/LOCATIONS/ SPECIAL ITEMS

Civil engineering and land surveying

CERTIFICATE HOLDER

TO WHOM IT MAY CONCERN

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

CANADA BROKERLINK INC.

D.S.F. (Dave) Dashwood CIP CRM CCIB

APPENDIX E

FEE SCHEDULE

Grovedale ASP Proposal: Fee Schedule

Task List and Fee Schedule

Staff	Project Manager	Planner	Planner	Senior Advisor	Engineering Manager	Project Engineer	Graphics / CADD	Fees	Disbursements	Total Fees & Disbursements
	LE	LG	GD	MG	JM	NO				
Hourly Rates	$160.00	$95.00	$95.00	$215.00	$250.00	$135.00	$105.00			
Project Management	12									
Project Inception Meeting (Tel. conference)	2		2		1					
Project Initial Meeting - SAL Staff	2	2	2	2	2	2				
Review of Background Research	4	4	16			4	4			
Write up final Project Plan and Schedule	2		4							
Submit final Project Plan and Schedule			1							
Meet with Administration/Project Tour	12									
Citizens' Panel Advertisement and Recruitment			3							
Preparation for Open House #1	1		2				6			
Open House #1	12		12							
Online Survey (launch and compilation)	1		6							
Site and Data Analysis: Engineering					4	16				
Site and Data Analysis: Planning	4	8	16	2						
Preparation for Citizens' Panel Meeting #1	1		2							
Citizens' Panel Meeting #1	12		12							
Draft Development Concepts	6		12				12			
Preparation for Citizens' Panel Meeting #2	1		2							
Citizens' Panel Meeting #2	12		12							
Preparation for Open House #2	1		2				6			
Open House #2	12		12							
Draft Policy Recommendations	8	4	16					$90,420	$6,500	$96,920
Concept Finalization	4		8				8			
Preparation for Citizens' Panel Meeting #3	1		2							
Citizens' Panel Meeting #3	12		12							
Administration Review	1		1							
Draft ASP Policy Doument Preparation	24	24	56	4	16	40	32			
Preparation for Citizens' Panel Meeting #4	1		2							
Citizens' Panel Meeting #4	12		12							
Administration Review of Draft ASP	1		1							
Preparation for Information Session/Review	1		2				6			
Information Session/Public Review of Draft ASP	12		12							
Draft ASP Revisions	2		8				8			
Draft ASP Submission	1		2							
1st Reading	12									
1st Reading Power Point Presentation	2		8							
Public Hearing	12									
Revisions as per Public Hearing feedback	2		8				8			
2nd and 3rd Reading	12									
Final ASP Document	1		4				4			
total hours	218	42	272	8	23	62	94			
$	$34,880	$3,990	$25,840	$1,720	$5,750	$8,370	$9,870			
total hours	218	42	272	8	23	62	94			
% of total hours	30%	6%	38%	1%	3%	9%	13%			

Total Hours	719
Total Fees	$90,420
Total Disbursements	$6,500
Total Fees & Disbursements (excluding tax)	$96,920

Scheffer Andrew Ltd. Team

LE - Luis Esteves, BA
MG - Michael Gourley, RPP, MCIP
LG - Lauren Gagatek, Mplan
GD - Gabrielle Donoff, BSc, MCP
JM- Jason Maurer, P.Eng
NO- Neal Osaduik, P.Eng
GS - Gary Smith, BES, MCIP, RPP

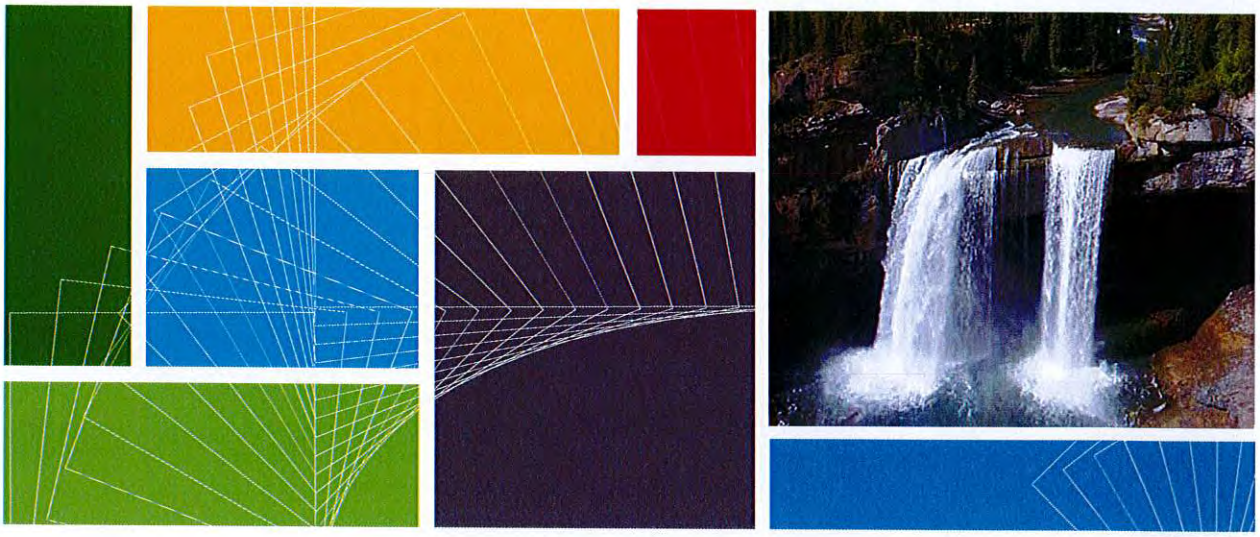
24-Aug-15

Michael Gourley, RPP, MCIP — Date

Scheffer Andrew Ltd.
Planners & Engineers

ISL Engineering and Land Services

Inspiring sustainable thinking



Municipal District of Greenview No. 16

Proposal

Grovedale Area Structure Plan

August 2015

Municipal District of Greenview No. 16
Grovedale Area Structure Plan

For additional information regarding this proposal please contact:

Dave McRae, RPP, MCIP
Project Managerand Planning Lead
ISL Engineering and Land Services Ltd.
Grande Prairie, Alberta T8V 4L1
T: 780.532.4002 F: 780.539.1656
dmcrae@islengineering.com

islengineering.com

filepathname:\project_name\proposal number

This proposal may contain trade secrets, commercial and financial information. Such proprietary information is provided in the strictest of confidence and may be reviewed for the sole purpose for which the information has been provided. Reasonable steps to safe keep the information is required, and information shall not be released to any third party without prior written authorization. Disclosure of such information to any third party is deemed to constitute significant harm to ISL Engineering and Land Services Ltd.

ISL Engineering and Land Services

ISL Engineering and Land Services Ltd. is an award-winning full-service consulting firm dedicated to working with all levels of government and the private sector to deliver planning and design solutions for transportation, water, and land projects.

ISL Engineering and Land Services

Inspiring sustainable thinking

#202, 10537 – 98 Avenue Grande Prairie, AB T8V 4L1 T: 780.532.4002 F: 780.539.1656

August 20, 2015

Our Reference: 81950

Municipal District of Greenview No. 16
Box 1079
4806 – 36 Avenue
Valleyview, Alberta T0H 3N0

Attention: Sally Rosson, Manager, Planning and Development

Dear Madam:

Reference: Request for Proposal – Grovedale Area Structure Plan

On behalf of our team, we are delighted to submit this proposal to prepare an updated Grovedale Area Structure Plan (ASP) for the Municipal District of Greenview No. 16. We are excited about the opportunity to become not only your consultant, but your partner in the preparation of a new ASP for this strategic development area of the Municipal District. We believe that the combination of our extensive experience in the review and preparation of ASPs in Alberta, our strategic engagement and consultation processes, our strong familiarity with the Grovedale area, our long term working relationship with the MD, and our technical expertise and demonstrated success in providing clear and concise community planning solutions for our clients makes our team the best one for the job.

Our proposal describes a collaborative, interdisciplinary approach to our work plan to provide professional land use planning, public and stakeholder engagement and communications, engineering, and mapping services to undertake this project. Our proposal also summarizes our project understanding, previous and current work experience, our team and professional qualifications, and our proposed project budget.

We look forward to working with the Municipal District of Greenview No. 16 on this important project. Please do not hesitate to contact Dave McRae, Land Use Planning Manager, Grande Prairie, if you require any further information or clarification at 780.532.4002, dmcrae@islengineering.com.

Sincerely,

Rodney Reacock, P.Eng.
President and Chief Executive Officer

8.0 | Consultant Response

8.1 | Declaration of Capabilities

Citizens' Panel		
Description of Service	*Capable of Providing Service*	*Details of Deviation of Service*
Shall facilitate one (1) Citizens' Panel.	YES / NO	Capability and experience in providing service, as well as methodology identified in proposal document.

Online Survey		
Description of Service	*Capable of Providing Service*	*Details of Deviation of Service*
Shall conduct one (1) Online Survey.	YES / NO	Capability and experience in providing service, as well as methodology identified in proposal document.

Public Information Sessions		
Description of Service	*Capable of Providing Service*	*Details of Deviation of Service*
Shall conduct one (1) Public Information Sessions.	YES / NO	Capability and experience in providing service, as well as methodology identified in proposal document.

Public Open Houses		
Description of Service	*Capable of Providing Service*	*Details of Deviation of Service*
Shall conduct two (2) Public Open Houses.	YES / NO	Capability and experience in providing service, as well as methodology identified in proposal document.

8.2 | Pricing Submission

ONE (1) NEW AREA STRUCTURE PLAN

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

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

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

Price Quote

Price for Area Structure Plan* (Total cost excluding tasks listed below)	1@ $ 46,092
Price for Citizens' Panel*	1@ $ _____
Price for Online Survey* (Task 4c)	1@ $ 1,420
Price per Public Open House* (Tasks 4a and 9a)	1@ $ 3,094 ($6,188 for required 2)
Price per Public Information Session* (Task 4b)	1@ $ 2,711

***Do not include GST**

To be submitted no later than 14:00, Monday 24 August 2015 at the Administration Building.

SUPPLIER NAME: ISL Engineering and Land Services

PHONE/FAX NUMBERS: _____

E-mail Address: _____

CONTACT NAME: Dave McRae, RPP, MCIP, Manager of Land Use Planning

8.3 | Certification

We ISL Engineering and Land Services
Company name

of #202, 10537-98 Avenue Grande Prairie, AB T8V 4L1
Business address

(780) 532-4002
Telephone number

(780) 539-1656
Fax number

dmcrae@islengineering.com
E-mail Address

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

Executed this 20 day of August, 20 15

Signature of authorized representative

Rodney Peacock, P. Eng., President and CEO
Print or type name and status of authorized representative

Table of Contents

1.0 Project Understanding 1
- 1.1 Introduction 1
- 1.2 Project Understanding 1

2.0 Project Methodology and Work Plan 4
- 2.1 General Approach 4
- 2.2 Work Plan 4
- 2.3 Assumptions 11

3.0 Team Qualifications, Experience and References 12
- 3.1 Introduction 12
- 3.2 Our Team 13
- 3.3 Relevant Experience 15
- 3.4 References 17
- 3.5 Project Management and Client Communications 18

4.0 Project Schedule 19

5.0 Project Budget 21

APPENDICES

Appendix A Corporate Information

Appendix B Consulting Team Resumes

Appendix C ASP Project Sheets

TABLES

Table 3.1: Area Structure Plan Experience 17

Table 3.2: References 17

Table 4.1: Project Work Schedule ..... following page 20

Table 5.1: Schedule of Fees ..... following page 22

1.0 Project Understanding

1.1 Introduction

ISL Engineering and Land Services (ISL) is enthused to submit this proposal in response to a Request for Proposals (RFP) from the Municipal District of Greenview No. 16 (MD) to provide consulting services for the review and update of the Grovedale Area Structure Plan (ASP). On the basis of our experience with projects of a similar nature, our long history in working successfully with the MD on a range of planning issues, and our familiarity with the Grovedale area, we are confident that our team is uniquely positioned to undertake this assignment. We are confident that our proposal demonstrates our qualifications, understanding, approach and specific expertise for preparing a new ASP for the Grovedale area.

ISL is a full-service multi-disciplinary consulting firm dedicated to providing our clients with unique, innovative and cost effective solutions. An industry leader and a proud Western Canadian company, ISL provides quality land use planning, civil engineering, landscape architecture, GIS/mapping and strategic services on a multi-discipline basis to a select group of knowledgeable and progressive clients. We employ the brightest planning, engineering and technical minds to fulfill our commitment to client satisfaction. We are committed to inspiring sustainable thinking in land use, transportation, land and water projects for the public and private sectors.

From small beginnings in 1987 with 31 staff and three offices offering transportation and municipal engineering disciplines in Alberta, ISL has grown to become an industry leader with nine disciplines, over 320 staff and 11 offices in Alberta, British Columbia and Saskatchewan. ISL's offices are strategically located in Edmonton (Head Office), Grande Prairie, Calgary, Canmore, Lethbridge, Langley, Burnaby, Squamish, East Kootenay, West Kootenay, and Saskatoon.

Our commitment to client success is evident in every aspect of our project work and is built on what we value: relationships, people, and sustainability.

We value our relationships: ISL believes in collaboration and works with all stakeholders to deliver innovative projects that meet client objectives.

We value people: ISL recruits, grows and develops the brightest minds to offer a complete line of engineering and land services: Land Use Planning, Land Development, Landscape Architecture, Transportation, Municipal, Environmental Infrastructure, Structural – Bridges and Buildings, and GIS/Mapping.

Our commitment to each other is demonstrated in our collaborative approach to projects, our commitment to safety and our belief in giving back to our communities.

We value sustainability: ISL is committed to becoming a sustainable engineering and land services company by 2020.

In *Appendix A*, we provide our corporate profile, relevant office sheets, and descriptions of our relevant disciplines.

1.2 Project Understanding

The Grovedale area is located in the northwest portion of the MD of Greenview, separated from the County of Grande Prairie by the Wapiti River. The primary road connection to the area is Highway 40, which extends from Grande Prairie to Hinton (Highway 16) through Grande Cache.

The predominant land use in the area is mixed farming, and much of the area is covered by native boreal forest. Settlement is concentrated in the central portion of the ASP area, in the Hamlets of Grovedale and Landry Heights, which are predominantly country residential in character. Significant industrial development in the ASP area includes the Ainsworth OSB plant along Highway 40, and the Wapiti gas plant on Highway 666 to the southwest of the Hamlet of Grovedale. Oil and gas wells and pipelines are

located throughout the ASP area. Commercial and local industrial development is situated in the Hamlet of Grovedale, and in nodes adjacent to the Hamlet along Highway 666 and Range Road 64. Major recreation development includes the Nitehawk Ski area, and the Grovedale golf course.

The existing Grovedale ASP was adopted in 2005, and at that time was an update to the original ASP approved in the 1980's. Now ten years old, a review of the current ASP is timely to ensure that it continues to meet the needs and aspirations of the local community. Due to extensive oil and gas activity in the area, as well as its proximity to the City of Grande Prairie, the Grovedale faces continuing and increasing growth pressures for residential, commercial, and industrial development.

In the Terms of Reference, the MD has identified several objectives for the Grovedale ASP review which are outlined below. Following each objective is a statement of ISL understanding of the objective and our approach to achieve each of them:

- ***Produce a planning and development policy framework that aligns with Council's Strategic Plan.*** We are familiar with Council's Strategic Plan through the preparation of the MDP, as it is rooted in the strategic directions established by Council. In addition, as the Municipal Government Act requires that all statutory plans be consistent, the new ASP will reflect Council's strategic directions by association.
- ***Update the planning and development policies describing the manner in which land may be developed.*** The policies of the new ASP will reflect and support the land use allocations that are identified in an updated development concept for the area.
- ***Identify local development opportunities and constraints.*** Examples would include the capacity of existing and proposed servicing systems to support potentially significant increases in density or increases in the size of potential serviced areas, road capacity, minimizing impact on existing agricultural operations, and the degree to which the MD is intending to protect agricultural lands from development.
- ***Update the inventory of lands suitable for commercial, industrial, recreational or residential uses.*** The current ASP identifies: (a) industrial development nodes along Township Road 700 corridor east of the Hamlet of Grovedale and north of Grovedale on Hwy 666; (b) commercial development is located along the Highway 666 corridor, within the Hamlet of Grovedale and south of the hamlet along Range Road 64; and (c) country residential development is identified for the Grovedale-Landry Heights to optimize access to existing services (e.g. Grovedale lagoon). These focus areas will be revisited through the ASP review process to determine if they are still viable, and if new areas can be identified.
- ***Identify potential access road improvements in the plan area (including the phasing and financing for these improvements) that have yet to be identified.*** The long term viability of Highway 666 as the principal access into the Grovedale area has been an issue in the past due to instability of the roadbed and other factors. This issue will be revisited in the updated ASP, In addition, increased development activity may require the upgrading of Township Roads 700 and 690 as secondary access into the ASP area, as well as other traffic routes that are pressured through increases in development activity. Developer responsibility for road upgrades will be discussed in the ASP process.
- ***Provide water/wastewater servicing and storm water drainage strategies for the area and provide any additional improvements where required.*** The MD's existing servicing plans will be reviewed and used as the basis for long term servicing strategies for the ASP area. The plans will be adapted as necessary where warranted by changes to the development concept.
- ***Ensure that community goals and objectives will be met through the coordination of Municipal District resources.*** The community engagement strategy will be specifically designed to clearly articulate the wants and needs of the community, which in turn will be addressed in the new ASP.

In our proposal, we have assembled a Consulting Team with the specific expertise, experience, and understanding of the issues required to successfully meet the above noted objectives, and to allow for superb execution and efficient management of the project. The specific strengths of our team are:

- Extensive experience in the preparation of ASPs and other statutory plans;
- Extensive and recent planning experience in the MD, including preparation of the draft MDP and the current Grovedale ASP;
- Comprehensive professional public and private sector planning experience with strong technical engineering support;
- Strong facilitation skills and innovative, effective public consultation strategies;
- Exceptional mapping and graphic capabilities.

Our extensive experience in preparing and updating ASPs ensures that this assignment will result in an improved ASP for the Grovedale area.

Finally, it is important to note that ISL is not involved in land development activities in the MD, resulting in an ability to focus on the MD's needs without concern for conflict of interest.

In addition, given our success with the soon-to-be approved MDP, we are very familiar with the MD's planning policy directions and have first-hand knowledge of the issues and challenges being faced by the MD. This awareness and sensitivity will ensure that we can "hit the ground running", which will be critical to maintaining continuity and momentum, particularly given the relative urgency to complete the Grovedale ASP project.

2.0 Project Methodology and Work Plan

2.1 General Approach

ISL's team approach will integrate our considerable municipal planning experience based on similar projects in other municipalities and a strong understanding of the northern Alberta planning context. Our understanding of the RFP requirements, existing knowledge of the MD of Greenview and specifically the Grovedale area and our strong in-house transportation and municipal engineering expertise will be incorporated. Close communication with the MD's Project Manager, Administration, Council, residents and stakeholders will be maintained throughout the project to ensure the MD's expectations are fully met.

In order to successfully engage Council, Administration, the Citizens Panel and external stakeholders in the process of reviewing and delivering updated Grovedale ASP, our proposed work plan will follow the outline of steps provided in the RFP (commencing with Step 3), but enhanced through the addition of detailed tasks ensure that the needs of the MD are properly met.

Each of the process steps and associated tasks are described in the following text. Our approach allows for multiple review and revision opportunities, enabling meaningful consultation and engagement and, most importantly, a completed ASP that is robustly built and considers the needs of local residents and stakeholders.

2.2 Work Plan

2.2.1 Step 1: Start-Up and Background Information

Internal MD task outside the scope of this proposal.

2.2.2 Step 2: Proposal Process and Awarding

Internal MD task outside the scope of this proposal.

2.2.3 Step 3: Initial Meeting with Consultants

The purpose of this step is to develop a comprehensive information base that will provide the necessary background and rationale for the formulation of the new ASP.

Task 3a: Project Initiation Meeting and Site Reconnaissance

There are two components to this task. The first is a meeting with key members of the Consulting Team and the MD's Project Manager, to be held at the MD's Grovedale sub-office, to verify procedural items, reporting structure, roles and responsibilities, scheduling, the formation, management and facilitation of a Citizens Panel, and any other logistical items. All relevant background information, including base mapping, will be provided to the Consulting Team by the MD's Project Manager.

The second component is to engage members of the MD's planning and development department in an initial discussion around issue identification with the current LUB and expectations for the new document. This discussion will address the substantive foundation of the LUB review, and will include the following:

- MD Administration will provide the Consulting Team with a briefing on the Background Report that has been prepared by the MD to provide a preliminary policy basis for the project.
- Discuss all current administrative procedures and practices that need to be reflected in the ASP document.
- As required in the RFP, we will engage Administration in a discussion of issues and concerns with the existing ASP, and opportunities associated with the preparation of the new ASP. This discussion, combined with our internal review of the existing ASP, will form the basis of the SWOT Analysis (Task 3d).

- A draft Engagement and Communications Plan will be discussed and a list of key stakeholders will be confirmed.
- The Citizens Panel process including a detailed draft Terms of Reference and Application Form will be discussed to obtain direction on any necessary revisions prior to introducing and initiating the process at the initial Public Open House (Task 4a).

Upon conclusion of the Project Initiation meeting, members of the Consulting Team will conduct a site reconnaissance to reacquaint themselves with the Plan area, to document existing conditions and identify potential development constraints that may affect the future uses and conceptual layout for the Plan area.

Task 3b: Engagement and Communications Plan

The Consulting Team will develop an engagement and communications plan that will detail the strategy and process for identifying and engaging stakeholders, as well as the public, in the project. The engagement plan will include key project messages, details and schedule of engagement and communication activities and materials, designated media contacts, and sign-off protocols for materials. All materials will be provided to the client for review/approval. The public will be informed of upcoming public engagement opportunities and project updates through notices posted at local businesses and public venues, invitations to key stakeholders, social media, Greenview's Newsletter and on the MD's Website. In addition, the project team will explore opportunities to engage stakeholders through brochures, information sheets and mail-outs as needed.

The Consulting Team will also develop a project contact list and work with the client to identify/confirm stakeholders to be notified about the project and engagement opportunities. Stakeholders may include, but are not limited to, Grovedale citizens and landowners; business owners/operators (industrial); Alberta Agriculture and Forestry; Alberta Environment and Parks; and Alberta Transportation. The list will also include other stakeholders as determined with input from the client.

Task 3c - Prepare Base Mapping

Customized base plans for the ASP area, derived from the MD's current digital cadastral mapping, will be prepared. Additionally, LIDAR data for the ASP area (if available) will be obtained from the MD to assist with topographic analysis. All mapping will be prepared in a GIS-ready format in accordance with MD requirements.

Task 3d: SWOT Analysis

Building on the work already completed by MD Administration in the Background Report, as well as the initial discussions at the Project Initiation Meeting and our initial site reconnaissance, we will complete an objective preliminary review of the current ASP. The review will document what elements of the ASP are working, what is not working, and identify opportunities for revision.

As part of this process, the Consulting Team will conduct a review of all relevant background information, including the existing ASP and all available servicing and transportation studies. All information will also be reviewed in the context of the requirements for ASPs as established by the Municipal Government Act. The primary purpose of this task is to capture an early understanding of critical ASP matters and to ensure alignment between provincial legislation and statutory policies. In addition, we will undertake a search of oil and gas facilities (AbaData) and available environmental reports. This information, combined with the information documented during the site reconnaissance under Task 3a, will provide a clear understanding of the extent of the challenges and opportunities presented in the area.

The Consulting Team will also review recent subdivision and development permit history specific to the Grovedale area to obtain and document development trends and pressure areas in the area.

The SWOT Analysis will be compiled into a report to be submitted to MD Administration for review and information. The report will form a baseline of information from which future tasks will build upon and provide the Consulting Team with a guide for subsequent steps/tasks.

Step 3 Deliverables

- Citizens Panel Terms of Reference and Application Form
- Engagement and Communications Plan
- SWOT Analysis

2.2.4 Step 4: Initial Public Meeting

The purpose of this step is to solicit initial public input into the issues and potential directions that will drive the ASP review.

Task 4a: Public Open House #1

We will host a public open house at the Grovedale Community Hall early in the process to introduce the ASP project and process, answer questions from the public and gather input on issues. The open house will be an evening, workshop style format where the public and stakeholders will be involved in small group activities will be used to gather initial feedback on goals, issues, and considerations that will guide the content and direction of the new ASP. Citizens will also be informed of the opportunity to be involved in a Citizens Panel and what that process will entail. Comment forms will be used to collect feedback on key issues regarding land use and development, with questions that are specific to urban and rural citizens, as well as general questions that apply to the MD as a whole.

The Consulting Team will prepare the content for all notices and open house materials with support of the MD's communication staff. The open house will be publicized through advertisements, invitations to key stakeholders, social media, Greenview's Newsletter and on the MD's website. The Consulting Team will develop all session materials and arrange/host the event.

All display information and the comment form will be made available to the MD to post on its website to provide an opportunity for community members to provide input if they are unable to attend the open houses.

Task 4b: Public Information Session

In order to supplement the Public Open House and further promote interest in the LUB project, the Consulting Team and MD Administration will host a public information session in Grovedale. The session will involve the establishment of displays at a community event to increase awareness of the project and to solicit additional input.

Both the public open house and public information session will be used as an opportunity to recruit members of the Citizens Panel, which will be established to oversee the ASP process and provide feedback on draft materials. The Citizens Panel's role and involvement is discussed more specifically in subsequent steps/tasks of our proposal.

Task 4c: Online and Print Survey

A public survey will be conducted early in the process to solicit input on issues, concerns and opportunities to help inform the efforts of the Consulting Team and Citizens Panel. The survey will be available as both a hard copy (available at the MD sub-office in Grovedale) and an electronic (online) format, hosted on the MD's website. A summary report from all input received will be provided.

The survey will collect input on key ideas and issues regarding land use and development in the Grovedale area. The responses received will inform the draft ASP that will be presented to the public during the next step of the project. The survey questions and tool will be developed by ISL and reviewed for final approval with the MD Administration prior to implementation. A summary of survey responses will be compiled, synthesized and provided to the Consulting Team for consideration in the review and posted on the MD's website.

Task 4d: Consultation Summary Report

All input gathered through the consultation events previously undertaken during this Step will be documented in a Summary Report and will be submitted to the MD's Project Manager for review.

Task 4e: Project Review Meeting #1

Key members of the Consulting Team and members of MD Administration will meet to review the findings of the SWOT Analysis and Consultation Summary Report, and establish the

direction for subsequent steps of the ASP review. Recruitment of the Citizens Panel members will also be discussed.

Task 4f: Formation, Management and Facilitation of Citizens Panel

A draft Terms of Reference for the Citizens Panel will be prepared for discussion at the Project Initiation Meeting with MD's Project Manager and reviewed in a meeting with the MD's Planning and Development Department for feedback on any necessary revisions. The Terms of Reference will include the project background, Panel's mandate and scope, process including what constitutes a quorum for decision making, membership, schedule of meetings, and end date.

A list of potential candidates will be provided by the MD and citizens-at-large will be introduced to the Citizens Panel opportunity at the initial Public Open House. The Consulting Team will prepare an application form, which prospective Citizens Panel members will be invited to complete and submit for consideration. In addition, the Consulting Team will include notice of the Citizens Panel opportunity in the Open House advertising in order to broaden the reach for potential Panel candidates. The Citizens Panel will participate in the ASP project during a four month period (late fall – early winter) to deliberate and provide recommendations on considerations for the development of the draft ASP to the Consulting Team.

The purpose of the Citizens Panel is to consider and make recommendations to the Consulting Team on key land use and development issues facing the Grovedale area. The Panel will act as a community voice. Panel members will assess, discuss and make recommendations at each step in the work plan up to and including Step #7 of the ASP review as defined in the RFP. Panel members will provide their comments on Administration's background report, community values and public feedback received as well as land use policy. Citizens Panel recommendations will ensure community feedback is considered in the development of the draft ASP.

The Citizens Panel will consider the following in its recommendations:

- Community feedback
- Best practices in planning and urban design
- Community values and goals; and
- MD community context.

The Consulting Team with the MD's Project Manager will review and evaluate the MD's list of potential candidates for the Citizens Panel as well as applications received from individual citizen's attending the initial public open houses. We will put forward a recommendation of candidates for the Panel based on the following proposed selection criteria:

- The Citizens Panel shall consist of no more than six (6) Grovedale residents.
- Members will include a combination of citizens-at-large as well as representatives of a cross section of relevant interested groups or organizations, e.g., commercial business, industrial, home builders, agricultural.
- Members are available and committed to attending all scheduled Panel meetings during the ASP process to develop the draft ASP, and to reviewing the necessary meeting materials in advance.
- Members agree to share their individual perspectives on issues under discussion, and to make recommendations objectively, in the community's best interests, not to benefit their own self interests.
- Members agree that the Citizens Panel recommendations will serve as the Panel's comment on relevant issues, and that individual Panel members will not represent the Panel's views to or in the media. The MD Project Manager will be the designated media contact for the ASP project.
- Members are committed to attending scheduled public events in order to hear and understand community feedback.

It is proposed that the Consulting Team's proposed selection criteria be vetted and approved by the MD's Project Manager prior to the Consulting Team recommending candidates for the Citizens Panel. The Consulting Team's recommendation for the timing and frequency of meetings will also be included in our

recommendation. Once the recommendation is approved, we will inform the successful and unsuccessful candidates for the Citizens Panel in writing. For the successful candidates, the Consulting Team will include an invitation to the first Citizens Panel meeting (Task 4g), a meeting agenda, the Terms of Reference for the Citizens Panel, and provide details on upcoming meetings and potential dates.

Task 4g: Citizens Panel Meeting #1

The purpose of the first Citizens Panel meeting will be an orientation session to introduce the Consulting Team and Panel members, confirm the Panel's mandate, orient the Panel to the ASP project, and for Panel members to share their initial perspectives on the current ASP. The format of the Citizens Panel meetings will include a presentation by the Consulting Team followed by a group discussion on agenda items requiring Panel decisions. Discussion will be facilitated by the Consulting Team. As well, group operating protocols, consensus based decision making process will be reviewed and agreement confirmed. A Chair and Co-Chair will be chosen by the Panel to support the Panel meeting process. The role of the Chair will be to review draft meeting agendas and provide input as necessary to the Consulting Team. Meeting notes will be prepared by the Consulting Team to serve as a record of agenda items discussed, Panel decisions made and any action requests. The notes will be circulated to Panel members in advance of each subsequent scheduled meeting. The Panel will approve the meeting notes which will inform the Panel's work to produce a Recommendations Report to the Consulting Team, MD Planning and Development Department, and Council at the end of Step #7 in the work plan.

This meeting will also provide Panel members with an opportunity to review the Background Report, SWOT Analysis, and Consultation Report, and discuss the emergent issues on a preliminary basis.

Step 4 Deliverables:

- Citizens Panel Final Terms of Reference
- Citizens Panel Application Form
- Public Open House
- Public Information Session
- Online and Print Survey
- Consultation Summary Report

2.2.5 Step 5: Preliminary Plan

The purpose of this step is to prepare an outline of the core content for the ASP, and to review the materials with the Citizens Panel for discussion and direction.

Task 5a: Prepare ASP Directions and Outline Document

A summary report of key directions for the ASP will be prepared based on the input and review processes undertaken to date. The report will also include an outline for the new ASP as well as a draft template for the ASP mapping.

Task 5b: Project Review Meeting #2 (Conference Call/Video Conference)

The Draft ASP Directions and Framework Document will be reviewed with MD Administration via conference call/video conference and revised as deemed necessary. The agenda and expectations for the second Citizen Panel meeting will also be discussed and confirmed.

Task 5c: Citizens Panel Meeting #2/ASP Design Workshop

The Citizens Panel will be convened to review the Draft ASP Directions and Framework Document. The framework will be revised as required in accordance with the direction received.

At this stage the Consulting Team will also engage the Panel members in an interactive workshop exercise that will serve as the basis for the preparation of the ASP land use concept. Using the land use concept from the current ASP as a starting point, and based on the information made available from the MD's servicing plans, the Panel will explore potential locations for future residential, commercial and industrial land use nodes for the new ASP. This interactive approach will ensure that the Citizen Panel members are fully vested in the development of the ASP and will give the Consulting Team firm

direction in the preparation of the ASP moving forward.

Task 5d - Prepare Draft Land Use Concept

The Project Team will prepare a draft Development Concept for the ASP area based on the input of the Citizen Panel in the design workshop, as well as the information and perspectives generated in Steps 3 and 4. Priority land use areas for residential, commercial, industrial and public use opportunities will be identified.

Conceptual SWM basin and regional pond locations will also be identified through this process.

Task 5e: Project Review Meeting #3 (Conference Call/Video Conference)

The Draft Land Use Concept will be reviewed with MD Administration via conference call/video conference and revised as deemed necessary.

Task 5f: Citizens Panel Meeting #3

The Citizens Panel will be convened at this point to review the Draft Land Use Concept. The concept will be revised as required in accordance with the direction received.

Step 5 Deliverables:

- ASP Directions and Outline Document
- Land Use Concept

2.2.6 Step 6: Issue Analysis

Task 6a: Prepare ASP Framework

Following the finalization of the Development Concept, the Consulting Team will prepare the draft ASP framework. This will include the policy framework which will describe preferred land uses, provisions for environmental protection, long term water and sanitary servicing strategies, stormwater management, phasing and implementation mechanisms.

Water and sewer servicing requirements for the ASP will identify all necessary infrastructure requirements and constraints, including recommended coordination of servicing strategies and phasing of development for the ASP area.

Task 6b: Project Review Meeting #4

The Draft ASP Framework will be reviewed with MD Administration and revised as deemed necessary.

Task 6c: Citizens Panel Meeting #4

The Panel will be convened for the final time at this stage to review and discuss the Draft ASP Framework. Based on this discussion, the complete draft ASP will be prepared for public review.

Step 6 Deliverables:

- ASP Framework

2.2.7 Step 7: Citizens Panel Process and Recommendations

In accordance with the RFP clarification provided by the MD, it is intended that the Citizens Panel convene a total of four (4) times over the course of the project as noted in the previous steps of our methodology.

The Citizen Panel-approved ASP Framework produced in Step 6 above will constitute the Panel's recommended directions on the ASP.

2.2.8 Step 8: Draft Area Structure Plan

Task 8a – Prepare Draft ASP

Following the finalization of the ASP Framework, the Consulting Team will prepare the draft ASP. This will include the detailed policy framework which will describe preferred land uses, provisions for environmental protection, long term water and sanitary servicing strategies, stormwater management, phasing and implementation mechanisms.

Water and sewer servicing requirements for the ASP will identify all necessary infrastructure requirements and constraints, including recommended coordination of servicing strategies and phasing of development for the ASP area.

Task 8b: Project Review Meeting #5

The draft ASP will be circulated to the MD for review. A meeting with the MD's Project Manager and other members of the MD Administration will then be convened to review the document.

Task 8c: ASP Revisions

Revisions to the draft ASP will be undertaken in accordance with the direction received at the Project Review Meeting.

Task 8d: Council Briefing and Review

The revised draft ASP will be presented to Council for discussion and review. The Consulting Team will prepare materials for presentation to Council and will lead the discussion to clarify Council queries and to document the direction received. Comments arising from the discussion will be summarized and any required changes will be made prior to the public review process.

Step 8 Deliverables:

- Draft Area Structure Plan

2.2.9 Step 9: Public Review of Draft ASP

This phase of the project includes the final set of tasks related to finalizing the ASP, including public review, and providing the draft ASP to Council for consideration and refinement through the Public Hearing process.

Task 9a - Public Open House #2

The purpose of this open house will be to present and gather public feedback on the draft ASP. This event will be designed as drop-in Open House with static displays. Complete draft documents will be available for viewing and the static displays will highlight feedback received to date and key elements of the ASP. Attendees will be encouraged to discuss their thoughts and provide feedback verbally and through comments forms to be completed at the event.

Unlike the first open house (Task 4a), the format will be a drop-in session and Consulting Team members will be available to answer questions and address concerns. The draft ASP will be available for viewing and comment forms will be provided for participants to record and submit their responses to the draft ASP. The Consulting Team will develop all session materials and arrange/host the event.

We will develop all communication materials including: newspaper ad, citizen bulletin, media releases, displays, comment forms and sign-in slips. A summary of all feedback received will be prepared for submission to the MD's Project Manager and to post on the MD's website.

Task 9b: Intermunicipal and Agency Review

It is anticipated that the MD will prepare notices to be sent to selected agencies such as Alberta Transportation, Alberta Environment and Sustainable Resource Development, utility providers, school boards and other agencies identified by the MD; as well as the neighboring County of Grande Prairie. A link to download the draft ASP will accompany the notice.

Task 9c: Online Review of Draft ASP

Concurrent with the Intermunicipal and Agency Review, the draft ASP, open house displays and an online version of the comment form for the ASP will be posted on the MD's website to provide an opportunity for those unable to attend the community open house to provide feedback. This open house and online feedback opportunity will be publicized via the open house advertisements, notices and website.

All feedback received through the above tasks will be analyzed and a summary with recommendations will be provided to MD Administration for consideration of Council in the final ASP document.

Task 9d: Project Review Meeting #6 (Conference Call/Video Conference)

The results of the online review and agency referral will be reviewed with MD Administration via conference call/video conference.

Task 9e: ASP Revisions

Based on the input received, the draft ASP will be revised as required in consultation with MD Administration and moved forward to the approval process.

Step 9 Deliverables:

- Online Review
- Public Open House #2
- Revised Draft ASP

2.2.10 Step 10: Public Hearing

This phase involves the final set of tasks to review, approve and finalize the new Grovedale ASP. The public and key stakeholders will be engaged a final time through the statutory Public Hearing, and the documents will be finalized in advance of Third Reading based on the outcome of the Public Hearing process for ultimate adoption by MD Council.

Task 10a: Attend Public Hearing

MD Administration will be responsible for preparing the bylaw documents and associated Council report. We will assist the MD in the preparation of a presentation to Council and for the purposes of the proposed budget, have anticipated our attendance at the Public Hearing to assist with the presentation and to answer any questions from Council.

Task 10b: Final ASP Revisions

Feedback received at the Public Hearing will be reviewed and discussed with the Consulting Team, and revisions will be made if necessary. Due to the robust review process by Administration, Council, key stakeholders and the community associated with the draft ASP document, it is anticipated that the number of revisions will be minimal.

Following Third Reading from Council, the final ASP document will be generated in a format in accordance with MD requirements.

Step 10 Deliverables:

- Final Grovedale Area Structure Plan

2.3 Assumptions

In preparing this proposal, ISL has made a few assumptions regarding the scope of work and the responsibilities that the MD will undertake as the project proceeds. These assumptions are defined below:

News Releases and Newsletter Articles: the MD will be responsible for the preparation and placement of all news releases and newsletter articles.

Invitations and Advertising: the MD will be responsible for providing the Consulting Team with available stakeholder contact information and providing advertising for Community Consultation events. The Consulting Team will provide content for the invitations and advertising.

Community Consultation Venues: the MD will be responsible for providing food, refreshments and suitable venues for the Community Consultation events.

Citizens Panel Recruitment Notices: the MD will be responsible for the placement of all advertisements and notices associated with the recruitment of Panel members. The Consulting Team will be responsible for the preparation of the advertising copy.

Project Team and Citizens Panel Meeting Venues: we have assumed that all Project Team (in-person) and Citizens Panel meetings will be held either at the MD Sub-office in Grovedale, or at the Grovedale Community Hall.

Citizens Panel Member Compensation: any per diems or other payment to members of the Citizens Panel for participating in the process will be the responsibility of the MD.

Mapping: the MD will provide all base mapping that will be used to create the updated ASP mapping at no charge to the Consulting Team.

Additional Studies: the project scope is limited to the preparation of the ASP. Any other studies or reports that may be required, including TIA, engineering studies, geotechnical studies, historical resources impact and wetland assessments (for the purpose of addressing compensation) are not included.

Public Hearing: we have assumed that the Public Hearing will be held by Council at the Grovedale Community Hall.

3.0 Team Qualifications, Experience and References

3.1 Introduction

We have assembled a Consulting Team with the specific expertise, experience and understanding of the issues required to successfully produce a new Grovedale ASP and to allow for superb execution and efficient management of the project. Our Consulting Team has been carefully selected to successfully execute the Terms of Reference and exceed the MD's expectations. The specific strengths of our team include:

Land Use Planning Expertise. ISL's planners have considerable experience in the preparation of and assessment of statutory plans, the preparation of bylaws, municipal reviews, area structure plans, and related studies that require the integration of land use and infrastructure planning as a proactive response to managing growth. Our team has extensive professional public and private sector planning experience along with strong technical engineering and mapping support.

Local Knowledge and Familiarity with Critical Issues. ISL is currently engaged by the MD to undertake planning advisory services on an as-need basis, and members of the Consulting Team have undertaken planning work within the MD as well, including: the current Grovedale Area Structure Plan, the Sturgeon Lake Area Structure Plan, and the 2003 Land Use Bylaw Review and Update. The result is a high level of understanding of the issues facing the MD and a strong rapport with MD Administration that will enable us to "hit the ground running" on this assignment. We also have extensive familiarity with Provincial legislation relating to the use and disposition of land and are thoroughly familiar with the regulatory and legislative frameworks that affect all forms of land use, including agriculture, oil and gas, industrial and commercial development, and environmentally sensitive areas.

Expertise in transportation and municipal infrastructure planning. Our team includes engineers with extensive experience in the planning, design and assessment of storm, sanitary, water and transportation master plans for municipal governments across Alberta.

An integrated, multidisciplinary approach. We are experienced in providing an integrated, multidisciplinary approach to projects. In this case, including input from professionals with a strong track record in comprehensive municipal development planning, sustainable community planning, transportation and municipal (water, wastewater and stormwater) engineering, landscape architecture, environmental management, and public consultation and communications.

Strong Facilitation Skills and Proven Public Consultation Methodology. Our public consultation team has designed successful processes and strategies for community engagement in projects; we know we can deliver plans and products that accurately reflect the vision and goals of the Client, public and other stakeholders. Our public consultation team is trained by the International Association for Public Participation (IAPP).

Experience. ISL's head office in Edmonton has been providing land use planning services in northern Alberta for the past 10 years, while ISL's Grande Prairie office has over 28 years of land use planning experience in northern Alberta. Both offices have successfully completed numerous ASPs for both rural and urban municipalities in northern and central Alberta.

Expertise in Sustainability Planning and Design. Our team includes professionals with an excellent understanding of best practices in sustainable planning and design, including The Natural Step® Integrated Community Sustainability Planning approach, LEED, and experience in the implementation of Smart Growth policies. Across our service lines, ISL staff members also have experience in sustainable design for municipal infrastructure

3.2 Our Team

Based on our assessment of the requirements for this project, we have assembled a multidisciplinary team including professionals with expertise in the development of ASPs; as well as those proficient in public consultation approaches, GIS/mapping technical support, and with a strong understanding of municipal infrastructure planning. To supplement the strong technical expertise of our staff, we employ state-of-the-art technical support on all our projects. The following biographies underscore the qualification and experience of these key team members. Their associated resumes are included in *Appendix B*.

Dave McRae, RPP, MCIP
Project Manager and Planning Lead

Dave is ISL's Manager of Land Use Planning in our Grande Prairie office, and brings more than 28 years of planning experience to the project. He is responsible for all municipal planning projects undertaken by ISL in northwestern Alberta, and is also involved in planning projects throughout ISL's operating territory. He specializes in all areas of land use policy development and implementation, and has considerable experience in the preparation of LUBs, MDPs, IDPs, ASPs, and outline plans. He is also involved in land development projects, the preparation of land use strategies, subdivision design, and transportation and recreation planning. He also provides planning advisory services to the MD of Greenview, MD of Spirit River, and the County of Northern Lights. Dave's recent ASP work includes numerous ASPs in the City and County of Grande Prairie, the Woking and Bay Tree ASPs (Saddle Hills County), and Dixonville ASP (County of Northern Lights). Dave also led the preparation of the existing Grovedale ASP and the Sturgeon Lake ASP for the MD of Greenview.

As **Project Manager**, Dave will serve as the primary contact for the project and will provide regular updates to the MD. Dave will be responsible for the coordination of all work. As **Planning Lead**, Dave will lead the review and update of the ASP. His extensive experience with similar projects and first-hand familiarity with the issues in the Grovedale area will be critical to the success of this project.

Courtney Laurence, MPlan, MA
Planning/Consultation Support

In her role as a Project Planner, Courtney's responsibilities include planning research and assistance in the preparation of municipal statutory plans, Land Use Bylaws, and planning policy. As a Public Consultation Coordinator with ISL, Courtney develops and coordinates the implementation of comprehensive public involvement plans, public open house and workshop events; designs online surveys; documents and synthesizes public and stakeholder feedback, and handles all aspects of event planning. She contributes to the design and implementation of strategic communication plans and materials for project events including static displays, information sheets, website content, multi-media presentations, media releases and project advertisements.

As **Planning Support**, Courtney will be supporting Dave throughout the project, by conducting background research and preparing development policies for the new ASP. In her role as **Consultation Support**, Courtney will assist Amanda in the design and delivery of all engagement and key stakeholder and community consultation activities.

Angela Steward, M.Eng., P.Eng., LEED AP
Municipal Engineering Support

Angela has conducted hydrologic/hydraulic analyses and modelling of urban water, wastewater and stormwater systems, as well as performing concept, preliminary and detailed design. Her project experience includes stormwater management modelling and design for a variety of land development and transportation projects including Southeast to West LRT (Edmonton) and Erin Ridge North (St. Albert). She has been involved in developing Low Impact Development (L.I.D.) concepts and designs for the Quarters Downtown Streetscape (Edmonton), Southeast to West LRT (Edmonton), and Rossland Downtown Streetscape (Columbia Ave and Washington St Rossland), and more. Her water modelling

project experience includes Grande Cache Water Distribution Master Plan (Grande Cache), Horsehills Industrial Water Servicing Master Plan (Edmonton), and Bear Creek Highlands Off-Site Servicing and Outline Plan (Grande Prairie). Sanitary modelling projects include Town of Grande Cache Wastewater Master Plan (Grande Cache); Bear Creek Highlands ASP Off-Site Servicing (Grande Prairie); and CSO Optimization, Development of RTC Philosophy, Mature Neighbourhoods, SESS and NEST Planning Updates (Edmonton).

In her role providing **Municipal Engineering Support**, Angela will review all background engineering studies and assist with the integration of water, sanitary sewer and stormwater management servicing strategies into the ASP.

Ryan Williams, P.Eng.
Municipal Engineering Support

As a Municipal Engineer in Municipal/Water Resources Engineering for ISL, Ryan's expertise includes assessment; conceptual, preliminary and detailed design; inspection during construction; and commissioning of municipal infrastructure projects focusing on water resources.

As **Municipal Engineering Support**, Ryan will assist Angela with the development of the ASP servicing strategies.

Daniel Zeggelaar, P.Eng.
Transportation Engineering Support

Dan has over seven years' experience as a Transportation Engineer. With ISL, his responsibilities include working on a variety of transportation engineering and planning projects. These include functional planning studies, transit planning studies, transportation master planning, traffic impact assessments, parking assessments, offsite levies, and consulting with the public and approving authorities. Prior to joining ISL, Dan worked as a Traffic and Transportation Engineer for the City of Grande Prairie where he was responsible for intersection operations and signal timing, traffic signal design, and working with elected officials and the public to determine solutions to operational issues. He also acted as project sponsor for capital construction projects and reviewed consultant proposals for capital work. Dan is known for his "cut to the chase" work ethic; a valuable tool in getting projects done on time and within budget.

As **Transportation Engineering Support**, Dan will advise the Consulting Team on transportation issues that arise during the preparation of the ASP.

Amanda Kaiser, BCS, JA
Consultation Coordinator

As ISL's Public Consultation Lead Coordinator, Amanda provides a creative approach to the development of public and stakeholder engagement, communication and media relation strategies, activities and materials in ISL's planning, transportation, water and landscape architectural projects. She accurately documents project information and community input, proactively tracks issues throughout the project duration to inform the consulting team for early resolution, and applies privacy protocols consistently in project work involving the public. Amanda is trained and experienced in public consultation and communications fundamentals and practices, event planning and management, marketing communications, advertising, and writing and editing. She has played key roles in the design and implementation of public involvement programs, designed and facilitated workshops and public and stakeholder sessions, and developed print and web content for various projects. Amanda has completed the International Association of Public Participation (IAP2) Communication, Planning and Techniques for Effective Public Participation and Group Facilitation Skills courses. Amanda is a member of IAP2 and currently serves on the IAP2 Wild Rose (Alberta) Chapter Board of Directors as Vice President.

For this project Amanda will lead **Consultation Coordination** by developing the engagement plan, documenting consultation summaries, and developing advertising and web content.

Charles (Chuck) Hunt
Land Use Bylaw Mapping

Chuck has over 30 years of experience in mapping, planning, land surveys and design, both in the engineering/land surveys field and with various government agencies. With a strong commitment to quality and detail, Chuck has worked on over 450 projects over his 12 years with ISL. His expertise includes an in-depth understanding of Alberta land survey, Alberta Township System (ATS), and Alberta Land Title Office data. Since becoming part of the Land Use Planning group five years ago, Chuck has been almost exclusively responsible for the various plans, maps and figures required by this discipline. He has prepared themed maps and plans for LUBs, IDPs, MDPs, ASPs, outline plans, and area concept plans; circulation maps for the referral of subdivision and rezoning applications; and conditions of approval maps for subdivision and development permit applications.

Chuck's role in this project will be to provide **Mapping Support**, preparing all of the mapping for the ASP.

Additional Resources

The team has a track record of working together effectively as a productive and cohesive unit and many team members are experienced Project Managers – experience that will ensure project continuity in the event of unforeseen staff changes.

ISL is committed to the completion of the ASP for the MD with the Consulting Team as detailed in this proposal. However, should unforeseen circumstances arise and a team member is unavailable, as a full service firm, ISL has the resources and staff to substitute the team member with other qualified professionals. No substitutions will be made to key staff without it first being discussed with the MD's Project Manager. With the combination of offices in Edmonton and Grande Prairie, and our established project experience in northern and central Alberta as demonstrated in Section 3.3, the Consulting Team is well positioned to successfully deliver and respond to the challenges of staff and resource availability.

3.3 Relevant Experience

ISL brings to this project our extensive experience in municipal development planning, engineering expertise, public consultation/engagement and previous work in central and northern Alberta, including the MD of Greenview. Some of our most relevant experience is outlined below. In addition, project sheets highlighting some key projects are provided in *Appendix C*.

Municipal District of Greenview Experience
ISL has a long standing working relationship with the MD, dating back to the late 1990s. The result is a high level of understanding of the issues facing the MD and a strong rapport with MD Administration that will enable us to "hit the ground running" on this assignment.

Grovedale Area Structure Plan Review (2005)
ISL was retained in 2004 to review the 1986 Grovedale ASP to ensure it remained current and relevant in response to increasing residential, commercial and industrial growth pressures. Revisions to the ASP included the establishment of new expansion areas for the Hamlet of Grovedale, identifying new country residential development areas, revising allowable development densities, and updating future servicing policies.

Sturgeon Lake Area Structure Plan (2002)
Sturgeon Lake is one of only a few easily accessible recreational lakes in northwest Alberta, and private lands concentrated at the west end of the lake have been the subject of cottage, resort and other recreational development for several years. The lake is also home to a significant recreational, commercial and domestic fishery. In addition, a substantial portion of the land around the lake is Crown land, including two Provincial Parks, or occupied by the Sturgeon Lake Indian Reserve. In order to address ongoing development pressures, the Sturgeon Lake Area Structure Plan was adopted in 1985 and updated in 1991. ISL was retained by the MD of Greenview to undertake a new review of the Plan in 2001-2002 to ensure that it remain effective. Steered by a Committee of area stakeholders and guided by extensive landowner and user consultation, a new Plan was prepared with new policies respecting environmental

protection, development densities, and subdivision and development standards. In addition, in order to address ongoing concerns respecting water quality, the Plan area was expanded substantially to include the entire Sturgeon Lake watershed.

Perron Ventures ASP and TIA (2013)
ISL was retained in 2013 by a private landowner to prepare an Area Structure Plan and Traffic Impact Assessment for a ~20 ha industrial (oilfield hauling and contracting) site located west of Valleyview along Highway 43 in the Municipal District of Greenview No. 16.

In addition to the above, the following is a list of other planning related projects that we have worked on with and on behalf of the MD:

- Land Use Bylaw Review and Update (2003)
- Municipal Planning Advisory Services (late 1990s to present)
- MD of Greenview/Grande Cache Intermunicipal Development Plan (2001)
- MD of Greenview/Fox Creek Intermunicipal Development Plan (2007)
- MD of Greenview/Valleyview Intermunicipal Development Plan (2007)

Other Area Structure Plan Experience
In addition, ISL has extensive experience in the preparation of ASPs in other northern Alberta communities. ***Table 3.1: Area Structure Plan Experience***, lists some of the ASP projects that ISL has completed or that are currently underway in northern and central Alberta.

Table 3.1: Area Structure Plan Experience

ASP	Muncipality	Date
Woking ASP Update	Saddle Hills County	In Progress
Bay Tree ASP Update	Saddle Hills County	In Progress
Flyingshot Lake Lots 4/5	City of Grande Prairie	In Progress
Cowan ASP	County of Grande Prairie	In Progress
Airport Industrial	County of Grande Prairie	In Progress
Holtby Holdings	MD of Peace No. 135	In Progress
Correction Line	County of Grande Prairie	In Progress
Balderston	County of Grande Prairie	2015
North Wembley	Town of Wembley	2014
West Gibbons	Town of Gibbons	2013
Dixonville	County of Northern Lights	2012
Zama City/La Crete/Fort Vermilion	Mackenzie County	2012
Erin Ridge North	City of St. Albert	2012
Sexsmith Annexation Area	Town of Sexsmith	2011
West Industrial	Town of High Prairie	2011
West Peace Business Park	MD of Peace No. 135	2009
Emerson Trail	County of Grande Prairie	2007
Arbour Hills	City of Grande Prairie	2007
Bear Creek Highlands	City of Grande Prairie	2007
Balisky-Hodges	County of Grande Prairie	2005
West Mountview	County of Grande Prairie	2004
Northeast	City of Grande Prairie	2002
Southwest	City of Grande Prairie	2001
Northwest	City of Grande Prairie	2001
Mountview	County of Grande Prairie	1999

3.4 References

The following references are provided for relevant municipal projects for which similar consulting work has been provided.

Table 3.2: References

Name / Contact Information	Projects
Nick Lapp, RPP, MCIP Director of Planning and Development Services County of Grande Prairie No. 1 1.780.513.3950 nlapp@countygp.ab.ca	• Numerous Area Structure Plans • Wapiti Dunes Trail Network Plan

Name / Contact Information	Projects
Laurie Jackson Manager of Planning and IT Services Saddle Hills County 1.780.864.3760 ljackson@saddlehills.ab.ca	• Woking ASP (in progress) • Bay Tree ASP (in progress) • Municipal Advisory Services (ongoing) • Municipal Development Plan (2010) • Land Use Bylaw (2008)
Name / Contact Information	**Projects**
Theresa Van Oort Chief Administrative Officer County of Northern Lights 600 7th Avenue NW, PO Box 10 Manning, Alberta T0H 2M0 1.780.836.3348 cao@countyofnorthernlights.com	• Municipal Advisory Services (ongoing) • Dixonville ASP (2012) • Municipal Development Plan (2010) • Land Use Bylaw (2010) • Weberville Highway Corridor Area Concept Plan (2010)

3.5 Project Management and Client Communications

ISL has been a team leader on many projects for the public sector. Our experience in the role of project lead has enabled us to develop leadership and project management systems that ensure quality, timely project deliverables to our clients. We are also agile, able to respond quickly to dynamic circumstances and we possess the experience and insight needed to chart a clear course or action. Based on previous experience, ISL has developed a project management framework to ensure that the project proceeds on time, on target and on budget. This framework includes the following key components:

Role Clarity:
The members of the Consulting Team have a solid understanding of their roles and their contribution to key project tasks and deliverables. For each phase of the project ISL's Project Manager will review tasks and deliverables and develop a work plan and timeline that will ensure the successful completion of the deliverables for the phase.

Point of Contact:
In order to ensure effective communication from the Consulting Team to the MD's Project Manager, ISL's Project Manager will serve as the primary contact and the key source for all critical project communication.

Communication:
Our project reporting model will ensure that communication flows from ISL's Project Manager through the Consulting Team. ISL's Project Manager will provide the MD's Project Manager with regular verbal and written updates on work progress to ensure there is open communication and project issues are resolved. We propose a system of regular telephone calls to provide opportunities to discuss project progress and solutions to resolve any issues.

Risk Management:
Available capacity must be identified as a contingency in the event that production is too slow or if one or more key personnel are unable to fulfill their roles (e.g. illness). We are backed by significant corporate depth and we can bring in additional resources if required. In addition, we employ accounting software which allows a complete snapshot of budget utilization at any point in the project, which will be used to effectively monitor project progress and make informed project management decisions

4.0 Project Schedule

A detailed project schedule is provided in Table 4.1: Project Work Schedule, following this page. As required in the RFP, we are prepared to initiate work immediately upon instruction to proceed, on or about the third week in September 2015. The proposed schedule is based on the work plan presented in Section 2.0 of this proposal and is designed to meet completion in a 9 month timeframe.

The project schedule has accommodated for one-week periods for Administration and Citizen Panel members to review draft materials as they are completed. We advise that the project timeline is contingent upon the timely review of submissions by the MD's Project Manager and other members of Administration and external agencies as required.

A risk to the project is the cycle of drafting, review, consultation and revision. Our project schedule accommodates for the review and revision of deliverables, and is carefully designed to keep the pace and momentum of the project going. It is important that focus is maintained with a clear understanding of the cycle of each of step to reach the ultimate goal.

ISL Engineering and Land Services

Table 4.1: Project Work Schedule
Grovedale Area Structure Plan
Municipal District of Greenview No. 16

TASK ■ MEETING ★ SUBMISSION S CONSULTATION EVENT ● REVIEW ■

	2015 to 2016 - MONTH:	2015 Sept			October				November				December				January				February				March				April				May			
		17	24	31	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	7	14	21	28	4	11	18	25	2	9	16	23	30
Step 3: Initial Meeting With Consultants																																						
3a	Project Initiation Meeting and Site Reconaissance	★																																				
3b	Engagement and Communications Plan	■	S																																			
3c	Prepare Base Mapping	■																																				
3d	SWOT Analysis		■	■																																		
Step 4: Initial Public Meeting																																						
4a	Public Open House #1				●																																	
4b	Public Information Session				●																																	
4c	Online and Print Survey			■	■	■	■																																
4d	Consultation Summary Report					■	S																																
4e	Project Review Meeting #1						■	★																														
4f	Citizen Panel Formation						■																																
4g	Citizen Panel Meeting #1							■	★																														
Step 5: Preliminary Plan																																						
5a	Prepare ASP Directions and Outline Document								■	S																													
5b	Project Review Meeting #2 (Conference Call/Video Conference)									■	★																												
5c	Citizen Panel Meeting #2/ASP Design Workshop										■	★																											
5d	Prepare Land Use Concept											■	S																										
5e	Project Review Meeting #3 (Conference Call/Video Conference)																	■	★																				
5f	Citizen Panel Meeting #3																		■	★																		
Step 6: Issue Analysis																																						
6a	Prepare ASP Framework																			■	S																	
6b	Project Review Meeting #4																				■	★																
6b	Citizen Panel Meeting #4																					■	★															
Step 8: Draft Area Structure Plan																																						
8a	Prepare Draft ASP																	■	■	■	■	■	■	■	S													
8b	Project Review Meeting #5																								■	★												
8c	ASP Revisions																								■	■	■											
8d	Council Briefing and Review																											■	★									
Step 9: Public Review of Draft ASP																																						
9a	Public Open House #2																												●									
9b	Intermunicipal and Agency Review																											■	■	■								
9c	Online Review of Draft ASP																											■	■	■								
9d	Project Review Meeting #6 (Conference Call/Video Conference)																														■	★						
9e	ASP Revisions																															■	■	S				
Step 10: Public Hearing																																						
10a	Attend Public Hearing																																			★		
10b	Final ASP Revisions																																				■	S

5.0 Project Budget

As required in the RFP, the costs of undertaking the ASP project are presented in the prescribed form (8.2 Pricing Submission) located at the front of our proposal. A complete breakdown of our estimated costs to undertake the project is presented in Table 5.1: Estimated Schedule of Fees, at the end of this section. The costs are presented by phase, task and team member with their associated hourly rates and estimated hours worked per task.

The total estimated budget for the project is $66,152.00 excluding GST. The hours allocated in Table 5.1 are estimated based on our current understanding of the project and are linked to the tasks outlined in the work plan as presented in Section 2.0. The actual use of resources may vary and hours may be transferred between individuals and tasks, but the key members of the Project Team will not change and the overall budget will not be exceeded unless warranted by scope changes that are approved by the MD's Project Manager. Billing will be administered by ISL on a monthly basis.

Our fee estimate includes a disbursement allowance of 3% disbursements applied to hourly effort. Disbursements are required to cover costs for items such as Consulting Team travel from Grande Prairie, communications, document printing and the preparation of display materials.

ISL Engineering and Land Services

Table 5.1: Estimated Schedule of Fees
Grovedale Area Structure Plan
Municipal District of Greenview No. 16

Tasks	Dave McRae, RPP, MCIP Project Manager, Planning Lead $160	Courtney Laurence, InPlan, MA Planning and Consultation Support $93	Angela Steward, MEng, PEng, LEED AP Municipal Engineering Support $137	Ryan Williams, PEng Municipal Engineering Support $120	Daniel Zeggelaar, PEng Transportation Engineering Support $133	Amanda Kaiser, BCS, JA Consultation Coordinator $105	Charles (Chuck) Hunt Cartographic and Planning Technologist $125	Clerical Support $83	Total Hours	Total ISL Fees ($)	Disbursements @ 3 %	Total Fees ($) ISL Fees + Disb. + Sub Fees
Step 3: Initial Meeting With Consultants												
3a Project Initiation Meeting and Site Reconnaissance	6	6							12	$ 1,518	46	$ 1,564
3b Engagement and Communications Plan		8				2			10	$ 954	29	$ 983
3c Prepare Base Mapping							8		8	$ 1,000	30	$ 1,030
3d SWOT Analysis	4	10	4	4	2			6	30	$ 3,362	101	$ 3,463
Subtotal Hours	10	24	4	4	2	2	8	6	60			
Subtotal Amount	$ 1,600	$ 2,232	$ 548	$ 480	$ 266	$ 210	$ 1,000	$ 498		$ 6,834	$ 206	$ 7,040
Step 4: Initial Public Meeting												
4a Public Open House #1	4	16				2	4	2	28	$ 3,004	90	$ 3,094
4b Public Information Session	4	12				2	4	2	24	$ 2,632	79	$ 2,711
4c Online and Print Survey	2	8				3			13	$ 1,379	41	$ 1,420
4d Consultation Summary Report	1	10				2			13	$ 1,300	39	$ 1,339
4e Project Review Meeting #1	4	4							8	$ 1,012	30	$ 1,042
4f Citizen Panel Formation	2	12				4			18	$ 1,856	56	$ 1,912
4g Citizen Panel Meeting #1 ***(See Note 1)***	4	10				2			16	$ 1,780	53	$ 1,833
Subtotal Hours	21	72	0	0	0	15	8	4	120			
Subtotal Amount	$ 3,360	$ 6,696				$ 1,575	$ 1,000	$ 332		$ 12,963	$ 388	$ 13,351
Step 5: Preliminary Plan												
5a Prepare ASP Directions and Outline Document	4	12	2	2	2				22	$ 2,536	76	$ 2,612
5b Project Review Meeting #2 (Conference Call/Video Conference)	2	2							4	$ 506	15	$ 521
5c Citizen Panel Meeting #2/ASP Design Workshop ***(See Note 1)***	6	14				2			22	$ 2,472	74	$ 2,546
5d Prepare Land Use Concept	8	16	2	2	2		12		42	$ 5,048	151	$ 5,199
5e Project Review Meeting #3 (Conference Call/Video Conference)	2	2							4	$ 506	15	$ 521
5f Citizen Panel Meeting #3 ***(See Note 1)***	4	10				1			15	$ 1,675	50	$ 1,725
Subtotal Hours	26	56	4	4	4	3	12	0	109			
Subtotal Amount	$ 4,160	$ 5,208	$ 548	$ 480	$ 532	$ 315	$ 1,500			$ 12,743	$ 381	$ 13,124
Step 6: Issue Analysis												
6a Prepare ASP Framework	6	18	6	6	4			4	44	$ 5,040	151	$ 5,191
6b Project Review Meeting #4	4	4							8	$ 1,012	30	$ 1,042
6c Citizen Panel Meeting #4 ***(See Note 1)***	4	10				1			15	$ 1,675	50	$ 1,725
Subtotal Hours	14	32	6	6	4	1	0	4	67			
Subtotal Amount	$ 2,240	$ 2,976	$ 822	$ 720	$ 532	$ 105		$ 332		$ 7,727	$ 231	$ 7,958
Step 8: Draft Area Structure Plan												
8a Prepare Draft ASP	8	24	8	8	4		36	6	94	$ 11,098	333	$ 11,431
8b Project Review Meeting #5	4	4							8	$ 1,012	30	$ 1,042
8c ASP Revisions	2	8	2	2	2		12	2	30	$ 3,510	105	$ 3,615
8d Council Briefing and Review ***(See Note 2)***	8	4						4	16	$ 1,984	60	$ 2,044
Subtotal Hours	22	40	10	10	6	0	48	12	148			
Subtotal Amount	$ 3,520	$ 3,720	$ 1,370	$ 1,200	$ 798		$ 6,000	$ 996		$ 17,604	$ 381	$ 17,985
Step 9: Public Review of Draft ASP												
9a Public Open House #2	4	16				2	4	2	28	$ 3,004	90	$ 3,094
9b Intermunicipal and Agency Review		2							2	$ 186	6	$ 192
9c Online Review of Draft ASP	2	12				2			16	$ 1,646	49	$ 1,695
9d Project Review Meeting #6 (Conference Call/Video Conference)	2	2							4	$ 506	15	$ 521
9e ASP Revisions	2	6	2	2	2		8	2	24	$ 2,824	85	$ 2,909
Subtotal Hours	6	20	2	2	2	2	8	2	44			
Subtotal Amount	$ 960	$ 1,860	$ 274	$ 240	$ 266	$ 210	$ 1,000	$ 166		$ 4,976	$ 149	$ 5,125
Step 10: Public Hearing												
10a Attend Public Hearing	4	4						2	10	$ 1,178	35	$ 1,213
10b Final ASP revisions	1	2							3	$ 346	10	$ 356
Subtotal Hours	5	6	0	0	0	0	0	2	13			
Subtotal Amount	$ 800	$ 558						$ 166		$ 1,524	$ 45	$ 1,569
Total Hours This Project	104	250	26	26	18	23	84	30	561			
Total ($)	$ 16,640	$ 23,250	$ 3,562	$ 3,120	$ 2,394	$ 2,415	$ 10,500	$ 2,490		$ 64,371	$ 1,781	$ 66,152

8.2 Pricing Submission Summary		
Price for Land Use Bylaw (All tasks less those listed below)	$ 46,092	
Price for Citizens' Panel (Tasks 4f, 4g, 5c, 5f, 6c)	$ 9,741	
Price for Online Survey (Task 4c)	$ 1,420	
Price per Public Open House (Tasks 4a, 9a)	$ 6,188	$3,094.00 per event
Price per Public Information Session (Task 4b)	$ 2,711	

Appendix A

Corporate Information

ISL Engineering and Land Services

Inspiring sustainable thinking

Company Profile

Welcome to ISL Engineering and Land Services (ISL)

We are consulting engineers and land services professionals who are committed to inspiring sustainable thinking in transportation, land and water projects for the public and private sectors.

We are set apart by our values. Our shared values are reflected in our everyday actions and represent the driving force behind our organization.

We value your success

Our commitment to client success is evident in every aspect of our project work and is built on what we value: people, relationships, and sustainability.

We value people

ISL recruits, grows and develops the brightest technical minds to offer a complete line of engineering and land services:

- Transportation
- Municipal
- Environmental Infrastructure
- Structural - Bridges and Buildings
- Land Development
- Landscape Architecture
- Land Use Planning
- GIS/Mapping

Our commitment to each other is demonstrated in our collaborative approach to projects, our commitment to safety and our belief in giving back to our communities.

We are a family that shares. ISL teams look for ways to maximize their understanding of project requirements —from generational sharing of expertise and sharing similar past project work to sharing knowledge of the geographic nuances of a site or of concurrent projects surrounding the site. ISL enables its teams with the tools and resources to share information and knowledge effectively, to the benefit of our clients.

We value our relationships with clients, suppliers, and partners

ISL believes in collaboration and works with all stakeholders to deliver innovative projects that meet client objectives. For ISL, cooperation and teamwork—whether it is with client groups, other firms, or the public —is an opportunity to demonstrate our commitment to making our communities great places to live.

We value sustainability

ISL is committed to becoming a sustainable engineering and land services company by 2020. Sustainability at ISL encompasses our commitment to recruiting technical experts, ongoing education and research, and engaging clients to inspire sustainable thinking at every project level and opportunity.

We would be proud to be a part of your next project.

EDMONTON
Steven Melton
P: 780.438.9000

CALGARY
Calvin McClary
P: 403.254.0544

CANMORE
Adrian Wilson
P: 403.678.4211

LETHBRIDGE
Arne Gjerlaug
P: 403.327.3755

RED DEER
Robert Perrault
P: 403.342.1476

GRANDE PRAIRIE
Brian Morrison
P: 780.532.4002

LANGLEY
Randy Rosin
P: 604.530.2288

BURNABY
Kevin Terness
P: 604.629.2696

SQUAMISH
Graham Schulz
P: 604.815.4646

WEST KOOTENAY
Gary O'Rourke
P: 250.512.1641

EAST KOOTENAY
Clark Weber
P: 250.423.2015

SASKATOON
Rob Cholodnuik
P: 306.954.1880

ISL Engineering and Land Services

Inspiring sustainable thinking

Our Sustainability Journey

"Our journey towards sustainability began from a sense of responsibility - as a company, as individuals, and as professionals."

ISL Engineering and Land Services is an award-winning full-service consulting firm dedicated to working with all levels of government and the private sector to deliver planning and design solutions for transportation, water, land, and environmental projects.

Our commitment to client success is built on a strong foundation: we know the communities we serve. This local knowledge, combined with our range of expertise and depth of experience, helps us meet the unique challenges of every project and better understand the role of sustainable solutions in all phases of a project's life cycle.

ISL's successful approach uses holistic planning and collaborative teamwork. We view our clients as part of our project teams. We believe we can work together to produce successful results and lasting relationships while continuing to improve the environmental, social and economic fabric of our communities.

Our journey towards sustainability began from a sense of responsibility - as a company, as individuals, and as professionals - to limit our impact on the planet and the communities we work in.

What does sustainability mean to ISL? We believe in the sustainability framework and definition described by The Natural Step and our four sustainability principles are adapted from the natural system conditions they describe. We understand that sustainability is not achieved quickly and then completed; but a journey we are committed to take and share with our staff, clients and suppliers. ISL's journey is guided by our strategic sustainability goals for the year 2020 and our four sustainability principles of environmental protection, ecosystem conservation, waste-free output, and social equity.

We are dedicated to defining and sharing sustainability 'best practices' with our clients. We believe sustainability does not come at the expense of budget, time or resources on any project, but should be considered a lens through which we look at all phases of any project or process.

ISL will continue to challenge the status quo and redefine the planning and design process and project success, always analyzing current and planned activities through our sustainability principles and framework.

ISL's engineers, landscape architects, planners, technologists, public consultation and management staff are all committed to growing their expertise to help clients understand and consider sustainable options at every stage of the project process.

We will evaluate our progress against our core themes and key performance indicators, helping us deliver sustainable and triple bottom line solutions in each of our service lines and across office operations.

ISL Engineering and Land Services

Inspiring sustainable thinking

Land Use Planning

Laying the foundation in the community

With sustainability always at the forefront, ISL's Land Use Planning group addresses the challenges that come with change in urban, rural, and regional landscapes. Our planners have extensive experience in the preparation of land use plans, bylaws, and growth strategies. Our services accomplish the integration of land use with infrastructure and the natural environment in a sustainable manner as a proactive approach to facilitating growth. Our clients benefit from interdisciplinary collaboration, where we combine our professional planning expertise with in-house public consultation, creative services, urban design, and engineering expertise, and the strong technical support of our GIS/Mapping group.

Our Service Areas

Land Use Plans, Policies, and Bylaws

- Land Use Bylaws
- Municipal Development Plans and Intermunicipal Development Plans
- Area Structure Plans and Area Redevelopment Plans
- Neighbourhood Structure Plans, Area Concept Plans, and Outline Plans
- Land use policy reviews, studies, research and new policy formulation
- First Nations Community Plans
- Growth management strategies and studies
- Public consultation and communication

Regional Planning

- Integrated Growth Management Plans
- Regional land use plans, growth studies, and advisory services

Land Development

- Land development feasibility and site selection studies
- Site planning and urban design
- Rezoning, subdivision, development permit, road closure, and plan amendment applications
- Project coordination and client representation through approval and appeal processes
- Review of plans for compliance with regional policy

Municipal Advisory Services

- Planning/policy advisory services and development review services
- Council, SDAB, and MPC training workshops/ orientations

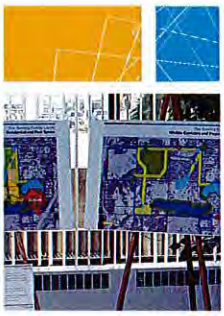
Special Planning Studies

- TOD planning and light rail transit corridor selection studies
- Annexation studies
- Downtown/business revitalization plans and impact assessments
- Recreation and transportation planning
- GIS mapping and GIS-based land use analysis, including land supply and demand
- Expert testimony on planning matters

ISL Engineering and Land Services

Public Consultation

Inspiring sustainable thinking



Strategic. Creative. Clear.

At ISL, we take a strategic approach in our public consultation and communication programs for our clients' projects. We manage the flow of project information (inputs and outputs), and proactively address any emergent project and implementation issues. Our clients benefit from increased public awareness, understanding and support of their projects, and achieve timely project approvals.

We provide a comprehensive suite of tools that facilitates the understanding, sharing, and use of accurate, meaningful information to help clients make informed decisions. Our professionals focus their knowledge and expertise on developing and executing customized public consultation and communication strategies and processes that will best meet the needs of the project. We identify and analyze project issues and data through inclusive community and stakeholder engagement. And, we create compelling text, imagery, and materials that reliably and dynamically communicate project information, milestones and results to clients, stakeholders and the public.

Consultation and communication services are available across all of ISL's service lines, including all phases of engineering, land use planning, and landscape architecture projects. The services offered are flexible and can work within a client's defined budget and strategic framework.

Public Consultation

- Design, facilitate, document and analyze public and stakeholder engagement processes
  - » Steering committee and advisory group processes
  - » Moderated sessions, interviews, facilitated workshops, world cafes and open houses
  - » Print and electronic surveys
- Conduct, synthesize and analyze research to guide formulation of recommendations
  - » Structured evaluations of programs and initiatives
  - » Needs assessments and gap analyses

Communications

- Design and produce custom communication programs and tools
- Produce professional writing and creative design for print, web, email, and multi-media tools
- Collect, synthesize and analyze public and stakeholder input
- Develop and implement media strategies including project launches, media briefings, kits and releases, and advertising

Graphic Design and Visualization Services

- Design and develop display panels, posters, banners, advertising, and signage
- Custom design and illustration for visual identities including logos and related branding elements
- Develop 3D modeling of concept plans and detailed designs using real world data for project decision making, design evaluation, and public consultation
- Prepare presentations, and web-based applications; 3D/image compositing with real world data; virtual tours; 3DOM-IS; and interactive Flash 2D/3D graphics

ISL Engineering and Land Services

Integrating GIS with Planning

Land Use Planning

OUR SERVICES

Planning and Development

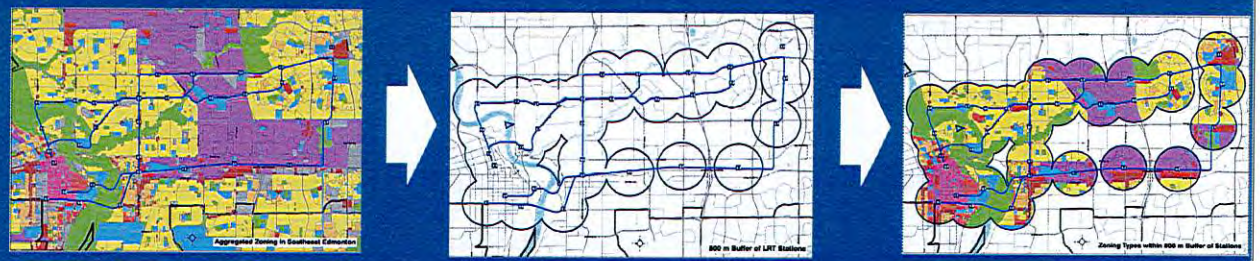
- Regional land use plans
- Growth management plans and strategies
- Intermunicipal and Municipal Development Plans
- Area Structure Plans and Area Redevelopment Plans
- Land Use Bylaws
- Rezonings and subdivisions

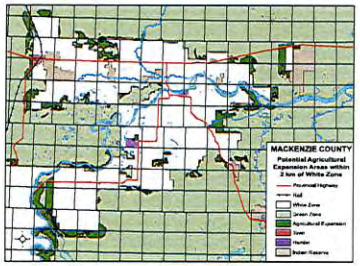
Municipal Advisory Services

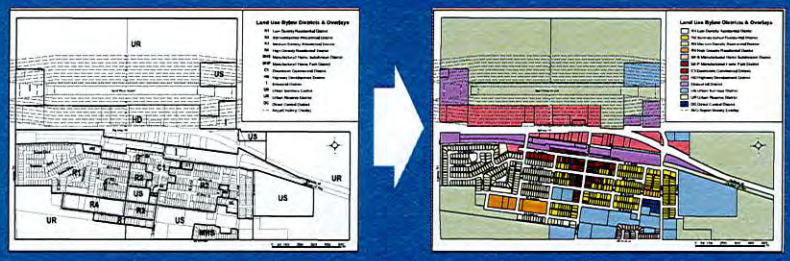
- Planning advisory and development review services
- Policy review, research and formulation

Studies, Reports and Analysis

- Land supply and inventory analysis
- Annexation studies
- Municipal census reports and analysis
- Transit corridor selection studies
- Downtown business impact assessments
- GIS-based land use analysis to inform decision-making







GIS/Mapping

OUR SERVICES

Land Use Planning

- Parcel-based land use mapping (MDPs, LUBs, etc.)
- Plan index (registered plan) mapping
- Land use GIS spatial analysis and thematic mapping

Assessment and Taxation

- Land ownership maps
- Tax roll and assessment mapping

Emergency Response

- Civic address mapping
- Civic addressing system design (urban and rural)

Legislative

- Ward redistribution
- Electoral and census enumeration boundary mapping

Economic Development

- Tourist maps and guides
- Economic development brochures

Community Services

- Trail guides
- Cemetery maps

Infrastructure

- Transportation GIS and mapping
- Municipal utilities GIS and mapping

Inspiring Sustainable Communities

ISL Engineering and Land Services provide a complete range of services to address the challenges that come with change in urban and rural communities.

- We have a strong commitment to planning and design that is sustainable for the site, the environment and the community for which it is intended.
- We provide an integrated team approach with planners, engineers, landscape architects, GIS/mapping and public consultation professionals.
- We engage stakeholders using effective communications and broad consultation activities.

The result is more sustainable plans, policies, and other deliverables that better meet the needs of the Client, residents, businesses and visitors.

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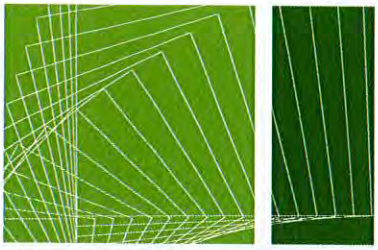
ISL Engineering and Land Services

Grande Prairie Office

Inspiring sustainable thinking



ISL Engineering and Land Services Ltd. in Grande Prairie is an integral component of the ISL team. Located near the centre of the city, we are easily accessible to staff, clients and business colleagues.

ISL's Grande Prairie office has been in operation since 1987, but members of the ISL team have maintained professional relationships and ties to the community since 1966. ISL has maintained a strong relationship with the City and County of Grande Prairie, Aquatera Utilities, and numerous other public and private sector clients, offering services in fields of planning, land development, municipal and transportation engineering. In collaboration with other ISL offices, ISL Grande Prairie also offers structural engineering and landscape architecture services. The greatest expertise of our Grande Prairie staff is in planning, site development, tendering, contract administration, inspection services, and contractor and utility coordination. Led by Brian Morrison, P.Eng., our staff is comprised of talented professionals. We take pride in our "open door" policy as we strive to meet and exceed the expectations of our clients.

The ISL Grande Prairie office provides staff with a comfortable working environment. Our location is ideal for the deployment of services to projects throughout the City, adjacent communities and surrounding areas. We strive to be on the leading edge of technology and are committed to personalized, cost-effective engineering and planning services with top quality results.

While we participate in events that take place at our corporate headquarters in Edmonton, we also take pride in our independent community-minded spirit. We host Christmas open houses and golf tournaments to show appreciation to our valued clients, community partners and business colleagues. Our hard working staff also make time for personal activities and community involvement. Our staff consists of accomplished Rotarians, Dale Carnegie graduates, hockey, cycling and golfing enthusiasts, and Toastmasters International participants.

We participate in and support local art and musical endeavours, maintaining memberships in the local Art Gallery and in the Friends of the Grande Prairie Boys' Choir.

Grande Prairie is a growing, vibrant city and our office is keeping pace in growth and project achievements. We are committed to professional quality and client satisfaction and we take great pride in the realization of these goals in each and every project.

Disciplines:

- Transportation
- Municipal
- Structural - Bridges
- Structural - Buildings
- Land Development
- Land Use Planning
- Landscape Architecture

Office Manager
Brian Morrison, P.Eng.

#202, 10537 - 98 Avenue
Grande Prairie, AB
Canada
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780.539.1656

E-mail
bmorrison@islengineering.com

ISL Engineering and Land Services

Edmonton Office

Inspiring sustainable thinking

The Edmonton office of ISL Engineering and Land Services Ltd. is our corporate headquarters. Located on the south side of Edmonton at 7909-51 Avenue, our office is easily accessible from Whitemud Drive and 75 Street.

While ISL's origins in Alberta date back to 1966, ISL was established as a corporate entity in the Edmonton engineering market in 1987. Since that time we have grown steadily in staff numbers and disciplines to meet the emerging needs of our clients and the changing demands of the industry. In 2004, ISL moved into an expanded and renovated building; a change that signifies our growth as a company, as well as our commitment to the community and to the long-term success of our many clients in the Alberta Capital Region.

The Edmonton office is home to ISL's management team, which provides leadership and support to all ISL offices and is led by our President and CEO Rodney Peacock, P.Eng. The Edmonton office is also home to a talented group of administrative and secretarial staff, creative communications and graphics professionals, as well as a dedicated accounting group led by Chief Financial Officer Barry Fischer, CMA. Our skilled information technology team provides support to all ISL offices through the provision of an advanced, modern and efficient computer network. Daily operations are supported through leading-edge hardware and software, technical support staff, and on-site plotting, printing and document production.

ISL has always enjoyed a culture that not only promotes professionalism and hard work, but also fosters fun, camaraderie, and support through a variety of family and social activities, as well as extensive training opportunities. Our Edmonton office takes pride in providing staff with comfortable, inviting work spaces and amenities such as free parking, an exercise facility and a landscaped backyard for quiet lunches, staff meetings and barbeques. Our company and staff participate in several community and fundraising efforts aimed at enhancing the quality of life in the communities that we serve.

Most importantly, our Edmonton office provides services in all eight ISL disciplines under one roof. Working together, our exceptional professional and technical staff collaborate across all disciplines on projects of all sizes and complexities to develop innovative and effective solutions that achieve the goals of our valued clients.

General Manager
Steven Melton, P.Eng.

Suite 100, 7909-51 Avenue NW
Edmonton, AB
Canada
T6E 5L9

Phone
780.438.9000

Fax
780.438.3700

E-mail
smelton@islengineering.com

Appendix B

Consulting Team Resumes

EDUCATION

University of Calgary, 1987
Master of Environmental Design (Urban and Regional Planning)

University of Alberta, 1982
Bachelor of Arts

The Natural Step, 2010
Integrated Community Sustainability Planning Course

EMPLOYMENT HISTORY

ISL Engineering and Land Services
1994 to 2007; 2009 to date
Land Use Planning Manager, Grande Prairie

Prudential Lands, Grande Prairie
2008
General Manager

South Peace Regional Planning Commission – Grande Prairie
1987 to 1994
Area Planner and Senior Planner

Mackenzie Regional Planning Commission
1986 to 1987
Contract Planner

AFFILIATIONS AND ACTIVITIES

Member, Canadian Institute of Planners

Registered Professional Planner

Member Grande Prairie Rotary Club

Chairman (2013 to 2014), Youth Exchange Committee, Rotary District 5370

Member: Grande Prairie Public School Division Education Foundation

Past President: Grande Prairie Live Theatre

Past Board Member: Alberta Association, Canadian Institute of Planners

Dave McRae, RPP, MCIP

Land Use Planning Manager, Grande Prairie

Career Highlights

As Land Use Planning Manager for the ISL Grande Prairie Office, Dave is responsible for all municipal planning projects undertaken by ISL in northwestern Alberta; and he is also involved in planning projects throughout ISL's operating territory. Dave's areas of specialization include statutory plan preparation, community planning, land development planning, subdivision design, and growth management/ annexation as well as extensive experience in public consultation.

His prior experience included seven years with the South Peace Regional Planning Commission (Grande Prairie) where Dave was responsible for the provision of municipal planning advisory and project services to numerous urban and rural communities, and participated in several regional planning projects.

Relevant Experience

Growth and Annexation

- City of Cold Lake Growth Study and Annexation Consultation / Negotiation Support – 2012 to date

  Town of Beaumont Growth Study and Annexation Consultation / Negotiation Support – 2012 to date

Land Use Bylaws

- Lac La Biche County Land Use Bylaw – 2014 to date
- County of Northern Lights Land Use Bylaw Review – 2011
- City of Grande Prairie Land Use Bylaw Review – 2009
- Mackenzie County Land Use Bylaw Review – 2009
- Central Peace Land Use Bylaw Review – 2009
- Town of Grande Cache Land Use Bylaw Review – 2005 to 2006

Municipal Planning and Land Development

- Lac La Biche County Municipal Development Plan – 2012 to 2013
- MD of Greenview No.16 Municipal Development Plan Update – 2012 to 2014
- Red Deer County Municipal Development Plan – 2011 to 2012
- Town of Whitecourt Municipal Development Plan/Land Use Bylaw – 2007

Municipal Planning Advisory Services

- Regional Evaluation Framework and Planning Advisory Services (Capital Region Board) – 2009 to date
- Town of High Prairie Planning Services – 2013 to date
- County of Grande Prairie SDAB Orientation Workshop – 2011

Area Structure Plans and Outline Plans

- Flyingshot Lake Lots 4/5 Area Structure Plan – 2013 to date
- West Industrial Area Structure Plan Amendment – 2013
- Corman Park Concept Plan Assessment – 2013
- Town of Sexsmith Annexation Area Structure Plan – 2011 to 2012
- County of Northern Lights Dixonville Area Structure Plan Review – 2011 to 2012
- County of Northern Lights Weberville / Warensville Area Structure Plan Review – 2011

Special Projects

- Crosslink Leasehold Planning – 2012 to date
- County of Northern Lights Planning Advice – ongoing

Courtney Laurence, M.Plan., MA

Consultation Coordinator

Career Highlights

As a Public Consultation Coordinator with ISL, Courtney develops and coordinates the implementation of comprehensive public involvement plans, public open house and workshop events; designs online surveys; documents and synthesizes public and stakeholder feedback, and handles all aspects of event planning. She contributes to the design and implementation of strategic communication plans and materials for project events including static displays, information sheets, website content, multi-media presentations, media releases, and project advertisements. Courtney also executes many web-based and social media strategies using platforms such as Twitter, Facebook, Pinterest, Eventbrite to provide additional public engagement opportunities for clients' projects.

Relevant Experience

Public Engagement

- Crowchild Trail Engagement and Study (City of Calgary, Transportation Planning) – 2015
- Owner's Engineer for Highway 11 and 12 Interchanges (Saskatchewan Ministry of Highways & Infrastructure) – 2015

Prior to working at ISL, Courtney was involved in the following projects

ASPs and ARPs

Courtney has reviewed and written policies for ASPs and ARPs and provided GIS mapping support

- Willow Lake – Regional Municipality of Wood Buffalo, Alberta
- Fort Chipewyan – Regional Municipality of Wood Buffalo, Alberta
- Parkdale Area Redevelopment Plan – Calgary, Alberta

Land Use Bylaw

Participated in review and updating process of Municipal Land Use Bylaw

- Planning and Development – Regional Municipality of Wood Buffalo, Alberta

Urban Design

Created graphic representation of specific sites through infographics, plan views, cross sections, mapping, and 3D Modelling and rendering

- West Campus Site Plan – Calgary, Alberta
- Fishermans Bend – Melbourne, Australia
- Parkdale Area Redevelopment Plan – Calgary, Alberta

Policy Development

Reviewed and developed policies through site analyses and precedent studies

- Vitality Community Plan, Keystone Hills – Calgary, Alberta
- Parking Strategy – Regional Municipality of Wood Buffalo, Alberta
- Affordable Housing Policy – Regional Municipality of Wood Buffalo, Alberta
- Parkdale Area Redevelopment Plan – Calgary, Alberta

Public Consultation

- Youth Excel – Charlottetown, PEI
- SHAPES-PEI – Charlottetown, PEI
- Parkdale Area Redevelopment Plan – Calgary, Alberta
- Greenview Commons – Calgary, Alberta

EDUCATION

University of Calgary, 2015
Master of Planning, City Planning and Urban Design

Simon Fraser University, 2010
Master of Arts, Criminology

Saints Mary's University, 2007
Bachelor of Arts, Criminology and Psychology

Certificate
Crime Prevention Through Environmental Design

Additional Training
IAP2 – Planning and Techniques, 2015

EMPLOYMENT HISTORY

ISL Engineering and Land Services
2015 to date
Consultation Coordinator

CitySpaces, Calgary, AB
2015
Public Engagement Intern

University of Calgary, Calgary, AB
2015
Public Engagement Teaching Assistant

Planning and Development, RMWB, AB
2014
Planning Summer Student

UPEI, Charlottetown, PEI
2010 to 2014
Project Manager

AFFILIATIONS and ACTIVITIES

Alberta Professional Planning Institute, Student Member

Community Planning Association of Alberta, Student Member

Canadian Institute of Planners, Student Member

EDUCATION

University of Alberta, 2014
Master of Engineering in Water Resources

University of Alberta, 2006
Bachelor of Science in Civil Engineering
Environmental Engineering Option (Co-op Program)

University of Alberta, 1997
Bachelor of Science in Microbiology (Honors)

University of Alberta
Natural Resource Management, 2013
Ice Engineering, 2013
Underground Trenchless Construction, 2013
Industrial Water and Wastewater Management, 2012
Open Channel Flow, 2012
Engineering Fluid Mechanics, 2011
Hydraulic Structures, 2011
Advanced Surface Water Hydrology, 2010

EMPLOYMENT HISTORY

ISL Engineering and Land Services
2006 to date
Water Resources Engineer

AFFILIATIONS AND ACTIVITIES

The Association of Professional Engineers and Geoscientists of Alberta

The Association of Professional Engineers and Geoscientists of Saskatchewan

LEED (Leadership in Energy and Environmental Design) Accredited Professional with the Canada Green Building Council

Environmental and Water Resources Institute of the American Society of Civil Engineers

AWARDS AND ACHIEVEMENTS

APEGA Gold Medal in Civil Engineering

PUBLICATIONS

A. Steward, D. B. Prince, N. Jolicoeur, H. Colas, and M. Tariq. 2010. "The Past, Present, and Future of Real Time Controls in Edmonton's Combined Sewer System. Proceedings," 2010 Western Canada Water Conference. Calgary, Alberta.

Angela Steward, M.Eng., P.Eng., LEED AP

Water Resources Engineer

Career Highlights

As a Water Resources Engineer in Municipal/Water Resources Engineering for ISL, Angela is responsible for planning and assessment, as well as conceptual and detailed design of municipal infrastructure projects focusing on water resources.

Relevant Experience

Since joining ISL in 2006, Angela has participated in a number of engineering projects including:

Stormwater Management

- Lloydminster 75 Avenue Detailed Design (City of Lloydminster) – 2013 to 2014
- Eastgate Yard LID Demonstration (City of Edmonton) – 2014
- EETP Chemical Precinct Technology Studies (City of Edmonton) – 2014
- Drayton Valley Stormwater MP (Town of Drayton Valley) – 2014
- Lloydminster 75 Avenue Arterial Upgrades (City of Lloydminster) – 2014
- Quarters Streetscape Low Impact Development Concept and Preliminary Design (City of Edmonton) – 2012
- Southeast to West LRT Preliminary Engineering (City of Edmonton) – 2012
- Drainage Study of Nine Mature Neighbourhoods – Stormwater Component (City of Edmonton) – 2011 to 2012
- Highway 63/Parsons Access Road Interchange – Stormwater Management Facility and Athabasca River Outfall Detail Design (Alberta Transportation) – 2010 to 2012
- Development of Operation Philosophy of RTC Gates (City of Edmonton) – 2009
- Erin Ridge North Stormwater Management Conceptual Design, St. Albert (Landrex Developers Inc.) – 2007 to 2013
- Conceptual Development and Concept Design for Performance Optimization of 14 CSO Sites (City of Edmonton) – 2007 to 2008

Sanitary Servicing

- SESS and NEST Planning Updates (City of Edmonton) – 2012 to 2013
- Drayton Valley Collection I/I Study (Town of Drayton Valley) – 2014
- Drayton Valley Waste Water Master Plan (Town of Drayton Valley) – 2014
- EETP Chemical Precinct Technology Studies (City of Edmonton) – 2014
- Drainage Study of Nine Mature Neighbourhoods – Wastewater Component (City of Edmonton) – 2011 to 2012
- Shields Health and Education Centre – Offsite Water Servicing Assessment (Alberta Infrastructure) – 2011
- 90 Avenue Sewer and Southwest Trunk Designs (Town of Westlock) – 2008 to 2010
- Water and Wastewater Master Plan Update (Town of Drayton Valley) – 2010
- Areas East of Grande Prairie Water and Wastewater Servicing Plan Update (County of Grande Prairie) – 2010

Water Supply and Distribution

- Drayton Valley Water Distribution MP (Town of Drayton Valley) – 2014
- Shields Health and Education Centre – Offsite Water Servicing Assessment (Alberta Infrastructure) – 2011
- Water Distribution System Master Plan (Village of Clyde) – 2010
- Water Distribution System Master Plan (Town of Grande Cache) – 2009
- Horsehills Industrial Water Servicing Master Plan (EPCOR) – 2008
- Capital Underground Utilities Program Watermain Upgrading (City of Leduc) – 2008

Ryan Williams, P.Eng.

Municipal Engineer

EDUCATION

University of Alberta, 2008
Bachelor of Science in Civil Engineering

EMPLOYMENT HISTORY

ISL Engineering and Land Services
2009 to date
Municipal Engineer

AFFILIATIONS AND ACTIVITIES

The Association of Professional Engineers and Geoscientists of Alberta

Engineering Ministries International

Consulting Engineers of Alberta Young Professionals Group – Executive Committee Treasurer

Career Highlights

As a Municipal Engineer in Municipal/Water Resources Engineering for ISL, Ryan is responsible for assessment; conceptual, preliminary and detailed design; inspection during construction; and commissioning of municipal infrastructure projects focusing on water resources.

Relevant Experience

Municipal

- Innovista Phases 2 and 3 (Town of Hinton) – 2014
- South Edmonton Sanitary Sewer System SW Preliminary Design Report Update (City of Edmonton) – 2012 to 2014
- Sturgeon River Floodplain Management Policy Review (City of St. Albert) – 2010
- Westlock Airport Stormwater Management Plan (Town of Westlock) – 2010
- Duggan Park Booster Station Upgrade Assessment (City of Camrose) – 2010
- Westlock Airport Proposed Hangar Lot Subdivision (Town of Westlock) – 2009 to 2010
- ERAACivil Utilities Reliability Assess (Edmonton Airport Regional Authority) – 2009
- Operation Philosophy of RTC Gates (City of Edmonton)– 2009
- Clyde General Engineering - Wastewater Collection System Model Development (Village of Clyde) – 2009

Transportation

- Southeast to West LRT Preliminary Engineering (City of Edmonton) –2012 to date
- West Rossdale Roads and Public Realm Improvements (City of Edmonton) – 2013
- Lloydminster Highway 17 Couplet – Detailed Drainage, Project Engineer (City of Lloydminster) – 2011 to 2014
- 50 Street Corridor Upgrades – Detailed Drainage, Project Engineer (Town of Beaumont) – 2013
- Highway 43 East Industrial Park Improvements (County of Grande Prairie) – 2012
- Ray Gibbon Drive Stage 3, Detailed Design and Construction (City of St. Albert) – 2011 to 2013
- Rabbit Hill Road Widening – Detailed Drainage, Project Engineer (City of Edmonton) – 2011 to 2013
- Scona Road Rehabilitation/Widening – Drainage Project Engineer (City of Edmonton) – 2010 to 2013
- Highway 63/Parsons Access Road Interchange – Stormwater Preliminary Engineering Design (Alberta Transportation) – 2010 to date
- Highway 686 Parsons Creek Interchanges (Alberta Transportation) – 2010 to 2013
- North LRT from Churchill Station to NAIT Detailed Design – Roads, Drainage and Landscaping – Drainage Project Engineer (City of Edmonton) – 2009 to 2011
- 170 Street Functional Planning Study, Stormwater Component (City of Edmonton) – 2009 to 2011

Environmental / Infrastructure

- Lloydminster Truckfill/Demolition (City of Lloydminster) – 2014
- Hardisty Lift Station Upgrade (Town of Hinton) – 2014

EDUCATION

Dalhousie University, 2008
Degree in Civil Engineering (Cooperative Program)

Traffic/Transportation Related Certifications
C-Tep Interchange Planning, Operational Analyses & Geometric Design
Synchro Levels I & II
EPIC Traffic Impact Assessment
TAC Design Guideline in Practice
IMSA Traffic Signals Level I
IMSA Construction Traffic Control Specialist
ITE Access Management
ITE Fundamentals of Traffic Engineering
ITE Professional Traffic Operations Engineer Refresher Course
ITE Highway Safety Manual

Safety Certifications
Fire Extinguisher
WHMIS
Leadership for Safety

EMPLOYMENT HISTORY

ISL Engineering and Land Services
2011 to date
Transportation Engineer

City of Grande Prairie
2008 to 2011
Traffic and Transportation Engineer

City of Grande Prairie
2007 (4 month Co-op)
Development Engineering Student

MMM Group
2006 (8 month Co-op)
Engineering Assistant

Hiltz and Seamone Ltd.
2005 (4 months)
Surveyor's Assistant

AFFILIATIONS AND ACTIVITIES

The Association of Professional Engineers and Geoscientists of Alberta

Institute of Transportation Engineers

Canadian Institute of Transportation Engineers

International Municipal Signal Association

Daniel Zeggelaar, P.Eng.

Transportation Engineer

Career Highlights

As Transportation Engineer with ISL, Daniel's responsibilities include working on a variety of transportation engineering and planning projects; carrying out functional planning studies, transit planning studies; transportation master planning, traffic impact assessments, parking assessments and offsite levies; consulting with the public and approving authorities; as well as liaising and coordinating with clients and municipalities.

Prior to joining ISL, Daniel had close to five years of engineering experience including one year of field engineering work and almost four years as a Traffic and Transportation Engineer with the City of Grande Prairie. Daniel has assessed intersection operations and signal timings, reviewed traffic signal design, and worked with elected officials and the public to determine solutions to operational issues. He also acted as a project sponsor for capital projects, reviewed consultant proposals for capital project work, and reviewed geometric design and traffic control signage for capital projects.

Relevant Experience

Transportation Planning

- Multi-Modal Transportation Study (Town of Devon) – 2013
- Strathcona County Transit Fare Strategy (Strathcona County) – 2013
- Land Use Bylaw Update (Regional Municipality of Wood Buffalo) – 2013
- EETP Chemical Precinct Tech Studies (City of Edmonton) – 2013 to 2014
- Lloydminster Traffic Calming Study/Policy (City of Lloydminster) – 2013 to 2014
- NW Road Network and Traffic Study (City of Grande Prairie) – 2013 to 2014
- Transportation Off-site Levy Bylaw (City of Leduc) – 2012 to 2014
- Sturgeon Valley Transportation Plan (Sturgeon County) – 2012
- Acheson Transit Study (Parkland County) – 2012
- Transportation Master Plan (City of Leduc) – 2011 to 2014
- Land Use Bylaw Update (City of Lloydminster) – 2011 to 2014

Traffic Engineering

- Derrick Club Parking Assessment (Derrick Golf and Winter Club) – 2013
- West Rossdale Roads and Public Realm Improvements (City of Edmonton) – 2012 to 2014
- Janzen Railside Outline Plan TIA (Helix Engineering) 2013 to 2014
- Queuing Study TIA, Fort McMurray (Tim Hortons) - 2012
- Sturgeon Industrial Park TIA (Sturgeon County) – 2012
- Community Knowledge Campus TIA (City of Grande Prairie) - 2012
- Edson Healthcare Centre TIA (Alberta Health Services) – 2012

Prior to joining ISL, Daniel worked on a number of projects including:

Transportation Planning

- Transportation Master Plan (City of Grande Prairie)
- Neighbourhood Traffic Calming Program (City of Grande Prairie)
- Advisor to Safe Routes to School Program (City of Grande Prairie)

Traffic Engineering

- Signal Timing Review (City of Grande Prairie)
- Traffic Accommodation Plans, Review (City of Grande Prairie)

EDUCATION

University of Calgary, 2006
Bachelor of Communication Studies

SAIT Polytechnic, 2004
Journalism Arts Diploma

International Association of Public Participation, 2008 – 2015
Emotion and Outrage in Public Participation (EOP2)
Planning for Effective Public Participation
Communications for Effective Public Participation
Techniques for Effective Public Participation
Group Facilitation Skills for Public Engagement

EMPLOYMENT HISTORY

ISL Engineering and Land Services
2006 to date
Public Consultation Lead Coordinator

University of Calgary Campus Security
2005 to 2006
Assistant Safewalk Coordinator

AFFILIATIONS AND ACTIVITIES

International Association of Business Communicators

International Association of Public Participation – Wild Rose Chapter:

President (2015 – current);
Vice President (2013 to 2015);
Professional Development Director (2012 to 2013);
Professional Development Committee (2012 to 2013)

Amanda Kaiser, BCS, JA

Public Consultation Lead Coordinator

Career Highlights

As Public Consultation Lead Coordinator, Amanda is responsible for the design and implementation of consultation and communication programs for projects across all of ISL's disciplines. This includes developing materials for public and stakeholder engagement opportunities such as for open houses, workshops, technical steering committees, advisory groups and municipal councils. Amanda is trained and experienced in public consultation and communication fundamentals and practice; event planning and management; marketing communications and advertising; writing and editing; photography; and publication planning, organization and management.

Relevant Experience

Since joining ISL in 2006, Amanda has provided consultation and communications services on a number of projects including:

Urban and Rural Roadways

- Macleod Trail/162 Avenue Interchange (City of Calgary) – 2015
- Macleod Trail/194 Avenue Interchange (City of Calgary) – 2015
- Crowchild Trail Study (City of Calgary) – 2011 to 2012; 2015 to date
- Shaganappi Trail Corridor Study (City of Calgary) – 2012 to 2014
- Walterdale Bridge Replacement (City of Edmonton) – 2011 to date
- Highway 1-22 Interchange, Functional Planning Study (Alberta Transportation) – 2012 to 2013
- 23 Avenue/Gateway Boulevard Interchange (City of Edmonton) – 2006 to 2013
- Northeast Edmonton Ring Road (Alberta Transportation) – 2008 to 2009; 2011
- South LRT Extension (City of Edmonton) – 2009 to 2010

Municipal Engineering Projects

- Waste and Recycling Centre Expansion and Master Plan (City of Lethbridge) – 2010 to 2011
- Pump Station Upgrade (City of St. Albert) – 2009 to 2010
- Water Treatment Plant and System Upgrade (Driftpile First Nation) – 2005 to 2008

Planning Projects

- Municipal Development Plan (Lac La Biche County) – 2012 to 2014
- Municipal Development Plan (Red Deer County) – 2010 to 2012
- Growth Management Strategy (MD of Rockyview) – 2006 to 2009
- Edson Area Structure Plans (Town of Edson and Yellowhead County) – 2008
- Municipal Development Plan and Land Use Bylaw Update (Town of Whitecourt) – 2007 to 2008

Landscape Architecture

- Hazelgrove Park (City of Surrey) – 2013 to 2014
- North Lethbridge Regional Park (City of Lethbridge) – 2012 to 2013
- Telford Lake Master Plan (City of Leduc) – 2009 to 2010
- Terwillegar Park Concept Plan (City of Edmonton) – 2007 to 2008

Special Projects

- South Saskatchewan Regional Plan: Riparian and Wetland Priority Setting (Alberta ESRD) – 2012 to 2014
- South Saskatchewan Regional Plan: Air and Water Quality Management Frameworks (Alberta ESRD) – 2012 to 2014
- Community Handbook (Rocky View County) – 2013 to 2014

Charles (Chuck) Hunt

Cartographic and Planning Technologist

Career Highlights

Chuck has over 30 years of experience in cartography and planning and in his dual role as cartographer and planning technologist, he has added his expertise to over 500 cartographic and planning projects. While working closely with the ISL Planning team, Chuck produces themed maps and plans that include area structure, subdivision, land use bylaw, development permit, municipal development and future land use plans. His role on the GIS/Mapping team involves him in all project phases from design to final product delivery of a wide range of mapping products. These include offset print maps (pre-press), web-ready deliverables, and preparation of GIS data. His thorough understanding of Alberta land survey data, Alberta Township System (ATS) data, and Alberta Land Title Office data puts him in a unique position to share his expertise on projects across several ISL disciplines, including municipal, roadway engineering, land development, and landscape architecture.

Relevant Experience

Mapping

- County/Municipal District land ownership mapping – Ongoing
- City/Town Index, Address, Land Use, and Community Guide/Facility mapping themes – Ongoing

Planning

- City Centre Airport Redevelopment Plan (City of Edmonton) – Ongoing
- Ermineskin Community Development Plan (Ermineskin Technical Services and Capital Management) - Ongoing
- Area Structure Plans (Edmonton, Zama City, Smoky Lake, Sexsmith, Dixonville, Wembley, County of Grande Prairie, Town of Gibbons, Saddle Hills) – Ongoing
- Subdivision/Land Use/Municipal Development Plan (County of Northern Lights and MD of Spirit River, Lac La Biche County) – 2008 to date
- Functional Planning Studies for Highway 16:02 Twinning, and for Highway 43/Highway 43X Interchange (Alberta Transportation) – 2008 to 2014
- Rezoning (Edmonton, St. Albert, Whitecourt, Wembley, Spruce Grove)

Municipal

- Wastewater Master Plans – compilation of exhibits (City of Edmonton) – 2005; (City of Grande Prairie) – 2004

Rural Highway Functional Planning

- Highway 63/Parsons Access Road Interchange (Alberta Transportation)- 2012
- Northeast Anthony Henday Drive (Alberta Transportation) – 2010 to 2011
- "Guide and Information Sign Guidelines" – all graphics for provincial manual (Alberta Transportation) – 2007 – "2007 CEA Showcase Award: Award of Merit (Studies Software and Special Services)"
- Southeast Anthony Henday Drive (Alberta Transportation) – 2005

Urban Roadways Engineering

- Ray Gibbon Drive (City of St. Albert) – 2007 to 2009

EDUCATION

Sir Sandford Fleming College, 1982
Diploma, Thematic Cartographic Technologist

Sir Sandford Fleming College, 1981
Diploma, Cartographic Technician

Northern Alberta Institute of Technology, 1999
Basic AutoCAD, Survey Calculations

MacAngus & Associates, 2011
Dale Carnegie

Additional Courses
City of Edmonton Planning Academy, various planning courses, 2009

LDD Introduction / Advanced, 2006

MicroStation Introduction, 2007

Christopher Public Speaking Course, 1991

Introduction to Land Titles, 2010

EMPLOYMENT HISTORY

ISL Engineering and Land Services
2000 to date
Cartographic and Planning Technologist

McElhanney Consulting (1983) Ltd.
1996 to 2000
Senior Draftsperson

Control Land Surveys (1983) Ltd.
1995 to 1996
Surveying/Mapping Technologist

Government of Alberta, Forestry Lands & Wildlife
1982 to 1995
Surveying/Mapping Technologist

Appendix C

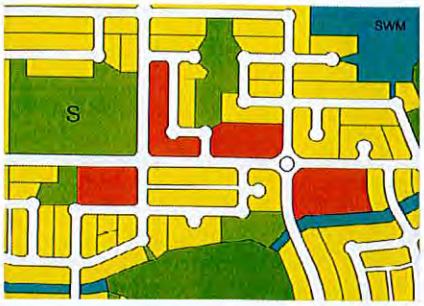
ASP Project Sheets

ISL Engineering and Land Services

Inspiring sustainable thinking

Bear Creek Highlands Area Structure Plan

Great Northern Ventures (The Avonlea Group of Companies)



Start: June 2006
Completion: January 2009

ISL Contributing Disciplines:
Land Use Planning
Municipal/Water Resources Engineering
Landscape Architecture
Land Development
Environmental Management
Transportation Engineering

ISL's Role:
Prime Consultant

Great Northern Ventures engaged ISL to prepare an Area Structure Plan (ASP) for a new neighbourhood located in northwest Grande Prairie. The ASP applied to four quarter sections of land characterized by a large oxbow complex of the Bear Creek and several wetlands. Planned primarily for low density residential development, the focus of the neighbourhood is the use of a modified grid concept that optimizes linear open spaces, pedestrian linkages, and reduced street lengths.

Challenges

- The subject lands were initially located outside of the City of Grande Prairie so annexation and an Intermunicipal Development Plan amendment were required for the City to accept applications for development of the lands.
- Proximity of the lands to the Bear Creek oxbow complex required addressing flood plain protection and encroachment issues to both protect environmental integrity and optimize development capacity.
- Since the lands were located outside the City's utility servicing areas, resolution of significant sanitary servicing issues was also required.

Solutions

- A modified grid design concept enabled efficient land use and circulation.
- Land development potential was maximized through strategic infill development within the flood fringe area and the construction of wetlands at an adjacent site to compensate for the loss of off-line Bear Creek storage volume.
- A servicing concept was designed that provided interim servicing measures appropriate for long-term use to eliminate the potential for large throw-away costs, and that enabled the lands to be fully integrated with City services in the long term.
- Natural wetland areas were integrated into the neighbourhood design as part of the open space system.

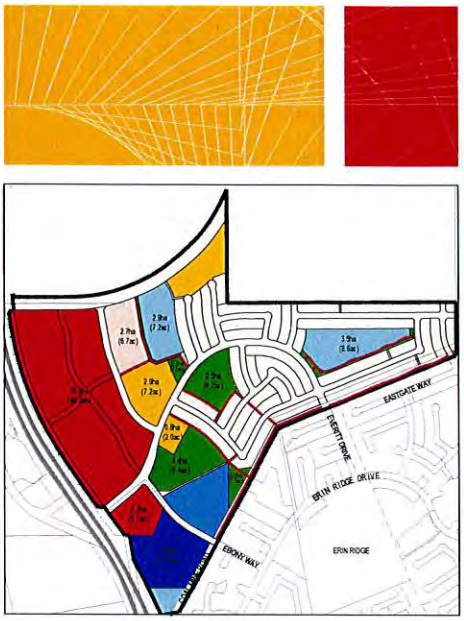
ASP approval was received in January 2009 as a result of this due diligence to overcome engineering and environmental challenges associated with the site. The subject lands are now fully integrated into the City's long term plans for water and wastewater servicing, due to the innovative servicing approaches developed.

ISL Engineering and Land Services

Inspiring sustainable thinking

Erin Ridge North Area Structure Plan

Landrex Developers Inc.



Location:
St. Albert, AB, Canada

Start: January 2008

Completion: January 2010

Contributing ISL Disciplines:
Land Use Planning
Land Development

Contributing ISL Services:
Public Consultation

ISL's Role

Prime Consultant

Project Description

ISL Engineering and Land Services prepared an Area Structure Plan (ASP) for a 92.2 hectare site in St. Albert. A major arterial roadway, existing rural road and tree stand were significant design influences.

The development concept features a 21.5 hectare commercial development corridor that serves regional needs and approximately 3,100 new residents. It incorporates an existing church with its future campus and associated lodging facilities. An extensive trail network connects all land uses within the Plan area, including a tree stand and a system of open spaces. These amenities promote the use of non-motorized modes of transportation and a walkable neighbourhood for an active lifestyle. A school/park site in the heart of the neighbourhood provides a formal and informal gathering space.

Challenges

- Meeting municipal requirements for a neighbourhood node
- Incorporating an existing tree stand and rural road in the design
- Sensitive integration of medium-density residential development

Solutions

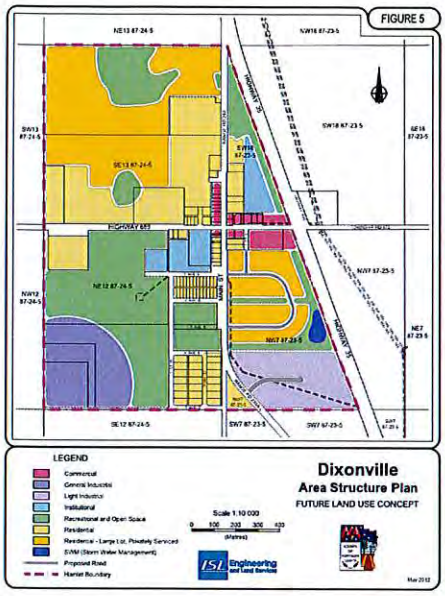
- Met municipal requirements to incorporate a school/park site, stormwater management facilities and trail connections to the commercial development corridor
- Retained the tree stand as part of the neighbourhood's open space system that connects to the City's Red Willow Park Trail and a planned municipal reserve
- Closed the existing rural roadway and dedicated it as a walking trail connected to the trail network
- Located four medium-density residential sites near the school/park site and backing onto a stormwater management facility, collector roadways and a commercial development

ISL Engineering and Land Services

Inspiring sustainable thinking

Dixonville ASP Review

County of Northern Lights



Location:
Dixonville, AB, Canada

Start: July 2011

Completion: May 2012

Contributing ISL Disciplines:
Land Use Planning
Municipal

ISL's Role

Prime Consultant

Project Description

The Hamlet of Dixonville is located approximately 44km south of the Town of Manning. It is primarily a residential community (population: 121) with single detached dwellings, a small commercial area and several institutional and recreational areas. The purpose of the Hamlet's Area Structure Plan (ASP) is to provide a detailed framework for the future development of lands within the Hamlet for residential, commercial, institutional, recreational and industrial land uses. The existing Dixonville ASP was last prepared and approved in 1985 to guide orderly development, to provide enough residential land for a population of 200 and to provide a highway commercial district. ISL was retained by the County of Northern Lights to review the 27-year-old ASP and to update it to meet current demands.

A public consultation program was conducted to provide input into the preparation of the ASP update. A public meeting was held in October 2011 to gather information regarding Hamlet boundary expansion, future land uses and the overall character of Dixonville. An information package was mailed out in December 2011 containing three options of the future land use concept, and landowners were encouraged to select the best land use concept, in their opinion. An open house was held in March 2012 to present the key policy changes for the new ASP and gather feedback.

The updated ASP addresses placemaking strategies to build upon Dixonville's existing strengths as well as a wide variety of policy changes, including land uses, natural features and open spaces, transportation networks, water supply and distribution, wastewater collection and treatment, stormwater drainage and solid waste disposal. The ASP was enacted on May 22, 2012, and will be reviewed every 10 years.

Challenges

- Some concerns were expressed regarding whether uses other than residential could be located within the residential policy areas

Solutions

- The ASP was revised to allow for complementary uses, such as institutional, to be located within the residential policy area; in addition, the institutional policy area was amended to allow for institutional development to be located outside of existing areas

REQUEST FOR DECISION

SUBJECT:	**V.S.I. Services Ltd. Additional Funding Requisition**				
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION			
MEETING DATE:	September 8, 2015	CAO:	MH	MANAGER:	QFB
DEPARTMENT:	COMMUNITY SERVICES/AGRICULTURE	GM:	DM	PRESENTER:	QFB
FILE NO./LEGAL:	N/A			LEGAL/ POLICY REVIEW:	INT
STRATEGIC PLAN:				FINANCIAL REVIEW:	

RELEVANT LEGISLATION:

Provincial (cite) – *N/A*

Council Bylaw / Policy (cite) – *Policy AG 12 Veterinary Services Incorporated*

RECOMMENDED ACTION:

MOTION: That Council authorizes the supplemental requisition to V.S.I. Services (1980) Ltd. in the amount of $10,000.00, with funds to come from Agriculture Services Operating Budget.

MOTION: That Council authorize Administration to transfer $10,000.00 from the 2015 Contingency Budget to the 2015 Agriculture Services Operating Budget.

BACKGROUND / PROPOSAL:

V.S.I. (Veterinary Services Incorporated) Services (1980) Ltd., is a non-profit organization created to assist residents of Greenview to acquire professional veterinary services. The program allows Greenview residents an opportunity to access veterinary services at a reduced rate.

On December 8, 2014 correspondence was received from V.S.I. reporting a projected value of $71,000.00 for the 2015 V.S.I. Services contract, as a result of this information $75,000.00 was allocated into the 2015 Agriculture Services Budget.

On January 28, 2015, the V.S.I. Service requisition was received and remitted in the amount of $85,200.00. This total included the 2014 claims, plus a 12.5% increase, the estimated net administrative costs (net administrative costs = administrative costs minus investment income) for 2014 plus the $4,200.00 deficit. The 12.5% increase resulted from a 2.5% cost of living allowance increase in fees approved by the V.S.I. Board of Directors, and a 10% contingency allocated in an effort to ensure that participating jurisdictions are not encumbered with an additional request for funds after finalizing their respective budgets.

On June 4, 2015 correspondence was received from V.S.I. Services indicating that based on claims for the first four months of 2015, the V.S.I. program will cost more than the amount that was originally estimated when

the requisition was prepared. The current high value of cattle has resulted in an increased demand for veterinary services. Fifteen of the sixteen jurisdictions supporting the V.S.I. service have observed an increase in claims from 3.7% to 78.44%. Greenview's total claims to the end of April were $32,622.00 this year in comparison to $24,275.00 for the same time period last year, an increase of 34.38%. If the increased demand continues, Greenview may have a deficit of approximately $9000.00 -$10,000.00.

On July 24, 2015 a follow up letter from V.S.I. Services was received indicating that claims and demand during this same time period in 2014 have increased. With the knowledge of the current deficit position and the projection for the remainder of the year, V.S.I. is requesting a supplemental requisition of $10,000.00 to continue the support of the V.S.I. program for the remainder of the 2015 calendar year.

With this transfer from the 2015 Contingency Budget the balance remaining in the 2015 Contingency Budget will be $565,968.00.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council has the option to authorize payment of the supplemental requisition or deny the request.

Benefits – The benefit of authorizing payment of the supplemental requisition is that Greenview residents will continue to benefit from the reduced veterinary service rates that result from Greenview's participation in the VSI program.

Disadvantages – There is no perceived disadvantages to the recommendations.

COSTS / SOURCE OF FUNDING:

The funding for the 2015 requisition was $85,200.00 which comes from the Agriculture Services Department 2015 Operating Budgeting. The difference in value from the 2015 operating budget and what was on the requisition is $10,200.00, which is coming out of the Agriculture Services Operating Budget. The additional request of $10,000.00 will come from the 2015 Contingency Budget which if approved would bring the budget value for 2015 to $95,200.00.

ATTACHMENT(S):

- Copies of the correspondence from V.S.I Services regarding V.S.I. program for 2015

0685-V03
AG02-15

V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 202
FAIRVIEW, AB T0H 1L0
PH 780 835 4531

MUNICIPAL DISTRICT OF GREENVIEW No. 16
RECEIVED
DEC 11 2014
VALLEYVIEW

December 8, 2014

Mr. Mike Haugen, CAO
Municipal District of Greenview #16
Box 1079
Valleyview, AB T0H 3N0

Dear Mike
Enclosed are two (2) copies of the 2015 VSI contract for the MD of Greenview. The copy with the attached schedules is yours to keep. Please sign and return the other copy.

The VSI Board of Directors approved a basic 2.5% increase in fees to stay in line with the Alberta Veterinary Medical Association (AB.VMA) recommended fees. The only exception to the 2.5% increase was a somewhat larger increase in code 31 (calving). The fee for this service went up to $220.00 from $205.50 again following the recommended AB. VMA fee schedule.

Similar to last year the Board also recommended that a 10% contingency be factored into the estimates for 2015. This is intended to prevent the need for Councils to find money at the end of the year to cover any over expenditures.

The $71,000.00 figure in your contract was reached as follows:

a) The cost of your claims, for the period October 1, 2013 to September 30, 2014, was increased by 12.5% (2.5% fee increase plus a 10% contingency).

b) Estimated net administration costs of $4,500, were added to the above total.
Note: Net administrative cost includes GST

c) The final step was to round off the estimate to the nearest $500.00

Please **do not remit** any **funds at this time**.

Your requisition will be determined in late January or early February, after all of your 2014 claims have been processed. Your requisition will be based on actual claims for 2014, plus 12.5%, plus an estimate of your net administrative cost. Deficits or surpluses, as of December 31, 2014, will be added to, or subtracted from, your 2015 requisition.

Please feel free to call me if there are any questions or if you see any errors in my estimates.

Thank you

J. M. Henderson, Manager

Encl.

V.S.I. SERVICES (1980) LTD
A nonprofit organization providing veterinary care in Alberta

BOX 202
FAIRVIEW, AB T0H 1L0
PH 780 835 4531

MUNICIPAL DISTRICT OF GREENVIEW No. 16
RECEIVED
FEB - 5 2015
VALLEYVIEW

January 28, 2015

Mr. Mike Haugen CAO
Municipal District of Greenview #16
Box 1079
Valleyview, AB T0H 3N0

Dear Mike
Enclosed is your 2015 VSI requisition in the amount of $81,000.

Total VSI administrative costs, for 2014, including G.S.T. were approximately $40,632. Your jurisdiction accounted for 556 (12.7%) of the 4,364 claims processed thus your share of administrative costs was deemed to be $5,160.

Total investment income, for 2015, was $4,004.55. The total cost of your claims, as per your fourth quarter report, which was sent to Quenton.Bochar@MDGreenview.ab.ca and Vannessa.Ross@MDGreenview.ab.ca was $67,771. This was 15,8% of total claims expenditures of $428,363 thus your share of the interest was deemed to be $633.

The 2015 VSI fee schedule was increased 2.5% and a 10% contingency was added. As a result your **2015 requisition** is **equal to** your **2014 claims plus** a **12.5% increase plus** your **estimated net administrative costs for 2014** rounded to the nearest $500.00. (Net administrative costs = administrative costs minus investment income)

Following is an estimate of your current VSI balance after adding 2014 administrative costs and investment income:

	Claims	**Payments**	**Balance**
Jan. 1, 2014			$<2,866>
Payments in 2014		$71,000	68,134
2014 Claims	$67,771		363
Share of 2014 Expenses	5,160		<4,797>
Share of 2014 Interest		633	<4,164>

The amount in your **contract** was **based on** the **actual cost** of claims for **Nov 1, 2013 to Oct. 31, 2014 plus** an **estimate** of **administrative costs**. The **amount of** your **requisition** is **based on** the **actual cost** of **claims for 2014 plus an estimate** of **net administrative costs**. This explains the difference between your requisition of $81,000 and the $71,000 in your contract.

Please feel free to contact me if you detect any errors or if you have any questions. Thank you for your continuing support of VSI.

Yours sincerely

J. M. Henderson, Manager

cc Quenton Bochar
Vanessa Ross

V.S.I. SERVICES (1980) LTD
A nonprofit organization providing veterinary care in Alberta

BOX 202
FAIRVIEW, AB T0H 1L0
PH 780 835 4531

January 28, 2015

MD of Greenview #16
Box 1079
Valleyview, AB T0H 3N0

INVOICE

2015 VSI Requisition	**$81,000.00**
Plus Deficit Dec. 31, 2014	**4,200.00**
Balance Owing	**85,200.00**

Note: The VSI Board of Directors approved a 2.5%, cost of living allowance, increase in fees for 2015. They also recommended that the 2015 requisition should include a 10% contingency to help ensure that participating jurisdictions don't have to deal with additional requests for funds after their budgets have been finalized.

As a result of these two decisions your 2015 requisition is 12.5% higher than your total claims for 2014 plus an amount for net administrative costs equal to what these costs were for 2014. Your requisition has been rounded to the nearest $500.00 and your deficit balance has been rounded to the nearest $100.

Although this requisition is not due until March 31st earlier payment would be appreciated.

Thank you,

J. M. Henderson DVM
Manager

MUNICIPAL DISTRICT OF GREENVIEW NO. 16
RECEIVED
FEB - 5
VALLEYVIEW

DENNIS
AUTHE
P.O.# PROJECT#

Dennis
Quenton.

V.S.I. SERVICES (1980) LTD
A nonprofit organization providing veterinary care in Alberta

BOX 202
FAIRVIEW, AB T0H 1L0
PH 780 835 4531

MUNICIPAL DISTRICT OF GREENVIEW No. 16
RECEIVED
JUN - 9 2015
VALLEYVIEW

June 4, 2015

Mr. Mike Haugen, CAO
Municipal District of Greenview #16
Box 1079
Valleyview, AB T0H 3N0

Dear Mike
I am sending this letter to advise you that based on claims for the first four months of 2015 your V.S.I. program will cost more than what was originally estimated when your requisition was prepared. The current high value of cattle has resulted in an increased demand for veterinary services. 15 of 16 jurisdictions with a V.S.I. program have seen claims increase from 3.75% to 78.44%.

For your jurisdiction, total claims to the end of April, were $32,622 this year compared to $24,275 for the same period last year, an increase of 34.38%. Last year your cost of claims, for the period May 1 to December 31, was $43,396. If the increased demand remains the same your cost of claims, for the rest of 2015, will be approximately $58,316.

Given your current account balance of $48,414 this will leave a deficit of approximately $9,902 not including administrative costs. Last year your net administrative costs were $4,527.

At this time I would consider the above cost estimates to be a worst case scenario. Based on the differences between spring and fall veterinary services I doubt that the same increased demand for services will persist throughout the year. Nonetheless we should be ready for the possibility that the increased demand will hold for the rest of the year. Should this happen there will be a need for a supplementary requisition at least for jurisdictions with the greatest increase in demand.

I will continue to monitor the situation and provide Quenton Bochar & Vanessa Ross, with a report of claims costs at the end of June and July. Once we get through the calving season we should have a much clearer vision of where we might end up.

If you have any questions or comments please feel free to contact me at your convenience.

Yours sincerely

J. M. Henderson, Manager

cc Dale Smith, V.S.I. Representative
Quenton Bochar
Vanessa Ross

V.S.I. SERVICES (1980) LTD
A nonprofit organization providing veterinary care in Alberta

BOX 202
FAIRVIEW, AB T0H 1L0
PH 780 835 4531

July 24, 2015

Mr. Mike Haugen, CAO
Municipal District of Greenview #16
Box 1079
Valleyview, AB T0H 3N0

Dear Mike
I am sending this letter as a follow up to the second quarter report of VSI expenditures, for your jurisdiction, that was e-mailed to Quenton.Bochar@MDGreenview.ab.ca and Vanessa.Ross@MDGreenview.ab.ca

Following is an estimate of your current VSI account status:

	Claims	Payments	Balance
Jan. 1, 2015			$<4,164>
Payments in 2015		$85,200	81,036
First Quarter	$22,162		58,874
Second Quarter	24,631		34,243

Your opening balance is subject to slight modification, at a later date, because we do not have the audited financial statement for 2014. Administrative fees and investment income have not been calculated or included for the first six months of 2014.

Your claims for the first half of 2015 are $10,463 (28.79%) higher than for the same period in 2014. Your claims for the last half of 2014 came to $31,440. If the 28.79% increase continues for the rest of the year your claims for the rest of 2014 will be approximately $40,492 resulting in a deficit of approximately $6,200 in your V.S.I. account not including administrative costs.

Based on the type of services typically required in the last half of the year, compared to the spring calving rush I doubt if the 28.79% increased demand will hold for the rest of the year. Regardless you will still be in a deficit position. I would like to send out a supplementary requisition in the near future. $10,000.00 would probably carry us through the year and likely would also cover administrative costs assuming that the percentage increase will be lower over the rest of the year.

Please let me know if you will support an additional $10,000 to continue support of your V.S.I. program for the rest of the year.

Thank you

J. M. Henderson, Manager

cc Quenton Bochar
Vanessa Ross

REQUEST FOR DECISION

SUBJECT:	**Agricultural Disaster Area Declaration**				
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION			
MEETING DATE:	September 8, 2015	CAO:	MH	MANAGER:	QFB
DEPARTMENT:	COMMUNITY SERVICES/AGRICULTURE	GM:	DM	PRESENTER:	QFB
FILE NO./LEGAL:	N/A			LEGAL/ POLICY REVIEW:	INT
STRATEGIC PLAN:				FINANCIAL REVIEW:	

RELEVANT LEGISLATION:

Provincial (cite) – *N/A.*

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

RECOMMENDED ACTION:

MOTION: That Council declare the MD of Greenview No. 16 as an Agricultural Disaster Area for the calendar year 2015.

BACKGROUND / PROPOSAL:

At the July 29, 2015 Greenview ASB Meeting, the board felt that even though some of the crop areas in Greenview may not be suffering from symptoms of drought, the members noted that the cattle producers are not fairing quite as well due to pasture, rangeland, and hay crop conditions. As a result of these factors, the Greenview Agriculture Service Board voted in favour of recommending that Council declare an agricultural disaster area in Greenview.

The July 30, 2015 Agriculture Financial Services Corporation Summary report provides background information that Greenview had less than average moisture conditions over the growing season, with some areas having a potential for reduced crop yields. Low moisture and high temperatures have been reported in most of Greenview this spring. Greenview farmers are requesting pre-harvest on annual crops and hay fields are reported to be short and sparse. The report provides statistics and the sources of assistance available to producers in Greenview.

On June 22, 2015 McKenzie County declared an Agricultural Disaster due to drought conditions. During the week of July 13, 2015 AAMDC President Kemmere addressed the delegates at the Provincial ASB Tour reporting that the Drought and Excessive Moisture Advisory Group was going to have an upcoming meeting regarding the conditions of the province.

Disasters have been declared by twenty six municipalities to date throughout the province.

On July 22, 2015 the federal government announced the Livestock Tax Deferral Program.

On August 21, 2015 the Province of Alberta declared an Agricultural Disaster under the Financial Management Act as an Order in Council.

Greenview Council does not need to declare an Agricultural Disaster in order for Greenview producers to be eligible for provincial or federal aid programs or initiatives.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council has the option to accept or deny the declaration of Greenview as an Agricultural Disaster Area for the calendar year of 2015.

Benefits – The benefit of declaring Greenview an Agricultural Disaster Area is that Council would be providing support to Greenview producers by way of making the provincial and federal government aware of the drought conditions.

Disadvantages – There is no perceived disadvantage to the recommendation.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- AAFC summary for Greenview
- DEMAG Meeting Updates
- Moisture Situation Update August 10, 2015
- McKenzie County Letter
- Ft. Vermillion Grazing Association Letter
- MD Smoky River Letter
- Alberta Government News Release Provincial resource list for producers

Summary
For the MD of Greenview

ISSUE/BACKGROUND:

- MD of Greenview is considering declaring an agriculture disaster due to the dry conditions.
- In 2015, the spring soil moisture was average but less than average growing season moisture conditions in some areas have the potential to reduce crop yields.
- Most of the county has received minimum moisture this spring and temperatures have remained steady in the high 20's and low 30's in June and early July. Farmers in the county are requesting pre-harvests on annual crops and hay fields are reported to be short and sparse.
- In Alberta, producers directly affected by drought and its effects such as low feed stocks are assisted through four main programs- Annual Crop Insurance, Perennial (hay and pasture) Insurance, AgriStability, and AgriInvest.
- There are three insurable weather stations in MD of Greenview. The precipitation relative to the long term normal is included in the following table.

	Per cent of Normal			
Weather Station	**SSM**	**May**	**June**	**July to date**
Grovedale[c]	115.3%	94.6%	126.0%	N/A
Spring Creek	103.4%	57.9%	79.6%	59.8%
Valleyview	108.9%	64.9%	81.3%	62.8%

c Grovedale is part of the manual forestry network. Therefore the data is not available in Near Real Time.

ASSISTANCE AVAILABLE TO PRODUCERS IN MD OF GREENVIEW

Crop (deadline April 30), Hay and Pasture (deadline February 28) AgriInsurance

- AgriInsurance protects annual crops, hay and pasture – through individualized production guarantees for annual crops and hay, or area based insurance for pasture, silage and greenfeed crops. Insurable perils include drought, snow, excess moisture, insect infestations, fire due to lightning, hail, wind, plant disease, frost, and wildlife damage on production based crops. Premiums are cost-shared between producers, the Alberta government, and the federal government.

2015 MD of Greenview Insured Acres

	# of Policies	# of Insured Acres	Total Acres (2011 Census)	% of Acres Insured	Provincial % of Acres Insured
Crop	50	80,180	187,239	42.8%	78.1%
Hay	4	1,222	115,730	1.06%	5.8%
Pasture	10	8,744	323,288	2.70%	29.3%

- The 10 producers participating in the moisture deficiency insurance program have received first split payments of $6,681.58

2015 MD of Greenview AgriInsurance Hay and Pasture Payments

	Dollar Coverage ($)	Client Premium ($)	Dollar Coverage per Acre ($)	Client Premium per Acre ($)	Loss Paid ($)
Crop	15,846,305	1,159,047	197.63	14.46	0
Hay	60,062	4,163	49.15	3.41	0
Pasture	245,677	11,730	28.10	1.34	* 6,681.58
Alberta Premium Contribution		1,069,249			
Canada Premium Contribution		1,114,835			

* - Estimated First Split Payments

- The MDI program has a built-in split season feature that allows for separate payments to be made after the first half and last half of the growing season. This provides clients with money in a timely manner to help in the purchase of necessary feed. If all producers with pasture had participated in the moisture deficiency insurance, initial estimates are that approximately $2.475 million would have been paid out in these programs.

AgriStability

- AgriStability provides income support to agricultural producers when their Program Margin in a fiscal year declines by more than 30% of their Reference Margin. This is a whole farm program requiring an election to participate by April 30th, of each program year.
- For the 2013 Program year, 127 producers from Greenview County with an average support level of $129,566 participated in the program. The average support level for participants has slightly decreased.

2012 & 2013 MD of Greenview AgriStability Participation

	# of Participants	Total Benefits $	Average Support level $	Total Farms (2011 Census)	% of Farms Participating
2012	173	$227,348	$146,043	639	27.1%
2013	127	$189,600	$129,566	639	19.9%

AgriInvest

AgriInvest is a matching-deposit based program for producers facing margin declines. Producers can contribute 1% of their allowable net sales to a maximum of $15,000 per year. This amount is matched by the government. Provincially on deposit as of July 12, 2015, Alberta has 27,220 producers with a total account balance of $538,510,884.

AFSC Lending options

AFSC's Alberta Farm Loan Program has flexibility for clients facing difficult economic conditions caused by factors such as drought. These options include new debt, refinancing, re-amortization up to 20 years and temporary interest only payments. The flexible terms and conditions are set for each client and situation. The loans are secured by assets and there must be long term repayment ability.

Crop Conditions (as of July 30)

	Poor (%)	Fair (%)	Good (%)	Excellent (%)	Total
Spring Wheat	15	55	30	-	100
Barley			Not available		
Oats	15	55	30	-	100
Canola	10	45	45	-	100
Dry Peas			Not available		

Soil Moisture Conditions

	Poor %	Fair %	Good %	Excellent %	Excessive %	Total
Pasture Growth	20	40	35	5	-	100
Tame Hay Growth	15	45	35	5	-	100

Alberta

Drought and Excessive Moisture Advisory Group Meeting
July 21, 2015; 2 – 4 pm via Conference Call

Phone: XXX-XXX-XXXX
Code: XXXXXXXX

Invitees: DEMAG members	Guests	Guests:
Bob Jones (AAMDC) Chris Dyck (AFSC) Dave Burdek (AF) Fred Hays (ABP) Humprey Banack (AFA) Isabel Simons-Everett (AF) Jack Swainson (Crops) Kelly Fraser (ABP) Lorelei Hulston (AFSC) Leila Hrapovic (AAFC) Mark Comerford (EP) Quinton Beaumont (AAAF) Rick Stamp (Crops)	Ralph Wright (AF) Brad Andres (AF) Pat Gordeyko (ASB Chair) Arnold Hanson Kai So (MA) Sebastien Dutrisac (AAAF) Bill Neufeld, Reeve, Mackenzie Co Tasha Blumenthal (AAMDC) Tom Burton (AAMDC) David Maddox (AFSC) Rod Shaigec, Parkland County Mike Long Keith Gardner **Alberta Cattle Feeders** Page Stuart; Bryan Walton Casey Vander Ploeg **Feeder Associations of Alberta** George L'Heuruex	**Alberta Barley:** Terry James; Garson Law; Bernie Klammer Kelly Chambers **Alberta Wheat Commission** Tom Steve, Brian Kennedy **Alberta Canola Producers Commission:** Ward Toma **Alberta Pulse Growers** Allison Ammetter; Leanne Fischbuch **Alberta Grain Commission** D'Arcy Hilgartner; Stewart Gilroy **Public Lands:** Mike Alexander

Chairs: Al Kemmere (AAMD&C) and Darren Chase (AF) **Recorder:** Pat Brunet (AF)

1. Introductions (Darren Chase/Al Kemmere)
2. Update from ARD's AgMet group – Ralph Wright
3. Update from AFSC (Chris Dyck)
4. Updates from the member organizations, as available – DEMAG and guests
5. Discussion

Agenda	Notes/Action Items / Decision	Who
•		
•		

Date of Next Meeting:

Premium Update – 2015

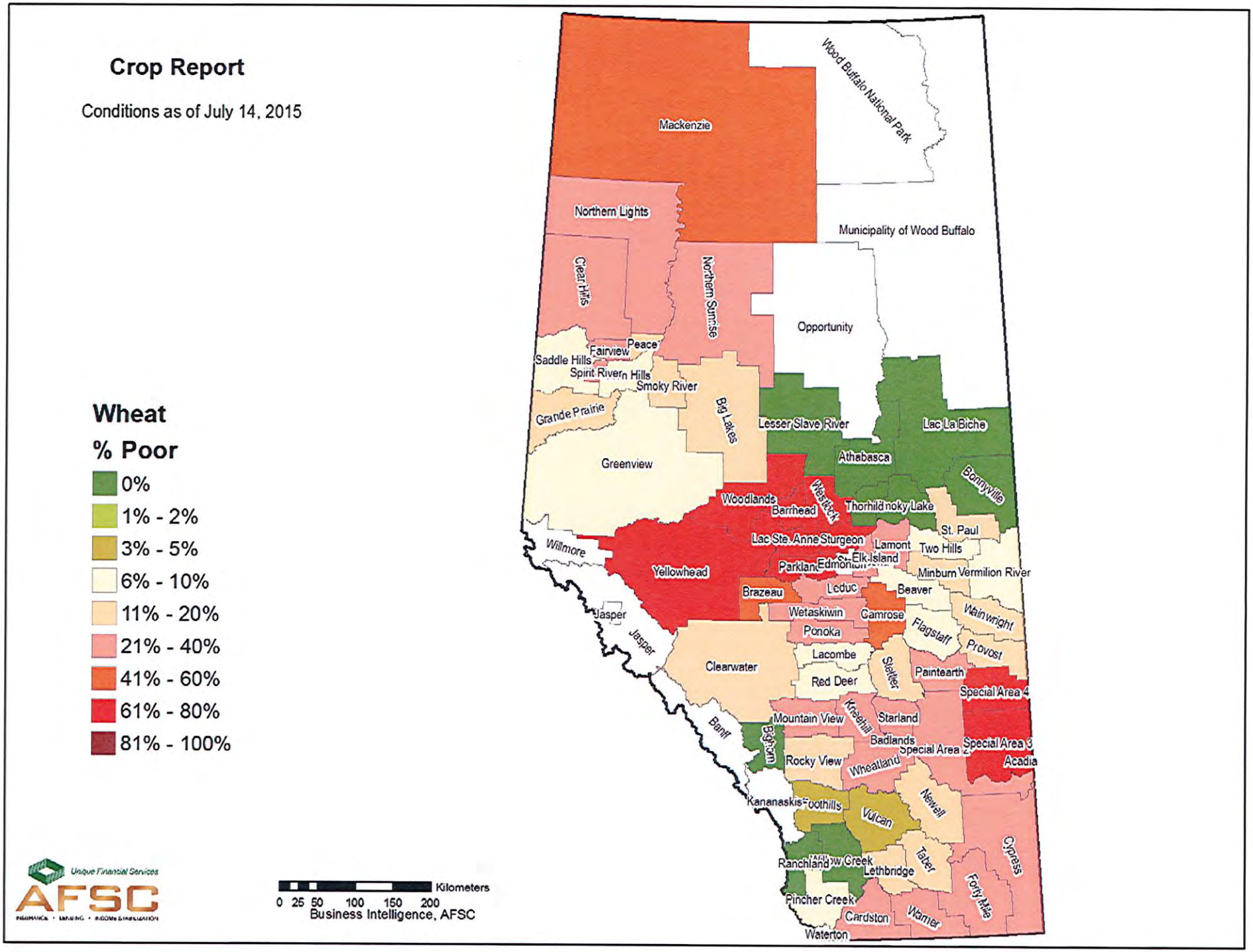
Acres, Premium, Risk - as of 8 July 2015				
	Insured Acres	**% Insured****	**$Premium**	**$ of Risk**
(Millions)				
Program				
Multi-Peril Crop*				
Annual Crops	**14.6**	**78.1%**	**380.3**	**3,683**
Hay and Pasture Crops	**6.7**	**25%**	**17.3**	**106**
Hail Endorsement	13.1	90.3%	**215.5**	3,364
Total	**21.3**		**613.1**	**3,789**
Straight Hail				
Straight Hail	**3.5**		**42.6**	**516**

* Mannual crops are based on forecast

** Annual and Perennial Crops compared to 2011 Census/ SPE and HE comapred to total insured acres

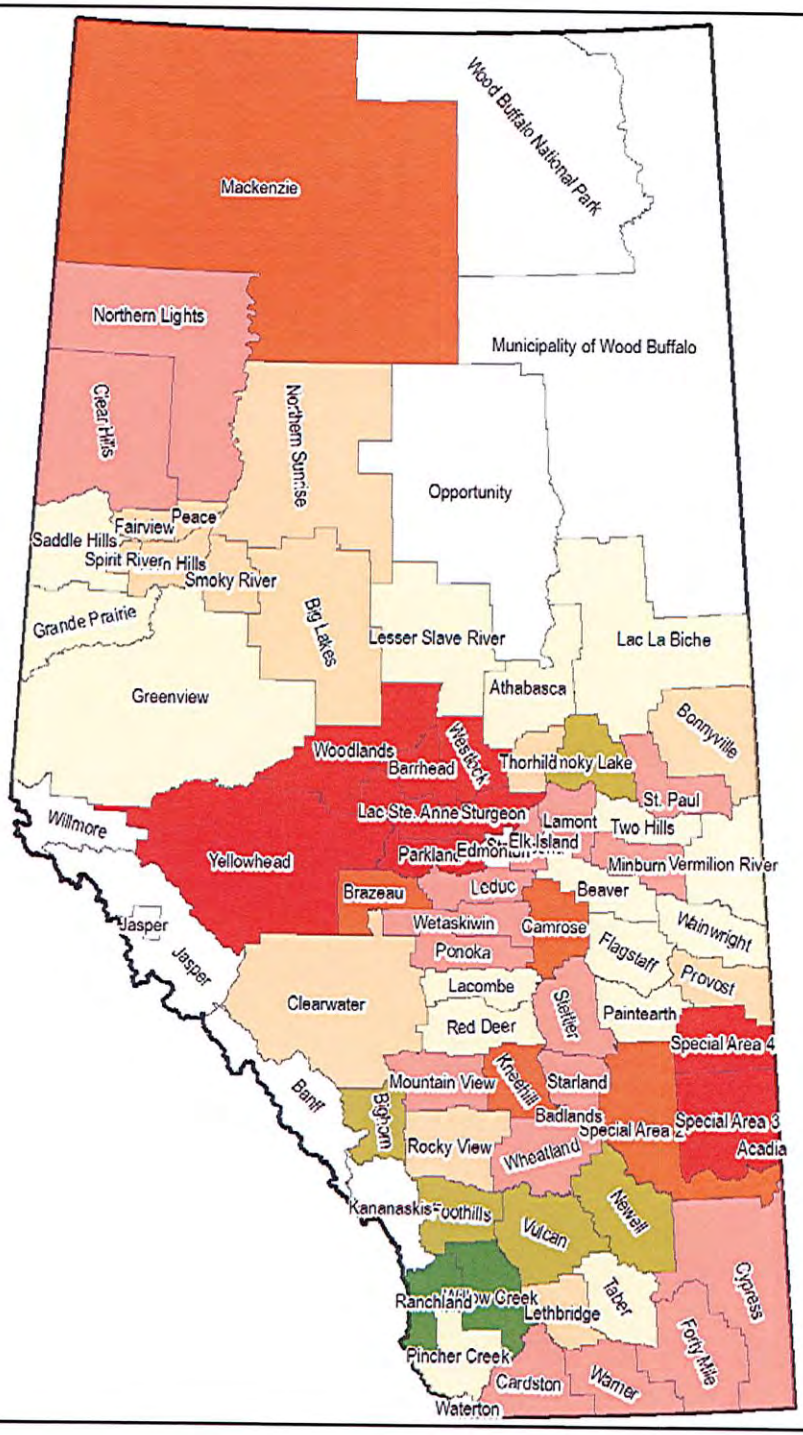
Crop Report

Conditions as of July 14, 2015



Crop Report

Conditions as of July 14, 2015



Barley

% Poor

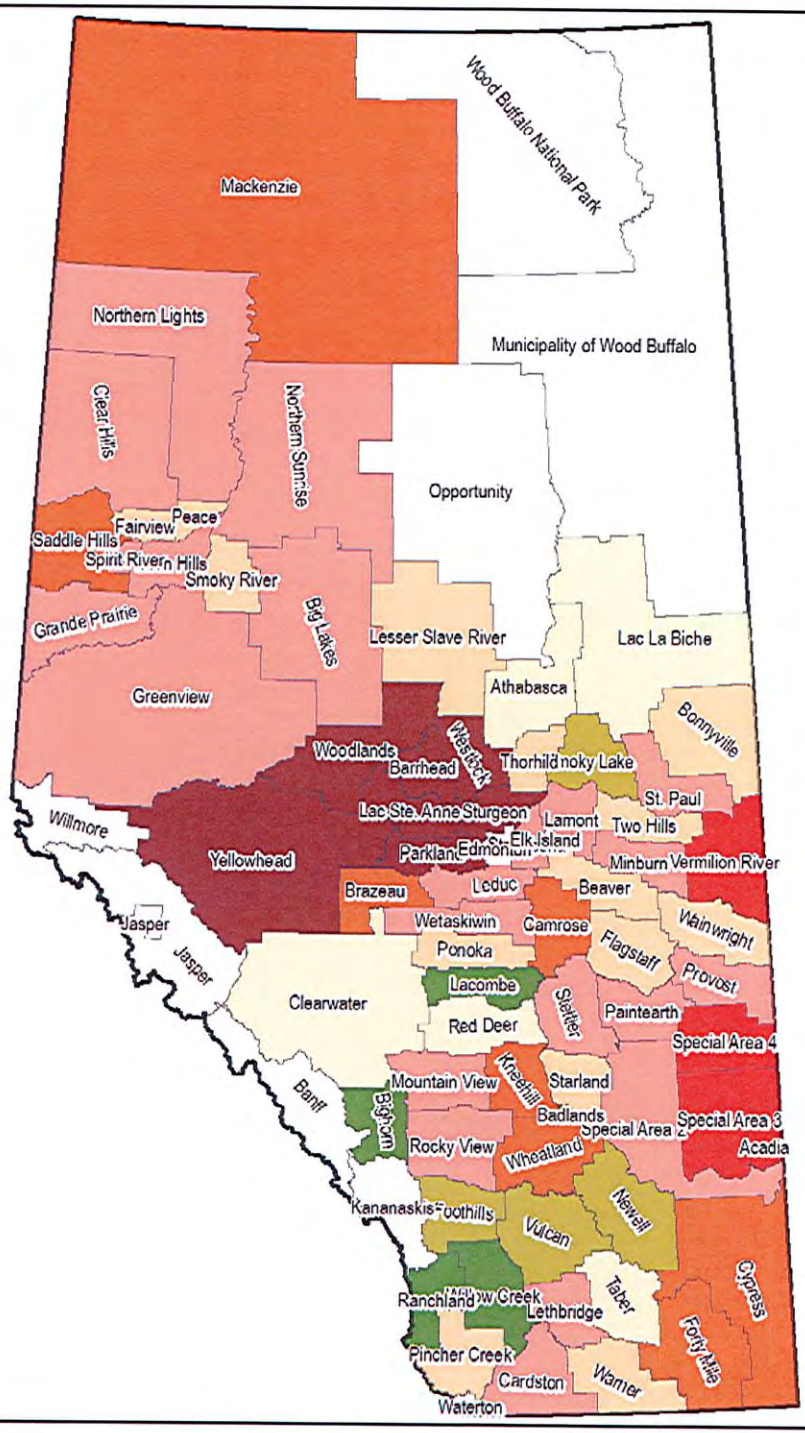
- 0%
- 1% - 2%
- 3% - 5%
- 6% - 10%
- 11% - 20%
- 21% - 40%
- 41% - 60%
- 61% - 80%
- 81% - 100%

Unique Financial Services
AFSC
INSURANCE • LENDING • INCOME STABILIZATION

Kilometers
0 25 50 100 150 200
Business Intelligence, AFSC

Crop Report

Conditions as of July 14, 2015



Canola

% Poor

- 0%
- 1% - 2%
- 3% - 5%
- 6% - 10%
- 11% - 20%
- 21% - 40%
- 41% - 60%
- 61% - 80%
- 81% - 100%

Unique Financial Services
AFSC
INSURANCE · LENDING · INCOME & INVESTIGATION

0 25 50 100 150 200 Kilometers
Business Intelligence, AFSC

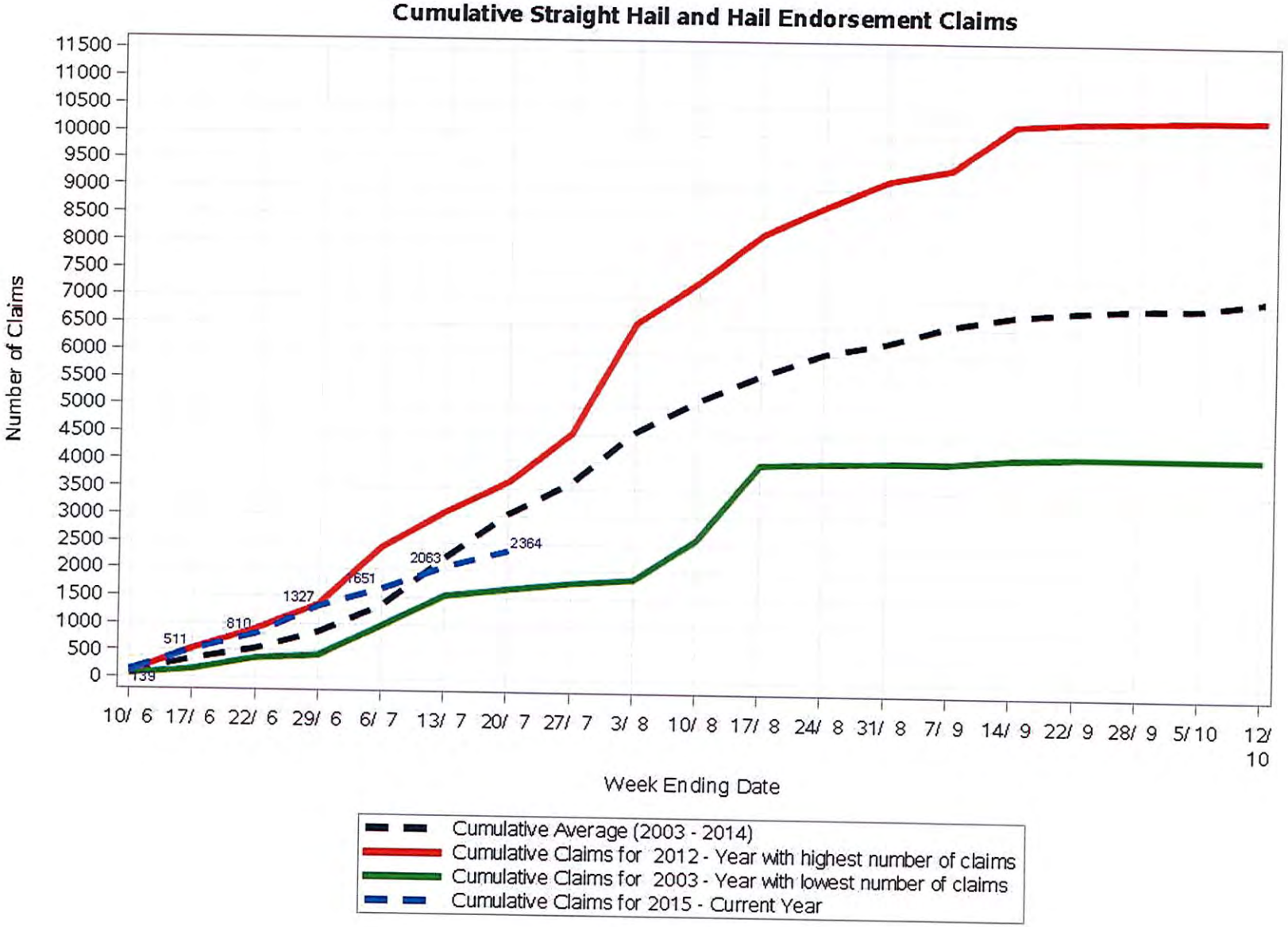
Sources of Information

- Website
  - Bulletins on programs and what to do if you want to put insured hay or crop land to an alternate use such as grazing or baling,
  - Crop Reports
  - Claim Statistics
- Call of the Land & other media
- Branch offices & Call center

Advances on AgriInsurance

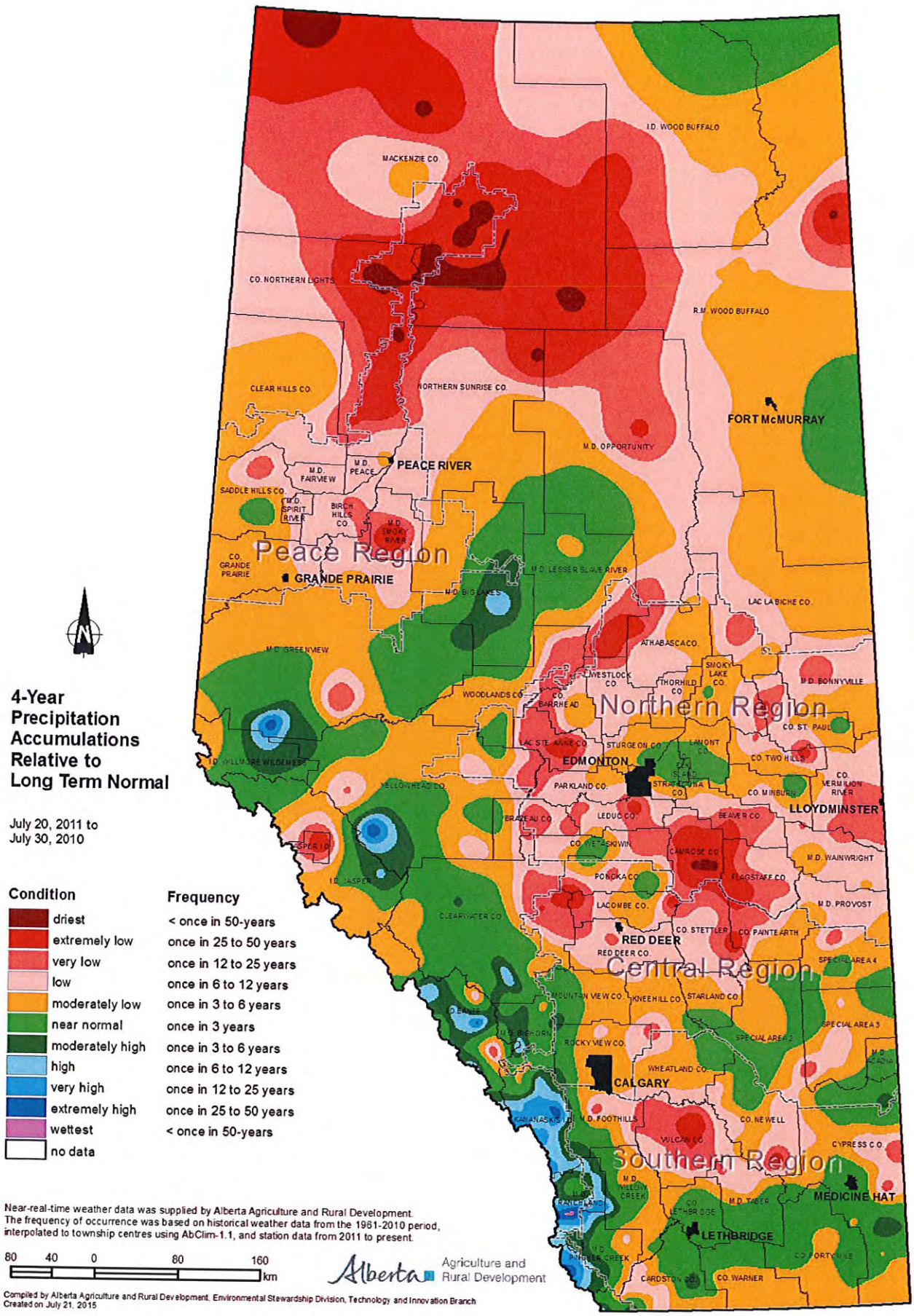
- Advances of 50% of production loss available on both Hay and Crop Programs
- Steps:
  - Complete harvest,
  - File Harvested Production Report,
  - Inform Branch Office staff of you desire to receive an advance.

Number of Hail Claims Received as of July 20, 2015
Tracking the long term average.

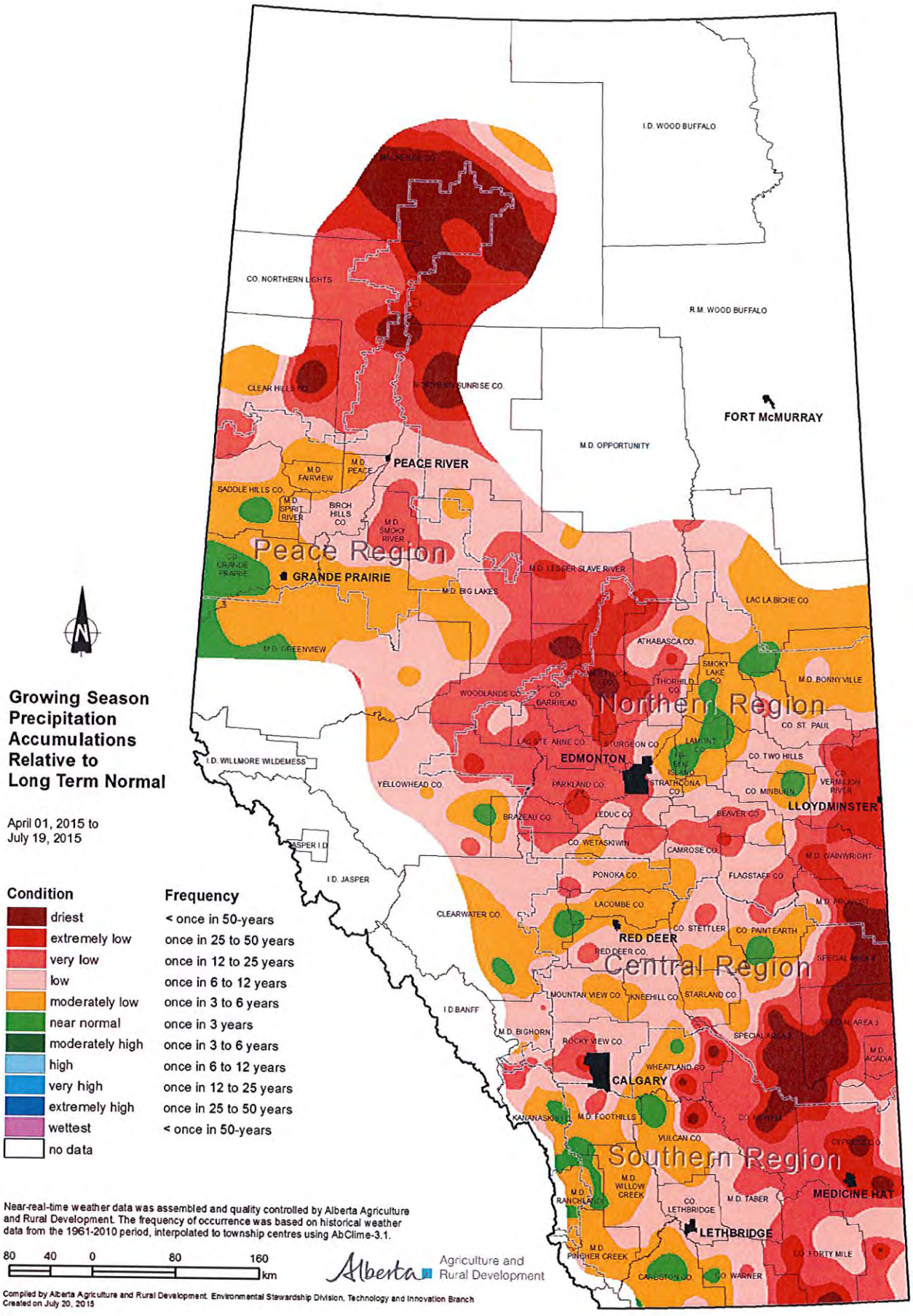


Other Available Programs

- Alberta Farm Loan Program
  - Provides flexibility for clients including new debt, refinancing, re-amortization up to 20 years and temporary interest only payments.
- AgriStability
  - 2014 claims processing is underway.
  - 2015 & 2016(interim) forms are now available on the website. Producers that have completed their 2015 fiscal periods may apply for their 2015 final benefits; those that have completed 6 months of farming activity and a production cycle for the 2015 crop year may submit their information to be considered for an interim advance
- AgriInvest
  - In 2014 a total of 22,447 individuals and corporations are eligible to receive matchable government contributions totaling approximately $36.7 million.
  - Since 2007 AgriInvest account balances in Alberta have grown to $535.2 million with an average account balance of $19,650.



Visit weatherdata.ca for additional maps and meteorological data



Growing Season Precipitation Accumulations Relative to Long Term Normal

April 01, 2015 to
July 19, 2015

Condition	Frequency
driest	< once in 50-years
extremely low	once in 25 to 50 years
very low	once in 12 to 25 years
low	once in 6 to 12 years
moderately low	once in 3 to 6 years
near normal	once in 3 years
moderately high	once in 3 to 6 years
high	once in 6 to 12 years
very high	once in 12 to 25 years
extremely high	once in 25 to 50 years
wettest	< once in 50-years
no data	

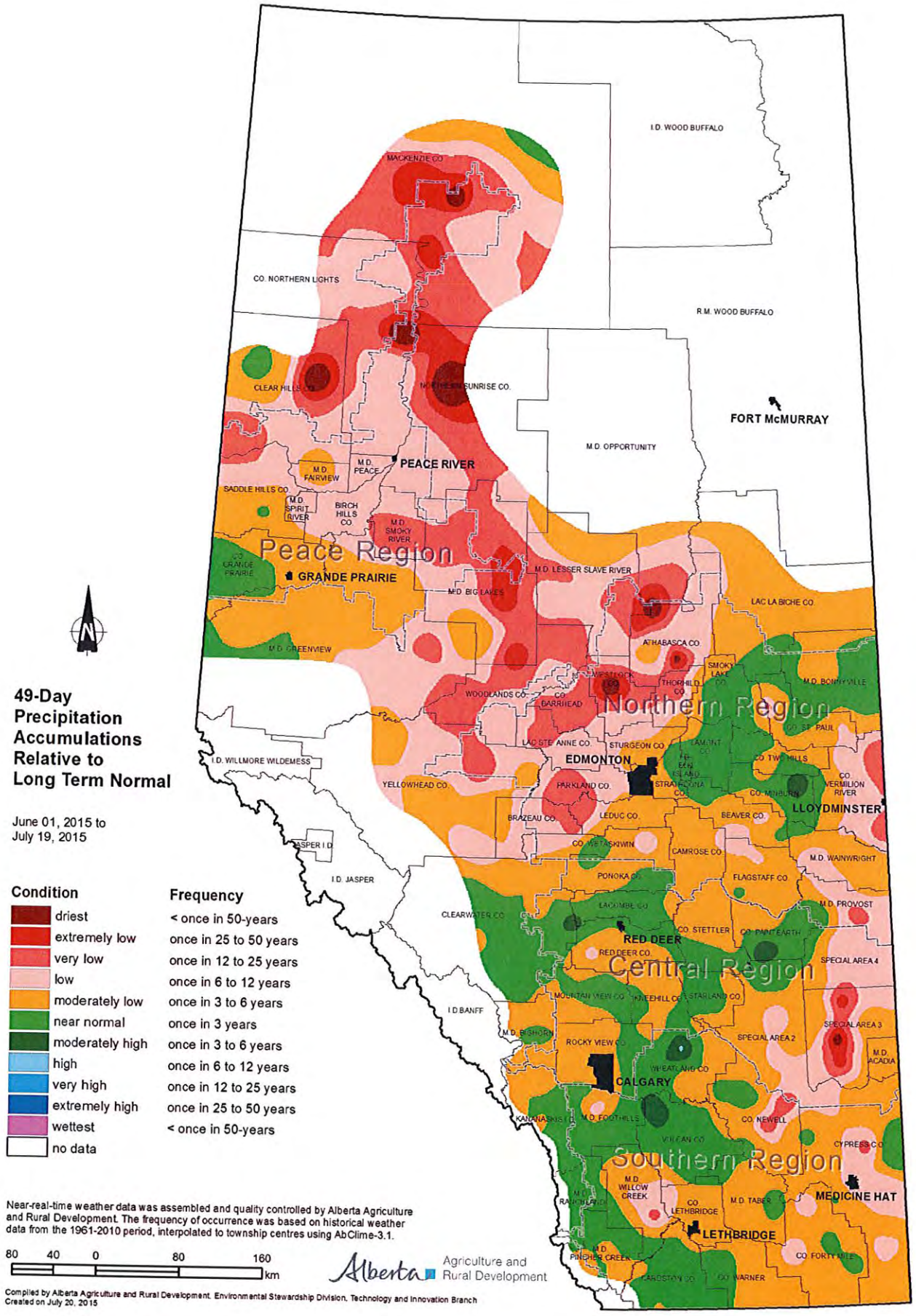
Near-real-time weather data was assembled and quality controlled by Alberta Agriculture and Rural Development. The frequency of occurrence was based on historical weather data from the 1961-2010 period, interpolated to township centres using AbClime-3.1.

80 40 0 80 160 km

Alberta Agriculture and Rural Development

Compiled by Alberta Agriculture and Rural Development, Environmental Stewardship Division, Technology and Innovation Branch
Created on July 20, 2015

Visit weatherdata.ca for additional maps and meteorological data



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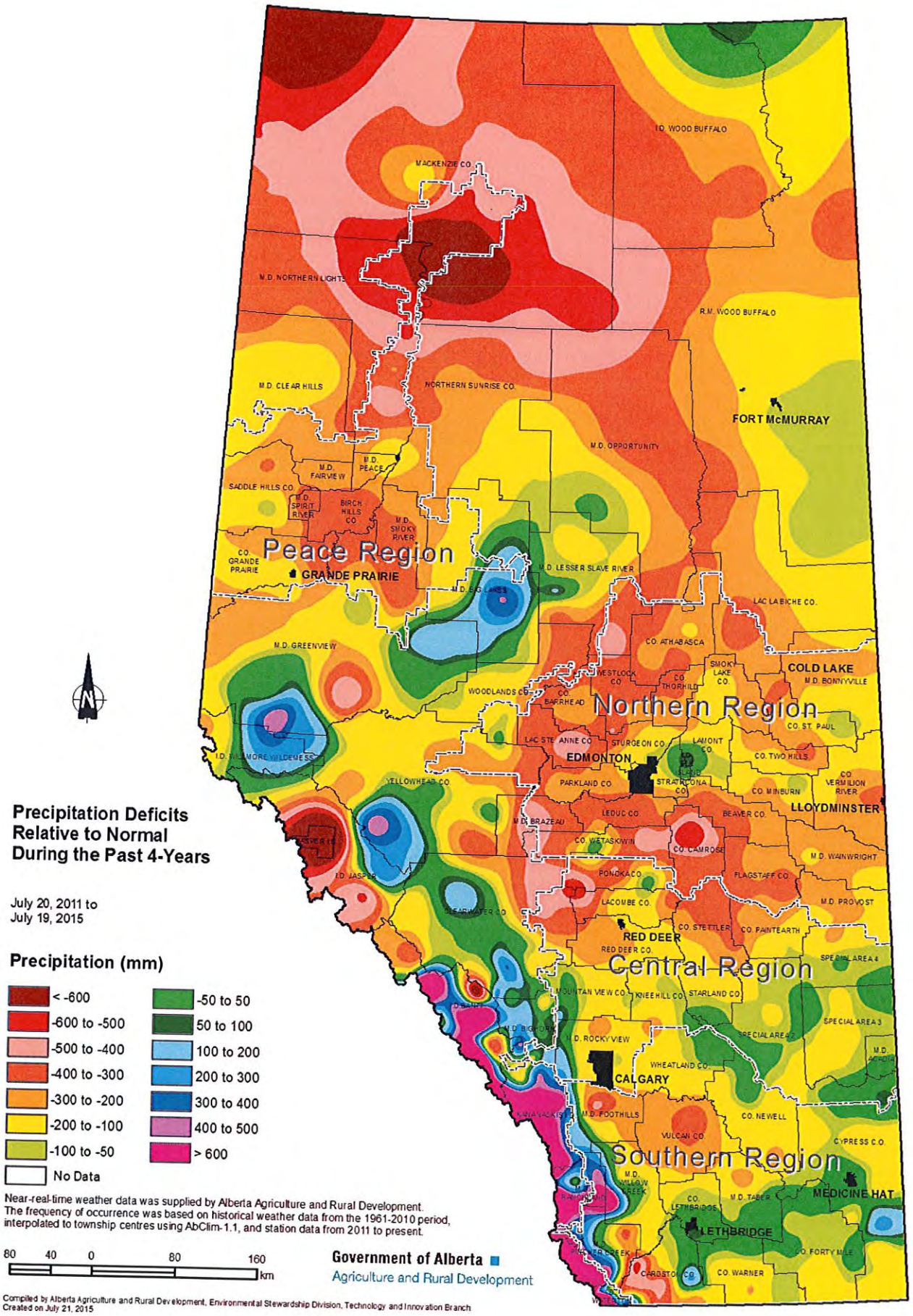
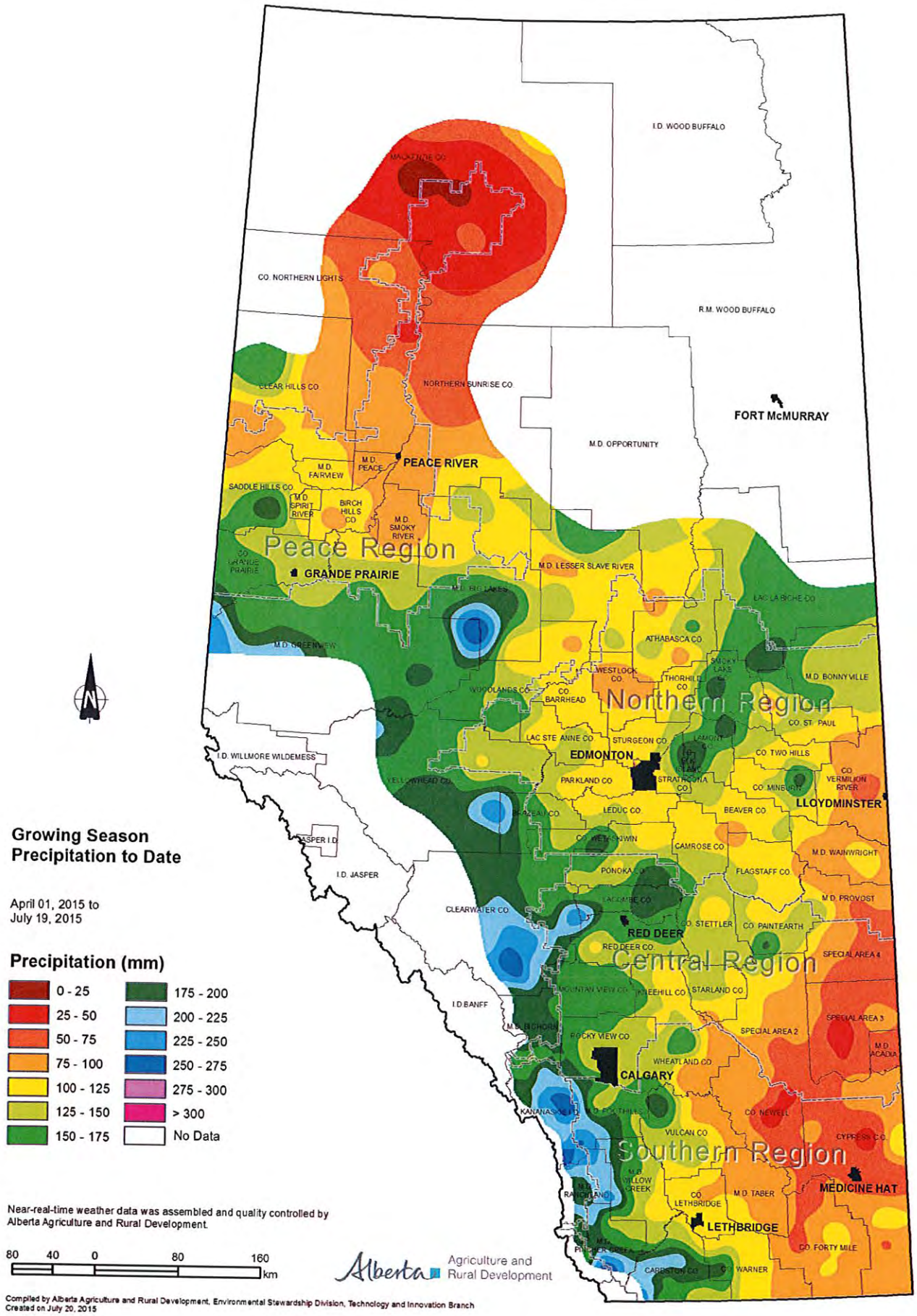

Peace Region
Northern Region
Central Region
Southern Region
I.D. WOOD BUFFALO
MACKENZIE CO.
M.D. NORTHERN LIGHTS
R.M. WOOD BUFFALO
M.D. CLEAR HILLS
NORTHERN SUNRISE CO.
FORT McMURRAY
M.D. OPPORTUNITY
M.D. PEACE
M.D. FAIRVIEW
SADDLE HILLS CO.
M.D. SPIRIT RIVER
BIRCH HILLS CO.
M.D. SMOKY RIVER
CO. GRANDE PRAIRIE
GRANDE PRAIRIE
M.D. LESSER SLAVE RIVER
M.D. BIG LAKES
LAC LA BICHE CO.
M.D. GREENVIEW
CO. ATHABASCA
COLD LAKE
M.D. BONNYVILLE
SMOKY LAKE CO.
WESTLOCK CO.
THORHILD CO.
WOODLANDS CO.
BARRHEAD CO.
CO. ST. PAUL
LAC STE. ANNE CO.
STURGEON CO.
LAMONT CO.
EDMONTON
CO. TWO HILLS
PARKLAND CO.
STRATHCONA CO.
CO. MINBURN
CO. VERMILION RIVER
LLOYDMINSTER
LEDUC CO.
BEAVER CO.
M.D. BRAZEAU
CO. WETASKIWIN
CO. CAMROSE
M.D. WAINWRIGHT
PONOKA CO.
FLAGSTAFF CO.
LACOMBE CO.
M.D. PROVOST
CO. STETTLER
CO. PAINTEARTH
RED DEER
RED DEER CO.
SPECIAL AREA 4
MOUNTAIN VIEW CO.
KNEE HILL CO.
STARLAND CO.
SPECIAL AREA 3
M.D. ROCKY VIEW
WHEATLAND CO.
CALGARY
M.D. FOOTHILLS
CO. NEWELL
VULCAN CO.
CYPRESS CO.
M.D. WILLOW CREEK
MEDICINE HAT
CO. LETHBRIDGE
M.D. TABER
LETHBRIDGE
CO. FORTY MILE
CO. WARNER
Precipitation Deficits Relative to Normal During the Past 4-Years
July 20, 2011 to July 19, 2015
Precipitation (mm)
< -600
-600 to -500
-500 to -400
-400 to -300
-300 to -200
-200 to -100
-100 to -50
-50 to 50
50 to 100
100 to 200
200 to 300
300 to 400
400 to 500
> 600
No Data
Near-real-time weather data was supplied by Alberta Agriculture and Rural Development.
The frequency of occurrence was based on historical weather data from the 1961-2010 period, interpolated to township centres using AbClim-1.1, and station data from 2011 to present.
80 40 0 80 160
km
Government of Alberta
Agriculture and Rural Development
Compiled by Alberta Agriculture and Rural Development, Environmental Stewardship Division, Technology and Innovation Branch
Created on July 21, 2015



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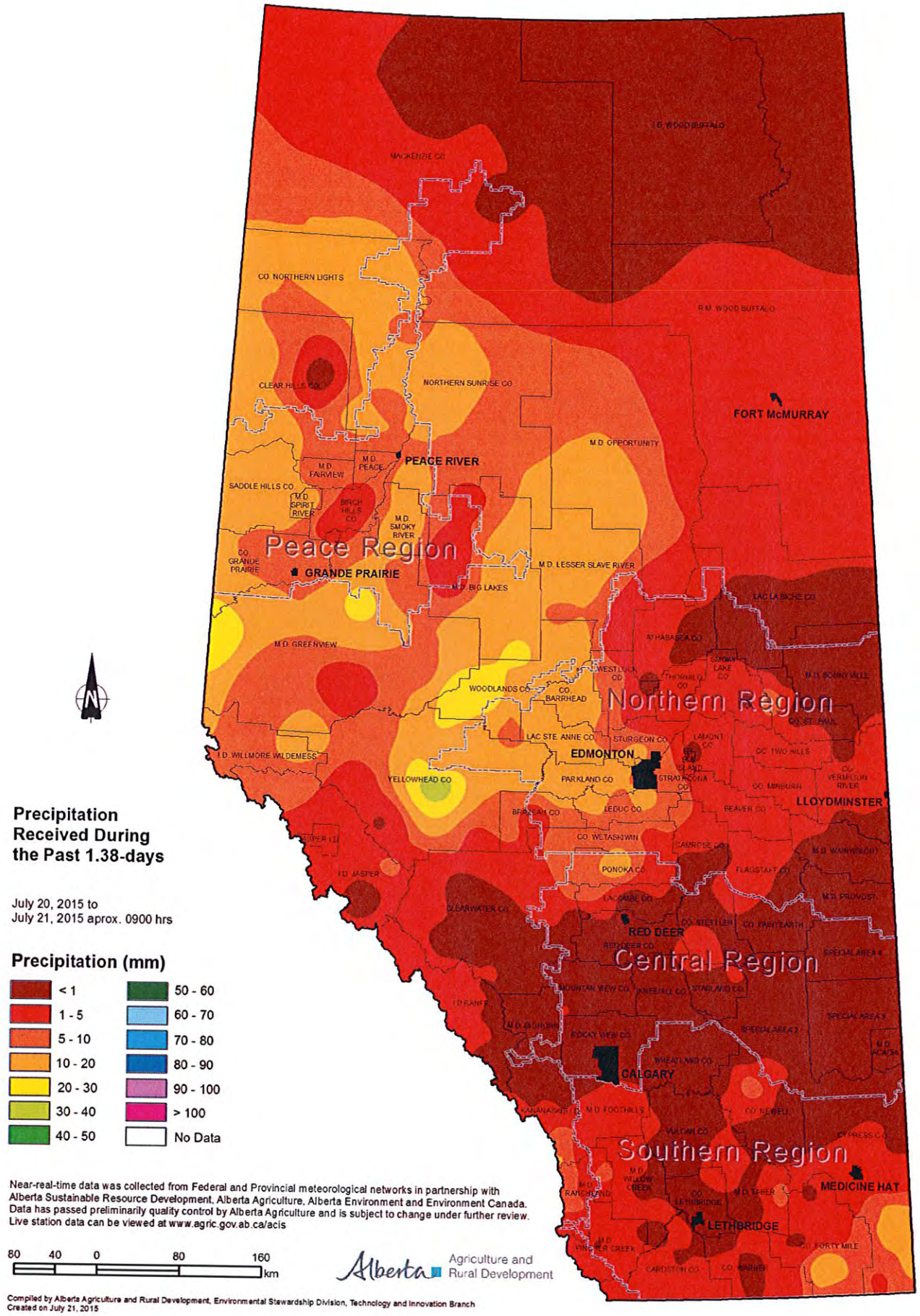
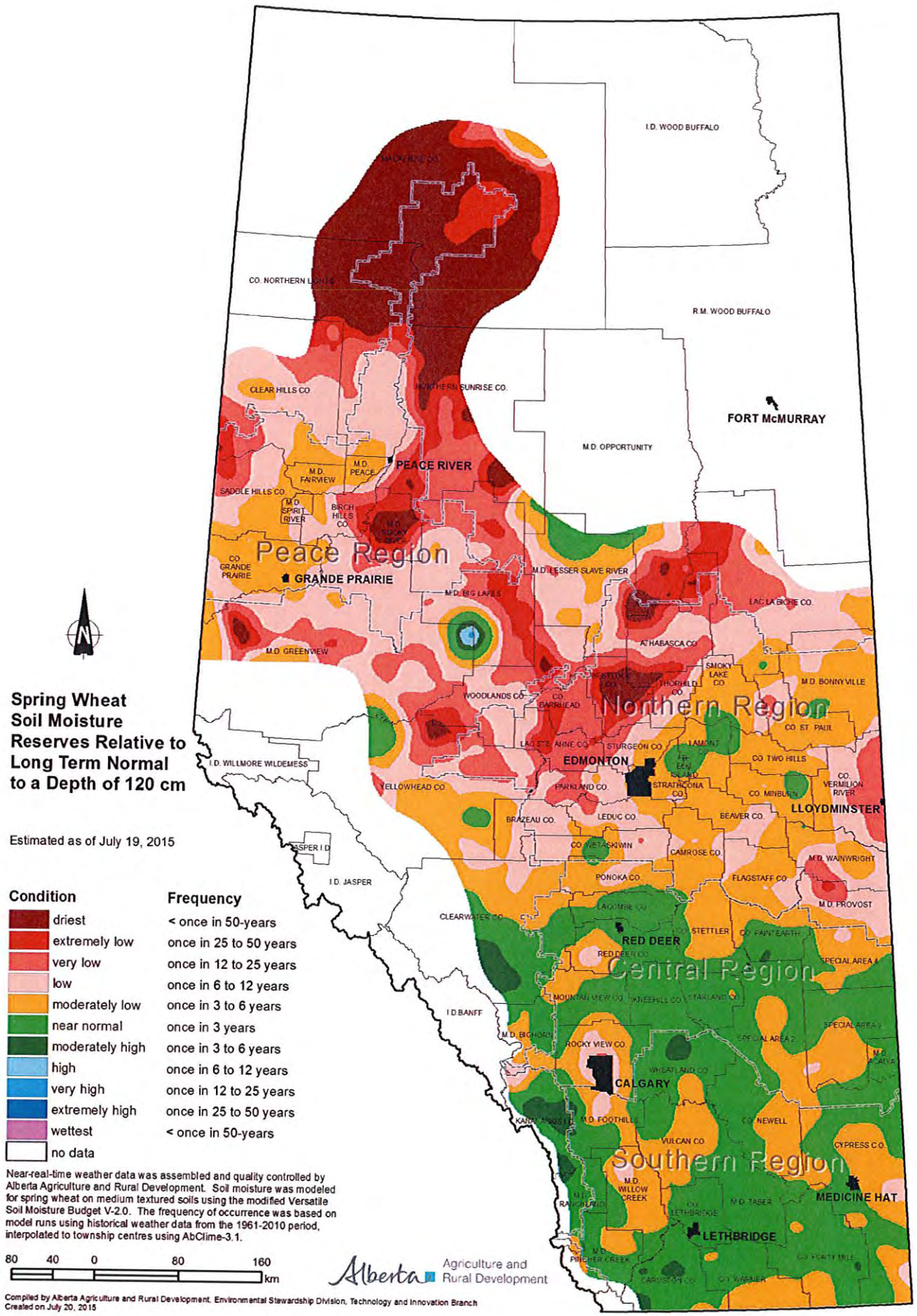
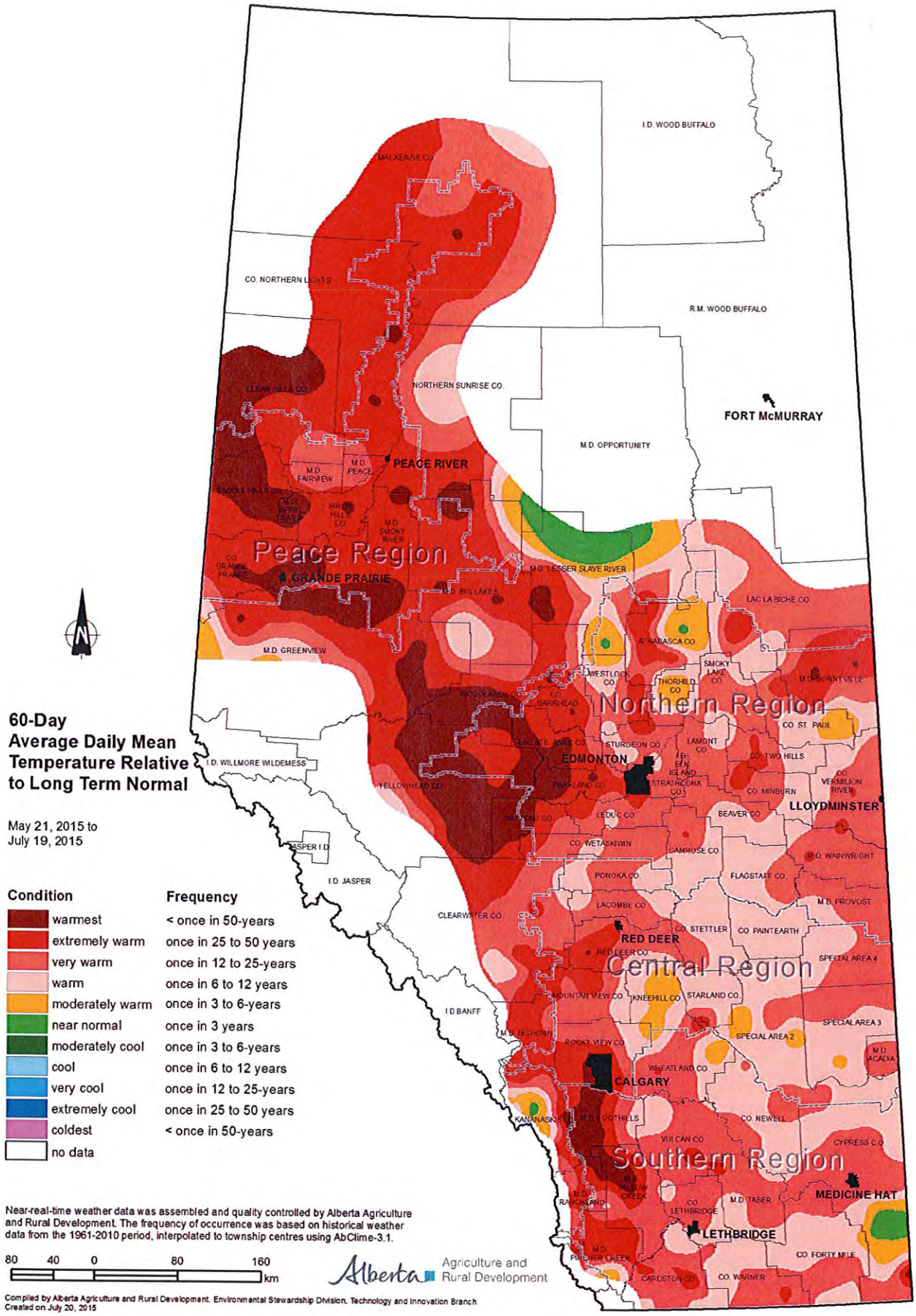


Visit weatherdata.ca for additional maps and meteorological data


Spring Wheat
Soil Moisture
Reserves Relative to
Long Term Normal
to a Depth of 120 cm
Estimated as of July 19, 2015
Condition
Frequency
driest
< once in 50-years
extremely low
once in 25 to 50 years
very low
once in 12 to 25 years
low
once in 6 to 12 years
moderately low
once in 3 to 6 years
near normal
once in 3 years
moderately high
once in 3 to 6 years
high
once in 6 to 12 years
very high
once in 12 to 25 years
extremely high
once in 25 to 50 years
wettest
< once in 50-years
no data
Near-real-time weather data was assembled and quality controlled by Alberta Agriculture and Rural Development. Soil moisture was modeled for spring wheat on medium textured soils using the modified Versatile Soil Moisture Budget V-2.0. The frequency of occurrence was based on model runs using historical weather data from the 1961-2010 period, interpolated to township centres using AbClime-3.1.
80 40 0 80 160
km
Alberta Agriculture and Rural Development
Compiled by Alberta Agriculture and Rural Development. Environmental Stewardship Division, Technology and Innovation Branch
Created on July 20, 2015
Peace Region
Northern Region
Central Region
Southern Region
FORT McMURRAY
PEACE RIVER
GRANDE PRAIRIE
EDMONTON
RED DEER
CALGARY
LETHBRIDGE
MEDICINE HAT
LLOYDMINSTER
I.D. WOOD BUFFALO
R.M. WOOD BUFFALO
M.D. OPPORTUNITY
CLEAR HILLS CO.
M.D. FAIRVIEW
M.D. PEACE
SADDLE HILLS CO.
M.D. SPIRIT RIVER
BIRCH HILLS CO.
CO. GRANDE PRAIRIE
M.D. GREENVIEW
M.D. LESSER SLAVE RIVER
M.D. BIG LAKES
ATHABASCA CO.
WOODLANDS CO.
CO. BARRHEAD
LAC STE. ANNE CO.
STURGEON CO.
LAMONT
PARKLAND CO.
STRATHCONA CO.
LEDUC CO.
BEAVER CO.
CO. VERMILION RIVER
CO. WETASKIWIN
CAMROSE CO.
M.D. WAINWRIGHT
PONOKA CO.
FLAGSTAFF CO.
M.D. PROVOST
CLEARWATER CO.
STETTLER
RED DEER CO.
I.D. BANFF
M.D. BIGHORN
ROCKY VIEW CO.
M.D. FOOTHILLS
VULCAN CO.
CO. NEWELL
CYPRESS CO.
M.D. WILLOW CREEK
M.D. TABER
M.D. PINCHER CREEK
I.D. WILLMORE WILDERNESS
I.D. JASPER
JASPER I.D.
Visit weatherdata.ca for additional maps and meteorological data



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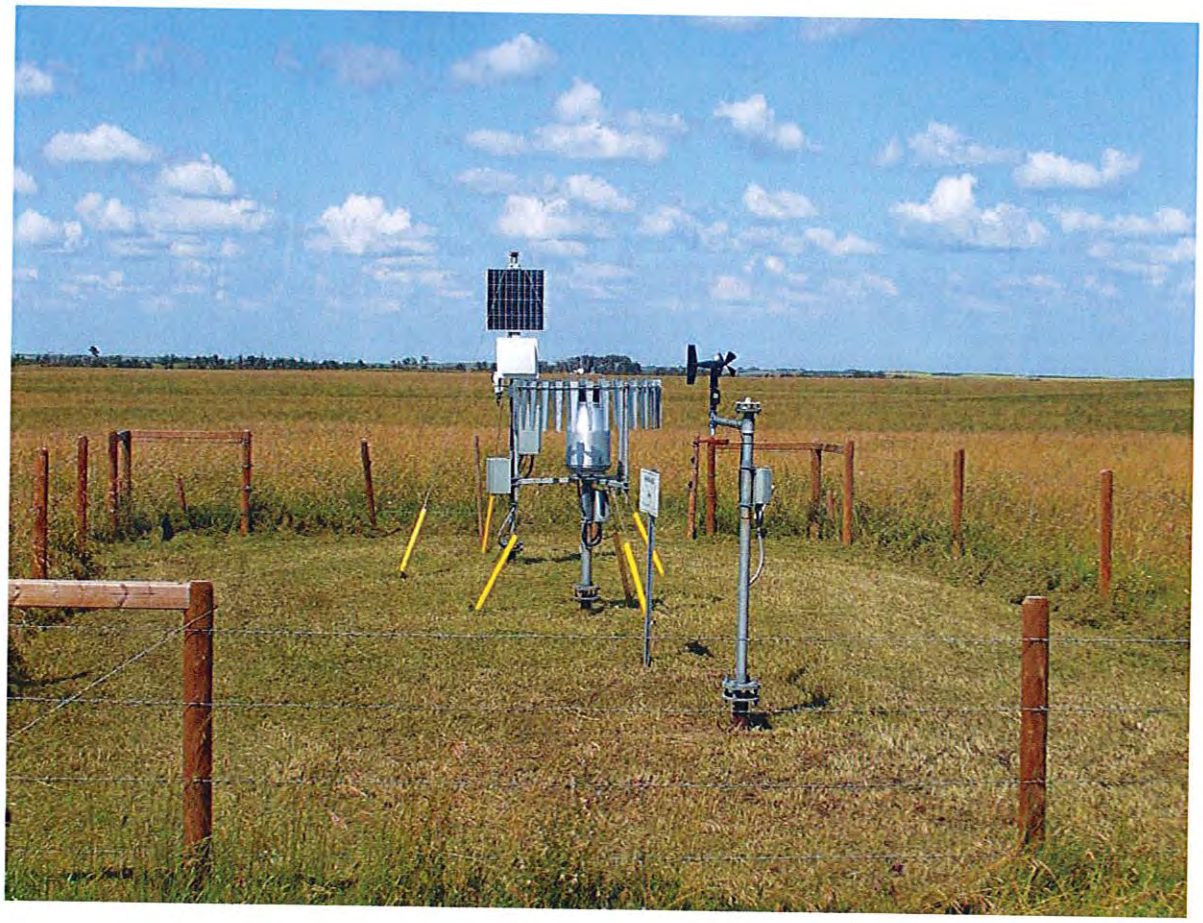
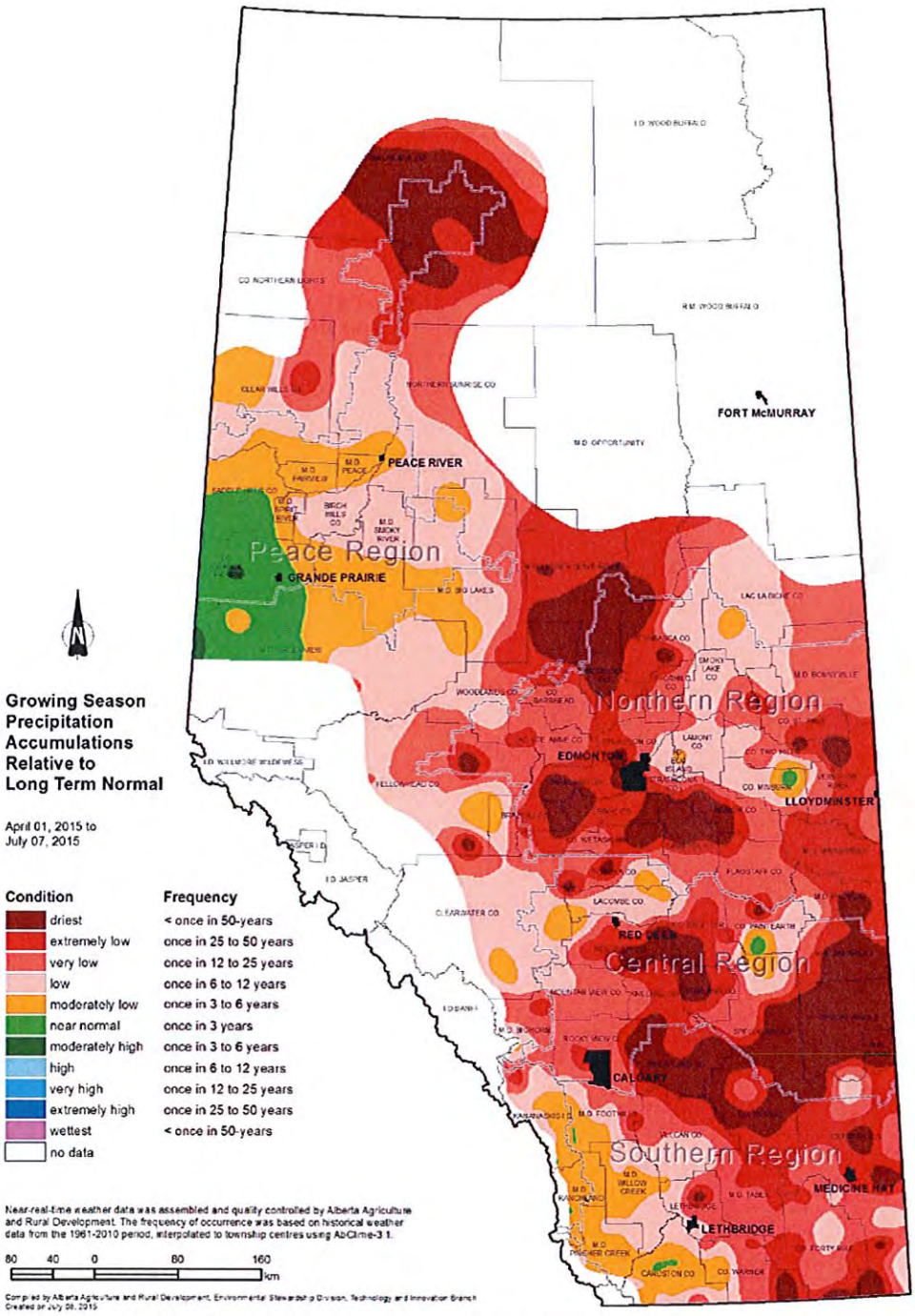
Moisture Situation Update as of August 10th, 2015



July 10th, generally marked the "turn around point" from the wide spread dry conditions, which started to develop on or about April 1. Most of the Agricultural areas of the province had seen very low accumulations relative to long term normal, with large areas of the province having the driest growing conditions ever seen as far back as we look (1961)



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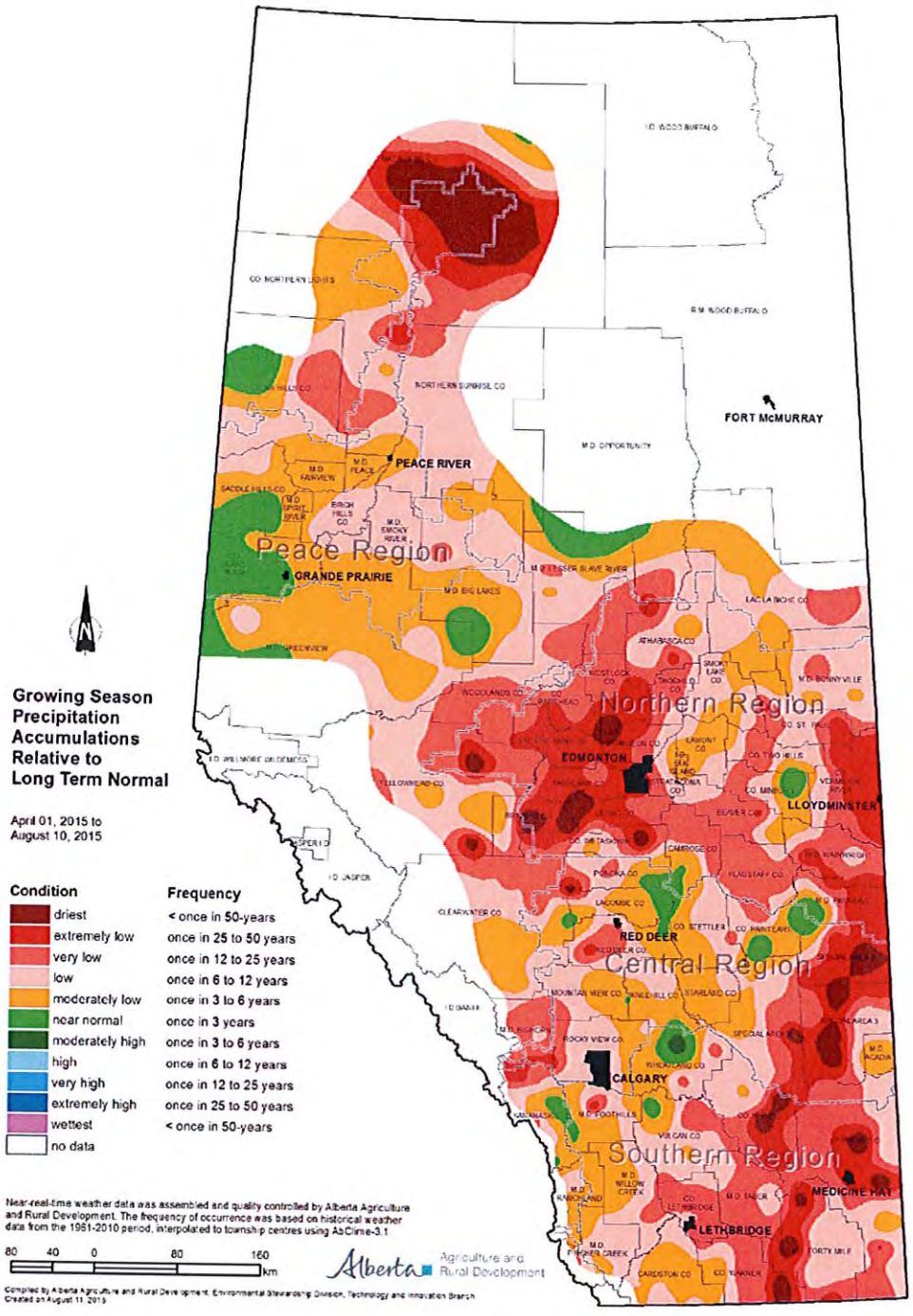
As of August 10th, total growing season precipitation remains well below normal, but the situation has improved, somewhat for most areas



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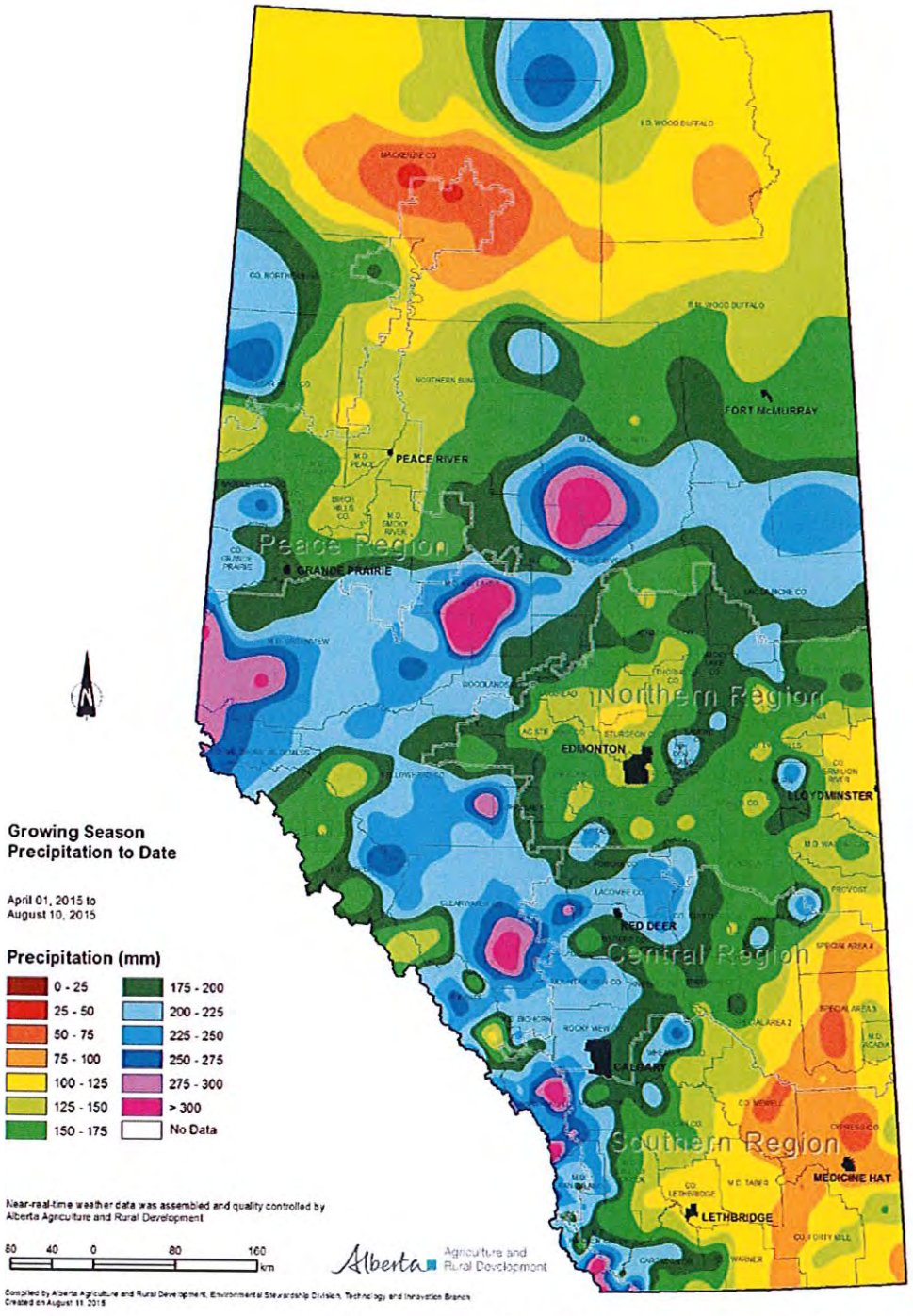
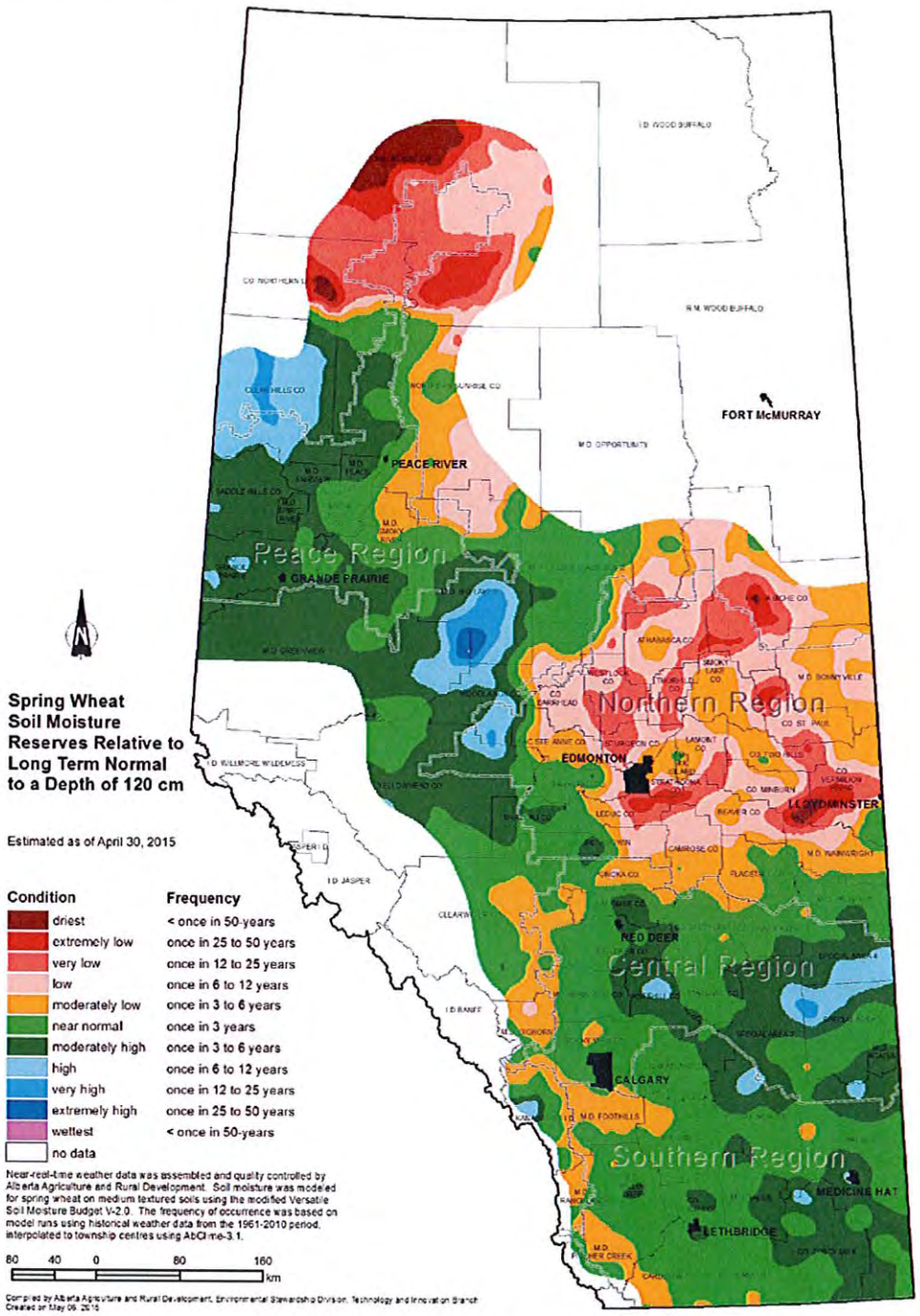
As of August 10th many hard hit areas have seen less than 75 mm since April 1.

- Hardest Hit: Northern Peace Region, north west of Edmonton, large triangle from Lloydminster to Lethbridge, bounded by USA and Sask boarder
- Note: Normals range from 200 to 250 mm



Visit weatherdata.ca for additional maps and meteorological data

2. However, good Spring (April 30th) soil moisture reserves, particularly in the through the Special Areas, may have help to some extent (need some verification on this as I have reports that some areas are not so bad. I find this hard to believe, but perhaps soil moisture and the wet fall helped get crops through???



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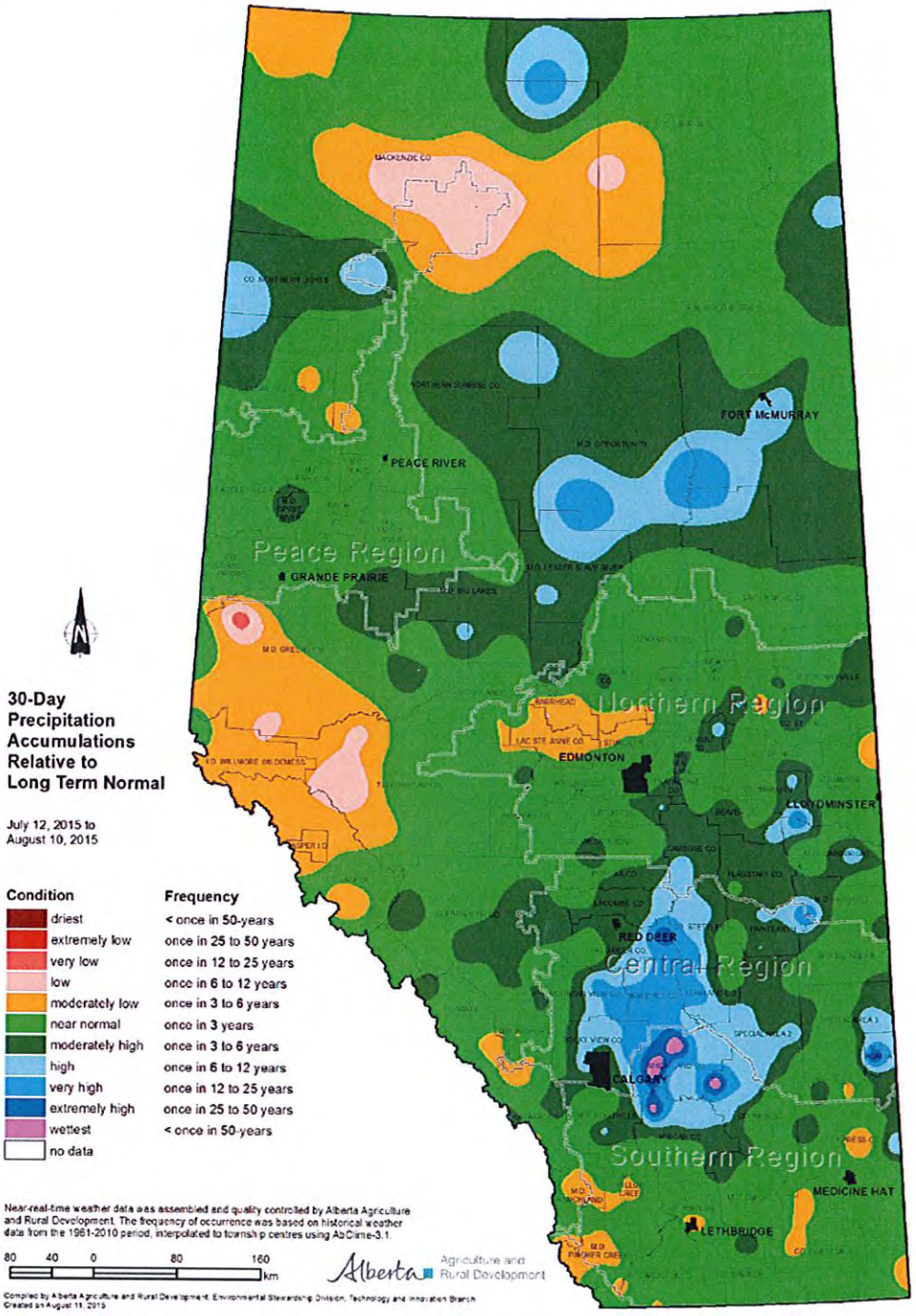
3. As of August 10th, the Past 30 days has seen a return to normal, across most of the province with a few exceptions.
    - Any issues of too wet in central Alberta?



Visit weatherdata.ca for additional maps and meteorological data

Wetter, cooler weather is on the way, it should arrive by the weekend.

Forecast from AF's Fire Weather Section (Special Thanks to Nick Nimchuck)

- By Friday the high pressure system that is bringing hot weather to most of the province will begin to breakdown, in the wake of a rather large, complex upper trough that will bring cool and wet weather to much of the agricultural areas of the province. In addition, behind this system, there appears to be a second moisture bearing disturbance that is likely move into Alberta. Both these systems are expected to bring cool and wet weather well into next week.
- Over the next 7-days or so, most agricultural areas are expected to see some rain, including the northern Peace Region. Many areas of the province south of Edmonton, could see 20-30 mm, with upwards of 50 mm possible in some areas. Across the Peace Region accumulations in the 10-20 mm range are possible.

Growing Forward 2

A federal-provincial-territorial initiative

The Federal-Provincial-Territorial AgriRecovery Framework under *Growing Forward 2*

Presented to DEMAG

Date August 12th, 2015

British Columbia · Alberta Government · Government of Saskatchewan · Manitoba · Ontario · Québec · Newfoundland Labrador · Nova Scotia / Nouvelle-Écosse · New Brunswick / Nouveau-Brunswick · Prince Edward Island · Yukon Government · Northwest Territories · Nunavut · Canada

Purpose

- To provide an overview of the Federal, Provincial, and Territorial (FPT) AgriRecovery Framework under Growing Forward 2 (GF2)

300

Background

- In addition to year-to-year fluctuations in production, market prices, and input costs, farmers are vulnerable to natural disaster events which can have a dramatic impact on their income and often their ability to operate

- FPT governments introduced the AgriRecovery Framework in 2007, as part of the Business Risk Management (BRM) suite under *Growing Forward (GF)*, to help agricultural producers recover from disasters.

- AgriRecovery was an innovative approach aimed at putting structure around "ad-hoc" programming in order to:

  - Provide a more consistent approach to government responses to disasters
  - Provide a more timely and flexible response

301

What is AgriRecovery?

- AgriRecovery is a framework which enables FPT governments to jointly assess natural disasters and, where there is need, respond with joint initiatives to help with recovery
  - Natural Disasters: disease, pest infestation, extreme weather event, contamination of the natural environment, threats to food security
- Where there is need, initiatives are developed to help with the extraordinary costs associated with activities necessary to:
  - Mitigate the impacts of the disaster on the farm operation, and/or
  - Get farming operations back up and running as quickly as possible
- AgriRecovery is not the first, nor the only, source of assistance for disasters
  - The Framework is one element of the BRM suite and is designed to work with the core BRM programs, and other existing assistance programs, to help producers recover.
  - AgriRecovery does not cover production or income declines, as these are covered by AgriInvest, AgriInsurance, and AgriStability.
- Initiatives are typically delivered by the province, or its delivery agent, and the costs are shared 60:40 (federal: provincial/territorial)

AgriRecovery works with other programs

- The core BRM programs provide assistance for production and income losses:
  - **AgriInsurance:** An insurance-based program that provides compensation when farmers experience production losses due to eligible perils
  - **AgriStability:** Support available when farmers suffer severe income losses; advances (interim payments) are available to help with cash flow
  - **AgriInvest:** Savings account allowing farmers to deposit money which is matched by governments; Funding can be used to offset losses and provide cash flow
  - **Advance Payments Program:** Provides loans to help farmers with financial obligations and cash flow; federal government covers the interest on the first $100,000 of loans up to $400,000
- Other sources of assistance: Payments under the *Health of Animals Act* & *Plant Protection Act* (CFIA), private insurance, provincial disaster programming, etc.
- Assistance available through these programs is considered in assessing whether an AgriRecovery response is needed

Lessons learned under *Growing Forward*

- Over the 6 years of GF, 39 initiatives were launched under the Framework, resulting in over $900 million in payments to help producers recover from a variety of disasters.

Disaster Types	No.	Examples	Types of Costs Covered
Diseases	7	Bovine TB, Avian Influenza, Salmonella, H1N1	▪ Cleaning and disinfection ▪ Carrying costs for animals/product in quarantine ▪ Destruction and disposal costs ▪ Replacement costs not already covered (PPA, HAA) ▪ Rental of temporary barns/storage
Pests	6	Nematode, Duponchelia	▪ Short-term transition costs due to long-term restrictions
Weather Events	26	Drought (8), Excess Moisture (17), Tornado (1)	▪ Farm land rehabilitation ▪ Feed costs, transportation costs related to feed needs ▪ Re-establishment of destroyed productive assets (.e.g., apple trees)

- Governments learned a lot over this time which has resulted in improvements to:
  - The AgriRecovery Framework - e.g., implementation of FPT AgriRecovery Guidelines in 2009 to improve consistency with how the Framework is applied
  - The core BRM programs - e.g., enhancements to Unseeded Acreage Benefits, improvements to insurance plans for forage, etc.

How does AgriRecovery work?

Step One - Request for Assessment: A province or territory decides if an event is one that may meet the criteria for an AgriRecovery response and, if so, contacts Agriculture and Agri-Food Canada to initiate the joint assessment process

Step Two - Assessment: A joint FPT assessment is undertaken to:

- examine the disaster event and its impacts,
- determine whether there are extraordinary costs necessary for recovery, and
- measure the capacity of existing programs to help producers recover

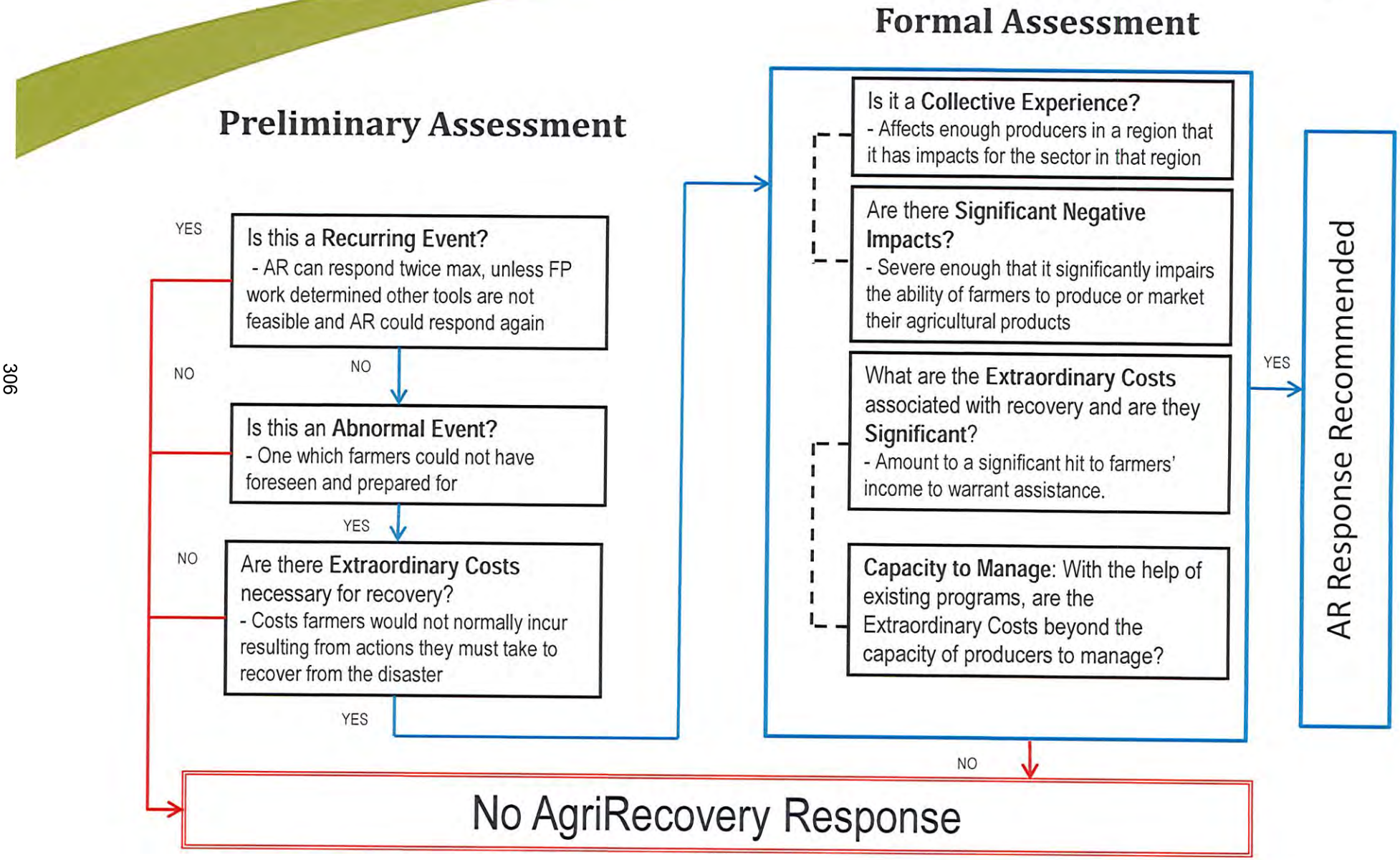
Step Three – Decision/Authorities: The findings of the assessment are the basis on which FPT governments decide whether or not an AgriRecovery initiative is required

Step Four – Technical Details: The technical details of the initiative are jointly developed

Step Five - Launch: Affected producers are informed of the initiative and program materials made available (e.g., terms and conditions, application forms) as quickly as possible

Step Six – Payments: Payments begin to flow under the initiative

AgriRecovery Assessment Process & Criteria



What does AgriRecovery address and not address?

- Where the extraordinary costs of recovery cannot be effectively addressed with the help of existing programming, AgriRecovery can compensate for up to 70% of these costs
  - Examples of extraordinary costs could include:
    - Repairing/re-establishing crop and forage land damaged by flooding or drought
    - Re-establishing fruit trees damaged by a tornado
    - Cleaning and disinfection of buildings and property
    - Destruction/replacement of infected plants not covered by the *Plant Protection Act* to prevent the spread of a disease
    - Carrying costs for animals unable to be sold due to quarantine

- Events and Costs/Losses that cannot be covered under AgriRecovery:

Events	Costs/Losses
• Disasters without significant extraordinary recovery costs	• Production and revenue losses
• Disasters that can be managed with the assistance from existing programming	• Costs that can be effectively covered by existing programming
• Recurring events that can be effectively addressed through longer-term mechanisms	• Costs over and above those necessary to resume production or marketing of product
• Market price cycles	• Costs for multi-year strategies to adjust to long-term impacts of a disaster
• Long-term shifts in the market	

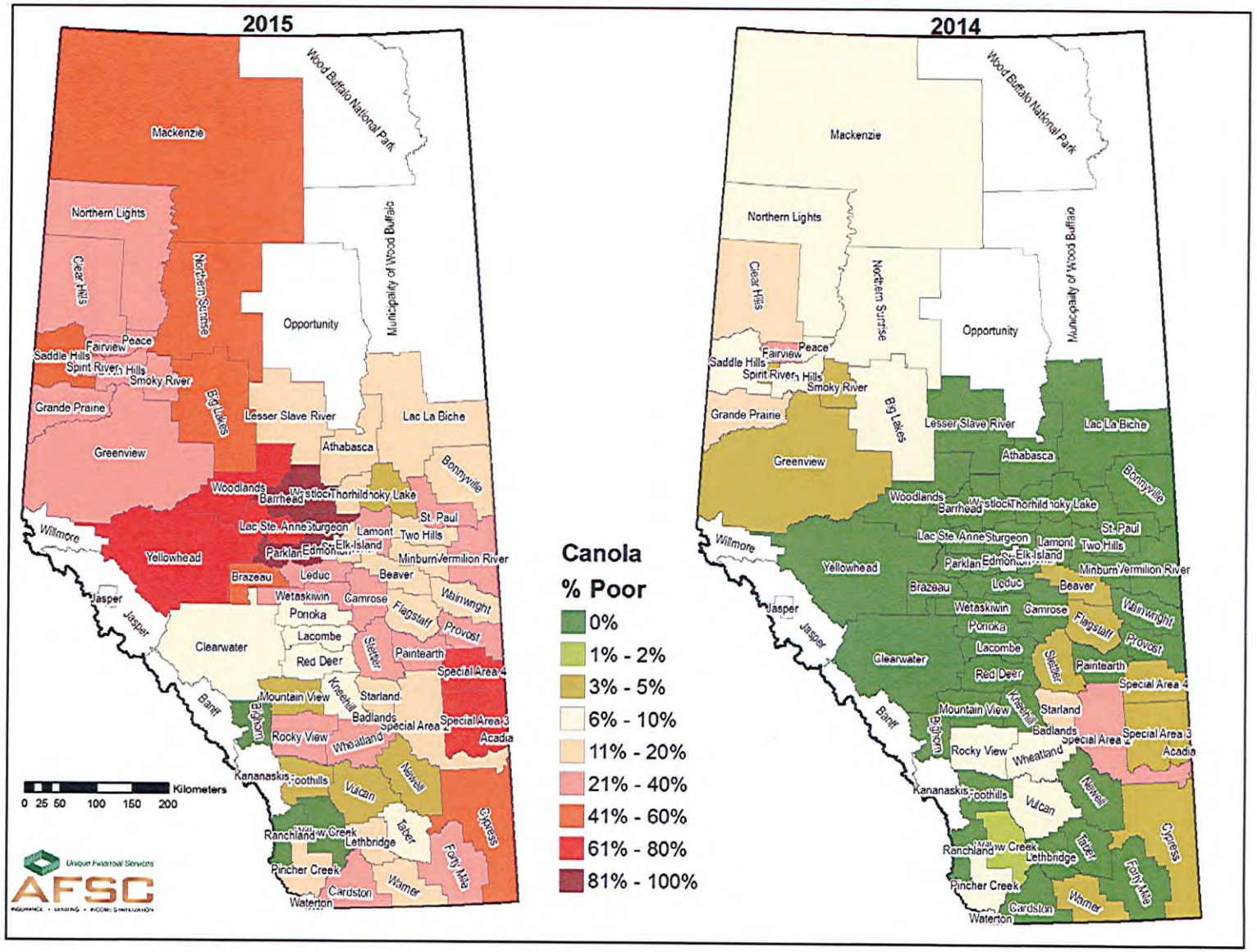
Exceptions – preventing spread of a disease or pest

- Greater flexibility where actions must be taken to prevent the spread of diseases and pests
- Provisions include the ability to:
  - Respond where there are relatively few operations affected, but the risk of spread to other operations is high
  - Respond where a disease or pest event has not yet significantly impacted on producers' ability to produce or market their commodities, but where, if left unchecked, it could have significant impacts
  - Respond with a higher level of assistance where it is necessary in order to limit spread

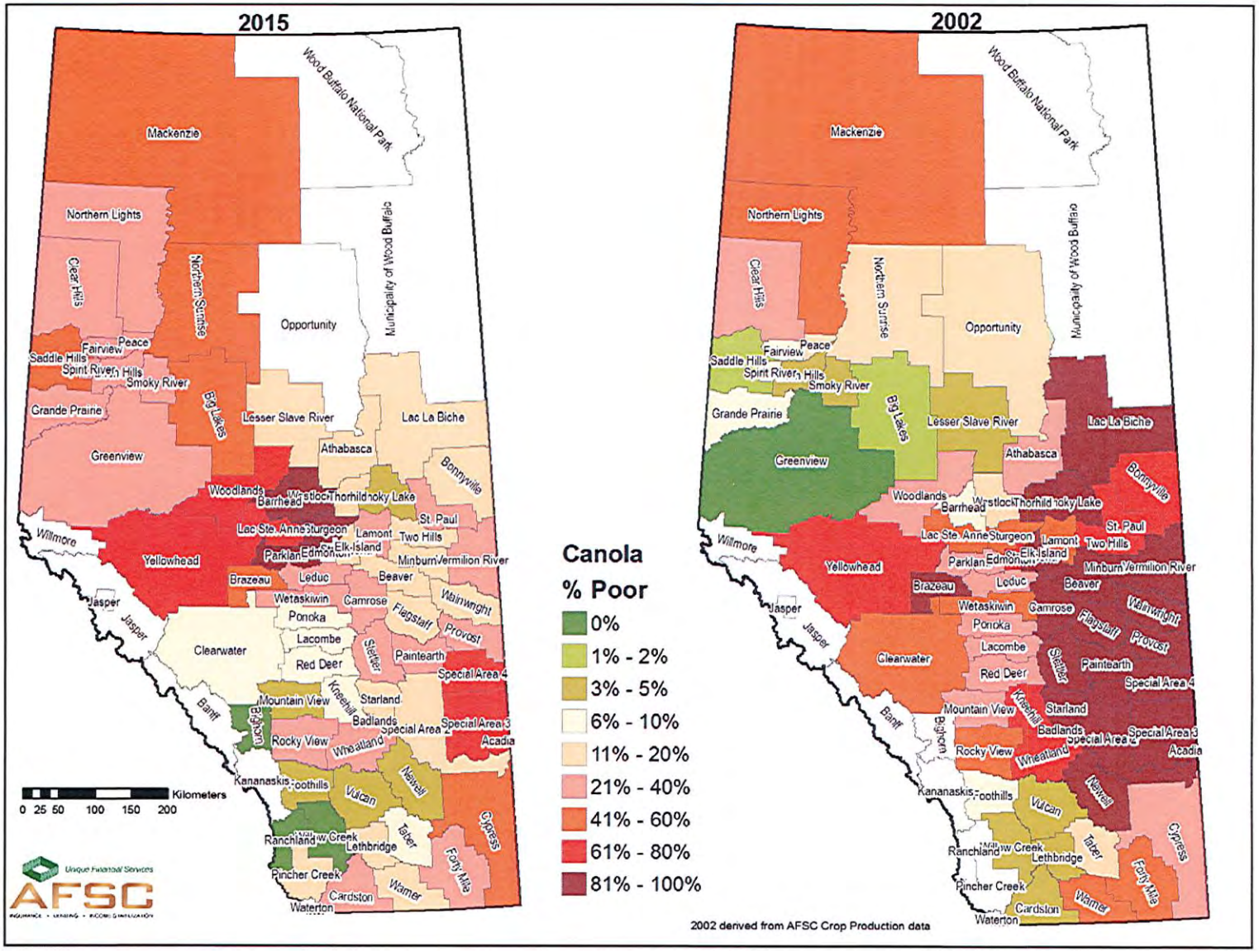
Annex: Example of an assessment with no extraordinary costs

- In July 2012, Ontario requested an assessment of the impacts of a spring frost event on apple growers
  - Frost resulted in extensive damage to blooms and emerging fruit
  - Did not result in any lasting damage to trees
- Assessment found that:
  - The impacts largely limited to revenue losses with production expected to return to normal levels the following year
  - Additional costs resulting from the event were not significant and could be manage with the assistance available from the existing BRM programs
    - Analysis found that BRM programs could cover up to 70% of losses
  - Therefore the situation did not meet the criteria for an AgriRecovery response

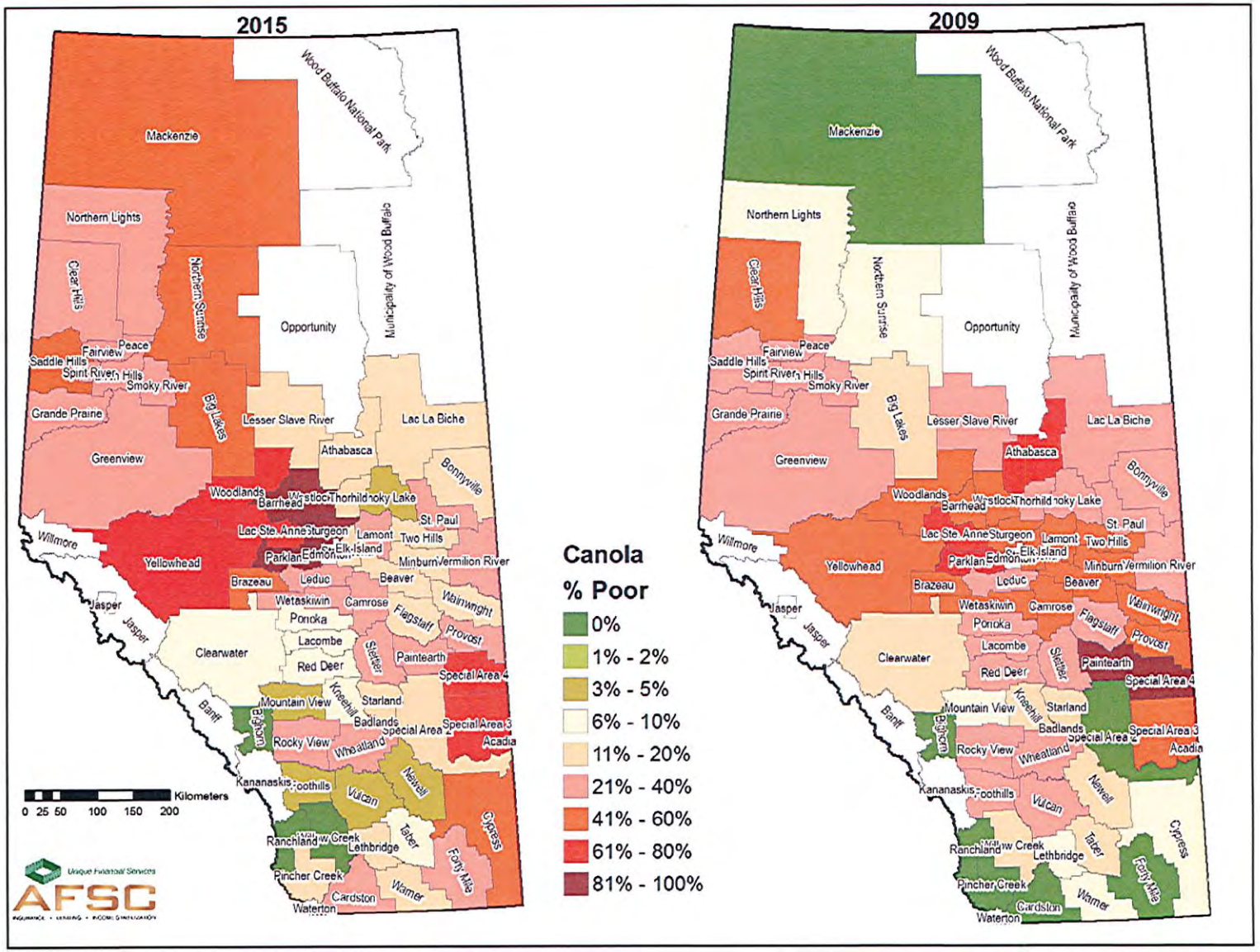
Impact on Crops

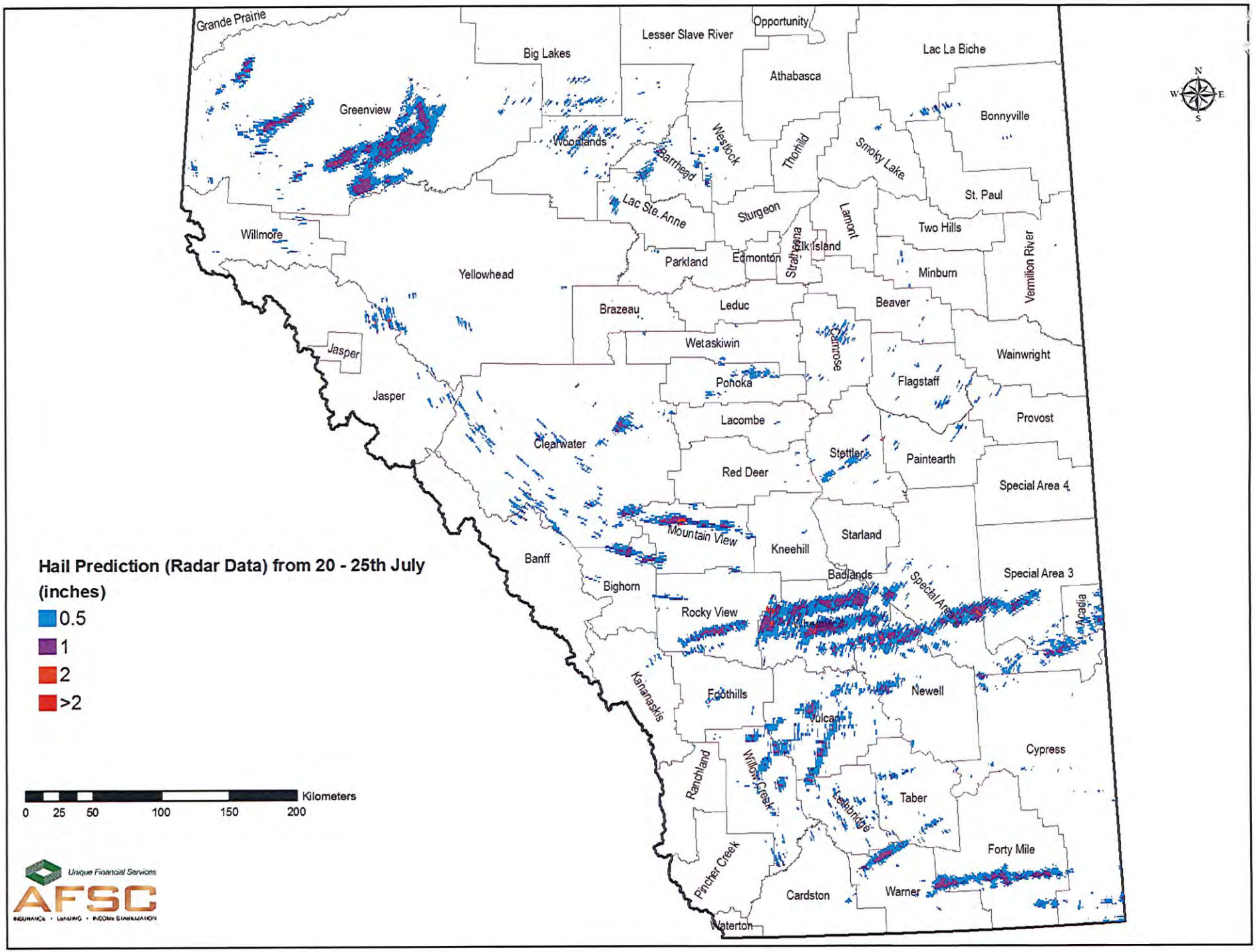


Impact on Crops



Impact on Crops




Grande Prairie
Big Lakes
Lesser Slave River
Opportunity
Lac La Biche
Athabasca
Greenview
Woodlands
Barrhead
Westlock
Thorhild
Smoky Lake
Bonnyville
St. Paul
Lac Ste. Anne
Sturgeon
Lamont
Two Hills
Willmore
Parkland
Edmonton
Strathcona
Elk Island
Minburn
Vermilion River
Yellowhead
Brazeau
Leduc
Beaver
Jasper
Wetaskiwin
Camrose
Wainwright
Pohoka
Flagstaff
Provost
Lacombe
Clearwater
Stettler
Paintearth
Red Deer
Special Area 4
Mountain View
Kneehill
Starland
Banff
Badlands
Special Area 3
Bighorn
Rocky View
Kananaskis
Foothills
Newell
Vulcan
Cypress
Ranchland
Willow Creek
Lethbridge
Taber
Pincher Creek
Forty Mile
Cardston
Warner
Waterton
Hail Prediction (Radar Data) from 20 - 25th July (inches)
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>2
Kilometers
0 25 50 100 150 200
N
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Mackenzie County
P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266
www.mackenziecounty.com
office@mackenziecounty.com

June 30, 2015

The Honourable Oneil Carlier
Minister of Agriculture and Forestry
229 Legislature Building
10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: AGRICULTURE DISASTER

This letter is to officially inform you that Mackenzie County has declared an Agricultural Disaster following the motion carried at the June 22, 2015 council meeting.

Drought conditions have been extremely devastating this year as there has only been an average of 1 cm of precipitation in the County, as well as a lack of relative humidity. As a result, sub moisture levels are being depleted. Furthermore, a significant amount of frost damage during the month of May caused many agriculture producers to reseed crops, and consequentially all cereal crops, canola, legumes and hay are far below adequate production levels. Pastures are being depleted as there is very little forage regrowth, and there has been a huge grasshopper and crop pest outbreak (including bertha army worms and cutworms) which has further affected crops. Finally, cattle producers are downsizing herds at a rapid rate due to these inadequate levels of pasture and hay.

In response to this disaster, the County respectfully requests that the government of Alberta provide assistance to agriculture producers. This may be done in the form of tax deferrals, payment deferrals, freight subsidies, etc. Additionally, there is the opportunity for the province to implement a grasshopper program and assist with grain contracts and crop insurance.

...2

Undoubtedly, Mackenzie County agricultural producers are experiencing severe difficulties with their ability to maintain crops, and any assistance that the province can provide will be greatly appreciated.

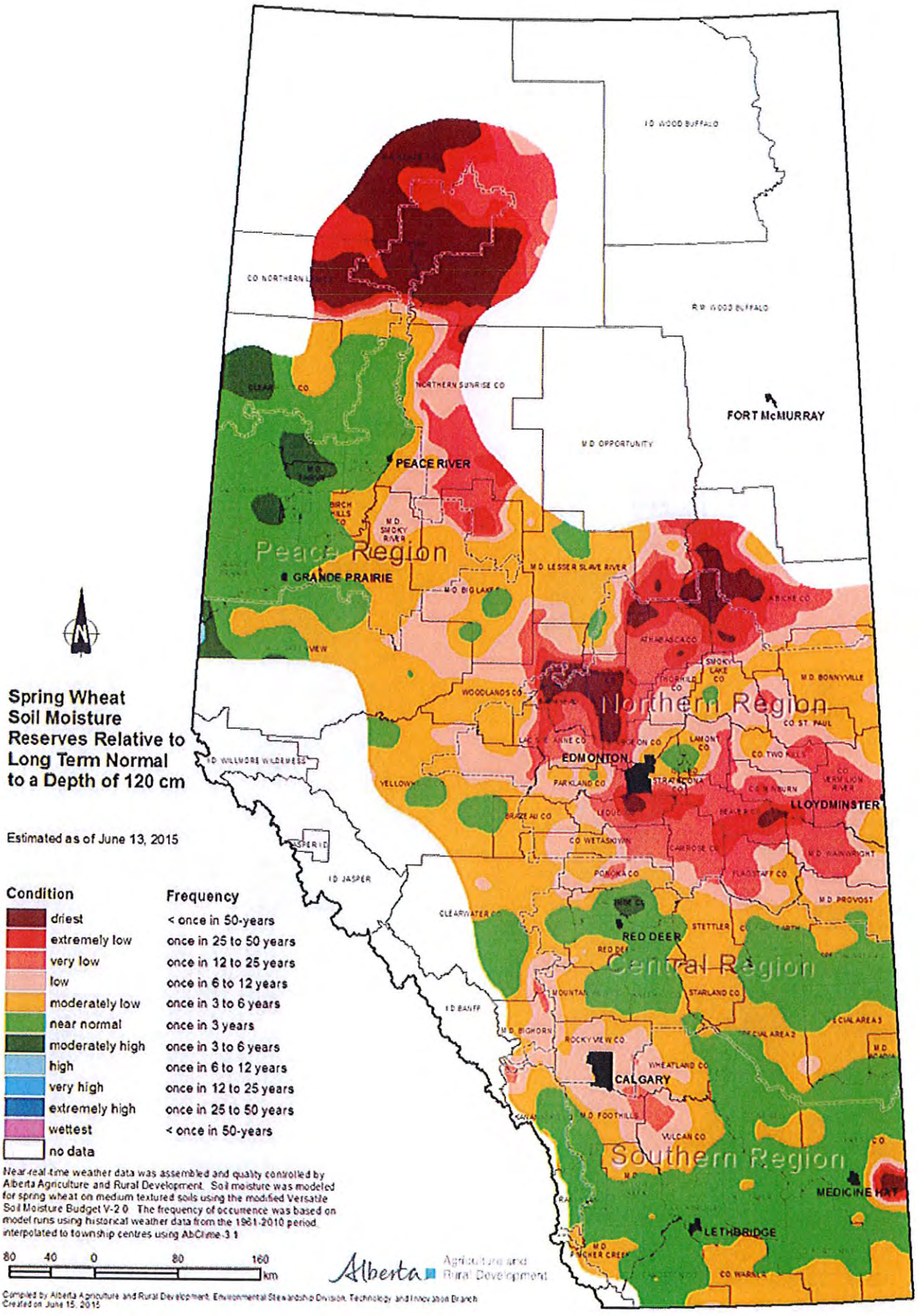
We would be pleased to meet with you or your staff to further discuss this issue. Should you have any further questions or require more information please feel free to contact me at (780) 841-1806. To schedule a meeting please contact Joulia Whittleton, Chief Administrative Officer, at (780) 927-3718 or by email to jwhittleton@mackenziecounty.com.

Sincerely,

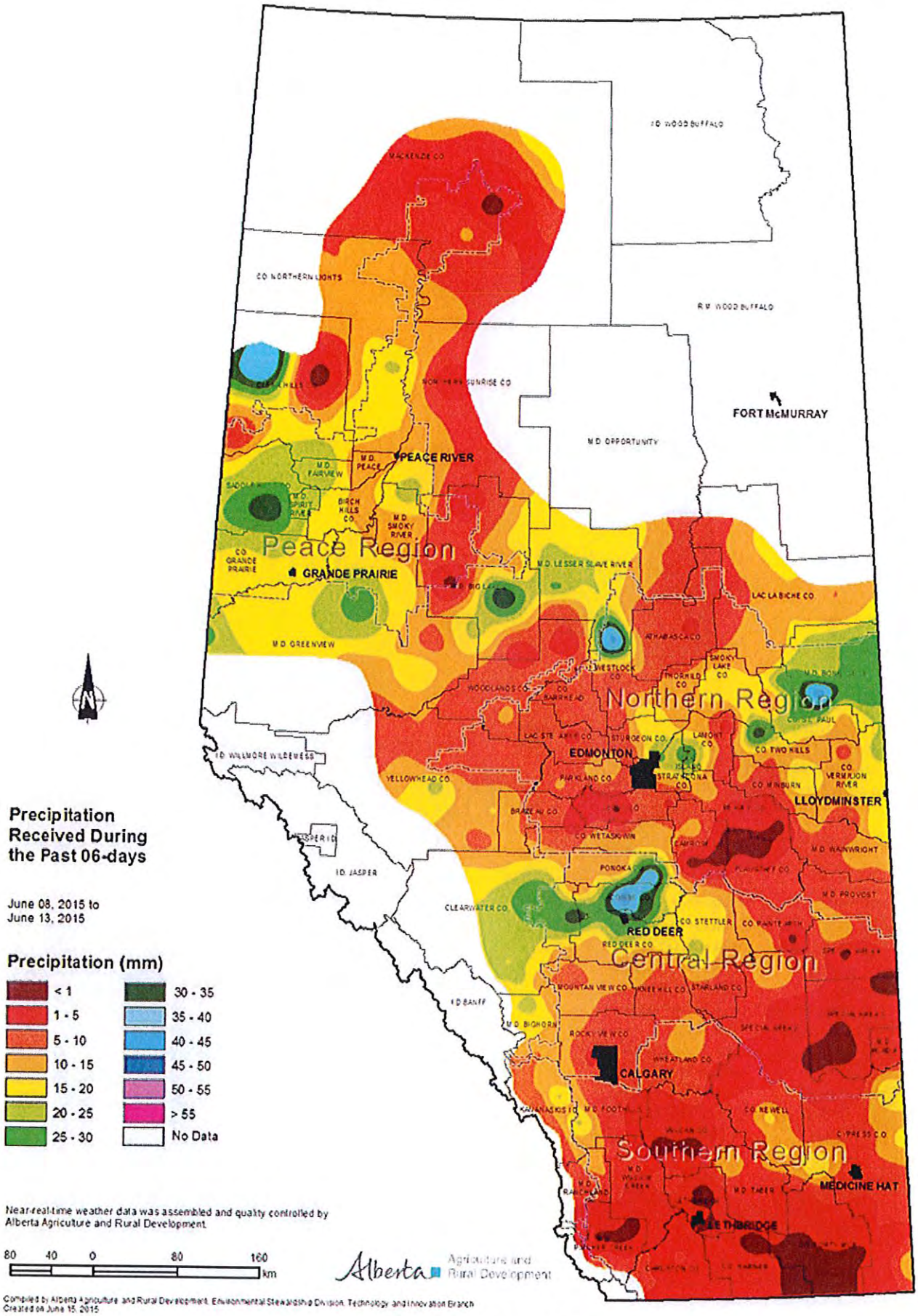
Bill Neufeld
Reeve
Mackenzie County

Attach.

c: Hon. Rachel Notley, Premier of Alberta
Ms. Debbie Jabbour, MLA for Peace River
Mackenzie County Council
Agricultural Service Board
Greg Newman, Board Chair, Mackenzie Applied Research Association
Tom Burton, Director – District 4, Alberta Association of Municipal Districts & Counties



Visit weatherdata.ca for additional maps and meteorological data



Visit weatherdata.ca for additional maps and meteorological data

Fort Vermilion Grazing Association
P.O. Box 378, Fort Vermilion, AB T0H 1N0

July 7, 2015

The Honourable Oneil Carlier
Minister of Agriculture and Forestry
229 Legislature Building
10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: DROUGHT CONDITIONS AFFECTING BEEF INDUSTRY

This letter is to state the concerns of the Fort Vermilion Grazing Association regarding the drought conditions in Mackenzie County which are affecting the region's beef industry.

The Fort Vermilion Grazing Reserve is approximately 9,000 acres (3,600 ha) of tame pasture land, and this currently supports 800 cow/calf pairs. The Fort Vermilion Grazing Association consists of 18 cattle producers.

Due to severe drought conditions and large infestations of grasshoppers, pastures are currently far below required production levels. Cattle take in day is usually in the first week of June, while take out day is approximately October 10th. However, due to these current conditions, cattle will likely have to be removed as early as the end of July. There has been a depletion of the beef herd in Mackenzie County because cattle are being shipped to the market at an alarming rate.

On behalf of Mackenzie County's beef producers, the Fort Vermilion Grazing Association is desperately seeking any assistance that Alberta Agriculture can provide to address the drought conditions that are affecting our beef industry. Assistance can be provided in the form of trucking subsidies for hay hauling, the shipment of cattle to pastures out of the area, custom feedlots, hay purchasing, hayland rent, etc.

To conclude, we ask that the province of Alberta acknowledge our concerns and assist Mackenzie County in protecting its beef industry.

Sincerely,

Raymond Friesen
Fort Vermilion Grazing Association

c: Hon. Rachel Notley, Premier of Alberta
Ms. Debbie Jabbour, MLA for Peace River
Mackenzie County Council
Tom Burton, Director – District 4, Alberta Association of Municipal Districts & Counties

Quentin Bochar

From: Norm Boulet <asb@mdsmokyriver.com>
Sent: July-31-15 9:35 AM
To: gerry.ritz@parl.gc.ca; whitecourt.steanne@assembly.ab.ca; edmonton.strathcona@assembly.ab.ca
Cc: Tom Burton; dunvegan.centralpeace.notley@assembly.ab.ca; chris.warkentin.c1@parl.gc.ca; amandao@birchhillscounty.com; ameliag@birchhillscounty.com; sdutrisac@northernsunrise.net; aaron@clearhillscounty.ab.ca; 'Audrey Bjorklund'; Blake Glauger; 'Elaine Armagost'; fred@mdfairview.ab.ca; Gary Braithwaite; 'Grant Smith (E-mail)'; 'Jill Henry'; Kim robson; Nasar Iqbal; Quentin Bochar; 'Rob Klatt'; 'Robert Sallis'; "'Shayne Steffen'"@mail138c0.megamailservers.com; Sherry Monteith; 'Sonja Raven'; Stephanie Garrant-Soucy; 'Wayne Wright'
Subject: State of Agriculture in the M.D. of Smoky River
Attachments: MD of Smoky River State of Agriculture letter July 27 2015.pdf

I have attached a scan of the letter which was sent to the Honourable Gerry Ritz, Minister of Agriculture and Agri-Food Canada and the Honourable Oneil Carlier Minister of Agriculture and Forestry Alberta.

The M.D. of Smoky River have decided not to declare a local state of agricultural disaster at this time, primarily because of the sporadic nature of our rainfall from which it appears at least some of our area will harvest average crops.

M.D. of Smoky River Council did wish to express that our livestock industry is facing disastrous circumstances, that we appreciate being included in the 2015 Livestock Tax Deferral – Prescribed Regions, and that we are willing to cooperate and be involved in any discussions involving further Federal or Provincial assistance for our livestock producers.

Sincerely,

Normand Boulet, CCA
Agricultural Fieldman
M.D. of Smoky River
780-837-2221 ext 115 cell 780-837-0043
Fax: 780-837-2453
asb@mdsmokyriver.com
@MDfieldman

Too often we... enjoy the comfort of opinion without the discomfort of thought.
John F. Kennedy

Municipal District of Smoky River No. 130

P.O. Box 210 FALHER, ALBERTA T0H 1M0
Phone: (780) 837-2221
Fax: (780) 837-2453

July 27, 2015

Honourable Gerry Ritz
Minister of Agriculture and Agri-Food
House of Commons
Ottawa, Ontario
Canada
K1A 0A6

Honourable Oneil Carlier
Minister Agriculture and Forestry
229 Legislature Building
10800 - 97 Avenue
Edmonton, AB
Canada T5K 2B6

Re: State of Agriculture in the M.D. of Smoky River No. 130

Honored Ministers:

Municipal District of Smoky River No. 130 Council held a Special Meeting today and discussed declaring a local state of agricultural disaster. Although Council decided not to declare a local state of agricultural disaster at this time, it was decided that due to the disastrous position our livestock producers are in, a letter outlining the situation in the area was in order.

The recent announcement of the Federal 2015 Livestock Tax Deferral – Prescribed Regions for drought which includes the M.D. of Smoky River is greatly appreciated. Our livestock producers are the hardest hit section of the industry and the tax deferral will definitely assist many of them as they will need to reduce their herds due to a critical lack of feed. Pastures and hayland have been decimated throughout the M.D. by the lack of early moisture in the area, followed by grasshopper infestations which reduced hay and pasture to the point that some fields did not have sufficient growth to cut and bale. Cattle are being taken off pasture early due to the complete lack of regrowth. Hay fields which were cut and baled are yielding from 25 to 50% of normal which means producers will need to cull their herds heavily and early or purchase feed at record high prices due to a severe shortage of available feed.

Rainfall in the M.D. of Smoky River has been extremely sporadic, and although no areas have recorded average rainfall levels, some areas in the M.D. were blessed with timely rains and crop yields are expected to be at least average in those areas. This occurred in approximately 30% of the crop growing region. In the other areas a lack of rainfall followed by insect feeding by flea beetles, cutworms and grasshoppers has left growers with higher than normal crop expenses, and less than average yield expectations.

The M.D. has decided not to declare a state of local agricultural disaster due to the significant portions of our municipality which expect to harvest average crops due to their timely rains, and due to the fact that crop producers do have adequate safety nets including crop insurance which if purchased at the top levels should suffice to prevent an "agricultural disaster".

Alberta Government

Aug 06, 2015

Alberta supports producers as they manage challenging growing conditions

The Government of Alberta is taking steps to help ensure agriculture producers dealing with dry conditions have resources to feed and water their livestock.

Rental fees have been cut in half for Agriculture and Forestry's Water Pumping Program. The program provides pumps and pipes to help producers get water for domestic and livestock use by filling their dugouts or other suitable catch basins from nearby water sources.

"It's clear that many producers are facing challenges because of the dry conditions this year, and that's why we are finding common sense ways to help out farmers during these difficult times."

- Oneil Carlier, Minister of Agriculture and Forestry

The emergency water-pumping program provides assistance to between 400 and 1,400 clients every year. The fee reduction will apply to anyone who uses the program in the 2015-16 fiscal year and will be retroactive to April 1.

Environment and Parks is also working with municipalities to identify additional public lands for grazing purposes to help increase producers' access to livestock feed supplies. The measures will allow temporary grazing or haying permits in suitable locations.

"We are committed to supporting farmers during this challenging year. Identifying more access to vacant public land for grazing is a practical way to help out farmers who are struggling with the high cost of feeding their livestock."

- Shannon Phillips, Minister of Environment and Parks

In addition to these programs, a full suite of insurance and business risk management programs is available through Agriculture Financial Services Corporation (AFSC). Provincially, 78 per cent of crops and 29 per cent of pasture acreage has been insured in 2015. For multi-peril crop insurance alone, AFSC estimates this year's claim payments to range from approximately $700 million to $900 million. To date, AFSC has already paid out approximately $70 million as claims are being processed, and dollars are flowing to address priority areas. Producers also have access to approximately $541 million currently deposited in their AgriInvest accounts.

Alberta continues to work with the federal government to ensure that tax deferrals are available for livestock producers in affected municipalities. Those who need to sell livestock because of feed shortages can defer a portion of their 2015 sale proceeds of breeding livestock for one year to help offset the cost of replenishing that stock in the following year.

Alberta Agriculture and Forestry has a number of online resources at www.agriculture.alberta.ca to assist producers with decision making, including crop and moisture reports, planning information for dry conditions and a hay and pasture directory.

Related information

Resources Available to Producers

Precipitation levels

Crop Comparisons of 2015 with 2014, 2009, 2002

Options for Producers during Dry Conditions

Agriculture Financial Services Corporation Programs

Livestock Tax Deferral

Media inquiries

Renato Gandia

780-638-9466
Press Secretary, Agriculture and Forestry

Nikki Booth

780-644-2152
Manager Communications, Agriculture and Financial Services Corporation

Resources available to producers

Agri-News This Week

Backgrounder

August 6, 2015

Key Stats

In 2015, a record 78 per cent of seeded crop acres in the province were insured through Agriculture Financial Services Corporation (AFSC) crop insurance. Producers insured 14.7 million crop acres, with $3.68 billion in coverage.
Producers have insured 6.4 million pasture acres for $79.9 million in coverage, approximately 29 per cent of pasture acres in Alberta.
To date, AFSC has paid out approximately $70 million in claims on more than 3,000 insurance policies.
For multi-peril crop insurance alone, AFSC estimates total claim payments to range from approximately $700 million to $900 million.
Preliminary estimates are that crop yields for 2015 will be 25 to 30 per cent below the five-year average, varying from region to region.
Approximately 32 per cent of canola acres and 28 of Hard Spring Wheat acres are rated as poor quality.

Growing Forward 2

Growing Forward 2 is a five-year federal/provincial/territorial agreement which includes a suite of business risk management programs available to farmers to help mitigate some of the unique risks in agriculture.
These programs, which are administered by AFSC, include AgriInsurance, AgriStability, and AgriInvest.

AgriInsurance

AgriInsurance provides protection against losses caused by designated natural perils for crops, hay and pasture.
Premiums are cost shared 40:36:24 between producers and the federal and provincial governments.
Through production crop insurance, producers select a yield guarantee for a crop by electing 50, 60, 70 or 80 per cent of their average yield for a crop. In 2015, the average coverage level elected was 77 per cent.
A claim is triggered when the total production, adjusted for quality, for a crop is below the yield

affected by disasters. It is intended to complement rather than duplicate or replace existing programming.
The federal and provincial governments assess the situation, including the amount of funding available from existing programs, and develop an appropriate response.
Initiatives vary depending on the specific situation.

Lending Programs

Demand for AFSC lending programs has increased over the past 10 years with annual lending growing to $523 million from $185 million. The loan portfolio has grown from $980 million to $2.1 billion over the same period.

Alberta Farm Loan Program

AFSC's Alberta Farm Loan Program is designed to enable the purchase of new land, equipment and livestock to help farms grow.
This program provides competitive interest rates and long-term fixed-rate financing up to $5 million. Beginning farmers receive a 1.5 per cent interest rate reduction for the first five years.
The program has flexibility for clients facing difficult economic conditions caused by factors such as drought. These options include new debt, refinancing, re-amortization up to 20 years, and temporary interest-only payments.

Commercial Loan Program and Value Added and Agribusiness Loans

Available to rural business which may be also be affected due to the impact of challenging growing conditions on producers.

Emergency Water Pumping Program

Provincial government program maintains and distributes a fleet of pipe trailers and pumps to fill depleted dugouts and reservoirs. Alberta producers experiencing water shortages for domestic and livestock use are eligible.
Between 400 and 1,400 clients use this program annually.
Rates have been cut by 50 per cent.
Producers should contact their local Environment and Parks office if they have questions about temporary diversion licences or water licences.
To arrange for rental of the water pumping equipment, please call the Water Pumping Program at 780-422-5000.

Livestock Tax Deferrals

Under the federal *Income Tax Act*, the federal government, in consultation with the provincial government, can designate areas within the province where producers are eligible for tax deferrals on sales of breeding livestock as a result of adverse conditions.
A portion of the sale proceeds are deferred for one year to help replenish stock the following year.

Phone the Ag-Info Centre, toll-free in Alberta at 310-FARM (3276), for agricultural information.

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Dennis

PARDS

8202 84 Street Grande Prairie, AB T8X 0L6 Ph: 780-538-3211 Fax: 780-538-3683
Email: info@pards.ca www.pards.ca

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www.pards.ca

Reeve Dale Gervais
MD of Greenview

Dear Reeve Gervais,

Thank you for your generous support of PARDS relocation and expansion project.

Since construction began in 2013, 26 acres of the 55 acre site have been cleared for pastures, paddocks, outdoor arena, outbuildings, parking and structure. The main structure exterior is complete, the well has been drilled, utilities installed, mezzanine structure completed, exterior man and overhead doors and exterior windows installed, access driveway graded and gravelled and perimeter fencing complete. The next steps include completing the mechanical and electrical, pouring concrete floors in the office area, constructing interior walls and installing interior doors and windows.
I am writing to request your assistance by providing a letter of support to help us in raising the remaining funds required to complete this project. We apply for many different grants and try to access funding through numerous avenues. We are most successful in these efforts when we can show strong community support for what we are trying to accomplish. I have included a brief outline of the project and the rationale behind it below. Please take a few moments to show your support of our very special riders and their right to quality supports and services by providing a brief letter stating your support. Please address the letter to:

PARDS
Attn: Jennifer Douglas
8202 84 St.
Grande Prairie, AB T8X 0L6
This will allow me to utilize your letter for multiple funding requests.

Thank you in advance.

Peace Area Riding for the Disabled Society (PARDS) is a not-for-profit therapeutic riding centre offering equine assisted therapy to children and adults living with physical, intellectual, behavioural or social challenges. Equine Assisted Therapeutic Programs provide clients the opportunity to increase social interaction, improve self-esteem and build confidence as well as experience physical benefits such as improved balance, posture, flexibility, sensory awareness and endurance. All programs are developed to provide clients with an overwhelming sense of accomplishment and present an environment in which horse and rider develop mutual respect, trust and friendship.

Therapeutic programs include; Mounted Riding Lessons, Grooming, Equiciser and Cart Driving for all ages of individuals who have a clinical diagnosis of a physical, developmental or behavioural disability. Life skills development program for youth (target ages of 10-17) experiencing social challenges.
Program goals include increased self-esteem, development of skills relating to relationship building, cooperation, anger management and communication. Program partners include; Grande Prairie Crime Prevention - Youth Intervention & Diversion Program, GP Big Brothers & Big Sisters, Grande Prairie Friendship Centre, GP Virtual Y, Grande Prairie Community Social Development. Public Mounted Riding Lessons are available to individuals aged 7 and up at the beginner to intermediate levels. Public Horse Boarding program is available to community members to help support our charitable purpose. Youth Integrated Summer Day Camps are offered throughout the summer to youth between the ages of 6 and 14 as well as Adult Day Camps, offered to those over the age of 16, who experience physical and/or developmental challenges.

PARDS is the only full time riding facility in Alberta, one of only three across Canada. Each year, the number of individuals wishing to access PARDS programs has increased significantly resulting in PARDS offering therapeutic and life skills development programming Monday through Thursday from 9am until 8pm from September through June. Our increase in integrated summer camp registrations has resulted in camps being offered for 8 weeks throughout the summer with each week being completely full. The increase in community members accessing our public riding programs has resulted in this program being offered on Saturday and Sunday from 9am-5pm and is also at maximum capacity for registrations. Even with these extended programming days, we are not able to accommodate all those registering for our programs.

Through strong community gift in kind support and the efforts of the many individuals and companies working on this project, we were able to reduce the project budget from $6.05m to $4.2m without compromising the integrity of the project. The new facility will encompass ample office space, indoor public boarding stalls, PARDS use horse stalls, a 100'X200' indoor riding arena, on-property trail systems, an outdoor riding arena and pastures to accommodate PARDS horses as well as public outdoor boarding. Partnering with related yet diverse organizations such as the Special Olympics, Public & Separate School Districts, Camp Tamarack, local horse clubs, Evergreen Park & agricultural colleges in our area will help to ensure PARDS continues striving towards the integration of people with special needs within the community and the right of all individuals to access quality programs and services.

Not only will the new facility allow PARDS to increase programming, but it will also generate revenues for PARDS by extending our services to the public. Currently, 67% of PARDS annual operational income is raised through fundraising events, donations, gaming funds, grants, partnerships and sponsorships and only 33% is generated internally (up from only 22% three years ago). The new facility will allow PARDS to generate an estimated 70% of the operational income internally and our success with increasing our internal sustainable revenue stream over the past three years (without increasing our

facility capacity) supports the viability of our business plan as we move into the new facility. With the revenues generated from services offered to the public, PARDS hopes to be a model for non-profits toward adopting social enterprise activities and relying less on public funds for budgetary needs.

Nearly everything at PARDS, including the horses, has been donated. We log more than 11,000 volunteer hours annually and absolutely could not exist, let alone expand, without the generous support of our community. The Haberman Family's original donation of the 20 acres where PARDS is currently located is expected to raise over a million dollars for our expansion project. The County of Grande Prairie has always been a staunch supporter of PARDS and continues that generosity as we move into expansion. Many project partners have stepped forward to support PARDS new facility relocation and expansion initiative. We have raised almost $3m of the $4.2m budget through donations, grants and internal assets, clear evidence that PARDS enjoys significant community support and is truly an organization worth funding.

Thank you for your valuable support.

Sincerely,

Jennifer Douglas
Executive Director
PARDS

REQUEST FOR DECISION

SUBJECT:	**PARDS (Peace Area Riding for the Disabled Society) – Letter of Support**				
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION			
MEETING DATE:	September 8, 2015	CAO:	MH	MANAGER:	INT
DEPARTMENT:	COMMUNITY SERVICES	GM:	DM	PRESENTER:	DM
FILE NO./LEGAL:	N/A			LEGAL/ POLICY REVIEW:	INT
STRATEGIC PLAN:				FINANCIAL REVIEW:	

RELEVANT LEGISLATION:

Provincial (cite) – *N/A*

Council Bylaw / Policy (cite) – *N/A*

RECOMMENDED ACTION:

MOTION: That Council direct Administration to provide a letter of support to PARDS (Peace Area Riding for the Disabled Society) in support of applying for grants to complete the relocated expansion of the therapeutic riding centre.

BACKGROUND / PROPOSAL:

PARDS (Peace Area Riding for the Disabled Society) submitted a 2015 grant application in the fall of 2014 for the new and expanded multi use therapeutic riding centre on a 55 acre parcel of crown land, located directly northeast of Evergreen Park Agricultural Centre. The facility triples the current capacity and allows them to generate added revenue, which will eliminate the current wait list and provide a stable financial future for the organization to grow, plan and respond to emerging needs and opportunities. Council reviewed the grant application and approved $50,000.00 of the $150,000.00 amount requested to support this capital project. PARDS is requesting a letter of support to assist them with acquiring additional funds through their application to various other grant sources.

Administration will be preparing a policy for Council's consideration in regards to permitting Administration with the authority to provide letters of support to non-profit organizations, as to streamline future requests in a timely manner.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council has the option to approve or deny the request from PARDS to provide a letter of support for this project.

Benefits – A letter of support to PARDS may assist them with accessing grant funds from other available sources to complete the therapeutic riding centre.

Disadvantages – The disadvantage of not providing them with a letter of support is that PARDS may encounter difficulty fund raising or accessing funds via other means to meet the required capital to complete the project.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- PARDS Letter – Requesting a Letter of Support

REQUEST FOR DECISION

SUBJECT:	**Grande Cache Grader Disposal**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 8, 2015	CAO: MH	MANAGER: INT
DEPARTMENT:	CAO SERVICES	GM: INT	PRESENTER: MH
FILE NO./LEGAL:	File Number,Legal or N/A.		LEGAL/ POLICY REVIEW: INT
STRATEGIC PLAN:			FINANCIAL REVIEW:

RELEVANT LEGISLATION:

Provincial (cite) – *NA*

Council Bylaw / Policy (cite) – *NA*

RECOMMENDED ACTION:

MOTION: That Council direct Administration to inform the Town of Grande Cache that the Town may dispose of the grader previously gifted to the Town through auction or sealed bid, with any proceeds going to the Town.

BACKGROUND / PROPOSAL:

Please see the attached letter of August 13th, 2015 from the Town of Grande Cache.

As per the letter, the Town has discovered that the grader gifted to the Town by Greenview is too large for operations within the Town. As such, the Town is looking to dispose of the unit. Administration would expect a unit of this nature to receive $90,000.00 - $115,000.00 at auction.

As the unit was recently disposed of by Greenview the Town is conscious of maintaining the relationship with Greenview and would like to know our Council's preferred course of action. As per the letter the Town is considering sending the unit to auction or accepting bids. The Town has also conveyed that if Greenview wanted the unit back that would also be a course of action.

A scenario like that was contemplated during Council's previous deliberations concerning the donation of equipment, although not in great detail. It was understood that once the unit was donated, that a situation similar to this could occur. It is unfortunate that it has occurred this quickly; however, Administration does not feel that this was the intent when the unit was accepted by the Town.

As the unit is now owned by the Town of Grande Cache, Administration is recommending that the Town by allowed to dispose of the unit in the manner of their choosing, with any proceeds being kept by the Town

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council may choose to ask for the unit back and dispose of the grader through Greenview's normal disposal process;
Council may choose to ask for a portion of the proceeds; or,
Council may choose to inform the Town that the Town may dispose of Town equipment in the manner of the Town's choosing.

Benefits – The recommended action would allow the Town to dispose of the unit (which the Town technically now owns) and use the proceeds for other necessary equipment.

Disadvantages – Greenview would realize none of the proceeds normally associated with sending surplus equipment to auction. Administration does not see this as a further loss as those proceeds were already foregone when the unit was donated.

COSTS / SOURCE OF FUNDING:

There are no costs associated with this decision unless Council opts to request the unit back.

ATTACHMENT(S):

- Letter from the Town of Grande Cache

grande cache
hidden treasures

TOWN OF GRANDE CACHE

Box 300, 10001 Hoppe Ave.
Grande Cache, Alberta T0E 0Y0

August 13, 2015

Mike Haugen, CLGM
Chief Administrative Officer
Municipal District of Greenview No. 16
P. O. 1079
Valleyview, AB T0H 3N0

Dear Mr. Haugen:

RE: 2011 John Deer 872GP Grader

In May of 2015 Council for the Municipal District of Greenview No. 16 passed a motion to send equipment they no longer required to auction. Before acting on this motion, with the consent of their Council, Administration for the Municipal District provided a list of the equipment to be auctioned to the Town of Grande Cache and asked if the Town could use any of the equipment. After reviewing the list of equipment, the Town indicated they could use the John Deer 872GP Tractor included on the list.

By way of a Letter of Gift dated June 23, 2015, the Municipal District of Greenview No. 16 gave the Town of Grande Cache, as a gift, a 2011 John Deer 872GP Grader, Serial #1DW872GPEBD634967. The Town was very appreciative of this gift as we anticipated it would enhanced our fleet of equipment.

On inspecting the Grader, after transporting it to Grande Cache's Public Works yard, it was discovered that it was too big to be used within the Town. Since the Town does not have a use for the Grader, we propose to sell it by either requesting proposals for the purchase of the grader or by sending it to auction. Please advise if the Municipal District of Greenview No. 16 would have an objection to the Town disposing of the 2011 John Deer 827GP Grader in one of the methods mentioned above.

Sincerely,

Loretta Thompson

Loretta Thompson, MPA
Chief Administrative Officer

REQUEST FOR DECISION

SUBJECT:	**Little Smoky Water Distribution Line – Local Improvement Tax Process**				
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION			
MEETING DATE:	September 8, 2015	ACAO:	DM	MANAGER:	INT
DEPARTMENT:	INFRASTRUCTURE & PLANNING/PLANNING & DEVELOPMENT & CORPORATE SERVICES	GM:	GG	PRESENTER:	GG
FILE NO./LEGAL:	N/A			LEGAL/ POLICY REVIEW:	INT
STRATEGIC PLAN:				FINANCIAL REVIEW:	

RELEVANT LEGISLATION:

Provincial (cite) – *MGA – Sections 391 to 406*

The MGA under Division 7 – Local Improvement Tax - Sections 391 to 406 gives clear direction on the process required. The following is a summary of the MGA process:

- The definition for a "local improvement" means a project (a) that the Council considers to be of greater benefit to an area of the municipality than to the whole municipality and (b) is paid for in whole or in part by a tax imposed under Division 7.
- A local improvement may be initiated by a group of locals or by Council.
- If a municipality decides to move ahead with a local improvement tax, the municipality must prepare a local improvement plan.
- The MGA describes the details of the plan that include, the parcels of land affected by the local improvement tax, the person who is liable to pay the tax, it has to indicate the tax rate and whether it is based on each parcel, frontage, the assessment, or unit of area. The plan must include an estimated cost, state the period over which the cost will be spread, state the portion of the estimated cost to be paid by the municipality, and the portion of the cost to be borne by the affected residents via the local improvement tax.
- The estimated cost of the local improvement may include: any cost needed to proceed and the cost of repaying any existing debt and any other expenses incidental to the undertaking of the improvement and to the raising of the revenue to pay for it.
- After the plan has been prepared:
  - ✓ The municipality must send a written notice to the persons who will be liable to pay the local improvement tax.
  - ✓ This notice must include a summary of the information in the local improvement plan.
  - ✓ The affected property owners have 30 days from the date of the notices' being sent to submit a petition against the local improvement plan/tax.
  - ✓ If the CAO receives a petition from two-thirds of the affected property owners and the owners who signed the petition represent at least half of the value of the assessments for the affected parcels, the Council must not proceed with the local improvement.
  - ✓ After the expiry of one year, the municipality may re-notify the persons and follow the same process of giving notice and after 30 days if no petition is filed the municipality may proceed.
  - ✓ If a sufficient petition is not filed with the CAO Council is authorized to proceed.

- After Council is authorized to proceed, Council must pass a local improvement tax bylaw. This bylaw authorizes the Council to impose a local improvement tax for a particular area and to raise revenue to pay for the benefits to that area. No land is exempt from a local improvement tax.
- Section 398 sets out the guidelines regarding the contents of the bylaw. The bylaw must provide for equal payments during each year in the period over which the cost is spread. The tax rate is set as a uniform rate and imposed on all affected property owners. This cost is based on the cost of the local improvement less any grants the municipality receives provincially or federally. The tax rate may be based on the estimated average cost.

Council Bylaw / Policy (cite) – *N/A*

RECOMMENDED ACTION:

MOTION: That Council accept the Local Improvement Tax process provided by Administration for discussion.

MOTION: That Council directs Administration to prepare a Local Improvement Tax Plan and Bylaw for the Hamlet of Little Smoky Water Distribution System Project.

BACKGROUND / PROPOSAL:

Greenview Council has previously passed a local improvement tax bylaw for the "Creeks Crossing Development" in the DeBolt area. The $1.4 million dollar project cost was distributed to 54 properties within the development over a period of 30 year period and included an annual interest rate of 5.152%, totalling $1706.75/year for each parcel.

Creeks Crossing residents also have the benefit of a fire flow protection system which aids to reduce the home insurance rates. The proposal of the Little Smoky water system will not be able to provide this benefit.

The Hamlet of Little Smoky has approximately 18 serviceable parcels with an estimated project cost of $1.1 million for the installation of the water distribution system.

Greenview Administration sent a letter to all residents in the Hamlet of Little Smoky requesting that they provide feedback on their interest in connecting to a potable water distribution system controlled and operated by Greenview. With only eight responses being received after a period of 1½ months, Greenview Administration then attempted to contact the remaining residents by going door to door. The result of this contact was that all but one resident stated that they would be interested in connecting if the cost was maintained at a reasonable cost per parcel.

If Council were to proceed with a Local Improvement Tax Plan & Bylaw for these 18 parcels of land, the process and construction would not be completed until 2016.

OPTIONS – BENEFITS / DISADVANTAGES:

Options – Council may consider contributing some of Greenview's Municipal Sustainability Initiative (MSI) Grant Funding to help reduce the yearly cost to the owners of the 18 parcels of land.

Council may consider completing the Little Smoky project to include a connection fee as Greenview has carried out for the Valleyview Rural Water Line (VVRWL). The connection fee for the VVRWL is currently $12,500 per service. Little Smoky connection fee could also be collected through a local improvement tax bylaw over a period of time.

Benefits – N/A

Disadvantages – N/A

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- N/A

Manager's Report

Function: **Infrastructure & Planning**

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

Date: 9/8/2015

General Manager, Infrastructure & Planning, Grant Gyurkovits

- Met with Blackbird Energy to review proposed sour well site within the Grovedale area structure plan.
- Meeting with AER and Blackbird Energy to discuss Greenview concerns with the vicinity of the proposed sour gas well in the Grovedale area in September, no concrete date set.
- Process oilfield requests and notifications.
- Interviewed for Assistant Manager Environmental Services Sept 2nd, Interview scheduled for Sept 9th Assistant General Manager
- Meeting with Associated Engineering to review capital projects.
- Meeting with WSP to review capital projects.
- Internal budget meeting with managers

Manager Construction & Maintenance, Kevin Sklapsky

- Huckleberry Tower Road – Re-scheduling work with contractor due to inclement weather conditions. Planning on having work completed this month.
- Range Road 230 – Contractor is continuing to progress but at a pace slower than anticipated. They have 1km of road left to build and are expected to have project ready for Construction Completion Certificate (CCC) inspection by October 15th. As of week ending August 22nd they have 127 site occupancy days used and are incurring penalties.
- Old High Prairie Road – Land agent is contacting the remaining property owners to see if they will consider selling land and if they are willing to negotiate. If they are successful we will finish the design and go to tender this fall, if not we will place the project on the shelf and try again at a later date.

- Cosy Cove Range Road 245 – Received an alternate alignment option that would require some "V" ditching and narrower than requested right of way where a structure may be able to fit but we do not recommend this option as Greenview should strive to build above minimum standards when possible, unless there are some conditions that cannot be worked around.

  The calcium that Operations placed on the road is proving to be working very well and has a near likeness to asphalt. We will be bringing an RFD to Council recommending this project be placed on the shelf as the preliminary estimates are very high coming in at 2.7 million much larger than the original budget at 1.7 million in our budget.
- Township Road 690 – Project is going well with contractor making progress, doing a good job and are looking to be completed around the end of October. They are currently ~20 days under their bid days for site occupancy, but it is estimated that they will be incurring some penalties. The pipelines and power poles have been relocated to accommodate the work.
- Road Requests – 3 farmland and 2 residential requests were approved by Council. 3 Farmland access roads have been constructed. 1 Residential access road started end of August with the fencing removal and brush clearing operations so that preliminary survey can be completed prior to road construction. The other Residential access road has one pending land deal with family of deceased land owner in Texas so this may take some time but it will be built if the land sale goes through in time.
- Gordey Drainage – Had another inspection on July 22nd with consultant and contractor. After this meeting it was determined that the structures were working as per the design and the contractor was asked to continue working with the remaining deficiency and cleanup work so we can have the project completed by end of August to allow as much vegetation to grow as possible to aide in erosion prevention. The contractor was sent a letter after this meeting with the instructions to finish all remaining work as per the design and contract. We have asked contractor for a schedule so we can monitor the work and have yet to receive one nor any response to our inquiries. We will keep trying and may have to look at how we can deal with it through the contract.
  - Met with Cody Clark, gave a letter to sign off on with the agreed conditions before work commences, he wanted to review and will get back to us. Greenview has called and no answer or response to date.
  - The Contractor built up the berm infront of the Larry Gordy residence, Greenview will follow-up with Larry to see if he is comfortable with it now.
- 11 Mile road – the contractor has started working on deficiency list in middle of August and have the work ready to be inspected on Aug 31st –
  - Craig Property – The berm was closed off on back slope on either side of their driveway preventing water from leaving or entering the ditch and signed off an agreement relieving Greenview of any future water problems.
- FTR Improvements
  - Km 50-70 work on the stabilization and grade widening has been proceeding well with the contractor trying a few different repairs on some of the sections as the material varies quite a bit from section to section, but are finding ways to stabilize these areas. They have 10 km pretty well complete and are working on the remaining 10 km.
  - Km 9 Simonette Hill Improvement – Work started on Aug 10th grade line improvements for reducing the steepness of the hill has commenced to cut the hill down from a 12.7% grade to constant 10% grade. There will be a surplus of material with this work so it was determined that we will build 2 roadside turnouts on South hill at km 13 & km 14 for trucks to chain on/ off and staging. There will be garbage bins placed at these locations as Greenview installed on the North side of the Simonette Hill.
  - Km 20 Economy Creek hill slide – Geotechnical work has completed on this slide area and we have now received 3 options to review to decide which course of repair to take.

- Scope of Work Signed – We have signed scope of work for the Goodwin Phase 2 project so consultants can start on the 2 year advanced work.
- Bridges – We had the consultants re-prioritize all the bridges structures so that we are not replacing them too soon to and maximising their life cycles. We now have the list for replacements & maintenance The BF's listed in the 2015 budget were for advanced work only and there were no plans to replace any bridge files this year until we got this list re-prioritized. There are 2 major bridge structures that will need assessments so we can see which is most important to be replaced first. After that is done we may be able to put out a tender this fall with 2016 completion date as this type of work on major bridges usually happens in the winter.
- Bridge Maintenance – We signed a scope of work for a bridge maintenance work tender to be put out this fall for work on 8 sites.
- Young Point Road – Work on the chip seal project was finished dup on Aug 24th and the last center line painting will be 2 weeks after that so Sept. 7th. There may be a few minor deficiencies to repair.
- Grovedale Fire hall Road – The fire hall access road was completed by the end of August after the design was changed from a 12m finished top to a 10m finished top.

Supervisor, Facility Maintenance, Alfred Lindl

- General Maintenance, complete issues on Maintenance Task List.
- Monthly check on Generators, Floor drains, Filter's, Sumps.
- Ongoing grass cutting, stockpiling fire woods for our Campgrounds.
- Grovedale Fish Pond: Normal clean up, grass cutting and maintenance repair.
- Administration Building: Working on two new offices, elevator quarterly inspection, replacing sump pump and alarm floats.
- FCSS Building: Assemble furniture for Protective Services offices.
- Kakwa Falls Campground: Normal clean up, grass cutting and maintenance.
- Southview Campground: Normal clean up, grass cutting and maintenance.
- New Grovedale Operations Shop: Ready for sign off, Generator is in place and ready for commissioning.
- Generator for Fire Hall - Ambulance - FCSS in Valleyview is in progress,
- Install fence at Gravel Stock Pile Property near Valleyview. Waiting for Gates to arrive. Waiting for 8 Mile Road Stock pile to install Gate.
- DeBolt: Finished sidewalk project on Alberta Ave. and 1st Street east.
- Grovedale Lift station: Placed concrete pad for RV Dump, Light pole and graveled the area.

Manager Operation, Gord Meaney

- East Sector
    - The re-gravelling program is currently in the Ridge Valley area while New Fish Creek, Valleyview North and Little Smoky areas have been completed.
    - The brushing crew is presently in the Ridge Valley area and is progressing around Greenview at a steady rate.
    - Our Sunset House grader contractor opted out of his contract and has been replaced by Vignette Ventures Ltd. Who is providing a CAT 2015, M160-12 grader at a rate of $145.00 per/hour.
    - The maintenance crew has been kept busy working on miscellaneous requests as well as culvert repairs through-out the East Sector.

- The mowing crews are presently on the Forestry Trunk Road and the north Valleyview areas. They are near completion of their first cycle.
- Site prep work on the Valleyview stockpile site has been completed. The security fence has been installed and the gate will be in early September.
- Operations is also waiting for a gate to be installed at the Eight Mile stockpile site.

- West Sector
  - The Airth Pit is presently being hauled out of for our gravel haul. When completed the pit will be prepped for another crushing contract which will take place in 2016.
  - Re-gravelling has been completed in Debolt and the South Puskwaskau and is presently operating in the North Puskwaskau area.
  - The Airth Pit access road is being widened in spots to allow for a safer and more efficient haul.
  - Culvert repair, sign repair, rate payer concerns and inspection of sub-division approaches are being addressed with when required.
  - The drainage issue on the West end of Debolt adjacent to Hwy. 736 will be dealt with before freeze up.
  - The calcium operation on the Forestry Trunk Road is presently at km. 120 and heading south. With the operation moving to the Grande Cache area and start at km. 170 heading north.
  - The Grovedale Shop has been completed and will be handed over sometime in the first week of September.
- Mechanic Shop
  - Over the past 7 months the shop has been revamped to better facilitate safety and productivity. Our oil inventory has been moved from upstairs to downstairs, put on new metal shelving with drip pans installed.
  - Flame resistant metal cabinets were installed for our spray paints and other flammables.
  - Spark resistant screens were assembled and installed to protect the oils from sparks created from the welding and grinding operations.
  - The service truck was completely re-stocked with new tools and is under lock and key as well as the tool room .The outdoor used oil storage tank was moved and plumbed into the shop drainage system to help reduce spillage of used oils.
  - The turn-over rate of repairs and maintenance has increased substantially making the shop a much more efficient operation.
  - A land fill bin was installed close to the shop to place scrap iron and plastic jugs in.
  - The overall operation has become a much more co-operative system between Operations, AG Services and Facilities and Maintenance as work to be done has been better analysed and scheduled.

Manager Environmental Services, Gary Couch

- The RV Sani dump station in Grovedale is substantially completed now with just some wiring to do to get a overhead light on the pole and some control lines for alarming on full condition. We will tie into the new water distribution system and the sewer system when they are being constructed in the coming years.
- The new water points have been operating better in the past few months with the exception of Sweathouse. A new phase inverter has been purchased for sweathouse and I expect the system to be operational in the next two weeks.
- Currently the DeBolt and Ridgevalley water and sewer deficiencies from the past year are being corrected by Valard (formerly West Can Tel).
- HCL has been contracted to compile a hydrogeological assessment and report on the potential locations of a water source to supply the proposed Grovedale Water Treatment Plant at a cost of $8,700.00. This project has been designated a high priority by Greenview to HCL.

- Together with the HR department, we have been screening and interviewing candidates for the new operator position.
- A few changes in the organizational structure for the Environmental department have taken place recently .The previous position of Supervisor of Environmental Services has been removed from the organization and that employee has graciously stepped into the role of Utility operator. We are interviewing candidates for the new Assistant Manager of Environmental Services position in the coming weeks
- Alberta Recycle recently inspected our transfer stations and, once again, we were given an **A+.**
- A big thanks to the attendants and Louise Siemens for all her hard work.
- We have also been working on improving the rails at the bin sites, doing some cement pads for the bins, acquiring new buildings for E-waste, siding on some other buildings, and general maintenance at all the transfer stations.
- Two new roadside waste containers have been delivered and are now located at Km 6 of the Forestry Trunk road turnouts as requested by Council

Manager Planning & Development, Sally Rosson

- Tender Opening on August 24, 2015 for the Grovedale Area Structure Plan review. There were a total of five proposals received. The RFD has been prepared for review for Council's consideration on September 8, 2015.
- The regular MPC Meeting is scheduled for 9:00 am on September 9, 2015 in which Planning Staff will be working on Agenda preparation and finalizing site inspections.
- Two Planning Staff members will be attending the Alberta Professional Planners Institute (APPI) Conference – Edmonton from September 16 – 19, 2015 and three Planning Staff members will be attending the ADOA Conference –Slave Lake from September 27 – 30, 2015.
- As of August 31, 2015, we have received: 31 Subdivision Applications; 12 Land Use Amendment Applications; 67 Lease Referrals; 8 Business Licenses; and 199 Development Permit Applications.
- Working on Budget preparations & projections.
- Grande Cache Rural Addressing signs ordered and requesting quotes for signage installation.
- Organizing in-house Geomedia Professional Training provided by Accurate Assessment and scheduled from September 23 & 24, 2015 for nine staff from Operations, Infrastructure and Planning Departments.
- Staff organizing Subdivision & Development Appeal Board (SDAB) Training being tentatively scheduled to host in Valleyview for early November 2015 (if possible).

Manager's Report

Function: Corporate Services

Submitted by: Rosemary Offrey, General Manager, Corporate Services

Date: August 31, 2015

General Manager Corporate Services

ERP (Financial Software System) update; all functional areas are now live. We have introduced Payroll, Accounts Payables, Accounts Receivables, Utilities, Cash Receipting to the Live Company. All of these programs are working well. This past week Diamond staff copied financial information in Bellamy, from 2010 to 2015 to the Diamond Great Plains Test Company.

It is now a tedious task for Finance to sift through the thousands of transactions to determine if anything has gone amiss during the copy. If all goes well, we should have the general ledger transaction approved to transfer to the Live Company by the end of September. Once that has happened we will be able to gather reports directly from Diamond Great Plains.

As mentioned in the last report we are now working on configuring the WorkTech Modules that will allow us to get more detailed reports on the capital projects, etc. The configuration of these modules will take a month or so.

The Questica Budgeting module is also being configured but it will not be ready for the initial 2016 budget development. We are creating another Server to host the Paramount Purchase Order system and the Virtual City Hall Module. These modules will go live January 1, 2016. With that in mind there will be training provided to all affected staff members. The purchase order system is self-explanatory. Yet I'd like to point out a major interesting feature of this system, when the purchaser is completing a purchase order, the system will warn them if the budget is depleted. Virtual City Hall – this module extends citizen engagement and services anytime, anywhere and on any device with Diamond Virtual City Hall (VCH). Diamond's Virtual City Hall offers a diverse and powerful set of features and payment options for citizens and other stakeholders to easily do business with our municipality.

I know that the new ERP system is taking a long time and this was anticipated by Corporate Services. Please keep in mind that all of the system configuration is being completed by Greenview Finance Staff such as the HR/AP/AR/Tax coordinators, our EA and IT staff as well as the Finance managers and myself. A complete team effort! Thanks everyone for making this as easy as possible, I know it has not been easy from time to time keeping up with your daily duties and managing to assist with configuring the different modules.

Corporate Services met with the department heads on August 27th to kick-off the next three years of budget development. Our Executive Assistant has once again modified the budget development forms to allow us to capture the budget information into a central folder thus making the process easier. We will continue to use these forms until we have the new Questica Budget module configured.

I have asked CAO/Council Executive Assistant to schedule proposed budget presentations to Council for November 12th and 13th. Please keep in mind that this is Council's opportunity to provide input and direction to Administration regarding the budget operational expenditures and the capital projects. CAO Haugen will arrange the 10 Year Capital Plan review in the near future. During the 10 Year Capital Plan review we are looking to Council to provide direction regarding which of the proposed projects Council wishes Administration to prioritize for 2016 to 2018.

Administration has decided to standardize the organization's payroll system to reduce potential risk to Greenview and ensure the payroll timelines are consistent for all. Currently wage staff is paid for two weeks previously whereas salary staff is paid in advance. This change will take place during the last payroll for 2015. Greenview's Human Resources team will be working with staff to limit the burden and inconvenience that this change may create.

Finance & Administration Manager, Donna Ducharme

Greenview's Finance & Administration manager has been heavily involved in the WorkTech and Diamond training as well as insuring new vehicles and equipment. She has been checking many receipt and accounts receivable batches.

Finance Reporting Manager, Bill Yusep

Greenview's reporting manager attended the Work Tech ERP Project meetings. He has completed the WorkTech Fixed Asset data base structure Spreadsheets for the configuration of the WorkTech system. This includes (Group IDs, Type IDs, Class IDs, Profile IDs, etc.). He completed the WorkTech Fixed Asset audit and balance to transfer files for download from Bellamy into WorkTech database. Participated in Management Reporter training in Dynamics Great Plains and financial report development workshops with onsite Diamond consultant. As well has his daily activities and assisting managers/supervisors with budget to actual inquiries in preparation for their 2016 budget revisions.

Human Resources, Sandra Rorbak

The following positions have been filled since last month's report: Administrative Support, Reception, Communications Intern, Development Officer, Equipment Operator, Truck Driver (Grovedale), FCSS Summer Programmer, FCSS Support Coordinator and Seasonal Mower Operator (replacement).

Positions that are pending include the Assistant Managers, Environmental Services (interviews are scheduled), and the Utility Operator is at the offer stage.

Open competitions include Equipment Operator/Truck Driver (Grovedale – I position – competition on hold), FCSS Home Support (competition cancelled) and Utilities Operator (1 position) and the FCSS Coordinator – Youth position.

Resignations since last report was the Administrative Support, Reception (this was the staff person who was on maternity leave and decided not to return due to personal reasons).

Information Systems, Shane Goalder

August has been a busy month for our IS Technician. He has set up new users with the required electronic tools. We had an internet virus infection on the server that affected staff computers, he had to recover the data to the Fileserver and the GIS server. Greenview's SharePoint was upgraded from 2010 to SharePoint 2013 via PCIT. He assisted staff with various office moves in relation to the IT equipment. PCIT installed WIFI Access point in various Greenview Valleyview building locations. Oversaw the installation of communication lines (telephone, internet) for the new Grovedale Workshop. Purchased IT equipment for the Grovedale Workshop. Also arranged to have Uninterruptible Power Supply (UPS) equipment replaced at the Valleyview locations, this will be completed over the next week or so. Of course he also assisted other staff IT needs on a daily basis.

Manager's Report

Function: **Community Services**

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

Date: **8/31/2015**

General Manager Community Services, Dennis Mueller

- The Multiplex Kitchen and Concession Design Committee Meeting held on July 8, 2015 was successful, with beneficial feedback received from the local caterers for the Project Manager to share with the kitchen design company, Burnstad Consulting Ltd. After additional email correspondence to refine minor details, a final kitchen and concession design and layout was approved by the committee on August 25th. Administration and the Kitchen and Concession Design Committee participants were pleased with the process and the resulting functional and user friendly layout and design.

- On August 17th Administration reviewed and evaluated the general contractor quotes received in response to the request for prequalification of contractors for the Multiplex that was posted on the Alberta Purchasing Connection. The closing date for proposal submissions was August 11th, eight qualifying proposals were received and two additional disqualified proposals arrived after the closing deadline. The second phase will involve a closed bidding process with the top four proponents, EllisDon, Bird Construction, Graham Construction and Scott Builders invited to submit a construction tender bid proposal, we expect the tender documents to be ready the week of September 7th.

- Lux Liner, the Greenview sponsored senior bus transportation company cancelled the pickup service scheduled for Wednesday, August 19th due to unforeseen delays with repairs to mechanical bus issues. Lux Liner assured that the bus will be operational and they will be prepared to resume the scheduled pickup service on September 2nd.

- Preparing grant submission deadline notification letters for distribution. Grant advertisements will be included in the Grande Prairie Herald Tribune, Greenview newsletter, website and the news publications in the Greenview area.

Agricultural Services Manager, Quentin Bochar

- Received a request from VSI (Veterinary Services Incorporated) requesting supplemental requisition for funds to complete the 2015 budget year, a RFD is being presented at the next Council Meeting.

- Agriculture Administration researched and prepared an RFD requesting Council to consider declaring Greenview an Agricultural Disaster Area due to the drought conditions, as recommended by the Agriculture Service Board.

- The "new" BBQ will be at Grovedale on September 3, 2015 for the Tour Alberta bike race event.

- The spray program is 95% complete of this year's projected objectives, drought-like conditions may have had a mild effect on weed growth for this year.

- Weed inspection program is at 85% of this year's proposed objectives. The final tally of inspections, etc. may be affected by the drought-like conditions that the northern area of Greenview is currently experiencing.

- The Agriculture Department completed an invasive species blitz in the Grande Cache Area, which included spraying the Forestry Trunk Road. Some of the worst areas for invasive species have shown a reduction of greater than 50% in Oxeye Daisy as a result of the spraying program initiated in 2014.

- ASB Workshops and Events: There are none scheduled at the current time.

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

- Early Intervention Services in Valleyview and area are now being provided by W.J. Stelmaschuk and Associated Ltd (WJS). W.J.S. will attend Community Interagency Meetings and work closely with Child and Family Services, schools and community agencies to identify clients who are vulnerable. Families can be referred to the Early Intervention program for client centered services, or families can request services directly.

- The Town of Grande Cache has begun to advertise for a Home Support Worker who will provide such services in the Co-ops and Enterprises.

- The FCSS Board completed a two day Strategic Planning session in July. The document will be presented to the Board for approval at the September 17th meeting.

- The 2nd Annual Celebration of Cultures was held on August 8th and proved to be extremely successful with over 160 people attending. Statistics gathered at the event provided information

that 98% of the respondents stated that the Celebration of Cultures helped them to feel a sense of belonging in the community. Additionally, 98% of the respondents reported that due to this event they know more about other cultures, races or ethnic groups.

- Summer Day Camps had the following number of participants:

Valleyview: 15	DeBolt: 18	New Fish Creek: 7
Grovedale: 19	Little Smoky: 7	Young Picasso - Valleyview: 17

Sunset House camp was cancelled due to low enrollment.

- Preparations are being finalized for the HEART (Valleyview and Area Domestic Violence Initiative Group) Conference, September 15th and 16th, featuring Dr. Martin Brokenleg.

- The next FCSS Board meeting will take place on Thursday September 17th.

Protective Services Manager, Jeff Francis

- Health and Safety Committee Members are encouraged by the efforts of Greenview staff to supply documentation on reporting, toolboxes, incidents, near misses, first aids, job hazard analysis and follow up actions that were acquired and reviewed at the July and August meetings. This request is an achievement in improved communication and demonstrates that additional improvement has evolved in teamwork, values, integrity and leadership. Reporting has increased from the 2013 totals of 5 in comparison to the 2014 totals of 21. The reporting is essential to providing Greenview staff with the opportunity to learn from past experiences, improve the safety program and prevent future occurrences.

- The various reports received help to identify additional training requirements. The current training policy within the Safety Manual is under review. Key changes will address the training requirements suited to reflect the individual's activities, with a focus on engaging staff and increasing the effective use of training time. Additionally, follow up assessments will be implemented after the training sessions are completed. Human Resources and the Safety Department have scheduled consultations and the various departments will be contacted for input prior to implementing the changes.

- Follow up discussions regarding the new 2015 Personal Protective Equipment (PPE) Policy 3006 will be conducted with the various departments to assess concerns or suggestions for improvement. The provision of a PPE inventory in 2015 has allowed for monitoring of pricing, quality, availability, compliance, training needs and Greenview branding. The existing footwear allowance & health spending account will be assessed to determine the adequacies of the current prescription or medically approved equipment provisions.

- The Fox Creek engine replacement has been ordered through Dependable Emergency Vehicles, Brampton, Ontario for a total cost of $445,925.00, as per the allocated funds within the 2015 Protective Services Capital Budget.

- The Grovedale and DeBolt Firehall projects are both delayed by approximately 8 weeks due to the reengineering of the piles and interruptions caused by adverse weather conditions. Both of the structures

have arrived on site. The concrete foundations have been poured in Grovedale and it is expected that the steel will start to go up the last week of August. The steel will be going up approximately 2 weeks later in DeBolt.

Recreation Services Coordinator, Adam Esch

- **Grovedale Fish Pond Day-Use Upgrades.**
  The access upgrades to the pond are complete and currently consist of 2 floating docks and 6 cleared and gravelled access ports. The Grovedale Community hosted a Back to school event for the community children at the Grovedale Fish pond the weekend of August 29th and 30th.

- **Johnson Park Update**
  A Management Strategy Report for Johnson Park was submitted to Alberta Environment and Parks for their field staff's review and feedback prior to completing the formal lease application. Feedback received from Alberta Environment and Parks field staff indicated that the project will be well received at the provincial level.

- **Community Walking Trails**
  Administration is currently identifying key community groups to aid in identifying desired users and preferred routes for the community walking trails throughout Greenview.

- **Dollar Lakes**
  The Alberta Conservation Association has submitted an East and West Dollar Lakes Management Strategy Report to the Alberta Environment and Parks department. It is likely that the Alberta Conservation Association will be able to secure a formal lease on the land to enhance the recreational use of the property.

- **Great Divide Trail**
  The Great Divide Trail group is planning an enhancement and maintenance project in 2016 for the northern section of their trail, from Mount Robson to Kakwa Lake. Greenview Administration is assisting the group with exploring potential partnerships and strategies to achieve this goal.

Economic Development Officer,

- Attended a Dinosaur Tracks Information Session with the Recreation Coordinator on site in Grande Cache on August 19, 2015. This meeting also provided an opportunity to go to the Grande Cache businesses, AVIP Centre, as well met with the Town of Grande Cache to discuss the Tour of Alberta programming and plan for exhibit.

- Preparing the foundational planning documents which includes the Economic Development Strategy. A sample draft was submitted to the Community Services Manager for review. Other supporting documents such as the Marketing Strategy are currently being drafted for submittal in conjunction with the Economic Development Strategy Plan in result of reviewing discovery items,

analytics and information resources which was the preliminary work required in the planning process.