



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Tuesday, August 23, 2016

9:00 AM

Council Chambers  
Administration Building

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#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	1
#3	MINUTES	
	3.1 Regular Council Meeting minutes held July 26, 2016 – to be adopted.	4
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
	4.1 Bylaw 16-767 Big Mountain Industrial Park Area Structure Plan	49
	4.2 Bylaw 16-763 Re-designate from Agriculture (A) District to Industrial (I) District	100
#5	DELEGATION	
	5.1 STARS Presentation	13
	5.2 Keyera Presentation	29
	5.3 Town of Fox Creek Presentation	41
#6	BYLAWS	
	6.1 Bylaw 16-767 Big Mountain Industrial Park Area Structure Plan	49
	6.2 Bylaw 16-763 Re-designate from Agriculture (A) District to Industrial (I) District	100
	6.3 Bylaw 16-769 Re-designation from Agriculture (A) District to Country Residential One (CR-1) District	134

#7 OLD BUSINESS


#8 NEW BUSINESS

8.1 Greenview Assessment Report	151
8.2 Proposed Amendment to the MGA	213
8.3 Development Permit Application D16-216	219
8.4 Sale of Surplus Equipment	226
8.5 Surplus Agricultural Rental Barbecue Unit	232
8.6 Alberta Conservation Association (ACA) Elk Depredation Assistance Program	237
8.7 Wolf Harvest Incentive Program	247
8.8 North American Invasive Species Management Association annual Conference and General Meeting	254
8.9 Partnership Agreement Memorandum of Understanding (MOU) with Grande Cache Coal	263
8.10 Grande Cache Dinosaur Tracks Board of Director Appointment	268
8.11 Philip J. Currie Dinosaur Museum – 2016 Amber Ball	275
8.12 Grande Cache Library Funding Request	278
8.13 Grande Spirit Foundation Annual Fundraiser	285
8.14 Sunset House Cemetery Appointment	289
8.15 Managers' Report	291

#9 COUNCILLORS  
BUSINESS & REPORTS

#10 CORRESPONDENCE

- TransCanada Meter Station Abandonment Program
- Central Region Mountain Pine Beetle Plan 2015-16 Annual Report Summary
- Scotia Wealth Management
- Little Smoky Ski Hill Agreement Memo
- Peace Library system 2015 Annual Report

- 
- Monthly Peace Officer Report
  - Death Race 2016 Thank You Card
  - Death Race 2016 Thank You Coin
  - Town of Grande Cache 2016 Grant Approval
  - Grande Spirit Foundation Invitation

#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, July 26, 2016

**# 1:** Reeve Dale Gervais called the meeting to order at 9:00 a.m.  
**CALL TO ORDER**

<b>PRESENT</b>	Reeve Deputy Reeve Councillors	Dale Gervais Tom Burton George Delorme(9:03 a.m.) Dave Hay Roxie Rutt Bill Smith Dale Smith Les Urness
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<b>ATTENDING</b>	Chief Administrative Officer General Manager, Corporate Services Acting Chief Administrative Officer General Manager, Infrastructure & Planning Communications Officer Recording Secretary	Mike Haugen Rosemary Offrey Dennis Mueller Grant Gyurkovits Diane Carter Lianne Kruger
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**ABSENT**

**#2:** MOTION: 16.07.266. Moved by: COUNCILLOR DALE SMITH  
**AGENDA** That the July 26, 2016 agenda be adopted with additions:

- 8.8 Land Acquisition in Grovedale

CARRIED

**#3.1** MOTION: 16.07.267. Moved by: DEPUTY REEVE TOM BURTON  
**REGULAR COUNCIL** That the Minutes of the Regular Council Meeting held on Tuesday, July 12, 2016  
**MEETING MINUTES** be adopted with corrections.

CARRIED

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



#5  
DELEGATIONS

**5.0 DELEGATIONS**

**5.1 CARIBOU RANGE PLAN PRESENTATION**

Brendan Hemens and Dave Hervieux updated Council on the Little Smoky and A La Peche Caribou Range Plan.

CARIBOU RANGE  
PLAN

MOTION: 16.07.268. Moved by: DEPUTY REEVE TOM BURTON  
That Council accept the Caribou Range Plan presentation by Brendan Hemens,  
as information as presented.

CARRIED

Reeve Dale Gervais recessed the meeting at 10:03 a.m.  
Reeve Dale Gervais reconvened the meeting at 10:15 a.m.

#4  
PUBLIC HEARINGS

**4.0 PUBLIC HEARINGS**

**4.1 BYLAW 16-755 RE-DESIGNATE FROM AGRICULTURE (A) DISTRICT TO  
COUNTRY RESIDENTIAL ONE (CR-1) DISTRICT**

Chair Dale Gervais opened the Public Hearing regarding Bylaw 16-755 at 10:15  
a.m.

IN ATTENDANCE

Development Officer  
Applicant

Leona Dixon  
Adolph and Shirley Weiss

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."

The Chair asked the applicants if there was any objection or concern with any  
members sitting on the Board.  
The answer was "No."

PURPOSE FOR THE  
HEARING

The purpose of the hearing is to hear submissions for and opposed to proposed  
Bylaw 16-755, being the bylaw of the MD of Greenview, is to re-designate a  
4.04 hectare ±(9.98 acre) area located adjacent to the east boundary of Plan  
032 3744, Block 1, Lot 1 from Agriculture (A) District to Country residential One  
(CR-1) District.

REFERRAL AGENCY & ADJACENT LANDOWNER COMMENTS	Development Officer, Leona Dixon provided a summary of the responses from the referral agencies.
QUESTIONS FROM COUNCIL	The Chair called for any questions from Council. None were heard.
THOSE IN FAVOR	The Chair requested that anyone in favour of the application come forward. None came forward.
THOSE AGAINST	The Chair requested that anyone against the application come forward. None came forward.
QUESTIONS FROM COUNCIL	The Chair called for any questions from Council. None were heard.
QUESTIONS FROM THE 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 for Planning and Development, the referral agencies, or adjacent landowners. None were heard.
FAIR & IMPARTIAL HEARING	The chair asked the Applicant if they have had a fair and impartial hearing. The answer was "Yes".
BYLAW 16-755 PUBLIC HEARING ADJOURNED	Chair Dale Gervais adjourned the Public Hearing regarding Bylaw 16-755 at 10:24 a.m.

## **5.2 WAIVING FEE FOR COMMENCING DEVELOPMENT PRIOR TO OBTAINING A VALID DEVELOPMENT PERMIT**

Amy Garrett requested Council waive the development permit application fee.

**DEVELOPMENT FEE** MOTION: 16.07.269. Moved by: COUNCILLOR DALE SMITH  
That Council accept the presentation by Amy Garrett for Information.  
CARRIED

MOTION: 16.07.270. Moved by: REEVE DALE GERVAIS  
That Council direct administration to waive \$1000.00 of the Development Permit application fee for commencing development prior to obtaining a valid Development Permit on application D16-122.

CARRIED

#6  
BYLAWS

**6.0 BYLAWS**

**6.1 BYLAW 16-766 RE-DESIGNATE FROM AGRICULTURE (A) DISTRICT TO COUNTRY RESIDENTIAL ONE (CR-1) DISTRICT**

BYLAW 16-766  
SECOND READING

MOTION: 16.07.271. Moved by: DEPUTY REEVE TOM BURTON  
That Council give Second Reading to Bylaw No. 16-766, to return a 4.04 hectare  $\pm$  (9.98 acre) area from Country Residential One (CR-1) District to Agriculture (A) District (previously rezoned under Bylaw 06-494) and to rezone a 4.04 hectare  $\pm$  (9.98 acre) area adjacent to the east boundary of Plan 032 3744, Block 1, Lot 1, within SW-5-71-24-W5 from Agriculture (A) District to Country Residential One (CR-1) District, as per attached Schedule 'E'.

CARRIED

BYLAW 16-766  
THIRD READING

MOTION: 16.07.272. Moved by: COUNCILLOR ROXIE RUTT  
That Council give Third Reading to Bylaw No. 16-766, to return a 4.04 hectare  $\pm$  (9.98 acre) area from Country Residential One (CR-1) District to Agriculture (A) District (previously rezoned under Bylaw 06-494) and to rezone a 4.04 hectare  $\pm$  (9.98 acre) area adjacent to the east boundary of Plan 032 3744, Block 1, Lot 1, within SW-5-71-24-W5 from Agriculture (A) District to Country Residential One (CR-1) District, as per attached Schedule 'E'.

CARRIED

**6.2 BYLAW 16-759 RE-DESIGNATE FROM AGRICULTURE (A) DISTRICT TO COUNTRY RESIDENTIAL ONE (CR-1) DISTRICT**

BYLAW 16-759  
FIRST READING

MOTION: 16.07.273. Moved by: DEPUTY REEVE TOM BURTON  
That Council give First Reading to Bylaw No. 16-759, to re-designate a 4.04 hectare  $\pm$  (9.98 acre) area from Agriculture (A) District to Country Residential One (CR-1) District, within NE-20-72-1-W6, as per attached Schedule 'E'.

CARRIED

BYLAW 16-759  
PUBLIC HEARING

MOTION: 16.07.274. Moved by: DEPUTY REEVE TOM BURTON  
That Council schedule a Public Hearing for Bylaw No. 16-759 to be held on September 13, 2016 at 10:00 a.m. for the re-designation of a 4.04 hectare  $\pm$  (9.98 acre) area from Agriculture (A) District to Country Residential One (CR-1) District, within NE-20-72-1-W6, as per attached Schedule 'E'.

CARRIED

### **6.3 BYLAW 16-770 RE-DESIGNATE FROM AGRICULTURE (A) DISTRICT TO COUNTRY RESIDENTIAL ONE (CR-1) DISTRICT**

**BYLAW 16-770  
FIRST READING**

MOTION: 16.07.275. Moved by: COUNCILLOR BILL SMITH  
That Council give First Reading to Bylaw No. 16-770, to re-designate a 4.04 hectare ± (9.98 acre) area from Agriculture (A) District to Country Residential One (CR-1) District, within SW-8-70-7-W6, as per attached Schedule 'E'.

CARRIED

**BYLAW 16-770  
PUBLIC HEARING**

MOTION: 16.07.276. Moved by: COUNCILLOR DALE SMITH  
That Council schedule a Public Hearing for Bylaw No. 16-770 to be held on September 13, 2016 at 10:00 a.m. for the re-designation of a 4.04 hectare ± (9.98 acre) area from Agriculture (A) District to Country Residential One (CR-1) District, within SW-8-70-7-W6, as per attached Schedule 'E'.

CARRIED

**#7  
OLD BUSINESS**

#### **7.0 OLD BUSINESS**

There was no Old Business to report.

**#8  
NEW BUSINESS**

#### **8.0 NEW BUSINESS**

##### **8.1 DRAFT LITTLE SMOKY AND A LA PECHE CARIBOU RECOVERY PLAN**

**CARIBOU  
RECOVERY PLAN**

MOTION: 16.07.277. Moved by: COUNCILLOR DAVE HAY  
That Council direct Administration convey to the Government of Alberta that Greenview believes that Industry must be guaranteed direct and continued involvement in forming and implementing the Little Smoky and A La Peche Caribou Range Plan.

CARRIED

#### **5.3 VALLEYVIEW RURAL WATER LINE STUDY**

Alan Lui, Candace Gottstein and Julie Van Doesburg updated Council on the study for the Valleyview Water Line.

**VALLEYVIEW  
RURAL WATER LINE**

MOTION: 16.07.278. Moved by: COUNCILLOR BILL SMITH  
That Council accept Associated Engineering's presentation, on the Valleyview Rural Water Line Study as information.

CARRIED

Reeve Dale Gervais recessed the meeting at 11:55 a.m.  
Reeve Dale Gervais reconvened the meeting at 1:07 p.m.  
Councillor Dale Smith did not return to the meeting.

## **8.8 LAND ACQUISITION IN GROVEDALE**

**LAND ACQUISITION** MOTION: 16.07.279. Moved by: COUNCILLOR BILL SMITH  
That Council authorize Administration to purchase the 5.0 acre parcel of land located south of Grovedale at SW 21-69-6-W6 for \$95,000.00, with funds to come from the 2016 Contingency Allocation.

CARRIED

## **SPECIES AT RISK 8.2 SPECIES AT RISK AND THE NEED FOR AN OVERALL SOCIO-ECONOMIC IMPACT ASSESSMENT**

**SPECIES AT RISK** MOTION: 16.07.280. Moved by: COUNCILLOR DAVE HAY  
That Council direct Administration that attached resolution to AAMDC Zone 4 for their support, requesting that the Government of Alberta complete an overall socio-economic impact assessment based on all the species at risk recovery plans and retention plans currently affecting the reduction of the forestry industry's allocable annual cut.

CARRIED

## **8.3 RESOLUTION FOR THE SHUTDOWN OF COAL FIRED POWER GENERATION STATIONS**

**AAMDC RESOLUTION** MOTION: 16.07.281. Moved by: COUNCILLOR ROXIE RUTT  
That Council table a resolution to AAMDC Zone 4 for their support, requesting that the Government of Alberta allow industry to continue utilizing coal fired power generation stations while encouraging that industries undertake research and development to explore alternate methods of utilizing coal and also alternate markets for that product.

CARRIED

## **8.4 LETTER OF SUPPORT FOR FOOTHILLS FOREST PRODUCTS**

**FOOTHILLS FOREST PRODUCTS** MOTION: 16.07.282. Moved by: COUNCILLOR BILL SMITH  
That Council direct Administration to provide a Letter of Support to the Foothills Forest Products Inc. stating Greenview's support to continue operation of its beehive burner for an additional 24 months.

CARRIED

## **8.5 GROVEDALE FAIR FIREWORKS SPONSORSHIP**

### **GROVEDALE FAIR**

MOTION: 16.07.283. Moved by: COUNCILLOR BILL SMITH  
That Greenview provide sponsorship in the amount of \$1,000.00 to the Grovedale Ag Society for fireworks at the 35th Annual Grovedale Fair with funds to come from the 2016 Community Services miscellaneous grant fund.  
CARRIED

## **8.6 EAST SMOKY RECREATION BOARD FUNDING REQUEST**

### **EAST SMOKY RECREATION BOARD**

MOTION: 16.07.284. Moved by: COUNCILLOR ROXIE RUTT  
That Council approve the grant funding in the amount of \$3000.00 to the East Smoky Recreation Board to help cover the cost of the Heritage Day Festival, with funds to come from the 2016 Community Services Miscellaneous Grant.  
CARRIED

### **GREENVIEW FLOAT**

MOTION: 16.07.285. Moved by: DEPUTY REEVE TOM BURTON  
That Council direct Administration provide a float for the Valleyview Rodeo August 5, 2016, DeBolt Parade August 13, 2016, and Grovedale Parade August 20<sup>th</sup> 2016.  
CARRIED

## **8.7 CAO REPORT**

### **CAO REPORT**

MOTION: 16.07.286. Moved by: DEPUTY REEVE TOM BURTON  
That Council accept the CAO Report as information.  
CARRIED

### **#9 COUNCILLORS BUSINESS & REPORTS**

## **9.1 COUNCILLORS' BUSINESS & REPORTS**

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

### **COUNCILLOR GEORGE DELORME**

Attended the Committee of the Whole Meeting  
Attended the Grovedale Area Structure Plan

### **COUNCILLOR LES URNESS**

Nothing to report.

**COUNCILLOR DAVE HAY**

Attended the Municipal Planning Commission Meeting  
Attended the Evergreen Park Cheque Presentation  
Attended the Committee of the Whole Meeting  
Attended the Grovedale Area Structure Plan

**COUNCILLOR BILL SMITH**

Attended the Municipal Planning Commission Meeting  
Attended the Committee of the Whole Meeting  
Attended the Grovedale Ratepayer BBQ  
Attended the Grovedale Area Structure Plan

**COUNCILLOR ROXIE RUTT**

Attended the Municipal Planning Commission Meeting  
Attended the Evergreen Park Cheque Presentation  
Attended the Committee of the Whole  
Attended the Grovedale Ratepayer BBQ  
Attended the Canfor Spring Field Tour  
Attended the Grovedale Area Structure Plan

**COUNCILLOR DALE SMITH**

Not in Attendance.

**DEPUTY REEVE TOM BURTON**

Attended the Municipal Planning Commission Meeting  
Attended the Evergreen Park Cheque Presentation  
Attended the East Smoky Recreation Board Meeting  
Attended the Committee of the Whole Meeting  
Attended the Grovedale Ratepayer BBQ

**9.1 REEVE'S REPORT:**

**REEVE DALE GERVAIS**

Attended the Municipal Planning Commission Meeting  
Attended the Cemetery Committees' Meeting  
Attended a Meeting with Atco Energy & Seven Generations  
Attended the Committee of the Whole Meeting  
Attended the Grovedale Ratepayer BBQ  
Attended the Grande Prairie Hospital Foundation Meeting  
Attended the Grovedale Area Structure Plan  
Attended the 100<sup>th</sup> Anniversary Railroad Meeting

**#10  
CORRESPONDENCE**

**10.0 CORRESPONDENCE**

MOTION: 16.07.287. Moved by: DEPUTY REEVE TOM BURTON  
That Council accept for information the correspondence presented.

CARRIED

**#11 IN CAMERA**

**11.0 IN CAMERA**

**IN CAMERA**

There was no In Camera presented.

**#12  
ADJOURNMENT**

**12.0 ADJOURNMENT**

MOTION: 16.07.288. Moved by: COUNCILLOR ROXIE RUTT  
That this meeting adjourn at 2:26 p.m.

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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REEVE





# REQUEST FOR DECISION

SUBJECT: **STARS Presentation**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: August 23, 2016  
DEPARTMENT: CAO SERVICES  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO: GG MANAGER:  
GM: PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

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## RECOMMENDED ACTION:

**MOTION:** That Council accept the presentation by STARS, as information.

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## BACKGROUND / PROPOSAL:

Glenda Farnden and Greg Schmidt from STARS would like to provide an annual update to Council and to make a formal request for Council to consider continued support as part of the 2017 budget deliberations.

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## OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – N/A

**Benefits** – N/A

**Disadvantages** – N/A

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## COSTS / SOURCE OF FUNDING:

There are no perceived costs to the recommended action.

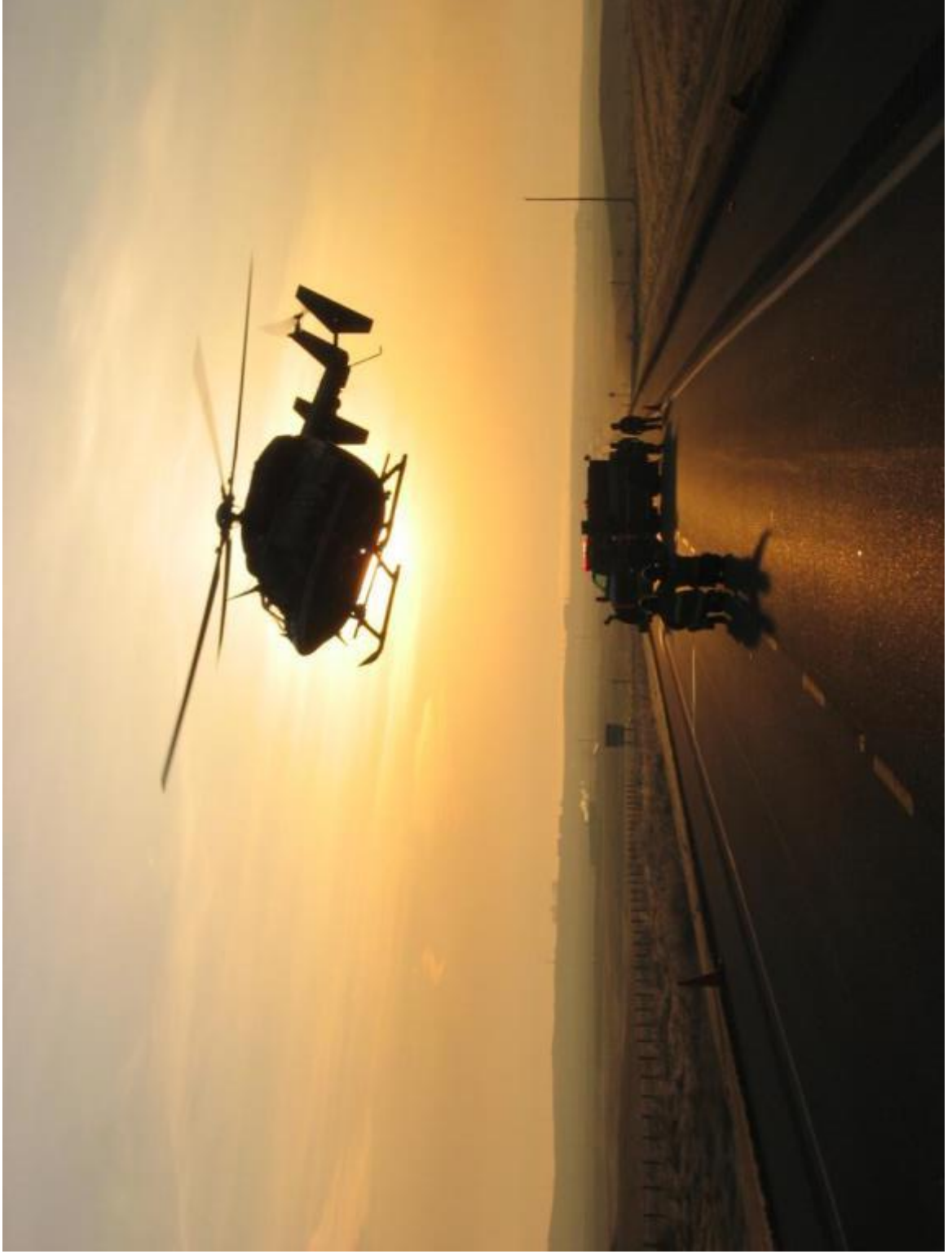
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## ATTACHMENT(S):

- STARS Presentation

SHOCK TRAUMA AIR RESCUE SOCIETY

**STARS**



# STARS AIR AMBULANCE

## Emergency Critical Care



- Available 24 / 7; Serving 98% AB population; Average 5 missions per day in Alberta
- Safety is priority; CAMTS Accreditation (1 of 3 in Canada); Twin engine; 2 Pilots
- Critical Care Registered Nurse + ALS Paramedic + Transport Physicians
- Night Vision Goggles – 1<sup>st</sup> in Canada (2003)
- Red patient referral system
- Bed to bed / scene to bed – Advantage that reduces stress on critical patients
- Leading Edge - Advanced Technology
- Support the communities that we serve – Internationally acclaimed leader in critical care



# PROVIDING MEDICAL OVERSIGHT

## STARS Emergency Link Centre



- Medical oversight determines
  - a. Best mode of transport and best destination for patient
- Medical consultation on all critical care missions
  - Ground Ambulance - Fixed Wing - STARS





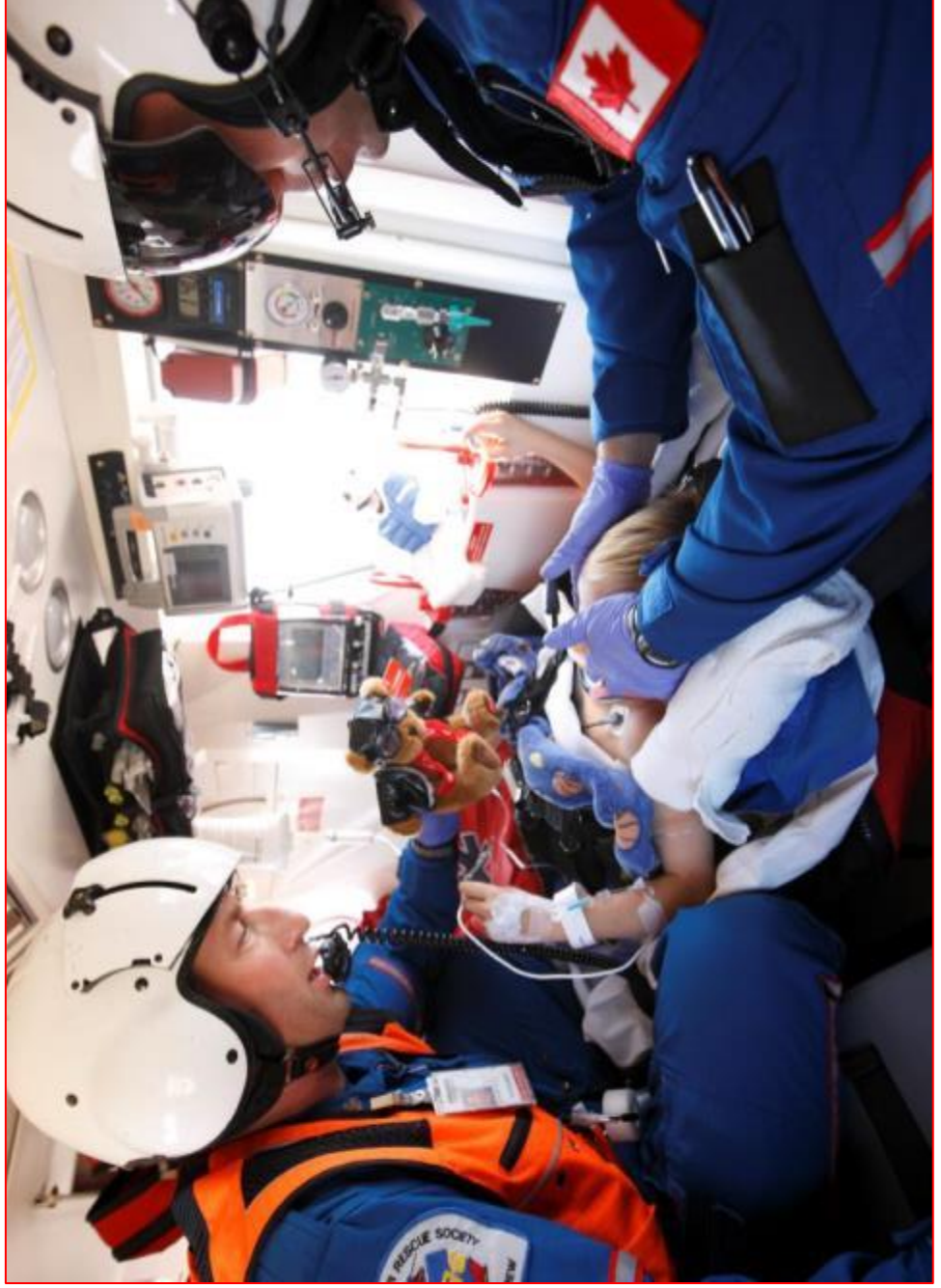
# SAVING TIME SAVES LIVES

Responding to Diverse Situations



# CRITICAL CARE

Begins as Soon as We Reach the Patient



# CARING FOR THE PATIENT

Leading Edge of Technology



- 12 Lead ECG
- Defibrillator



- Medications
  - I-stat Lab
  - EZIO Drill

- Physicians Kit
  - Central Lines
  - Pacemaker



# CARING FOR THE PATIENT

Leading Edge of Technology



## Hamilton T-1 I.V. Pump

- Fully featured ICU ventilator
- Adult / Pediatric / Neonatal



Oxygen  
Resuscitation  
Suction



# CARING FOR THE PATIENT

Leading Edge of Technology



**Baby Pod**



**Portable Ultrasound**

# CARING FOR THE PATIENT

Leading Edge of Technology



**Video Laryngoscope**



**Blood Onboard – All Helicopters  
1st in Canada!**

# EDUCATING THE PROVIDERS

## Advancing critical care



- Internationally acclaimed leader in critical care
  - 2 Mobile Education Units (Alberta);
  - 1416 Medical Personnel / 71 Communities in Alberta (2015)
  - Valleyview - Fox Creek - Grande Cache Hospitals (2016)
  - Outreach; LZ Training, Safety/Emergency Preparedness
  - 1018 Landing Zone Officers / 68 Communities in Alberta (2015)
- Supporting the communities that we serve
  - No cost to municipalities



# M.D. OF GREENVIEW

## 6 Year Mission Breakdown



M.D. of Greenview	2010	2011	2012	2013	2014	2015	2016	Total
Calais						1		1
Crooked Creek Scene call				1			1	2
Debolt Scene calls / SAR	6	7	3	9	12	10	2	49
<b>Fox Creek Inter-facility Transfers</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>8</b>	<b>7</b>	<b>3</b>	<b>5</b>	<b>30</b>
Fox Creek Scene calls / SAR	5	10	6	14	13	15	9	72
Gold Creek Scene call							1	1
<b>Grande Cache Inter-facility Transfers</b>	<b>11</b>	<b>17</b>	<b>15</b>	<b>8</b>	<b>13</b>	<b>11</b>	<b>13</b>	<b>88</b>
Grande Cache Scene calls / SAR	13	10	10	7	9	6	6	61
Grovedale Scene calls / SAR	6	11	11	9	25	19	10	91
Kakwa Area Scene call						1		1
Little Smoky Scene calls	1	2				1		4
Muskeg River Scene call					1			1
Nose Mountain Scene call					1			1
Ridgevalley Scene calls		1	1					2
Sturgeon Lake Scene calls	1	1		3	1	3	2	11
Sunset House Scene call / SAR					1	1	1	3
Sunset Prairie Scene calls					1			1
<b>Valleyview Inter-facility Transfers</b>	<b>17</b>	<b>14</b>	<b>8</b>	<b>7</b>	<b>18</b>	<b>14</b>	<b>12</b>	<b>90</b>
Valleyview Scene calls / SAR	14	13	9	18	23	20	6	103
Total (6 yr avg. = 91 per yr / 1-2 per wk)	76	88	66	84	125	105	68	612

# OUR NEIGHBORS

## 6 Year Mission Breakdown



Neighboring Municipalities	2010	2011	2012	2013	2014	2015	2016	Total
Birch Hills County	3	3	4	4	2	3	1	20
City of Grande Prairie	11	12	9	24	10	10	8	84
M.D. of Smoky River	12	13	5	8	15	15	11	79
Woodlands County	14	20	20	23	21	24	9	131
Yellowhead County	14	42	31	48	65	46	23	269
Big Lakes County	43	65	36	31	78	31	33	317
County of Grande Prairie	52	47	47	50	68	37	29	330
M.D. of Greenview	76	88	66	84	125	105	68	612
<b>Total</b> (6 yr avg. 277 per yr = 5-6 per week)	<b>225</b>	<b>290</b>	<b>218</b>	<b>272</b>	<b>384</b>	<b>271</b>	<b>182</b>	<b>1842</b>

2016 @ June 30, 2016

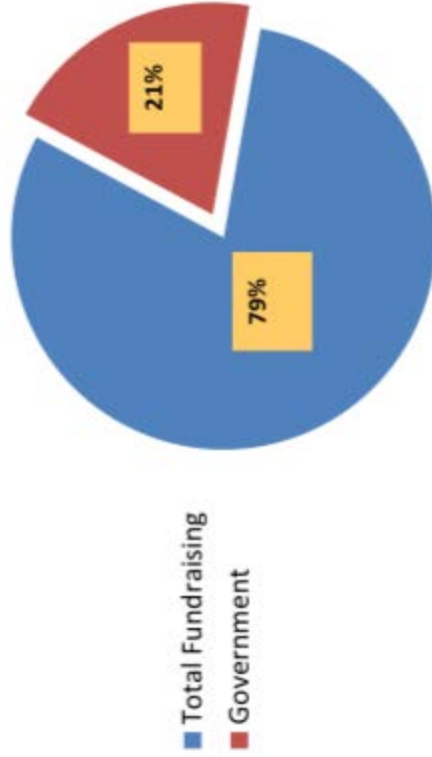


# FUELED BY GENEROSITY

Achieving successes together



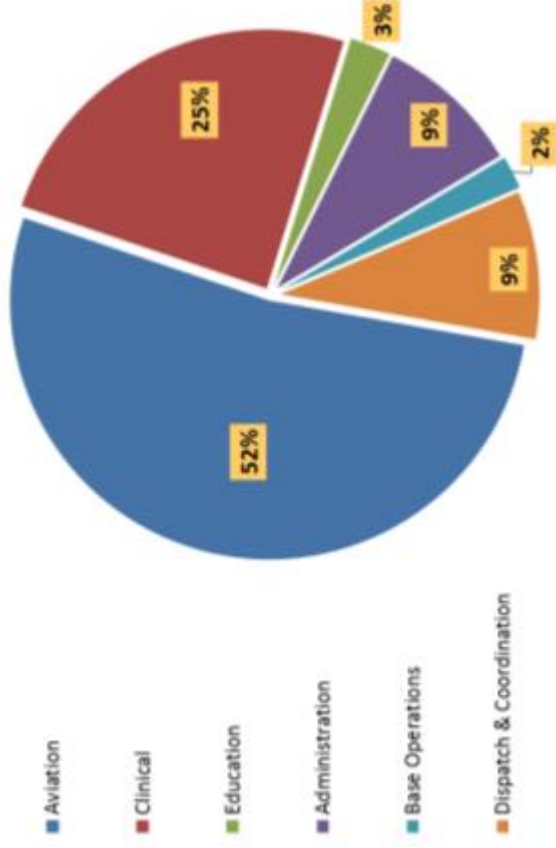
## STARS Alberta Funding



### Funding in Thousands

AB Government Funding	\$ 7,014
Total Operating Costs /Capital Expenditures	\$ 38,623
AB Government Funding as a Percent of Costs	21%
STARS Gross Fundraising	\$ 15,421
AB Lottery	\$ 11,937
Calendar	\$ 953
Site Registration / Emergency Contact Centre	\$ 3,298

## STARS Alberta Expenditures (3 Bases)



# M.D. OF GREENVIEW

A Leader in Alberta - Saving Many Lives



**Reality = Decreased funding + Increased Call Volume + Increased Costs**

## OUR REQUEST

- Recognize STARS as a valued part of emergency protective services budget
- Continue your life-saving support @ \$200,000 annually

Enhance the safety & quality of life for M.D. of Greenview residents  
Ensure sustainability of STARS emergency services  
**STARS belongs to Albertans**





THIRTY YEARS OF CARE IN THE AIR

August 15, 2016

Ms. Lianne Kruger  
Executive Assistant to Council and CAO  
M.D. of Greenview No. 16  
Box 1079  
Valleyview, AB T0H 3N0

Dear Ms. Kruger,

Thank you so much for the M.D. of Greenview's commitment of support to STARS since 2007. We are truly grateful to the M.D. of Greenview and its residents, for your steadfast dedication to our life-saving missions.

I would also like to confirm and thank you for the opportunity to present an annual update to Council on August 23<sup>rd</sup> at 9:00 a.m. I will be accompanied by Greg Schmidt, Grande Prairie Base Director, and my presentation will include a formal request for Council's consideration of continued support, as part of the 2017 budget deliberations.

This year is a milestone for STARS Grande Prairie, as we look forward to celebrating 10 years of serving northern Albertans! It is surreal to think of all of the lives that have been touched by STARS and the M.D. of Greenview has played a significant role in this achievement. Saying thank you to the residents of the M.D. of Greenview doesn't seem like it's enough to convey our deepest appreciation for your ongoing support.

If you require anything in advance of my upcoming August 23<sup>rd</sup> presentation, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink that reads "Glenda".

Glenda Farnden  
Sr. Municipal Relations Liaison  
STARS Foundation  
[gfarnden@stars.ca](mailto:gfarnden@stars.ca)  
Direct: 780-830-7006





# REQUEST FOR DECISION

SUBJECT: **Keyera Presentation**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: August 23, 2016  
DEPARTMENT: CAO SERVICES  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO: GG MANAGER:  
GM: PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

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## RECOMMENDED ACTION:

**MOTION:** That Council accept the presentation by Keyera, as information.

---

## BACKGROUND / PROPOSAL:

The Keyera presentation will highlight their New Wapiti Gas Plant at 3-19-67-7 W6M with discussion on how it may also impact Greenview's roadways.

---

## OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – N/A

**Benefits** – N/A

**Disadvantages** – N/A

---

## COSTS / SOURCE OF FUNDING:

There are no perceived costs to the recommended action.

---

## ATTACHMENT(S):

- Keyera PowerPoint Presentation



**KEYERA**

# Keyera Wapiti 03-19-67-07W6M

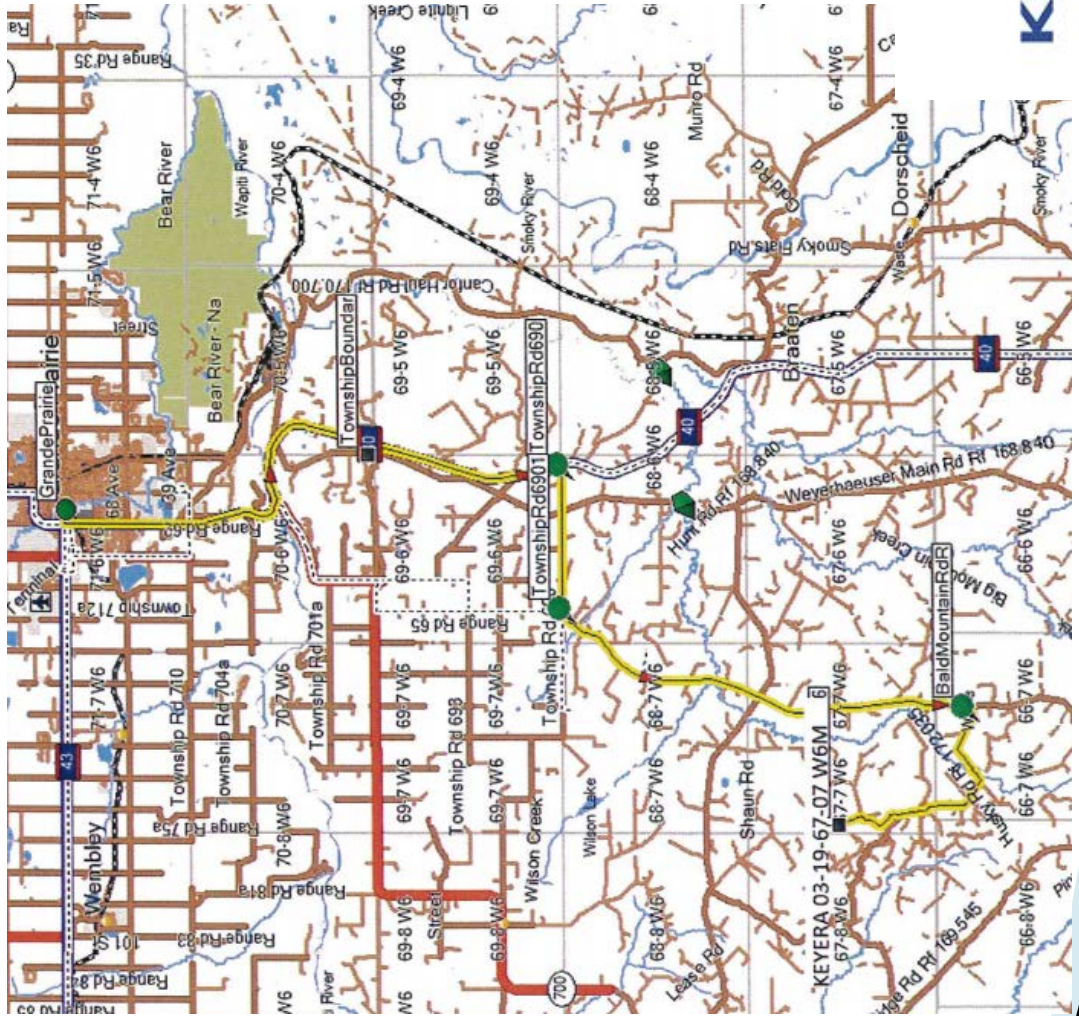
Access For Construction  
And  
Daily Operations

# Overview of Facility

- ▶ The Keyera Main CPF Wapiti Project is located Approximately 78 KM South of Grande Prairie @ 03-19-67-07 W6M
- ▶ The Gold Creek Compressor Station Project is located Approximately 45 KM South of Grande Prairie @ 12-02-68-06W6M 45 KM South of Grande Prairie.
- ▶ The Construction for these facilities is scheduled for Q3 -2016 through to Q2-2018. Routing and access information was gathered from a recent site visit completed February 10-12, 2016.
- ▶ Construction Philosophy is based on the Plant and Compressor Stations being constructed in Parallel. The construction traffic for both locations will be comprised of:



# Map to Site



KEYERA

# Construction Traffic

- ▶ There will be a construction camp near the work site at 03-19-67-07 W6M Approx. 2KM. Shuttles will be used to transport workforce from camp to the work site. There will be no private vehicles permitted on the project.
- ▶ Crew shifts will be based on a staggered 3 calendar rotation, with a shift rotation of 14 days on 7 days off. The construction duration is expected to be between 18 - 22 months. The intent of the camp and shuttle is to:
  - Reduce daily traffic and limit parking area development
  - Reduce traffic concerns by local stakeholders
  - Improve safety on road ways and protect workforce
  - No private vehicles are permitted
  - Promote workforce productivity by controlling environment
  - Mitigate show-up losses
- ▶ Day to Day light Vehicle Traffic 50-60 Per Day
- ▶ Crew Busses/Shuttles 14-20 Per Week
- ▶ Heavy Truck Traffic (Legal Loads Total 500-600 loads)
- ▶ Heavy Haul Equipment (O/D Loads Total 150-175 Loads)
- ▶ The expected Volume of Vehicles and Heavy Traffic is an estimate plus or minus 10%.





# Daily Operations Traffic

Low traffic is expected during normal plant operation. An operations camp and crew truck will be used to reduce traffic.

Condensate and LPG will be removed via Pembina pipeline.

## Traffic Details:

- ▶ 3 – 4 Small vehicle traffic 5 days per week to transport office staff
- ▶ 1 Crew Truck every 12 hours 7/365 to transport operators to site
- ▶ 1 Truck twice per week to bring in parts
- ▶ 2 Maintenance trucks 1 day per month for routine equipment servicing
- ▶ Legal Loads:
- ▶ 1 B Train per day 7/365 to haul water

## **MAINTENANCE TURNAROUNDS (EVERY 4 YEARS)**

- ▶ Every four years a crew of approximately 100 people will be required for a two week period.

# Primary Route

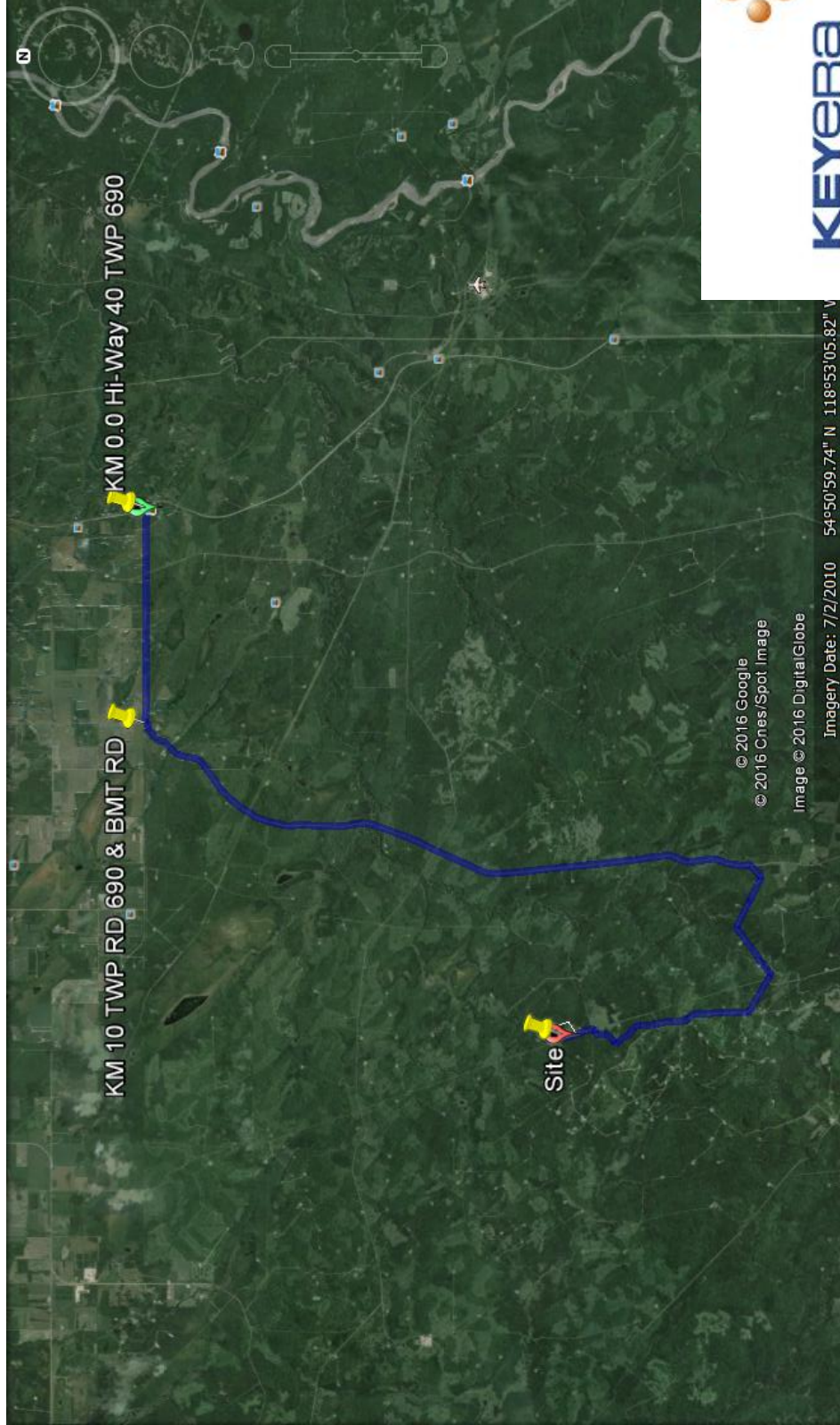
## One Primary Route for Construction of Main Keyera Wapiti Plant 03-19-67-07W6M

The Proposed Primary Route is based in minimal impact to Stakeholders and not interrupting or being subject to restrictions due to yearly bans put on main haul roads in this region. The Primary Route has been considered due to the activity of Logging Trucks on the main Weyerhaeuser Log Haul Roads. Keyera's volume of traffic to the Wapiti Project could impact the regular Log haul Program and could be considered a Safety concern, and conversely a similar concern from Keyera on Weyerhaeuser heavy truck traffic. By utilizing the Keyera selected "Primary Route", there would be minimal impact to the Weyerhaeuser Log Haul Program. The Stakeholders for Primary Route are listed:

- ▶ Route consists of Utilizing the following:
  - ▶ Hi-Way 40
  - ▶ TWP RD 690 (MD No 16 Greenview)
  - ▶ Bald MTN Tower Road (Norbord)
  - ▶ Husky Wapiti Road (Husky)
  - ▶ Site Access of Husky Wapiti Road ( CNRL)

Route would utilized for 90% of All Loads moving into site and General Traffic including Busses.

# Primary Route Map

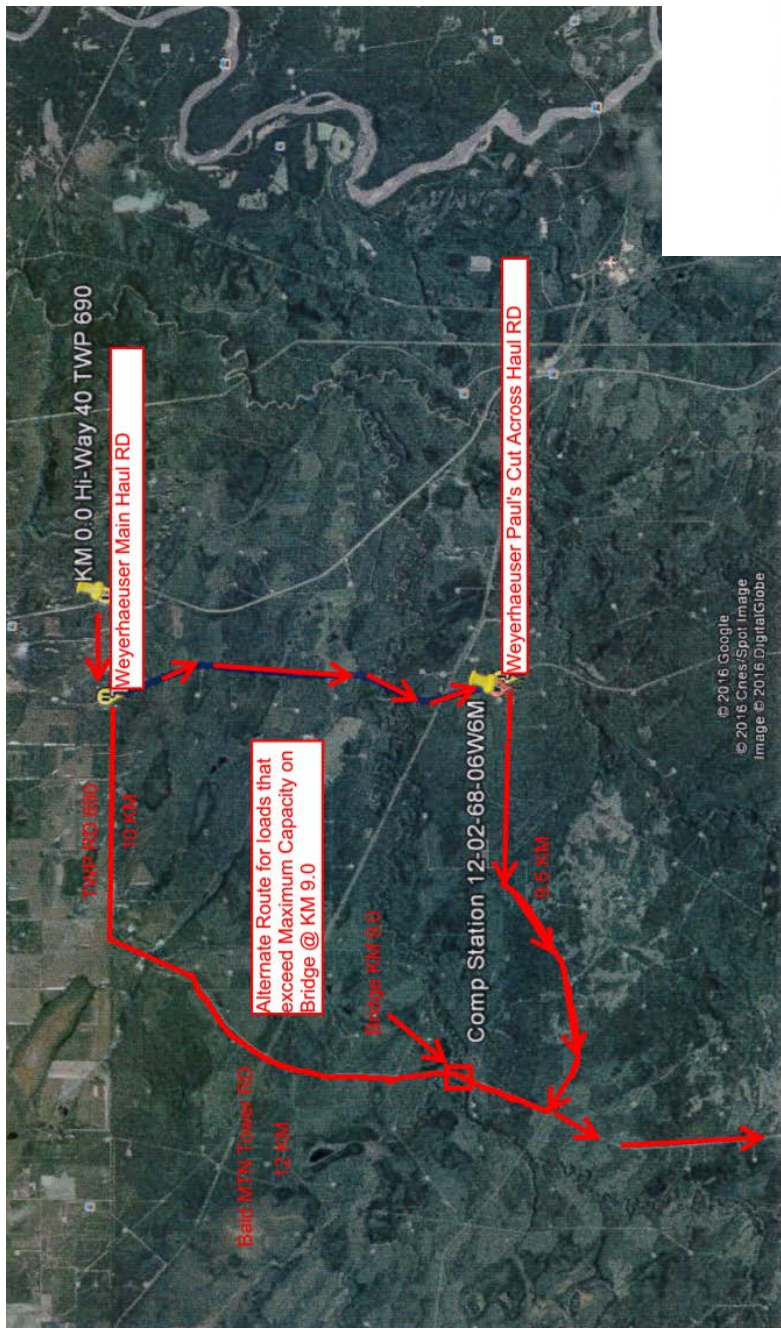


KEYERA



# Alternate Route for O/W Loads

- ▶ Loads that Exceed Bridge Maximum Capacity on the Bald MTN Tower Road would be required to divert to the Weyerhaeuser RD (Main Haul RD to Paul's Cut Across Haul Rd) then intersect with Bald Mountain Tower Rd south at KM 22 from Hi-Way 40 or KM 12 On Bald MTN Tower Road.



KEYERA

# Gold Creek Compressor Station

- ▶ The Proposed Primary Route is based on the only option to get to Compressor Station we will enter TWP RD 690 of Hi-way 40 and utilizing the Weyerhaeuser's Main Haul RD for 10 KM to the Compressor Station 12-02-68-06W6M-06W6M.



KEYERA



# Estimated loads moved on Alternate Weyerhaeuser Route

## Keyera Main Plant Site

Based on the information gathered the estimated number of loads moving into the Keyera Wapiti Site would be Approx. 15–20 Loads. The scheduling of these loads would be:

- June 2017 through to December 2017

## Keyera Gold Creek Compressor Station

Based on the information gathered the estimated number of loads moving into the Keyera Gold Creek Compressor Station there are 20 Loads. The scheduling of these loads would be:

- January 2017 through to March 2017

We are looking at the preliminary scheduling of the deliveries to be moved to the Compressor site prior to spring road Bans 2017.

# Summary

- ▶ Keyera is trying to minimize the traffic impact to all major Stakeholders in this region by looking at alternative route options.

## Potential Stake Holders in this Region

- **Municipal District of Greenview No. 16**
- **Norbord**
- **Husky Energy**
- **CNRL**
- **Weyerhaeuser**

- ▶ There are however infrastructure restrictions that present obstacles that demand certain routing to be utilized. Keyera would also look at trying to Move O/D Loads to site in Off Peak Hours.
- ▶ Currently Keyera would propose to Hold O/D Loads at Wide spot on TWP RD 690, 200 Meters West of Hi-Way Junction and move these loads to site between the hours of 12:00 Midnight and 5:00AM. This would minimize the potential traffic congestion on all proposed routes.



## REQUEST FOR DECISION

---

SUBJECT:	<b>Waiving Fee For Commencing Development Prior To Obtaining A Valid Development Permit</b>			
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION		
MEETING DATE:	August 23, 2016	ACAO: GG	MANAGER:	INT
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: INT	PRESENTER:	DP
FILE NO./LEGAL:	NW-29-62-19-W5   Plan 8320757 Block OT	LEGAL/ POLICY REVIEW: INT		
STRATEGIC PLAN:		FINANCIAL REVIEW:		

---

### RELEVANT LEGISLATION:

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

S.630.1 – A council may establish and charge fees for matters under this part.

**Council Bylaw / Policy** (cite) – Schedule of Fees Bylaw 12-673

3(p)	Industrial (Per Permit)	\$5,000.00
------	-------------------------	------------

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### RECOMMENDED ACTION:

**MOTION: That Council accept the presentation by the Town of Fox Creek for Information.**

**MOTION: That Council REFUSE to waive \$5000.00 of the Development Permit application fee for commencing development prior to obtaining a valid Development Permit on application D16-173.**

---

### BACKGROUND / PROPOSAL:

On 23 March 2016, the Planning & Development department was notified by ATCO Electric that they were planning to erect approximately 700 metres of overhead power lines to connect multiple components of the Town of Fox Creek's Water Treatment Facilities Upgrade Program at Plan 8320757 Block OT and W½-18-62-19-W5. As the aforementioned program appeared to propose new development within Greenview, Administrative Support (Jenny Cornelsen) emailed the Town of Fox Creek's Director of Operations (John Greathead) on 6 April 2016 to inquire about the type of development that the Town of Fox Creek was proposing. A Development Officer (Betty He) from the Town of Fox Creek contacted Mrs. Cornelsen to discuss her inquiry but as there was some confusion about the Facilities Request from

ATCO Electric, Mrs. Cornelsen employed the assistance of Greenview's Development Officer (Demetri Prevatt) responsible for Ward 2.

Mr. Prevatt contacted Mrs. He on 7 April 2016 and informed her that if the Town of Fox Creek was planning to build a Public Utilities facility as described in Greenview's Land Use Bylaw within Greenview, the Town of Fox Creek would need to obtain a Development Permit prior to commencing development. As Mrs. He was not familiar with the particulars of the Town of Fox Creek's Water Treatment Facilities Upgrade Program, she directed Mr. Prevatt to the member of the Town of Fox Creek's Administration that was in charge of the program, Mr. Greathead. Consequently, Mr. Prevatt contacted Mr. Greathead and provided him with the same information that was provided to Mrs. He.

After not receiving any feedback from the Town of Fox Creek's Administration for nearly two months or being referred to a Contractor / Project Manager contractually responsible for obtaining permitting, Greenview was contacted by Mrs. He in late May. As both Development Officers had pre-planned holidays at the end of that month, Mrs. He was informed that a Development Permit would be required for the Water Treatment Facilities Upgrades but limited progress was made until a meeting between Mr. Greathead, Mrs. He and Mr. Prevatt was organized.

At a Pre-Application meeting on 9 June 2016, Mr. Greathead provided Mr. Prevatt with an overview the Town of Fox Creek's Water Treatment Facilities Upgrade Program and laid out the proposed development. In response, Mr. Prevatt reaffirmed that Greenview would require the Town of Fox Creek to obtain a Development Permit for both the Wells and Treatment Plant Expansion prior to commencing development. Additionally, Mr. Prevatt explained the application of Greenview's Schedule of Fees for commencing development prior to obtaining a valid Development Permit.

Greenview began receiving Development Permit application packages for D16-173 and D16-174 on 16 June 2016, however, due to inaccurate or missing pieces of information the applications were not deemed complete on this date. Once both applications were deemed complete, it was decided that D16-173 would be referred to the Municipal Planning Commission (MPC) due to the complexity of the project and in recognition of the inter-municipal relationship Greenview shares with the Town of Fox Creek.

Prior to the presentation of D16-173 to MPC at their July meeting on 15 July 2016, a Site Inspection was conducted by Greenview's Development Technician (Celine Soucy) on 11 July 2015. During the Site Inspection, Ms. Soucy noticed the foundation for the Water Treatment Plant Expansion proposed in D16-173 had already been poured. Therefore, Administration was forced to conclude that development had commenced without a valid Development Permit having been issued for said development.

In accordance with Section 3 (p) of the Municipal District of Greenview (Greenview) Schedule of Fees Bylaw 12-673, Council has ordained Administration with the responsibility of imposing an additional fee for commencing development prior to obtaining a valid Development Permit. The fee for commencing development prior to obtaining a valid Development Permit for a Public Utility (Industrial) is \$5,000.00. Additionally, a Development Permit cannot be issued until all fees have been paid.

Administration has notified the Applicant that an additional fee has been levied for commencing development prior to obtaining a valid Development Permit. The Applicant is requesting that the fee be waived due to extenuating circumstances that Administration believes a member of the Town of Fox Creek's Administration will speak to.

---

OPTIONS – BENEFITS / DISADVANTAGES:

**Option #1** – Council can direct Administration to collect the Development Permit application fee for commencing construction prior to obtaining a valid Development Permit on Development Permit application D16-173.

**Option #2** – Council can direct Administration to waive the Development Permit application fee for commencing construction prior to obtaining a valid Development Permit on Development Permit application D16-173.

**Benefits** – By refusing to waive the additional Development Permit fees, Council will enforce the deterrent that has been formally adopted by Council in order to deter uncontrolled development.

**Disadvantages** – By refusing to waive the additional Development Permit fees, Council will not be able to assist an urban neighbour that may not have been aware that they were defying Greenview’s development policies and regulations.

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COSTS / SOURCE OF FUNDING:

n/a

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ATTACHMENT(S):

- Schedule ‘A’ – Letter to Administration from the Town of Fox Creek
- Schedule ‘B’ – Development Permit Application D16-173





Municipal District of Greenview No. 16

4806 36 Avenue, Box 1079

Valleyview, Alberta

T0H 3N0

Attention: Mr. Mike Haugen; Chief Administrative Officer of Municipal District of Greenview No. 16

**Request to waive Development Permit fine on Water Treatment Plant (NW-13-69-22-W5 | Plan 8320757 Block OT)**

The Town of Fox Creek would like to request M.D. Greenview to waive the Development Permit fine of \$5000 on the Town's Water Treatment Plant development. For years, the Town has been and still is a faithful follower of the laws and regulations. Had it not been for a series of unfortunate events, the Town would not have been in the situation where the pre-scheduled construction started without a Development Permit.

For one, the Town's contractor that is responsible for project management did not give the Town enough turn-around time to apply for a development permit: a three-week just doesn't cut it. Even though the contractor was expected to handle the development permit application, the Town wasted no time on "the blaming game", and went straight into "problem-solving" mode. Already on a time crunch, the Town's Development Officer immediately contacted Development Officers in M.D. Greenview regarding inquiries on the Development Permit application before taking holidays from May 31-June 3, 2016. However her efforts were made futile due to the absence of Demetri (May 27 & 30, 2016), the Development Officer at M.D. Greenview who handles all developments nearing the Fox Creek region. After correspondence with the stationed Development Officer, Lindsey Lemieux, the end conclusion was "wait for Demetri".

Coming back from holidays, the Town's Development Officer wasted no time before connecting with Demetri. The following week, the Town completed and submitted all the forms and respective fees. Unfortunately, more time was needed for the development approval due to the discretionary nature of the proposed development. Four more weeks passed before the application could be presented at the Municipal Planning Commission meeting on July 13, 2016. By then, the site construction was already three-four weeks underway.

As you can see, to start work before development permit was far from intentional. Please take into consideration of the Town's efforts in adherence to the M.D.'s bylaws through the steps taken in completing the applications. Development Permit fines should be enforced to punish those who deliberately skirt around the law, *not* to those who strive to observe the laws and regulations. Please reconsider enforcing the \$5000 Development Permit fine on the Town of Fox Creek.

Thank you for taking the time and consideration in reading this letter.

Sincerely,

Roy Dell

Chief Administrative Officer of Town of Fox Creek

102 Kaybob Dr. Box 149, Fox Creek, AB T0H 1P0  
(P) 780 622-3896 (F) 780 622-4247 (E) admin@foxcreek.ca

**"A Playground of Opportunity"**



**DEVELOPMENT PERMIT APPLICATION – FORM A**

Municipal District of Greenview No. 16

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

APPLICATION NO.

DATE RECEIVED

ROLL #

D16-173

JUNE 13, 2016

217989

I / We understand that this application will only be processed if submitted in complete form and accompanied by the applicable fee. A "completed" application includes the forms completely filled out, signatures, site plan, fees and any other information the development authority deems necessary to make an informed decision.

**APPLICANT INFORMATION**

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF APPLICANT TOWN OF FOX CREEK		NAME OF REGISTERED LANDOWNER or LEASEHOLDER NEW TOWN OF FOX CREEK	
ADDRESS 102 KAYBOB DRIVE, BOX 149		ADDRESS	
FOX CREEK, ALBERTA			
POSTAL CODE T0H 1P0	TELEPHONE (Res.) (Bus.) 780-622-3896	POSTAL CODE	TELEPHONE (Res.) (Bus.)
E-MAIL: betty@foxcreek.ca		E-MAIL:	

**LAND INFORMATION**

Legal description of proposed development site:

QTR./L.S.	SEC.	TWP.	RG.	M.	OR	REGISTERED PLAN	BLK	LOT	OR	*MLL/MSL/LEASE NO.*
NW	29	62	19	5		8320757	OT			MLL 810081

Size of the proposed development:

LENGTH	<input type="checkbox"/> ft <input type="checkbox"/> m	WIDTH	<input type="checkbox"/> ft <input type="checkbox"/> m	Number of:	ACRES 3.56	OR	HECTARES 1.44
--------	---	-------	---	------------	---------------	----	------------------

Description of the existing use of the land: WATER TREATMENT PLANT

**DEVELOPMENT INFORMATION**

Describe the proposed development on the land: EXPANSION AND RENOVATION OF EXISTING WATER TREATMENT PLANT

Check (x) any proposed development(s) not identified above:

<input type="checkbox"/> Signs	<input type="checkbox"/> Culvert(s)/Road access point(s)	<input type="checkbox"/> Public Use(s)
<input type="checkbox"/> Dwelling unit(s)	<input type="checkbox"/> Accessory structure(s) / use(s)	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Home occupation(s)	<input type="checkbox"/> Commercial or industrial structure(s) / use(s)	

Indicate the proposed setback from the property line:

FRONT YARD	<input type="checkbox"/> ft <input type="checkbox"/> m	REAR YARD	<input type="checkbox"/> ft <input type="checkbox"/> m	SIDE YARD (1)	<input type="checkbox"/> ft <input type="checkbox"/> m	SIDE YARD (2)	<input type="checkbox"/> ft <input type="checkbox"/> m
------------	---	-----------	---	---------------	---	---------------	---

The land is adjacent to: ☒ A Highway ☐ A District Road ☐ LOC # \_\_\_\_\_

Estimate the project:

A. COMMENCEMENT DATE June 2016 D/M/Y	B. COMPLETION DATE October 2016 D/M/Y	C. COMPLETED PROJECT COST \$ 4,700,000
--	---	---

Attached is: (a) SITE PLAN: ☒ Yes ☐ No (b) FLOOR PLAN: ☐ Yes ☐ No (c) CROWN LAND ACCESS MAP: ☐ Yes ☐ No

If located in Crown Land area, Road Access Map must be provided.

**RURAL ADDRESS SIGNAGE**

DO YOU HAVE A RURAL ADDRESS?:	<input type="checkbox"/> YES ADDRESS: _____	<input type="checkbox"/> NO
A \$50.00 RURAL ADDRESS SIGNAGE FEE IS REQUIRED FOR NEW RESIDENTIAL DEVELOPMENT.		<input type="checkbox"/> \$50.00 FEE

**DECLARATION**

I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT.

**NOTE:**

If the applicant is not the registered Landowner, then the Landowner(s) signature is required. All Landowners MUST sign the application.

16/06/2016

Date

SIGNATURE OF APPLICANT

Date

SIGNATURE OF REGISTERED LAND OWNER / LEASEHOLDER

LAND USE CLASSIFICATION:

CROWN LAND

FEE ENCLOSED:

☒ YES ☐ NO

AMOUNT: \$ 2,350.00

RECEIPT NO. 219582

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.



## RIGHT OF ENTRY – FORM B

Municipal District of Greenview

4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0  
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608  
[www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)

FOR AN AUTHORIZED PERSON OF MUNICIPAL DISTRICT OF GREENVIEW NO. 16 FOR THE PURPOSES OF A SITE INSPECTION OF THE LAND AFFECTED BY THE PROPOSED DEVELOPMENT APPLICATION WHICH IS ATTACHED.

I hereby give consent for an authorized person of MUNICIPAL DISTRICT OF GREENVIEW NO. 16 to enter upon the land that is subject to a Development Application for the purposes of making a site inspection in order to evaluate the proposed development.

LEGAL DESCRIPTION OF LAND: (PLAN) 832-0757 (BLOCK) OT \_\_\_\_\_

OWNER'S NAME: NEW TOWN OF FOX CREEK \_\_\_\_\_ PHONE: 780-622-3896 \_\_\_\_\_

SIGNED: M. L. L. L. L. L. \_\_\_\_\_

DATE: JUNE 16/16 \_\_\_\_\_

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.





**MD of Greenview**  
4806 - 36 Avenue  
P.O. Box 1079  
Valleyview Alberta T0H 3N0  
Telephone: (780) 524-7600

## RECEIPT OF PAYMENT

Page 1

**COPY**

TOWN OF FOX CREEK  
102 KAYBOB DRIVE  
BOX 149  
FOX CREEK, AB T0H 1P0  
CANADA

Receipt Number: 219582  
Tax Number: 136866761 RT0001  
Date: June 17, 2016  
Initials: MP

Type	Account / Ref. #	Description	Quantity	Amount Paid	Balance Remaining
General	DEVE	Dev Per (Plan 832-0757/Block OT)	N/A	\$2,350.00	N/A
Subtotal:				\$2,350.00	
Taxes:				\$0.00	
Total Receipt:				\$2,350.00	
Visa:				\$2,350.00	
Credit Card: VISA					
Total Amount Received:				\$2,350.00	
Rounding:				\$0.00	
Amount Returned:				\$0.00	





## REQUEST FOR DECISION

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SUBJECT:	<b>Bylaw 16-767 Big Mountain Industrial Park Area Structure Plan</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	August 23, 2016	ACAO: GG	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING/PLANNING & DEVELOPMENT	GM:	PRESENTER: LL
FILE NO./LEGAL:	SE-1-69-6-W6, PLAN 8822869, LOT 2	LEGAL/ POLICY REVIEW:	
STRATEGIC PLAN:		FINANCIAL REVIEW:	

---

### RELEVANT LEGISLATION:

**Provincial (cite)** – *Municipal Government Act, RSA 2000, c M s.*

**Council Bylaw / Policy (cite)** – *Municipal Development Plan Bylaw No. 03-397 and Land Use Bylaw 03-396.*

### RECOMMENDED ACTION:

**MOTION:** That Council give Second Reading to Bylaw No. 16-767, for the Big Mountain Industrial Park Area Structure Plan.

**MOTION:** That Council give Third Reading to Bylaw No. 16-767, for the Big Mountain Industrial Park Area Structure Plan.

### BACKGROUND / PROPOSAL:

Administration has received an Area Structure Plan for the proposed Big Mountain Industrial Park from Opus Stewart Weir Ltd., on behalf of the Applicant, as part of a requirement for land use application A16-002. The land use amendment application proposes to re-designate a 49.67 hectare ± (122.75 acre) area from Agriculture (A) District to Industrial (I) District within SE-1-69-6-W6, Plan 8822869, Lot 2, in the Grovedale area, Ward 8

An Area Structure Plan provides a framework for the subsequent subdivision and development of an area of land within a municipality. An Area Structure Plan describes the sequence of development anticipated for the lands, the land uses proposed for the area, and the general locations of transportation routes and public utilities. An Area Structure Plan contains land use and development guidance for the general public, developers, landowners, Municipal Planning Commission members and Council.

The Area Structure Plan has been prepared pursuant to Section 633(1) of the Municipal Government Act which states that 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.”

Furthermore Section 6.2.5 of the Municipal Development Plan states that “The Municipal District may require that an Area Structure Plan be prepared for a proposed rural industrial park. These plans shall address the following issues to the satisfaction of the Municipal District: (a) conformity with this Plan, other statutory plans, if any, and the Land Use Bylaw; (b) proposed lot layout and phasing; (c) impacts on adjacent uses, environmentally sensitive areas, and recreational uses, including provision for buffers; (d) proposed methods of water supply, sewage disposal, and storm drainage; (e) access, internal circulation, and impacts on the transportation network; and (f) allocation of municipal and environmental reserve, if required.”

Referral comments were received from Alberta Parks and Recreation, Alberta Culture and Tourism, ATCO Gas and ATCO Pipelines, no concerns were noted. No concerns were received from Greenview’s internal departments.

The Area Structure Plan was circulated to landowners within 1500 meters of the proposed development for comment. Landowner objection letters were received (Schedule C) with concerns regarding noise, increased traffic, safety and interference with neighbouring parcels’ use and enjoyment. A Traffic Impact Assessment was completed and submitted to Alberta Transportation.

The Area Structure Plan is being brought forward to Council for Second and Third Reading. Third Reading of Bylaw No. 16-767 must be passed before Third Reading is given Bylaw 16-763, to re-designate the 49.67 hectare ± (122.75 acre) area from Agriculture (A) District to Industrial (I) District. Amendments to the Area Structure Plan can be made before the Bylaw is given Third Reading.

Administration has reviewed the Area Structure Plan, and the Plan meets the requirements of the Municipal Government Act and the Municipal Development Plan. Administration is satisfied that the Plan addresses policies for utilities and servicing, transportation networks and the development of industrial lots.

---

#### **OPTIONS – BENEFITS / DISADVANTAGES:**

**Option – 1.** That Council pass a motion to give Second and Third Readings to Bylaw No. 16-767, as presented.

**Option – 2.** That Council pass a motion to give Second Reading to Bylaw No. 16-767, with amendments.

**Option - 3.** That Council pass a motion table Bylaw No. 16-767 for further discussion or information.

**Option - 4.** That Council defeat Second Reading of Bylaw No. 16-767.

**Benefits** – The benefits are that an Area Structure Plan will ensure that development proceeds in an orderly and economic way, and that proposed developments will not have negative implications for the municipality, the environment, adjacent landowners or future residents.

**Disadvantages** – The disadvantages are that industrial development may conflict with adjacent land uses.



**COSTS / SOURCE OF FUNDING:**

The cost of the Big Mountain Industrial Park Area Structure Plan is borne by the Developer.

---

**ATTACHMENT(S):**

- Schedule 'A' – Big Mountain Industrial Park Area Structure Plan
- Schedule 'B' – Referral Responses
- Schedule 'C' – Adjacent Landowner Responses

# **Big Mountain Industrial Park Area Structure Plan**





## ***Big Mountain Industrial Park – Area Structure Plan***

---

Opus Stewart Weir Ltd  
Sherwood Park Office  
Suite 140, 2121 Premier Way  
Sherwood Park AB T8H 0B8  
Canada

Telephone: +1 780 410 2580  
Facsimile: +1 780 410 2589

Date: June 28, 2016  
Reference: S-38820.00  
Status: Draft

**Table of Contents:**

1.0 INTRODUCTION .....	1
1.1. Purpose and Scope .....	3
1.2. Policy Context .....	5
1.2.1. Provincial Land Use Policies.....	5
1.2.2. Strategic Directions Plan (2014) .....	5
1.2.3. Municipal Development Plan No. 03-397 (MDP) .....	5
1.2.4. Grovedale Area Structure Plan (2005) .....	6
1.2.5. Land Use Bylaw No. 03-396 .....	7
1.3. Planning Process .....	7
2.0 PLAN AREA AND SITE ANALYSIS .....	7
2.1. Existing Development and Proposed Land Uses .....	9
2.2. Natural Environment and Open Space .....	11
2.3. Environmental Standards .....	11
2.3.1. Wildlife and Vegetation .....	11
2.3.2. Soils.....	12
2.3.3. Historical Resources .....	12
2.4. Utilities and Servicing .....	12
2.4.1. Potable Water Supply: .....	12
2.4.2. Sanitary Sewage Collection: .....	12
2.4.3. Stormwater Pond .....	12
2.4.4. Electrical Services: .....	12
2.4.5. Natural Gas Services: .....	12
2.4.6. Communications Services:.....	13
2.4.7. Emergency Services: .....	13
2.4.8. Abandoned Wells and Pipelines .....	13
2.4.9. Stormwater Management .....	13
2.4.10. Road Standards.....	13
3.0 PROPOSED DEVELOPMENT CONCEPT .....	15
3.1. Industrial Development .....	15
3.2. Transportation .....	17
4.0 MAKING IT WORK.....	17
5.0 PUBLIC ENGAGEMENT AND IMPLEMENTATION.....	17
6.0 CONCLUSION.....	18

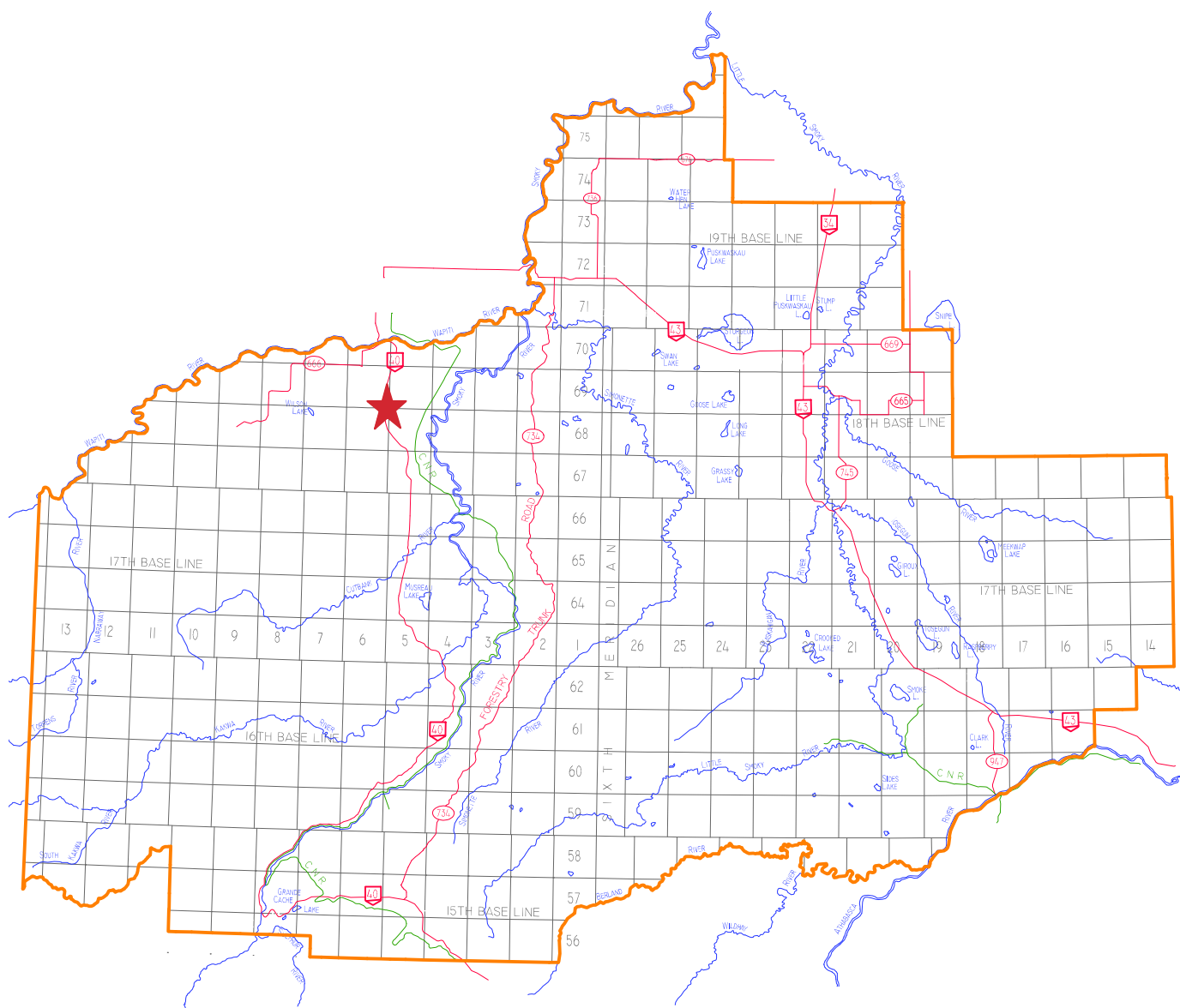
## **1.0 INTRODUCTION**

The Municipal District of Greenview No. 16 (the M.D.) is located in the southern portion of the Peace River Region (Figure 1). Its location is strategic as most goods bound for points north will pass through Greenview. There is a wide diversity of resources from oil and gas to lumber and mining, as well as tourism opportunities. Rapid development of these resource sectors has resulted in Greenview being host to a strong and diverse economic base.

The Big Mountain Industrial Park Area Structure Plan provides for light industrial uses, with the land use designation of the “I” - Industrial District, on a parcel of 43.7 ha (108 ac), on Lot 2, Plan 886 2869, a portion of the SE 1-69-6-W6M, to accommodate 19 industrial lots. This proposed development is strategically located with access to the Two Lakes area and the Gold Creek area which takes advantage of the provincial infrastructure.

The Area Structure Plan, hereinafter referred to as the “**Plan**”, describes how the subject property can be subdivided and developed in a coordinated and sustainable way, in accordance with the policies of the M.D. of Greenview No. 16. The Plan complies with the Municipal Government Act and relevant policies of the M.D. including the Municipal Development Plan (MDP 2003) and the Grovedale Area Structure Plan.

One of the primary objectives of the M.D. for the Grovedale area is for the establishment of industrial businesses to be developed on the east side of Highway 40. The location of this proposed development complies with this objective.





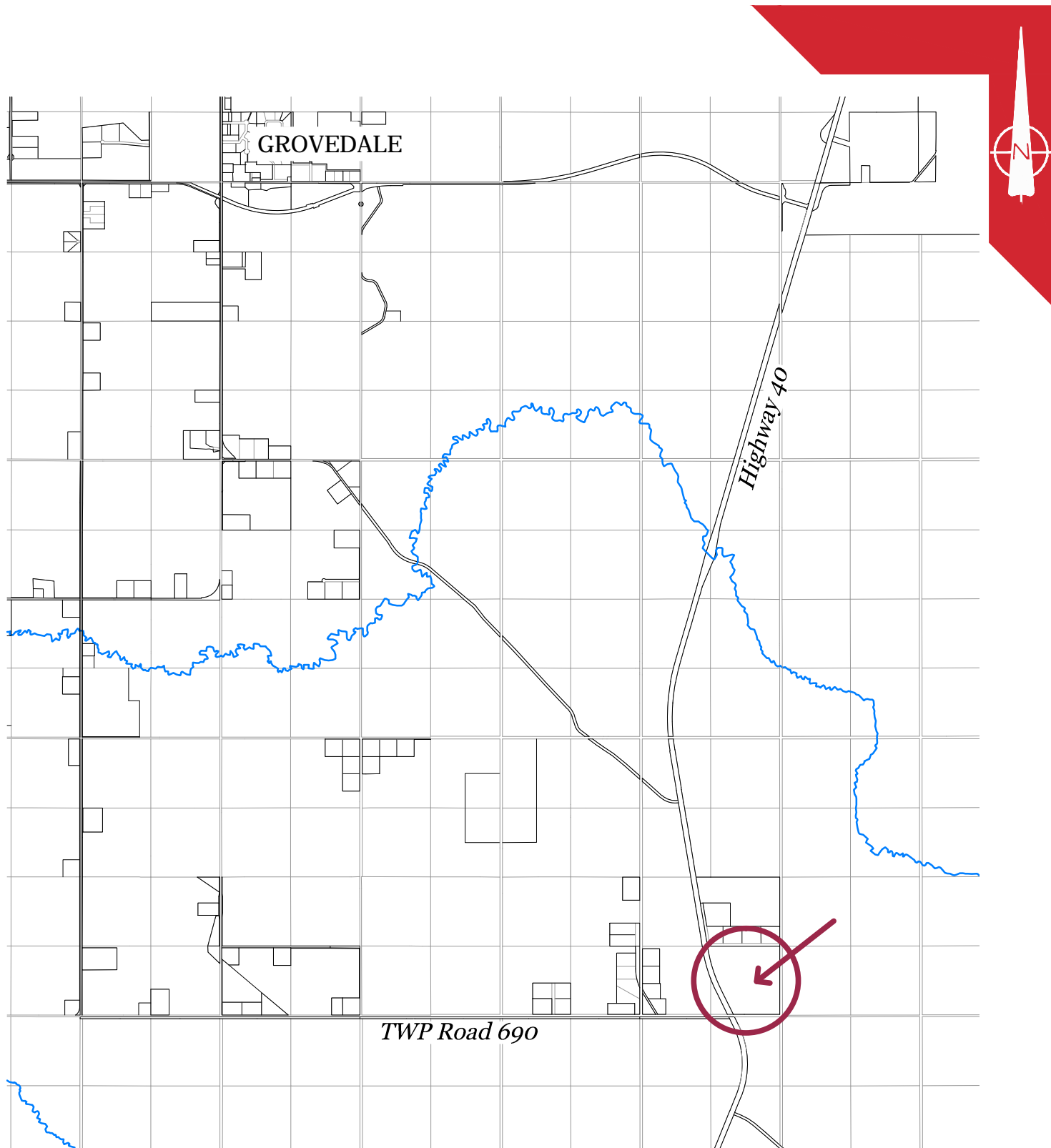
## **1.1. Purpose and Scope**

This document was prepared in response to increasing development pressure in the Municipal District. Historically, the broader area has consisted of large forest reserves, agriculture, resource extraction, recreation and wildlife, and settlement areas.

Recently the Grovedale area has experienced a growth rate higher than the rest of the Municipal District due to country residential and industrial development demands. The site is located in an area that has some agricultural activity, some country residential but is mainly heavily forested with deciduous trees.

The preparation of the Area Structure Plan is an initial step to managing growth. It should be noted however that the timing of specific developments may accelerate or slow depending on a variety of socio-economic factors and conditions.

The subject land (Figure 2) is located in a primarily industrial area and the industrial components of this proposed development will provide small lots for the companies that support the neighbouring larger industries.



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 Sherwood Park, Alberta  
 780.410.2580

38820 ED60

*Overall Location Map*  
 1913212 Alberta Ltd.  
 Figure 2  
 June 2016

## **1.2. Policy Context**

### **1.2.1. Provincial Land Use Policies**

In Alberta, Land Use Planning is administered under the Municipal Government Act (MGA). In addition, the Provincial Land Use Policies and the Subdivision & Development Regulation are two main documents established by the Province to provide municipalities with a planning process to follow.

While the M.D. of Greenview is located within the Upper Peace Region, currently there is no Regional Plan in place to guide development from a Provincial perspective.

### **1.2.2. Strategic Directions Plan (2014)**

The growth strategy is based on the desire to promote and accommodate growth that will preserve and strengthen the positive attributes of the Municipal District. The communities work collaboratively to drive economic growth, create progressive infrastructure, provide recreational and cultural opportunities, and ensure environmental stewardship of the incredible natural resources.

### **1.2.3. Municipal Development Plan No. 03-397 (MDP)**

The Municipal Development Plan (MDP) is a Municipal District wide document that provides broad policy direction regarding the location of various land uses, the provision of municipal reserves, appropriate infrastructure for the servicing of development and the protection of environmentally sensitive areas and hazard lands. The MDP also determines other matters such as when ASPs, concept plans or outline plans are required.

The MDP requires that all proposals for industrial development be considered only in accordance with an Area Structure Plan. The ASP will address the following:

- a) the impact on adjacent land uses,
- b) transportation,
- c) provision of water and sewer,
- d) storm water,
- e) the provision for municipal reserve,
- f) the impact on community services such as fire protection, and
- g) the municipal servicing costs associated with the development (if any), and
- h) landscaping and buffering and any other matters identified by the M.D.

Section 1.3.2 of the MDP states that the M.D. shall accommodate growth:

- by supporting agricultural production through the opening of new agricultural lands,
- through the development of uses which support and benefit agriculture,
- by supporting the exploration and extraction of natural resources,

- by promoting and accommodating developments which contribute to a **diversification of the area's economy**,
- by supporting the expansion of the rural population base in appropriate locations, and,
- by supporting the improvement of transportation facilities and utilities.

In accordance with Section 6 of the MDP, industrial and commercial development ranges from major industries to home-based businesses. There is diversification of industrial to service several resource sectors, including agriculture, forestry, mining, oil and gas, and recreation and wildlife.

The objective of section 6.1(a) is to promote and accommodate the development of industrial and commercial uses at appropriate locations. In the case of this proposal, the site is at an excellent location with direct access from Highway 40 and lends itself to the type of diversity in industry that the MDP supports.

The development will cater to those who have larger land requirements for uses not suited to an urban area. The development proposed in this ASP will not require municipal servicing, which is also supported by the MDP.

With respect to transportation, section 9.2.1 of the MDP requires that public roads and accesses are constructed to the standards of the Municipal District. Section 9.2.3 states that all subdivision and development in close proximity to a highway shall meet the requirements of Alberta Transportation.

The development under this ASP will provide private water and sewer service in accordance with provincial standards. Soil percolation tests will be provided if required by the municipality and the location of disposal systems will be sited. A stormwater management plan would be required at the time of subdivision.

#### **1.2.4. Grovedale Area Structure Plan (2005)**

The Big Mountain Industrial Park ASP also falls under the goals and policies of section 2.5, Rural Industrial of the Grovedale ASP, adopted in January of 2005. The types of industrial uses considered in accordance with the Grovedale ASP are:

- natural resource extraction industries,
- oil and gas processing plants and related operations,
- agricultural industries,
- storage yards,
- small scale industrial pursuits, and
- major home occupations.

The intention of the Big Mountain Industrial Park is well suited to the goals of the Grovedale ASP.

Section 2.5 (c) states that Rural Industrial uses may be considered in the Agricultural area, providing that policies of section 2.5(e) are followed:

- accessibility to a highway to the satisfaction of Alberta Transportation or to a municipal road to the satisfaction of the M.D.,
- located on lands that have a low capability for agricultural use and are suitable for development, and
- adequate provision for water supply, sewage disposal and fire protection.

#### **1.2.5. Land Use Bylaw No. 03-396**

The subject property is currently designated as “A”-Agricultural. As part of this proposal, an amendment to the Land Use Bylaw will be required to change the land use designation to “I”-Industrial District. All amendments to the LUB will be consistent with the MDP and consistency must be maintained throughout all other policy documents.

The proposed development meets these objectives and have been addressed in this ASP.

### **1.3. Planning Process**

The implementation of the Area Structure Plan is the responsibility of Council. The plan will be advertised and a Public Hearing will be held to receive feedback from the public during a regular Council meeting.

The proposed development requires the adoption of the ASP and a land use bylaw amendment to redesignate the land **from “A”-Agricultural District to “I”- Industrial District**. In both cases these processes require adoption by bylaw. After the proposal is referred to various agencies and internally to administration, Council gives 1st reading of the bylaw and a Public Hearing. After the Public Hearing, if Council is satisfied that all concerns have been heard, they may give the Bylaw 2<sup>nd</sup> and 3<sup>rd</sup> readings. Once finalized, the subdivision application can be processed.

## **2.0 PLAN AREA AND SITE ANALYSIS**

The plan area is located in the westerly portion of the Municipal District. The subject property is a parcel of 43.7 ha (108.6 ac) in size. The parcel is located to the southeast of Grovedale on the east side of primary Highway 40 and is in the Grovedale Area Structure Plan study area.

The subject property is vacant and has not yet been developed. The property is heavily forested with deciduous trees.

The picture below (Figure 3) is taken from a point close to the intersection of Highway 40 and Township Road 690 looking east. The name of the project comes from the Big Mountain Creek that flows to the east of the subject property.

The site is relatively flat and gently slopes toward the northeast from the southwest (Figure 6). The majority of this parcel and the land immediately surrounding it has a slope of 5% or less. To accommodate drainage, a stormwater management plan will be prepared at the subdivision application stage if required.



*View from Highway 40 looking Northeast,  
heavily forested with deciduous trees.*



## 2.1. Existing Development and Proposed Land Uses

Figure 4 shows the surrounding land uses. The properties depicted in white are residential parcels and the properties in yellow show agricultural uses. The residential lots will be buffered by a proposed 50 metre wide strip, the full width of the quarter section. The buffer is heavily forested with naturally growing deciduous trees. This buffer will be put in place to address noise concerns and visual impact on the adjoining residential lands.

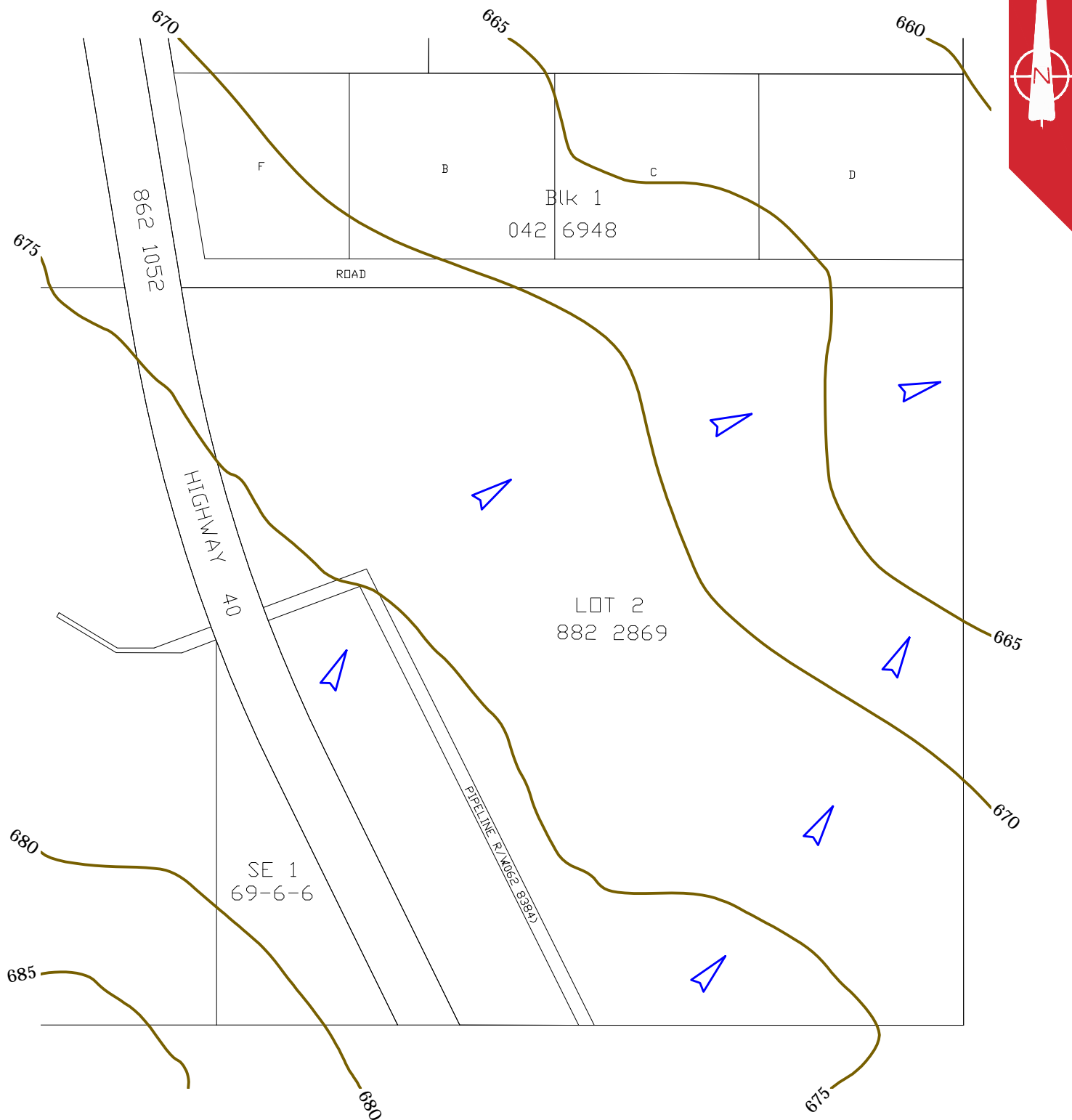
Agricultural uses directly border the subject property to the west across Highway 40 with more residential parcels approximately ¼ mile to the west. The site is bordered on the east and south by crown land that is controlled by the province.

### **Goals:**

- a) To minimize the possibility of conflicts between potentially incompatible and uses.
- b) To provide for development and employment opportunities in the rural area.
- c) To provide a mixture of industrial uses and activities.
- d) To minimize the impact of industrial development on the adjacent residential development as much as possible.

### **Policies:**

- a) No residential uses or developments will occur on the subject property; development will consist of industrial uses.
- b) Growth shall occur in accordance with the proposed Plan for 19 lots as shown in Figure 5. Requests to develop outside the parameters of this plan will require the approval of the M.D. of Greenview.
- c) The redesignation of the land **will follow the M.D.'s amendment procedures** and requirements.
- d) The application for subdivision or development shall be accompanied by preliminary engineering drawings and specifications for roads, stormwater, and any other information the M.D. might require in support the subdivision and development.
- e) Industrial development shall meet the parking requirements as specified in the **M.D.'s Land Use Bylaw**.
- f) Industrial development should be designed to create an attractive focal point.
- g) Lighting, including security and parking area lighting, shall use energy efficient fixtures and be designed/oriented/shaded to prevent light spillage onto any adjacent property or area.



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*Site Contours*  
1913212 Alberta Ltd.  
Figure 4  
June 2016

## **2.2. Natural Environment and Open Space**

The M.D. consists of a significant amount of crown land that is provincially controlled. These lands accommodate a large diversity of major economic activities, including oil and gas, forestry, sand and gravel extraction and agriculture. Environmental features throughout the M.D. such as rivers and lakes support a great deal of recreational activities.

The subject property is privately owned. It is heavily forested and there are no natural bodies of water for which appropriate setbacks will be required. There are no hazard lands of concern, such as those subject to slumping, erosion or flooding.

The M.D. identifies the need for resource activity such as forestry, mining, oil and gas exploration and other related industry. It is recognized that patterns of human settlement and activity can take place safely while limiting the impact to the natural environment.

The deciduous timber to be removed from the site will be salvaged and hauled to the local Norbord Inc. mill for further use. The appropriate permit applications are in place.

The land has a low capacity for agricultural use because of the heavy tree growth. An aerial photograph has been provided to give a better appreciation of the natural and physical site context.

## **2.3. Environmental Standards**

As part of the General Regulations of the Land Use Bylaw, Section 9.2 requires that development shall not be allowed to detrimentally affect natural features such as ponds, streams wetlands and forested areas.

### ***Policies:***

- a) stripping of vegetation or grading shall be done in a manner which will minimize soil erosion by ensuring that the extent of the disturbed area and the duration of its exposure is minimized,
- b) all necessary approvals will be obtained from Alberta Environment and Parks.

### **2.3.1. Wildlife and Vegetation**

In this general area there is the possibility of habitat for migrating birds. If that is the case, federally there may be some restriction of timing of when there can be disturbances. A more detailed look may be appropriate at the subdivision stage.

The vegetation of the parcel is very dense and appears to consist of a mixed stand of trees with multiple layers. These stands are often trees of different heights and sometimes species are intermixed throughout the stand.

A variety of balsam poplar, trembling aspen, blue spruce and willow are typical deciduous trees in this area of Alberta.

### ***Policy***

- a) natural vegetation will be retained wherever possible.

### **2.3.2. Soils**

This area of the M.D. consists of fluvial deposits and forested soils. The site in particular is class 3 of the Canadian Land Inventory system meaning that the soils are of an average status on a scale of 1 to 5, class 1 being the best for agricultural purposes. Approximately 80% of the soils on the parcel is considered to be acceptable for agricultural but likely would yield low productivity. The other 20% is poor agricultural soil with poor drainage.

The average soil type in the area is gray soils formed under expanding clay. There is also likely a high sodium content.

#### ***Policies:***

- a) Any slumping, erosion or flood prone areas to be found shall remain in their natural state to reduce risk to life or property.
- b) Development shall take place while the best effort will be made to conserve as much natural vegetation as possible.

### **2.3.3. Historical Resources**

No historical significant resources are listed on this parcel with the Alberta Historical Resources Foundation.

## **2.4. Utilities and Servicing**

The M.D. requires that, with the exception of development located within the serviced area of a hamlet, all developments will provide private water and sewer services in accordance with provincial standards.

### **2.4.1. Potable Water Supply:**

All individual lot owners will be responsible for their own water supply by either drilling water wells or using cisterns.

### **2.4.2. Sanitary Sewage Collection:**

All sanitary sewage systems will use pump out tanks. Individual lot owners will be responsible for the collection and disposal of sewage.

### **2.4.3. Stormwater Pond**

The property is sloping slightly allowing drainage to flow from the southwest to the northeast. A storm pond will be constructed as a public utility lot with access to the internal road.

### **2.4.4. Electrical Services:**

Electrical utility distribution and servicing will be coordinated by Atco Electric at the request of the developer.

### **2.4.5. Natural Gas Services:**

Atco Gas will provide natural gas distribution to the proposed properties.

#### **2.4.6. Communications Services:**

TELUS Communications is the service provider of communication services for the plan area.

#### **2.4.7. Emergency Services:**

The plan area will rely on services available in the M.D. of Greenview. Fire protection services are available and will be the responsibility of the Municipal District.

#### **2.4.8. Abandoned Wells and Pipelines**

There are no abandoned wells on the subject property. There is, however, an existing right of way for a decommissioned oil pipeline. The right-of-way runs diagonally through the parcel in close proximity to the highway. The actual pipeline has been physically removed and the right-of-way has been discharged.

#### **2.4.9. Stormwater Management**

The site will be graded to direct flow from the developed lots to the ditches on either side of the internal access road. A stormwater management pond is proposed as a public utility lot (PUL) shown on the northeast corner of the property (Figure 5). Surface water will be directed to the pond through ditches and culverts constructed along both sides of the internal access road. The storm pond is to be constructed at the northeast corner of the quarter section for stormwater management purposes and for fire suppression.

#### **2.4.10. Road Standards**

A single access roadway is proposed in the form of a loop from Township Road 690 and centrally is located on the property. Undeveloped road allowance, an extension of Township Road 690, runs along the southern boundary of the parcel to an undeveloped road allowance along the easterly boundary.

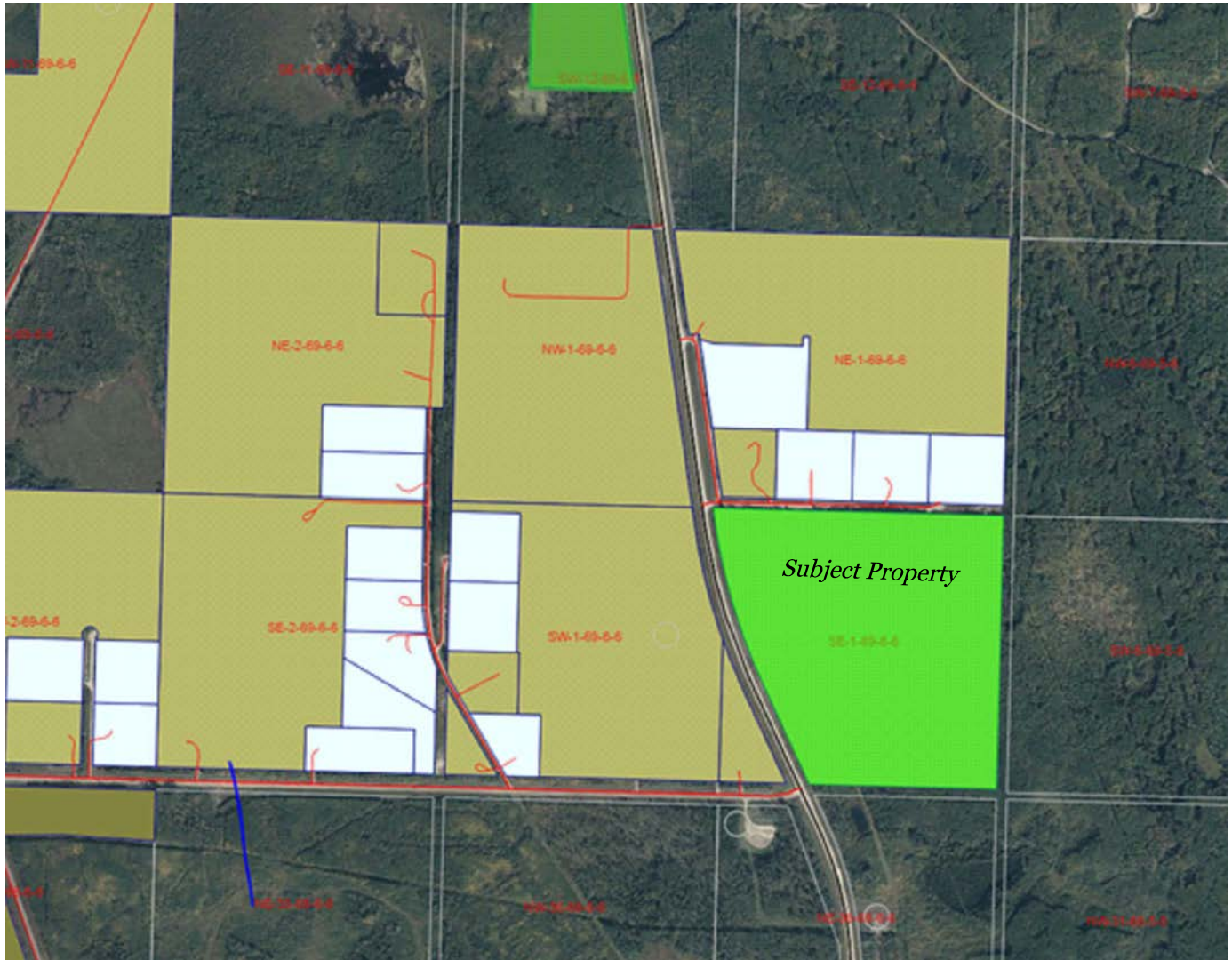
Construction of the continuation to the east of Township Road 690 will be designed in a typical rural cross-section with ditches on both sides. Approaches to individual lots will be constructed at the development permit stage. Roads will be constructed in accordance with M.D. policies.

An 8 metre (25 ft.) right-of-way is proposed for the internal roadway, as per the Greenview Engineering Design and Construction Standards. Rural roads are constructed with a gravel base and cold mix surface top.

In accordance the LUB, pursuant to the Public Highways Development Act, developments occurring within 400 metres of the right-of-way of a highway or within 800 metres of an intersection of a district road with a highway will require a Highway Development Permit from Alberta Transportation.

If required, an emergency exit could be provided onto Highway 40 with knock down bollards to prevent daily use of the access. This could be achieved using the existing access at the northwest corner of the site through the west end of the Municipal Reserve (buffer) but would be addressed at the time of the subdivision application.





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*Surrounding Land Uses*  
1913212 Alberta Ltd.  
Figure 5  
June 2016

### **3.0 PROPOSED DEVELOPMENT CONCEPT**

#### **3.1. Industrial Development**

Currently the district that provides the best fit in the Land Use Bylaw is the “I” – Industrial District. The purpose of the “I” – Industrial District, in this case, is to provide for light industrial uses that require relatively large tracts of unserviced land for industrial development.

This ASP provides a subdivision design to create 19 lots. Township Road 690 will be developed extending to the east with access to each lot provided by way of an internal subdivision road. In the northeast corner of the property there will be a storm pond which will be a Public Utility Lot (PUL) with a pan handle lot providing access.

The Municipal District supports the location and a wide range of industrial uses as identified in the “M-1”-Light Industrial District of the Land Use Bylaw. A proposed lot layout and phasing will be provided with the development permit applications.

#### **Goal:**

To provide for industrial activities in accordance with the MDP and the Grovedale ASP.

#### **Objectives:**

- a) to promote industrial development as identified in the M.D. of Greenview MDP and the Grovedale ASP,
- b) to provide for a mixture of industrial uses and activities,
- c) to encourage the use of low demand/resource efficient (water, energy, light, etc.) features in all new industrial buildings, and
- d) to minimize the impact of industrial development on adjacent residential development.

#### **Policies:**

- a) The Municipal District supports the location of the proposed development and supports a wide range of industrial uses be provided as identified in the MDP and the Grovedale ASP.
- b) New industrial developments should be constructed using features that minimize the consumption of water, energy and heating and, that reduces the output of waste (waste water, heat, light and solid waste, etc.).
- c) Industrial developments shall meet the parking requirements specified in the M.D. of Greenview Land Use Bylaw.
- d) Any portion of an industrial building that faces or fronts or backs onto Highway 40 shall be enhanced with architectural features and/or landscaping equivalent to the front of the building, to the satisfaction of the M.D. as part of the development permit application process.
- e) Lighting, including security and parking area lighting shall use energy efficient fixtures and be designed/oriented/shaded to prevent light spillage onto any adjacent properties.



Note:  
Lot Layout Image provided by Client.



### **3.2. Transportation**

A new intersection at Highway 40 and Township Road 690 will be constructed. Township Road 690 will extend along the south boundary of the subject property from Highway 40 eastward. This extension of TWP 690 will be constructed within the statutory road allowance and will be built to the standards of the Municipal District and Alberta Transportation. The internal cul-de-sac will also be constructed to municipal standards.

Alberta Transportation requires that an updated Traffic Impact Assessment (TIA) be prepared for the intersection of Highway 40 and Township Road 690. This update will incorporate proposed traffic generated by the industrial park with submission of the TIA to the municipality prior to development.

The internal road will be constructed as a cul-de-sac providing access to all 19 parcels. The cul-de-sac connects with Township Road 690 and does not have direct access to Highway 40.

#### ***Policy:***

- a) The provision of roads within a proposed subdivision and approaches to individual developments are the sole responsibility of the developer and shall meet the Greenview Engineering Design and construction Standards.
- b) Pursuant to the Public Highways Development Act, developments occurring within 300 metres of the right-of-ways of a highway or within 800 metres of an intersection of a district road with a highway will require a highway Development Permit from Alberta Transportation.
- c) Industrial uses in the Big Mountain Industrial Park shall not have direct access to Highway 40 except via Township Road 690.

### **4.0 MAKING IT WORK**

The primary objective of this ASP is to provide a safe and attractive industrial service location with good highway access. The location of the approaches providing direct access to the individual lots will be built and approved at a location in accordance with the Engineering Design and Construction Standards.

There is access to major utilities such as power, natural gas and telephone. Each site, approximately 5 acres in size, will be serviced by way of individual wells or a public offsite supply of water and a private sewage disposal system which will be the responsibility of the lot owners.

**The land use designations in this Plan are considered flexible within the confines of the “I”-Industrial District.** This development is to provide long term benefits to the region while minimizing impact on the surrounding properties.

### **5.0 PUBLIC ENGAGEMENT AND IMPLEMENTATION**

The M.D. of Greenview will seek public opinion as part of the planning and approval process in order to ensure that this Plan has addressed as many concerns and points of view as possible. Interested parties and government agencies will have an opportunity to comment on the

proposed amendment in accordance with the public hearing procedure established under the Municipal Government Act.

Any development agreements required by the Municipal District will be provided as a condition of the subsequent subdivision.

## **6.0 CONCLUSION**

This Area Structure Plan (ASP) proposes an industrial subdivision of 19 lots that meets the following objectives:

- the plan demonstrates that the proposed development will be accomplished with the logical subdivision of the subject property,
- utility services have been addressed and are available,
- supply of potable water and sewer services have been addressed,
- storm water management will be addressed at the time of subdivision,
- suitable access is available externally from Highway 40,
- internal access will be provided to each lot by a loop offering appropriate circulation and an emergency exit in accordance with best planning practices.

The Area Structure Plan offers the logical development of 19 industrial lots in the Municipal District of Greenview No. 16. The proposed subdivision and development is supported by the philosophies and the policies of the M.D.





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*Aerial View*  
1913212 Alberta Ltd.

38820 ED60

June 2016



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w: [www.opussw.com](http://www.opussw.com)



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'D' – Referral Responses

**From:** [LandInquiries@atcoelectric.com](mailto:LandInquiries@atcoelectric.com)  
**To:** [Jenny Cornelsen](#)  
**Subject:** AEL2016-0250/ A16-002 Mike Head  
**Date:** March 18, 2016 1:20:05 PM

---

Good Afternoon:

ATCO Electric has no comments or concerns with this application. Thank you

**Karen Diaz- Hernandez**

Land Administrator | **Land Administration**

**ATCO Electric Ltd. | Distribution | Land & Forest Operations**

18<sup>th</sup> Floor Canadian Western Bank Building

10303 Jasper Ave, Edmonton AB T5J 5C3

phone: 780-509-2094 | fax: 780-509-9220

email: [Karen.Diaz-Hernandez@atcoelectric.com](mailto:Karen.Diaz-Hernandez@atcoelectric.com)

**From:** [Isabel.Solis@atcopipelines.com](mailto:Isabel.Solis@atcopipelines.com)  
**To:** [Jenny Cornelsen](#)  
**Subject:** 16-0953 Response - A16-002 Mike Head  
**Date:** April 1, 2016 8:53:41 AM  
**Attachments:** [DOC031716-03172016072108.pdf](#)

---

Good Morning,

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 | E: [Isabel.Solis@atcopipelines.com](mailto:Isabel.Solis@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.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

### NOTICE TO I&P

Faxed: February 16, 2016 File No.: A16-002  
Legal Description: SE-1-69-6-W6 Lot 2, Plan 8822869  
Applicant: MIKE HEAD

#### PROPOSED LAND USE AMENDMENT: AGRICULTURE - A to INDUSTRIAL - I

Please provide your comments on the **PROPOSED LAND USE AMENDMENT AND SUBSEQUENT SUBDIVISION** in the space provided below or attach any additional comments on a separate sheet. If you have any questions regarding the attached, please contact our office. Deadline for your written comments: NOON, February 18, 2016.

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

If you have any questions regarding the attached, please contact Planning and Development Manager Sally Ann Rosson at 780.524.7600 or [sally.rosson@mdgreenview.ab.ca](mailto:sally.rosson@mdgreenview.ab.ca).

- COMMENTS:**
- Approach off HWY 9A TO MEET A.T. STANDARDS + ON TRAFFIC IMPACT ASSESSMENT
  - INTERMEDIATE ROADS + CURB AS SACE TO MEET G.V STANDARDS AS WELL AS APPROACHES IE. 3m R/W, 12m DP
  - ALL CULVERTS TO BE NEW WITH SURGE ENDS + RIP RAP PLACED
  - SITE DRAINAGE PLAN - LOT DRAINAGE PLAN
  - ONCE PROJECTS MOVE FORWARD WILL NEED TO SEE PROPER PLAN/PROFILE AND RELEVANT INFO TO MAKE COMMENTS ON.
  - IS RESIDENTIAL ROADS ON NORTH END MEET G.V STANDARDS?
  - ENVIRONMENTAL ISSUES? THERE IS EVIDENCE ON OVERSLOPES + DITCHES ON CURRENT ROAD. THEY MENTION CULVERT SWAMP BUT IN THE FIELD THERE IS ACTUALLY A SUBSTANTIAL DROP FROM W TO E
- NAME (PLEASE PRINT) Kevin Sklapsky SIGNATURE [Signature]

Please check box for corresponding referral agency

#### Circulated to:

- ☐ M.D. General Manager, Infrastructure & Planning - Grant Gyurkovits: [grant.gyurkovits@mdgreenview.ab.ca](mailto:grant.gyurkovits@mdgreenview.ab.ca); (780) 524-4432  
☒ M.D. Manager, Construction & Maintenance - Kevin Sklapsky: [kevin.sklapsky@mdgreenview.ab.ca](mailto:kevin.sklapsky@mdgreenview.ab.ca); (780) 524-4432  
☐ M.D. Manager, Environmental Services - Gary Couch: [gary.couch@mdgreenview.ab.ca](mailto:gary.couch@mdgreenview.ab.ca); (780) 524-4432

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





April 8, 2016

Outside File #:A16-002  
ATCO Gas File #1410:16-6906

BY EMAIL: jenny.cornelsen@MDGreenview.ab.ca

Dear Sir/Madam;

**RE: Land Use Amendment – SE 01-69-06-W6M Plan 8822869, Lot 2**

---

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

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

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

Yours truly,

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

A handwritten signature in black ink, appearing to read "MVH", is written over the printed name and title of the signatory.

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

---

10035 - 105 Street, Edmonton, Alberta, Canada T5J2V6  
Tel: 780-420-7211 Fax: 780-420-7400  
www.atcogas.com



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**From:** Rebecca Traquair [<mailto:rebecca.traquair@gov.ab.ca>]  
**Sent:** July 26, 2016 2:10 PM  
**To:** Jenny Cornelsen <[jenny.cornelsen@MDGreenview.ab.ca](mailto:jenny.cornelsen@MDGreenview.ab.ca)>  
**Cc:** Martina Purdon <[Martina.Purdon@gov.ab.ca](mailto:Martina.Purdon@gov.ab.ca)>  
**Subject:** RE: A16-002 Public Hearing

Good morning,

Alberta Culture and Tourism has no objection to the rezoning, but the applicant should be informed that *Historical Resources Act* approval must be obtained prior to proceeding with any land surface disturbance associated with subdivision development by submitting a Historic Resources Application through Alberta Culture and Tourism's Online Permitting and Clearance (OPaC) system – [www.opac.alberta.ca](http://www.opac.alberta.ca).

For more information, please refer to the Land Use Procedures Bulletin: Subdivision Development *Historical Resources Act* Compliance (copy attached).

Rebecca Traquair  
Regulatory Approvals Coordinator  
Archaeological Information & Regulatory Approvals  
Archaeological Survey  
Historic Resources Management Branch  
Alberta Culture and Tourism  
Old St. Stephen's College  
8820-112 Street  
Edmonton, AB T6G 2P8  
Phone: (780) 431-2373 Fax: (780) 427-3956  
Email: [rebecca.traquair@gov.ab.ca](mailto:rebecca.traquair@gov.ab.ca)  
[www.culture.alberta.ca/hrm](http://www.culture.alberta.ca/hrm)

**From:** [James Proudfoot](#)  
**To:** [Jenny Comelsen](#)  
**Subject:** Big Mountain Industrial Park ASP - referral response  
**Date:** July 18, 2016 11:30:18 AM

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I have reviewed the ASP as well as had a look at other aerial imagery for this quarter section. No water bodies have been identified on this property in the ASP and I cannot see any in the imagery I have access to. That said if future assessments identify any water bodies (ex. wetlands such as bogs or swamps), Water Act authorizations may be required.

Also, some aspects of the storm water management system may require WA and possibly EPEA authorization.

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*) and associated policy. Excellence is the recommended standard.

Considerations and recommendations pertaining to the Water Act for proposed activities that may adversely impact a water body and the aquatic environment:

- a *biophysical assessment* is often required when development is proposed for an area and its biological or physical nature 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 any 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.
- development on the 1:100 year floodplain is discouraged and if proposed, all structures and development susceptible to damage from flooding ought to be flood proofed.
- activities impacting a water body may require an approval and an application ought to be submitted.
- if *wetland* plants are present in the area of a proposed activity, a Qualified Wetland Science Practitioner ought to assess the area to confirm the presence or absence of wetland habitat. If wetlands are present, impacts will need to be addressed under the Alberta Wetland Policy and Alberta Wetland Mitigation Directive. (<http://aep.alberta.ca/water/programs-and-services/wetlands/alberta-wetland-policy-implementation.aspx>).
- 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, stormwater ponds and other pits may require an approval (See guide). (<http://esrd.alberta.ca/water/legislation-guidelines/documents/DugoutsPitsExcavationGuide-Jun29-2015.pdf>)
- 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 Parks, Grande Prairie

*Vision: Alberta's healthy environment sustains a high quality of life.*



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'E' – Adjacent Landowner Responses

August 11, 2016

Ms. Sally Ann Rosson  
Manager, Planning and Development  
Municipal District of Greenview No. 16  
Box 1079, 4806 - 36 Ave.  
Valleyview, AB T0H 3N0

**Re: Big Mountain Industrial Park Area Structure Plan  
1913212 Alberta Ltd./Located on : SE-1-69-6-W6 Lot 2, Plan 8822869**

Dear Ms. Rosson;

Proposed Big Mountain Industrial Park Area Structure Plan by Opus Stewart Weir Ltd.

I write in regards to the above planning application. I have examined the plans and I wish to object strongly to the development of this proposed industrial park in this location.

As an adjacent landowner, I am concerned for the impact this industrial park will have on my home. I moved to a rural area surround by trees for a reason. The reason I bought in this area was it was mostly farmland, crown land and some privately owned land (energy/Norbord) and was not to be developed but had highway access. At no time was there any mention of any/or possible industrial development in this area, only residential.

There is an environmental impact on the natural wildlife in the area as deer, moose, bears and cougar have been seen and are frequently seen in the proposed industrial area.

I am concerned as well regarding the visual impact, noise pollution, and light pollution that this industrial park will have. The developers even state there will be an "impact of industrial development on adjacent residential development. A 50 m green/buffer zone is not enough, especially with the potential of an addition exit on the northwest corner of the proposed industrial park.

Finally, there is a huge safety issue of both highway accidents and increased

theft incidents in the area. With an industrial park comes additional people, vehicles, trucks and strangers in the area. The highway is already a huge safety concern with the number of deaths that occur regularly due to high speeds, tired drivers and congested traffic. This proposed industrial park with just add to this unsafe highway by increasing traffic flow and adding the additional hazard of trucks slowing down and coming onto the highway.

As for personal property, there is a safety concerned of unidentified people around acreages that may be vacant during the day due to homeowners being at work. Therefore, creating the potential for increase theft of personal property.

As stated earlier, I object strongly to the development of a proposed industrial park at this location due to environmental impact, residential impact, highway safety concern and personal property safety concerns.

Respectfully,

Don McInnis  
Trixxel Contracting Ltd.  
69043 Hwy. 40 Lot 5  
Grovedale, Alberta  
T0H 1X0



Sally Ann Rossen

We received the pkg for the application of rezoning SE-69-6-W6 Lot 2 Plan 8822869.

Thank you for the opportunity to speak about this application.

We would speak against this as we did not move to the Md to be next to a subdivision of industrial lots.

In the nine years since we have moved here there has been numerous industrial sites that have been created and expanded. Although these expansions have been a few km. from the residential subdivisions or acreages they have impacted us with the increased traffic and noise. This has affected us so much especially during the winter my wife almost refuses to drive the roads as there has been too many close calls. We have noticed the increase in traffic so much now that anybody trying to get onto the hwy from the service road has now been coming down to our approach close to our house as they can not safely pull out onto the hwy. By adding another intersection to this section would only compound the effect. With the major increase in traffic on this hwy we take an increased risk to our safety everyday. I have personally witnessed on an ever increasing occurrence the blatant violations of the hwy safety act of people passing on corners, over double yellow lines through intersections, down the hill on single lanes. Not to mention the excess speeds. My wife has almost been tboned trying to turn into our own driveway by people passing when not safe to do so.

I understand with industrial development there comes the increased risk of industrial accidents. I am a safety codes officer( Fire discipline) with my designations of power in the City of Grande Prairie and do have a understanding of some of the risks that come with industry. I am not sure of what the md does in regards to fire inspections and safety. I have looked at the plans and from what I know of this area we are down hill and at risk of exposure to any spills and run off. The location of the storm water pond would directly expose risk to my property in there were any spills that would over flow that storm pond. Our



pond on our land is our water source for us and the animals on our property.

I do think developing this property would directly affect us in the ability to be able to sell our property and would absolutely reflect the price as who would want to buy a residential property that is right adjacent to an industrial subdivision.

Again we are speaking against this rezoning to industrial lots.

If you have any questions on our submission please get ahold of us.

Sincerely

Kevin and Lorelei Bowie  
Box 21461 Grande Prairie, ab  
T8V-6W7  
NE1-69-6-w6  
69067hwy 40  
[kelorekennels@gmail.com](mailto:kelorekennels@gmail.com)  
[780-538-0015](tel:780-538-0015)

Randy and Elizabeth Dyck  
Box 298  
Grovedale, AB, T0H 1X0  
780-539-3777

Sally Ann Rossen  
Manager, Planning and Development  
Box 1079, 4806 - 36 Ave  
Valleyview, AB, T0H 3N0

August 9, 2016

RE: LAND USE AMMENDMENT APPLICATION NO. A16-002

Dear Ms. Rossen,

We received notice of a Public Hearing scheduled August 23, 2016, regarding the land use amendment application located on SE-1-69-6-W6 lot 6. We are unable to attend the meeting and we would like opposition to this land use amendment noted on the record.

Our home is adjacent to the subject property to the west. Our property was completely undeveloped when we purchased the land in 2009 and have spent the last six years investing a great deal of finances and personal labour to develop our land. We just completed our home build this Spring and have improved the value of our land from less than \$85,000 to over \$600,000, as reflected in our tax assessments. Our residential taxes for 2016 are now approaching the level we paid in Grande Prairie. We love living in this area. This is a tight-knight community where neighbours know each other, watch out for each other and give a helping hand when times get tough. We want to continue to raise a family here, free from a lot of the concerns we faced when living in the city.

We have several concerns with the Big Mountain Industrial Park proposal. Highway 40 is well known for high traffic volume and safety issues, including several fatal traffic collisions. The Industrial Park would further increase traffic on this already busy highway. The proposal includes major changes to the intersection of highway 40 and township road 690 by extending township road 690 east of Highway 40. This intersection is already designated as a high risk collision intersection and the risk would increase exponentially with more traffic entering and exiting the highway. Our children ride the school bus daily through this intersection and on the highway. Our family uses this route daily for work and recreational activities. This development would increase traffic, noise and lighting to our residential area, beyond what we already encounter from Secure Energy and Tervita, which are a greater distance away, impacting the peaceful enjoyment of our property. It should be noted we can hear traffic moving on highway 40 despite the buffering of trees to the East; noise that would increase with traffic accelerating with leaving the park or slowing to turn into the park. Moreover, increased industry would bring more people into our neighbourhood on a daily basis. Since moving to this area we have not been affected by crime; however, the influx of transient workers into our neighbourhood will increase the potential for

crime and other nuisance activity. Furthermore, we are deeply concerned with the risk of industrial accidents their potential impact on residences in the area and forested areas, including forest fires.

The Area Structure Plan describes the site as, "heavily forested with deciduous trees" and "bordered on the east and south by crown land that is controlled by the province." This precisely explains the reason why so many residents find this area a desirable place to live. Industrialisation in this area will not only impact our quiet, secluded living environment but also our financial investment in our property, potentially substantially lowering the resale value of our home. We have invested a great deal into our property with the goal of spending our future in this area. The plan suggests this site would give access to Two Lakes and Gold Creek areas; however, the already existing industrial park near Grovedale provides arguably better access. Moreover, would be in closer proximity to Grovedale's Fire Station. We would support industrial development in those areas of Grovedale which have already been designated as industrial areas, as opposed to building a new industrial park adjacent to existing residential neighbourhoods. We do not believe this would be acceptable in a city or any other residential neighbourhood in the Grovedale area and we should not be viewed differently just because we happen to live near highway 40. As opposed to industrial development, we would be very encouraged to see future residential development in this area, growth which would function to build a stronger community.

Sincerely,

Eizabeth and Randy Dyck

August 07, 2016

Municipal District of Greenview No. 16

P.O. Box 1079

4806 – 36 Ave.

Valleyview, AB T0H 3N0

Attention: Sally Ann Rosson

Dear Ms. Rosson:

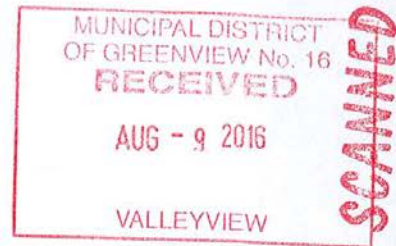
Re: Land Use Amendment Application No. A16-002

1913212 Alberta. Ltd. / Located on SE-1-69-6-W6M, Plan 8822869

1913212 Alberta Ltd.

Thank you for the opportunity to review and comment on the application above. We refer your attention to the rough sketch that was included. We have the following concerns:

1. The existing access road (TWP Rd 690A) shown to the north of the subject property has 4 rural residential parcels to the north of the road. The proposal indicates that there will be a 50 meter municipal reserve on the south side of the road. This means that the existing road will only be half utilized. We propose that 5 new rural residential properties be created on the south site of the road. The benefits of this include:
  - a. An existing powerline and telephone line along the road;
  - b. Provide the opportunity to run a natural gas pipeline into the area. The current properties are not serviced by natural gas. By creating 5 new properties and including the proposed development, it is cost effective to run natural gas into both the existing development and the proposed development;
  - c. Moving the Municipal Reserve south of the suggested 5 rural residential properties. The folks buying the 5 rural residential lots do so knowing that the industrial development is to the south of them. The existing owners have a greater reserve between them and the proposed development;
2. On TWP Rd 690A, the majority of the water drains on the south side of the road. This is real evident during the spring melt and heavy rains. This water is currently uncontrolled and ponds to the east of the circle at the end of the road. When the road right-of-way for TWP Rd 690A was cut and cleared, the area from the circle to the edge of the quarter was cut, cleared and berms created on either side of the right-of-way. The drainage ponds at the end of the cleared area and threatens to flood the eastern most lot on the north side of the road. Our suggestion is to grade the berms that were created and move the proposed storm water pond to the north adjacent to the existing cleared right-of-way and using the cleared right-of-way area as well;



3. The eastern most road should be connected to TWP Rd 690A. The northern road can be moved south. By connecting to TWP Rd 690A, the school bus can be routed directly east off of TWP 690 and avoid one of the left hand turns on Highway 40. This will also provide more than one access point into both the residential area and the industrial park;
4. It was noted in the proposal that the owners of the industrial park may use wells to serve water to their properties. We have a pre-existing well on our property and would like an assurance that the supply of water to our property will not be impacted.

By creating both residential and industrial properties on the above property, the Municipal District and the developer will better achieve their goals as stated in the developer's proposal, dated June 28, 2016. It should also be noted that the folks buying the residential properties may be the same folks buying the industrial properties. This will allow for a better work / personal life balance for those families.

Thank you for the opportunity to respond to this application.

Yours truly,



Kathryn Soderholm-Martell



Brian Martell



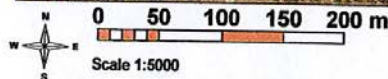
# Land Use Amendment - Municipal District of Greenview No. 16

## SE SEC 1 - TWP 69 - RNG 6 - W6M Plan 8828869, Lot 2

STORM  
WATER  
POND



MR



### Legend

- Land Use Amendment
- Lot Number
- Block Number
- Plan Number
- Rivers / Creeks
- Water Bodies
- Cadastre
- Municipal Boundary
- Industrial

### LAND USE BYLAW MAP 243

Municipal District of Greenview No.16

Bylaw No.

Adopted by Council the xxth Day of Month, 20xx

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





DEAR SALLY ANN ROSSON.

I AM AGAINST THE IDEA OF PLAN 8822869  
RE. BIG MOUNTAIN INDUSTRIAL PARK AREA,  
WHEN I TOLD MY KIDS ABOUT IT THEY WERE  
ALMOST IN TEARS.

WE LIVE OUT HERE TO BE AWAY  
FROM INDUSTRIAL, AND LIKE TO BE AWAY  
FROM CITY LIFE. IN OUR MINDS  
INDUSTRIAL SHOULD BE CLOSE TO  
TOWN, NOT CLOSE TO US.

I WILL TRY TO BE AT SAID MEETING  
TO MAKE SURE THAT THIS DOESNT GO THREW.

THANKS.

COREY BARTLETT





August 15, 2016

To: Sally Ann Rosson

RE: Land use amendment application No. A16-002 1913212 Alberta Ltd./Located on: SE-1-69-6-W6,  
lot 2 8822869 1913212 Alberta Ltd.

In regards to this amendment being proposed, we are totally opposed to the rezoning Big Mountain Industrial park area structure plan. Highway 40 has an increased amount of traffic already, and until it is redone to a four lane highway, it can not handle the influx of increased traffic, that more development in the area would bring. If you have ever traveled highway 40 south you would know this to be true.

Township road 690 off of highway 40 is a high accident corner now, and adding more development on this road, will only make it harder to turn North(left), onto highway 40 to go to Grande Prairie. Increased traffic leads to more risks being taken by drivers, more accidents and more noise. We moved out of the city to an acreage to get away from the noise and traffic, not have it settle in our quiet back yard out in the country.

Regards

Neil and Jean Thiessen  
69026 R.R. 60A

*Neil Thiessen*  
*Jean Thiessen*



1/2

August 14 2016

Dear Ms Rossen

We recieved a notice of a Public Hearing scheduled August 23 2016 regarding the land use amendment application located on SE-169-6 W6 lot 6. We will be at the meeting regarding this! Our land is right across North NE 1-69-6 W6 lot 2 Eric + Karen Heaton. Our property was completely undeveloped when we purchased the land 15 yrs ago and we have spent the last 4 years investing a great deal of finances and personal labour to develop our land. We have improved our land from \$60,000.00 to approx \$600,000.00 as reflexed in our tax assessments. We LOVE living out here. It is our dream come true. We moved away from the city to live in nature, get away from loud noise, lighting, traffic and away from bussiness of city living. We live in a tight knit community where neighbours know each other, Watch out for each other. We want to continue this way of life, free from a lot of the concerns we faced when living in the city. We have several concerns about Big Mountain Industrial Park proposal. We have enough high traffic volume, safety issues (fatal collisions) as it is. The industrial park would further increase traffic on this already busy highway. Increased industry would bring more people into our neighbourhood on a daily basis. Since moving here we have not been affected by crime, however the influx of transient workers into the neighbourhood will increase the potential of crime and other nuisance activity. Furthermore, we are deeply



Concerned with the risk of industrial accidents  
their potential impact on residences in the area and  
forested areas, including forest fires. Absolutely  
No to having an industrial park in our area.  
We would encourage to see future residential  
development in this area. Support the industrial  
area in Grovedale. We do not live in  
Grovedale we live in Greenview.

Sincerely,  
Karen Heaton *Karen Heaton*

To: Sally Ann Rossen  
Manager, Planning and Development  
Box 1079 4806-36 Ave  
Valley View, AB T0H-3N0

From: Karen & Eric  
Heaton  
Box 458  
Grovedale, AB  
T0H-1X0  
NE 1-69-6-6 B

















August 15/2016

Dear Ms. Rozzen

We recieved a notice of a public hearing schetuled August 23, 2016 regarding the land use amendment application located on SE-1-69-6wb lot 6. Our land is right across NE1-69-6-wb lot 1 Clint Walker and Debbie Storie. We love living out here very peaceful. Move out of the city to be in the country. We have several concerns about Big Mountain industrial Park proposal. We have enough high traffic, safety issues. The industrial Park would increase all this plus we do not have a turn off into our property, we are always terrified getting hit. Potential for forest fires and crime. ~~Also~~ We say no to the Park for sure

Sincerely,

Debbie Storie GW

To Sally Ann Rossen  
manager, Planning and  
Development.

Box 1079 4806-36 ave  
Valley View, AB T0H-3N0

From Clint  
Walker, Debbie Storie  
Box 394

Grovedale AB  
T0H-1X0



## **BYLAW No. 16-767 Of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for adopting Bylaw 16-767, being the Big Mountain Industrial Park Area Structure Plan.**

**Whereas**, it is deemed advisable to adopt the Big Mountain Industrial Park Area Structure Plan;

**Therefore**, the Council of the Municipal District of Greenview No. 16, duly assembled, hereby enacts the following:

1. That Bylaw 16-767 is to be cited as the “Big Mountain Industrial Park Area Structure Plan”.
2. That the Big Mountain Industrial Park Area Structure Plan, attached hereto as Schedule A, is hereby adopted.
3. That this Bylaw shall come into effect upon the date of the final passage thereof.

Read a first time this 12th day of July A.D., 2016.

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

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

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**REEVE**

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**CHIEF ADMINISTRATIVE OFFICER**



## REQUEST FOR DECISION

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SUBJECT:	<b>Bylaw 16-763 / SE-1-69-6-W6, PLAN 8822869, LOT 2</b>			
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION		
MEETING DATE:	August 23, 2016	ACAO:	GG	MANAGER: INT
DEPARTMENT:	INFRASTRUCTURE & PLANNING/PLANNING & DEVELOPMENT	GM:	INT	PRESENTER: LL
FILE NO./LEGAL:	A16-002 / SE-1-69-6-W6, PLAN 8822869, LOT 2	LEGAL/ POLICY REVIEW:	INT	
STRATEGIC PLAN:		FINANCIAL REVIEW:		

---

### RELEVANT LEGISLATION:

**Provincial** (Cite) – *Municipal Government Act, RSA 2000, c M s.*

**Council Bylaw / Policy** (Cite) – *Municipal Development Plan Bylaw No. 03-397; Grovedale Area Structure Plan Bylaw No.04-432; and Land Use Bylaw 03-396.*

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### RECOMMENDED ACTION:

**MOTION:** That Council give Second Reading to Bylaw No. 16-763, to re-designate a 49.67 hectare ± (122.75 acre) area within SE-1-69-6-W6, Plan 8822869, Lot 2 from Agriculture (A) District to Industrial (I) District, as per attached Schedule 'E'.

**MOTION:** That Council give Third Reading to Bylaw No. 16-763, to re-designate a 49.67 hectare ± (122.75 acre) area within SE-1-69-6-W6, Plan 8822869, Lot 2 from Agriculture (A) District to Industrial (I) District, as per attached Schedule 'E'.

---

### BACKGROUND / PROPOSAL:

The application for Land Use Amendment A16-002 was received on February 4, 2016 to re-designate a 49.67 hectare ± (122.75 acre) area from Agriculture (A) District to Industrial (I) District within SE-1-69-6-W6, Plan 8822869, Lot 2, in the Grovedale area, Ward 8.

The proposed rezoning would allow for the subsequent subdivision of industrial parcels, intended for light industrial development. Fifty (50) meters of Municipal Reserve would serve as a buffer for the existing residential lots north of Township Road 690A.

Under the Grovedale Area Structure Plan, this quarter is designated as Agriculture. The use of land that is identified as Agriculture shall be limited to the following "... industrial development subject to Section 2.5..."

Section 2.5 (a) types of industrial uses that may be considered in the Plan area include the following: natural resource extraction industries; oil and gas processing plants and related operations; agricultural industries; storage yards; small scale industrial pursuits; major home occupations.

Furthermore an Area Structure Plan was prepared in accordance with Section 6.2.5 of the Municipal Development Plan which states that an Area Structure Plan be prepared for a proposed rural industrial park.

Referral comments were received from Alberta Parks and Recreation, Alberta Culture and Tourism, ATCO Gas and ATCO Pipelines, no concerns were noted. No concerns were received from Greenview’s internal departments.

The application was circulated to landowners within 1500 meters of the proposed development for comment. Landowner objection letters were received (Schedule C) with concerns regarding noise, increased traffic, safety and interference with neighbouring parcels’ use and enjoyment. A Traffic Impact Assessment was completed and submitted to Alberta Transportation.

Bylaw 16-763 is being brought forward to Council for Second and Third Reading. Third Reading of Bylaw No. 16-767 Big Mountain Area Structure Plan must be passed before Third Reading is given Bylaw 16-763.

Administration has reviewed the land use amendment application, and the proposal meets the requirements of the Municipal Government Act, Municipal Development Plan and the Grovedale Area Structure Plan. Administration is satisfied that the proposal addresses all requirements for re-designation and subsequent subdivision, and is recommending that the application be given Second and Third Reading.

---

OPTIONS – BENEFITS / DISADVANTAGES:

- Option – 1.** That Council pass a motion to give Second and Third Readings to Bylaw No. 16-763, as presented.
- Option - 2.** That Council pass a motion table Bylaw No. 16-763 for further discussion or information.
- Option - 3.** That Council defeat Second Reading of Bylaw No. 16-763.

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COSTS / SOURCE OF FUNDING:

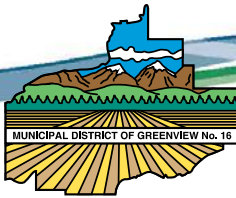
The \$800.00 Land Use Amendment application fee has been paid.

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ATTACHMENT(S):


- Schedule ‘A’ – Application & Sketch
- Schedule ‘B’ – Owner Location Map
- Schedule ‘C’ – Farmland Report and Map
- Schedule ‘D’ – Referral Responses
- Schedule ‘E’ – Adjacent Landowner Responses
- Schedule ‘F’ – Bylaw 16-763





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'A' – Application and Sketch



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

*Rec'd  
Feb 4, 2016  
guc*

FOR ADMINISTRATIVE USE

LUB MAP NO.	BYLAW NO.
APPLICATION NO. <i>A16-002</i>	
RECEIPT NO. <i>216465</i>	
ROLL NO. <i>292683</i>	
RFLA RATING	

NAME OF APPLICANT(S) Mike Head		
ADDRESS #112, 8716-108 Street		
Grande Prairie, Alberta		
POSTAL CODE	TELEPHONE (Res.)	(Bus.)
T8V 4C7	780-933-2677	

NAME OF REGISTERED LANDOWNER(S) 1913212 Alberta Ltd.		
ADDRESS #112, 8716-108 Street		
Grande Prairie, Alberta		
POSTAL CODE	TELEPHONE (Res.)	(Bus.)
T8V 4C7	780-933-2677	

Legal description of the land affected by the proposed amendment

South 1/2	SEC 1	TWP. 69	RG. 6	W 6 M.	OR	REGISTRATION PLAN NO. 882 2869	BLOCK	LOT 2
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*Q. of T. 152 321 379*

Land Use Classification for Amendment Proposed:

FROM: Agricultural	TO: Industrial / Country Residential (CR 2)
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Reasons Supporting Proposed Amendment:

*Abandoned Well Search: Feb 11/16 guc*

Land in the area is required for Light Industrial use. Access to major developments is excellent (Norbord, Tervita, Secure, Two Lakes area, etc.). on

Residential component on the north boundary is compatible with adjacent land.

Physical Characteristics:

Describe Topography: Gently sloping.	Vegetation: General deciduous.	Soil:
--------------------------------------	--------------------------------	-------

Water Services:

Existing Source: None	Proposed Water Source: Public Offsite Supply
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Sewage Services:

Existing Disposal: None	Proposed Disposal: Public Offsite Disposal Site
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Approach(s) Information:

Existing: None	Proposed: As noted on attached drawing. To M.D. and A.T. specs.
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☐ I / We have enclosed the required Application Fee of \$ 800.00.

Date: *Feb 4, 2016* Applicant(s): *M. Ke Hee*

Date: *Feb 4, 2016* Registered Landowner(s): *M. Ke Hee*

**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.

## 2



## Schedule 'A' – Application and Sketch







# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'B' – Owner Location Map

FILE NO. A16-002

APPLICANT: MIKE HEAD

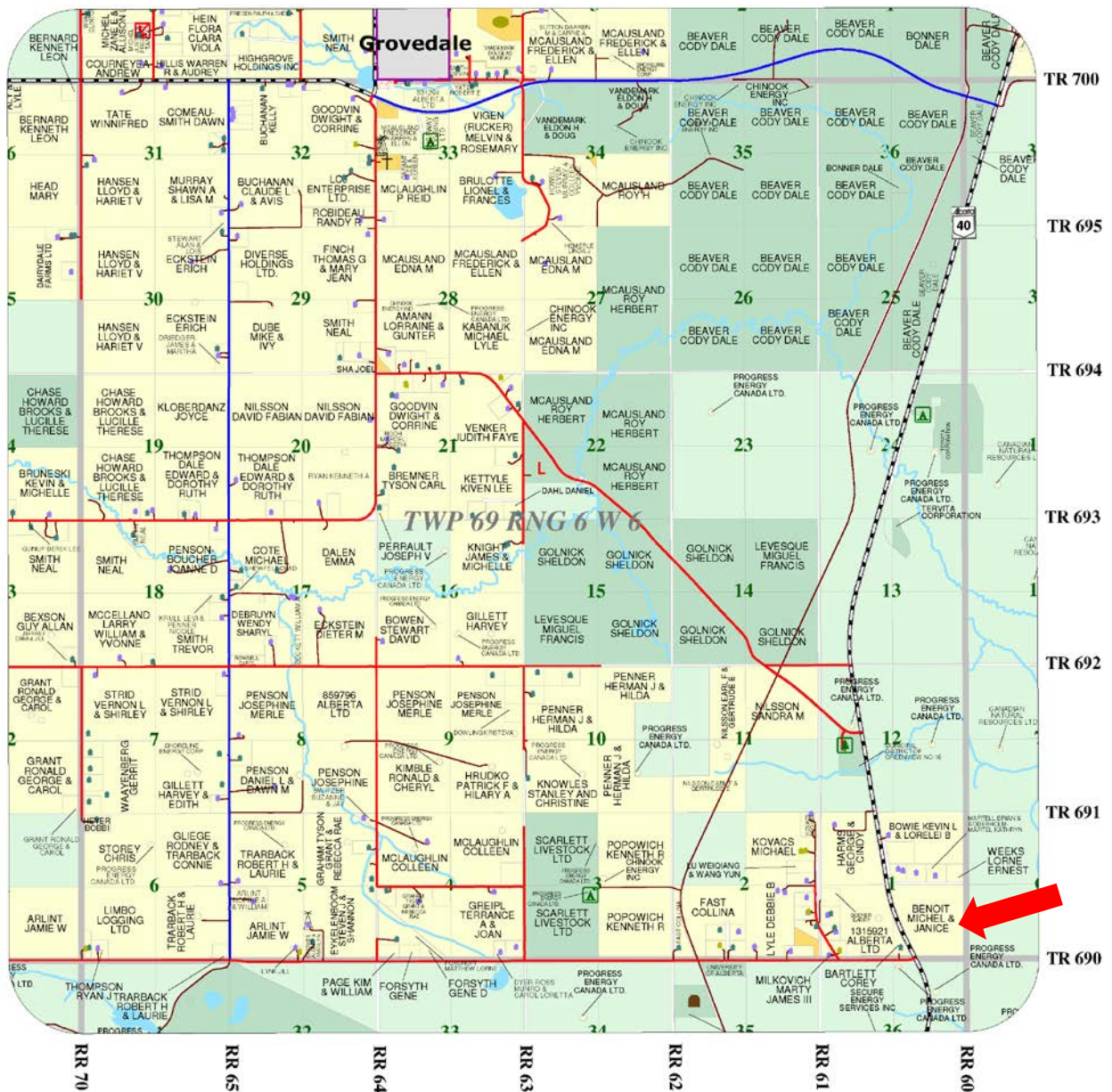
LEGAL LOCATION: S ½-1-69-6-W6

LANDOWNER: 1913212 ALBERTA LTD.

Township 69, Range 6

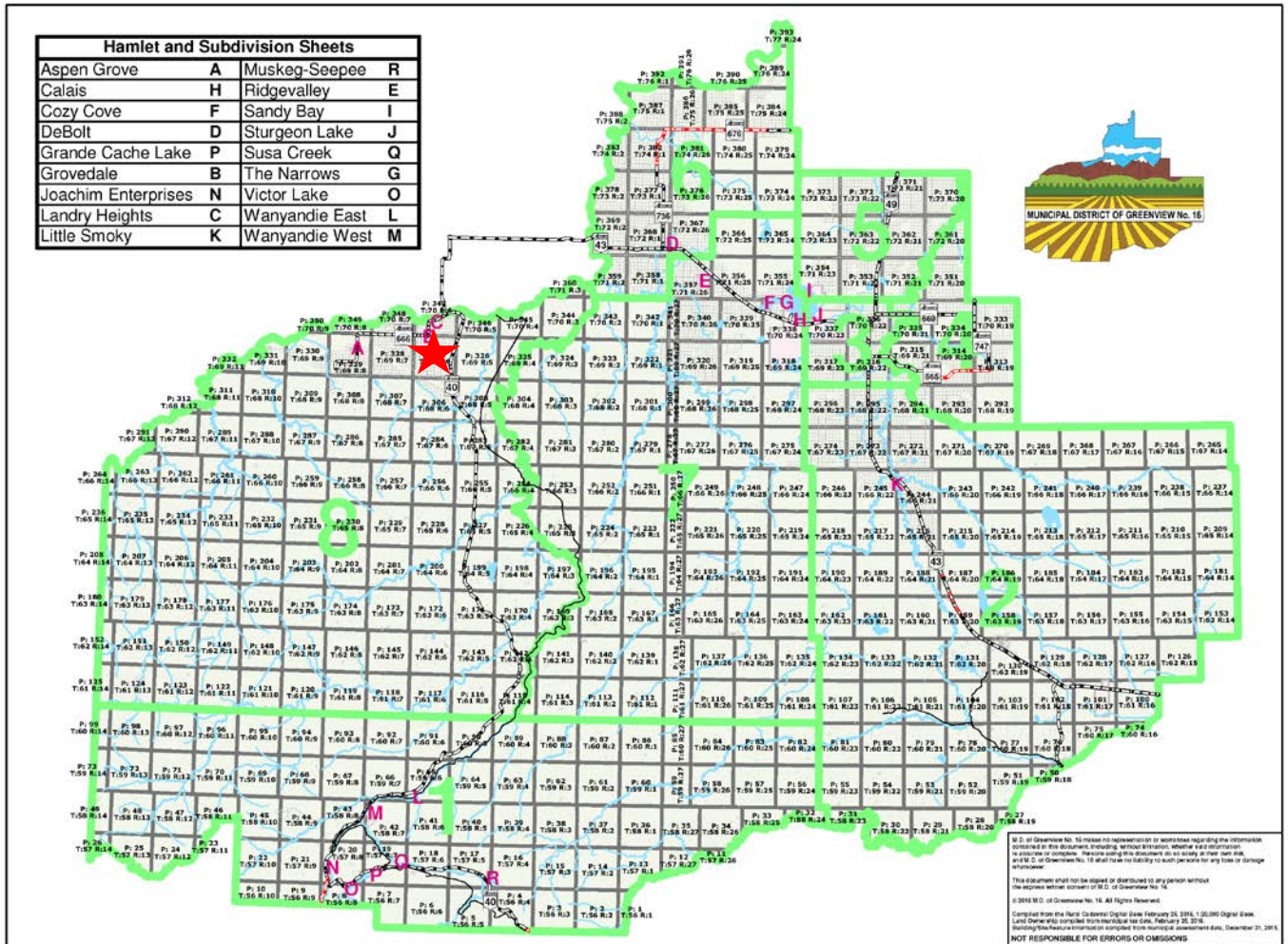


## M.D. of Greenview No. 16





## Schedule 'B' – Owner Location Map





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'C' – Farmland Report and Map

**FILE NO. A16-002**  
**APPLICANT: MIKE HEAD**

**LEGAL LOCATION: S½-1-69-6-W6**  
**LANDOWNER: 1913212 ALBERTA LTD.**

**FARMLAND REPORT NOT AVAILABLE FOR THIS PARCEL**







# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'D' – Referral Responses

**From:** [LandInquiries@atcoelectric.com](mailto:LandInquiries@atcoelectric.com)  
**To:** [Jenny Cornelsen](#)  
**Subject:** AEL2016-0250/ A16-002 Mike Head  
**Date:** March 18, 2016 1:20:05 PM

---

Good Afternoon:

ATCO Electric has no comments or concerns with this application. Thank you

**Karen Diaz- Hernandez**

Land Administrator | **Land Administration**

**ATCO Electric Ltd. | Distribution | Land & Forest Operations**

18<sup>th</sup> Floor Canadian Western Bank Building

10303 Jasper Ave, Edmonton AB T5J 5C3

phone: 780-509-2094 | fax: 780-509-9220

email: [Karen.Diaz-Hernandez@atcoelectric.com](mailto:Karen.Diaz-Hernandez@atcoelectric.com)

**From:** [Isabel.Solis@atcopipelines.com](mailto:Isabel.Solis@atcopipelines.com)  
**To:** [Jenny Cornelsen](#)  
**Subject:** 16-0953 Response - A16-002 Mike Head  
**Date:** April 1, 2016 8:53:41 AM  
**Attachments:** [DOC031716-03172016072108.pdf](#)

---

Good Morning,

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 | E: [Isabel.Solis@atcopipelines.com](mailto:Isabel.Solis@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.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

### NOTICE TO I&P

Faxed: February 16, 2016 File No.: A16-002  
Legal Description: SE-1-69-6-W6 Lot 2, Plan 8822869  
Applicant: MIKE HEAD

#### PROPOSED LAND USE AMENDMENT: AGRICULTURE - A to INDUSTRIAL - I

Please provide your comments on the PROPOSED LAND USE AMENDMENT AND SUBSEQUENT SUBDIVISION in the space provided below or attach any additional comments on a separate sheet. If you have any questions regarding the attached, please contact our office. Deadline for your written comments: NOON, February 18, 2016.

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

If you have any questions regarding the attached, please contact Planning and Development Manager Sally Ann Rosson at 780.524.7600 or [sally.rosson@mdgreenview.ab.ca](mailto:sally.rosson@mdgreenview.ab.ca).

**COMMENTS:** - Approach off HWY 9A TO MEET A.T. STANDARDS + ON TRAFFIC IMPACT ASSESSMENT  
- INTERMEDIATE ROADS + CUL DE SAC TO MEET G.V. STANDARDS AS WELL AS APPROACHES IE. 3m R/W, 12m DP  
- ALL CULVERTS TO BE NEW WITH SURGE ENDS + RIP RAP PLACED  
- SITE DRAINAGE PLAN - LOT DRAINAGE PLAN  
- ONCE PROJECTS MOVE FORWARD WILL NEED TO SEE PROPER PLAN/PROFILE AND RELEVANT INFO TO MAKE COMMENTS ON.  
- IS RESIDENTIAL ROAD ON NORTH END MEET G.V. STANDARDS?  
- ENVIRONMENTAL ISSUES? THERE IS EVIDENCE ON OVERSLOPES + DITCHES ON CURRENT ROAD. THEY MENTION CULVERTS SWAMP BUT IN THE FIELD THERE IS ACTUALLY A SUBSTANTIAL DROP FROM W TO E

NAME (PLEASE PRINT)

Kevin Sklapsky

SIGNATURE

*[Signature]*

Please check box for corresponding referral agency

#### Circulated to:

- ☐ M.D. General Manager, Infrastructure & Planning - Grant Gyurkovits: [grant.gyurkovits@mdgreenview.ab.ca](mailto:grant.gyurkovits@mdgreenview.ab.ca); (780) 524-4432  
☒ M.D. Manager, Construction & Maintenance - Kevin Sklapsky: [kevin.sklapsky@mdgreenview.ab.ca](mailto:kevin.sklapsky@mdgreenview.ab.ca); (780) 524-4432  
☐ M.D. Manager, Environmental Services - Gary Couch: [gary.couch@mdgreenview.ab.ca](mailto:gary.couch@mdgreenview.ab.ca); (780) 524-4432

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

Toll Free: 1.888.524.7601

[www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)





April 8, 2016

Outside File #:A16-002  
ATCO Gas File #1410:16-6906

BY EMAIL: jenny.cornelsen@MDGreenview.ab.ca

Dear Sir/Madam;

**RE: Land Use Amendment – SE 01-69-06-W6M Plan 8822869, Lot 2**

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

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

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

Yours truly,

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

A handwritten signature in black ink, appearing to read "MVH", is written over the typed name and title.

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

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10035 - 105 Street, Edmonton, Alberta, Canada T5J2V6  
Tel: 780-420-7211 Fax: 780-420-7400  
www.atcogas.com

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**From:** Rebecca Traquair [<mailto:rebecca.traquair@gov.ab.ca>]  
**Sent:** July 26, 2016 2:10 PM  
**To:** Jenny Cornelsen <[jenny.cornelsen@MDGreenview.ab.ca](mailto:jenny.cornelsen@MDGreenview.ab.ca)>  
**Cc:** Martina Purdon <[Martina.Purdon@gov.ab.ca](mailto:Martina.Purdon@gov.ab.ca)>  
**Subject:** RE: A16-002 Public Hearing

Good morning,

Alberta Culture and Tourism has no objection to the rezoning, but the applicant should be informed that *Historical Resources Act* approval must be obtained prior to proceeding with any land surface disturbance associated with subdivision development by submitting a Historic Resources Application through Alberta Culture and Tourism's Online Permitting and Clearance (OPaC) system – [www.opac.alberta.ca](http://www.opac.alberta.ca).

For more information, please refer to the Land Use Procedures Bulletin: Subdivision Development *Historical Resources Act* Compliance (copy attached).

Rebecca Traquair  
Regulatory Approvals Coordinator  
Archaeological Information & Regulatory Approvals  
Archaeological Survey  
Historic Resources Management Branch  
Alberta Culture and Tourism  
Old St. Stephen's College  
8820-112 Street  
Edmonton, AB T6G 2P8  
Phone: (780) 431-2373 Fax: (780) 427-3956  
Email: [rebecca.traquair@gov.ab.ca](mailto:rebecca.traquair@gov.ab.ca)  
[www.culture.alberta.ca/hrm](http://www.culture.alberta.ca/hrm)

**From:** [James Proudfoot](#)  
**To:** [Jenny Comelsen](#)  
**Subject:** Big Mountain Industrial Park ASP - referral response  
**Date:** July 18, 2016 11:30:18 AM

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I have reviewed the ASP as well as had a look at other aerial imagery for this quarter section. No water bodies have been identified on this property in the ASP and I cannot see any in the imagery I have access to. That said if future assessments identify any water bodies (ex. wetlands such as bogs or swamps), Water Act authorizations may be required.

Also, some aspects of the storm water management system may require WA and possibly EPEA authorization.

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*) and associated policy. Excellence is the recommended standard.

Considerations and recommendations pertaining to the Water Act for proposed activities that may adversely impact a water body and the aquatic environment:

- a *biophysical assessment* is often required when development is proposed for an area and its biological or physical nature 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 any 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.
- development on the 1:100 year floodplain is discouraged and if proposed, all structures and development susceptible to damage from flooding ought to be flood proofed.
- activities impacting a water body may require an approval and an application ought to be submitted.
- if *wetland* plants are present in the area of a proposed activity, a Qualified Wetland Science Practitioner ought to assess the area to confirm the presence or absence of wetland habitat. If wetlands are present, impacts will need to be addressed under the Alberta Wetland Policy and Alberta Wetland Mitigation Directive. (<http://aep.alberta.ca/water/programs-and-services/wetlands/alberta-wetland-policy-implementation.aspx>).
- 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, stormwater ponds and other pits may require an approval (See guide). (<http://esrd.alberta.ca/water/legislation-guidelines/documents/DugoutsPitsExcavationGuide-Jun29-2015.pdf>)
- 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 Parks, Grande Prairie

*Vision: Alberta's healthy environment sustains a high quality of life.*



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Schedule 'E' – Adjacent Landowner Responses

August 11, 2016

Ms. Sally Ann Rosson  
Manager, Planning and Development  
Municipal District of Greenview No. 16  
Box 1079, 4806 - 36 Ave.  
Valleyview, AB T0H 3N0

**Re: Big Mountain Industrial Park Area Structure Plan  
1913212 Alberta Ltd./Located on : SE-1-69-6-W6 Lot 2, Plan 8822869**

Dear Ms. Rosson;

Proposed Big Mountain Industrial Park Area Structure Plan by Opus Stewart Weir Ltd.

I write in regards to the above planning application. I have examined the plans and I wish to object strongly to the development of this proposed industrial park in this location.

As an adjacent landowner, I am concerned for the impact this industrial park will have on my home. I moved to a rural area surround by trees for a reason. The reason I bought in this area was it was mostly farmland, crown land and some privately owned land (energy/Norbord) and was not to be developed but had highway access. At no time was there any mention of any/or possible industrial development in this area, only residential.

There is an environmental impact on the natural wildlife in the area as deer, moose, bears and cougar have been seen and are frequently seen in the proposed industrial area.

I am concerned as well regarding the visual impact, noise pollution, and light pollution that this industrial park will have. The developers even state there will be an "impact of industrial development on adjacent residential development. A 50 m green/buffer zone is not enough, especially with the potential of an addition exit on the northwest corner of the proposed industrial park.

Finally, there is a huge safety issue of both highway accidents and increased



theft incidents in the area. With an industrial park comes additional people, vehicles, trucks and strangers in the area. The highway is already a huge safety concern with the number of deaths that occur regularly due to high speeds, tired drivers and congested traffic. This proposed industrial park with just add to this unsafe highway by increasing traffic flow and adding the additional hazard of trucks slowing down and coming onto the highway.

As for personal property, there is a safety concerned of unidentified people around acreages that may be vacant during the day due to homeowners being at work. Therefore, creating the potential for increase theft of personal property.

As stated earlier, I object strongly to the development of a proposed industrial park at this location due to environmental impact, residential impact, highway safety concern and personal property safety concerns.

Respectfully,

Don McInnis  
Trixcel Contracting Ltd.  
69043 Hwy. 40 Lot 5  
Grovedale, Alberta  
T0H 1X0

Sally Ann Rossen

We received the pkg for the application of rezoning SE-69-6-W6 Lot 2 Plan 8822869.

Thank you for the opportunity to speak about this application.

We would speak against this as we did not move to the Md to be next to a subdivision of industrial lots.

In the nine years since we have moved here there has been numerous industrial sites that have been created and expanded. Although these expansions have been a few km. from the residential subdivisions or acreages they have impacted us with the increased traffic and noise. This has affected us so much especially during the winter my wife almost refuses to drive the roads as there has been too many close calls. We have noticed the increase in traffic so much now that anybody trying to get onto the hwy from the service road has now been coming down to our approach close to our house as they can not safely pull out onto the hwy. By adding another intersection to this section would only compound the effect. With the major increase in traffic on this hwy we take an increased risk to our safety everyday. I have personally witnessed on an ever increasing occurrence the blatant violations of the hwy safety act of people passing on corners, over double yellow lines through intersections, down the hill on single lanes. Not to mention the excess speeds. My wife has almost been tboned trying to turn into our own driveway by people passing when not safe to do so.

I understand with industrial development there comes the increased risk of industrial accidents. I am a safety codes officer( Fire discipline) with my designations of power in the City of Grande Prairie and do have a understanding of some of the risks that come with industry. I am not sure of what the md does in regards to fire inspections and safety. I have looked at the plans and from what I know of this area we are down hill and at risk of exposure to any spills and run off. The location of the storm water pond would directly expose risk to my property in there were any spills that would over flow that storm pond. Our

pond on our land is our water source for us and the animals on our property.

I do think developing this property would directly affect us in the ability to be able to sell our property and would absolutely reflect the price as who would want to buy a residential property that is right adjacent to an industrial subdivision.

Again we are speaking against this rezoning to industrial lots.

If you have any questions on our submission please get ahold of us.

Sincerely

Kevin and Lorelei Bowie  
Box 21461 Grande Prairie, ab  
T8V-6W7  
NE1-69-6-w6  
69067hwy 40  
[kelorekennels@gmail.com](mailto:kelorekennels@gmail.com)  
[780-538-0015](tel:780-538-0015)

Randy and Elizabeth Dyck  
Box 298  
Grovedale, AB, T0H 1X0  
780-539-3777

Sally Ann Rossen  
Manager, Planning and Development  
Box 1079, 4806 - 36 Ave  
Valleyview, AB, T0H 3N0

August 9, 2016

RE: LAND USE AMMENDMENT APPLICATION NO. A16-002

Dear Ms. Rossen,

We received notice of a Public Hearing scheduled August 23, 2016, regarding the land use amendment application located on SE-1-69-6-W6 lot 6. We are unable to attend the meeting and we would like opposition to this land use amendment noted on the record.

Our home is adjacent to the subject property to the west. Our property was completely undeveloped when we purchased the land in 2009 and have spent the last six years investing a great deal of finances and personal labour to develop our land. We just completed our home build this Spring and have improved the value of our land from less than \$85,000 to over \$600,000, as reflected in our tax assessments. Our residential taxes for 2016 are now approaching the level we paid in Grande Prairie. We love living in this area. This is a tight-knight community where neighbours know each other, watch out for each other and give a helping hand when times get tough. We want to continue to raise a family here, free from a lot of the concerns we faced when living in the city.

We have several concerns with the Big Mountain Industrial Park proposal. Highway 40 is well known for high traffic volume and safety issues, including several fatal traffic collisions. The Industrial Park would further increase traffic on this already busy highway. The proposal includes major changes to the intersection of highway 40 and township road 690 by extending township road 690 east of Highway 40. This intersection is already designated as a high risk collision intersection and the risk would increase exponentially with more traffic entering and exiting the highway. Our children ride the school bus daily through this intersection and on the highway. Our family uses this route daily for work and recreational activities. This development would increase traffic, noise and lighting to our residential area, beyond what we already encounter from Secure Energy and Tervita, which are a greater distance away, impacting the peaceful enjoyment of our property. It should be noted we can hear traffic moving on highway 40 despite the buffering of trees to the East; noise that would increase with traffic accelerating with leaving the park or slowing to turn into the park. Moreover, increased industry would bring more people into our neighbourhood on a daily basis. Since moving to this area we have not been affected by crime; however, the influx of transient workers into our neighbourhood will increase the potential for



crime and other nuisance activity. Furthermore, we are deeply concerned with the risk of industrial accidents their potential impact on residences in the area and forested areas, including forest fires.

The Area Structure Plan describes the site as, "heavily forested with deciduous trees" and "bordered on the east and south by crown land that is controlled by the province." This precisely explains the reason why so many residents find this area a desirable place to live. Industrialisation in this area will not only impact our quiet, secluded living environment but also our financial investment in our property, potentially substantially lowering the resale value of our home. We have invested a great deal into our property with the goal of spending our future in this area. The plan suggests this site would give access to Two Lakes and Gold Creek areas; however, the already existing industrial park near Grovedale provides arguably better access. Moreover, would be in closer proximity to Grovedale's Fire Station. We would support industrial development in those areas of Grovedale which have already been designated as industrial areas, as opposed to building a new industrial park adjacent to existing residential neighbourhoods. We do not believe this would be acceptable in a city or any other residential neighbourhood in the Grovedale area and we should not be viewed differently just because we happen to live near highway 40. As opposed to industrial development, we would be very encouraged to see future residential development in this area, growth which would function to build a stronger community.

Sincerely,

Eizabeth and Randy Dyck

August 07, 2016

Municipal District of Greenview No. 16

P.O. Box 1079

4806 – 36 Ave.

Valleyview, AB T0H 3N0

Attention: Sally Ann Rosson

Dear Ms. Rosson:

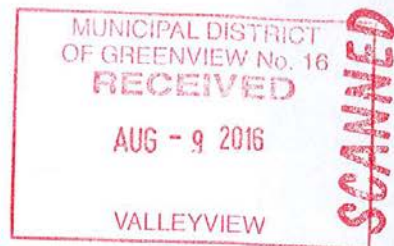
Re: Land Use Amendment Application No. A16-002

1913212 Alberta. Ltd. / Located on SE-1-69-6-W6M, Plan 8822869

1913212 Alberta Ltd.

Thank you for the opportunity to review and comment on the application above. We refer your attention to the rough sketch that was included. We have the following concerns:

1. The existing access road (TWP Rd 690A) shown to the north of the subject property has 4 rural residential parcels to the north of the road. The proposal indicates that there will be a 50 meter municipal reserve on the south side of the road. This means that the existing road will only be half utilized. We propose that 5 new rural residential properties be created on the south site of the road. The benefits of this include:
  - a. An existing powerline and telephone line along the road;
  - b. Provide the opportunity to run a natural gas pipeline into the area. The current properties are not serviced by natural gas. By creating 5 new properties and including the proposed development, it is cost effective to run natural gas into both the existing development and the proposed development;
  - c. Moving the Municipal Reserve south of the suggested 5 rural residential properties. The folks buying the 5 rural residential lots do so knowing that the industrial development is to the south of them. The existing owners have a greater reserve between them and the proposed development;
2. On TWP Rd 690A, the majority of the water drains on the south side of the road. This is real evident during the spring melt and heavy rains. This water is currently uncontrolled and ponds to the east of the circle at the end of the road. When the road right-of-way for TWP Rd 690A was cut and cleared, the area from the circle to the edge of the quarter was cut, cleared and berms created on either side of the right-of-way. The drainage ponds at the end of the cleared area and threatens to flood the eastern most lot on the north side of the road. Our suggestion is to grade the berms that were created and move the proposed storm water pond to the north adjacent to the existing cleared right-of-way and using the cleared right-of-way area as well;



3. The eastern most road should be connected to TWP Rd 690A. The northern road can be moved south. By connecting to TWP Rd 690A, the school bus can be routed directly east off of TWP 690 and avoid one of the left hand turns on Highway 40. This will also provide more than one access point into both the residential area and the industrial park;
4. It was noted in the proposal that the owners of the industrial park may use wells to serve water to their properties. We have a pre-existing well on our property and would like an assurance that the supply of water to our property will not be impacted.

By creating both residential and industrial properties on the above property, the Municipal District and the developer will better achieve their goals as stated in the developer's proposal, dated June 28, 2016. It should also be noted that the folks buying the residential properties may be the same folks buying the industrial properties. This will allow for a better work / personal life balance for those families.

Thank you for the opportunity to respond to this application.

Yours truly,



Kathryn Soderholm-Martell

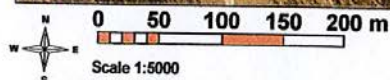


Brian Martell



# Land Use Amendment - Municipal District of Greenview No. 16 SE SEC 1 - TWP 69 - RNG 6 - W6M Plan 8828869, Lot 2

STORM  
WATER  
POND



## **Legend**

- Land Use Amendment
- Lot Number
- Block Number
- Plan Number
- Rivers / Creeks
- Water Bodies
- Cadastre
- Municipal Boundary
- Industrial

## **LAND USE BYLAW MAP 243**

Municipal District of Greenview No.16

Bylaw No.

Adopted by Council the xxth Day of Month, 20xx

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





DEAR SALLY ANN ROSSON.

I AM AGAINST THE IDEA OF PLAN 8822869  
RE. BIG MOUNTAIN INDUSTRIAL PARK AREA,  
WHEN I TOLD MY KIDS ABOUT IT THEY WERE  
ALMOST IN TEARS.

WE LIVE OUT HERE TO BE AWAY  
FROM INDUSTRIAL, AND LIKE TO BE AWAY  
FROM CITY LIFE. IN OUR MINDS  
INDUSTRIAL SHOULD BE CLOSE TO  
TOWN, NOT CLOSE TO US.

I WILL TRY TO BE AT SAID MEETING  
TO MAKE SURE THAT THIS DOESNT GO THRU.

THANKS.

COREY BARTLETT





August 15, 2016

To: Sally Ann Rosson

RE: Land use amendment application No. A16-002 1913212 Alberta Ltd./Located on: SE-1-69-6-W6,  
lot 2 8822869 1913212 Alberta Ltd.

In regards to this amendment being proposed, we are totally opposed to the rezoning Big Mountain Industrial park area structure plan. Highway 40 has an increased amount of traffic already, and until it is redone to a four lane highway, it can not handle the influx of increased traffic, that more development in the area would bring. If you have ever traveled highway 40 south you would know this to be true.

Township road 690 off of highway 40 is a high accident corner now, and adding more development on this road, will only make it harder to turn North(left), onto highway 40 to go to Grande Prairie. Increased traffic leads to more risks being taken by drivers, more accidents and more noise. We moved out of the city to an acreage to get away from the noise and traffic, not have it settle in our quiet back yard out in the country.

Regards

Neil and Jean Thiessen  
69026 R.R. 60A

*Neil Thiessen*  
*Jean Thiessen*



1/2

August 14 2016

Dear Ms Rossen

We recieved a notice of a Public Hearing scheduled August 23 2016 regarding the land use amendment application located on SE-169-6 W6 lot 6. We will be at the meeting regarding this! Our land is right across North NE 1-69-6 W6 lot 2 Eric + Karen Heaton. Our property was completely undeveloped when we purchased the land 15 yrs ago and we have spent the last 4 years investing a great deal of finances and personal labour to develop our land. We have improved our land from \$60,000.00 to approx \$600,000.00 as reflexed in our tax assessments. We LOVE living out here. It is our dream come true. We moved away from the city to live in nature, get away from loud noise, lighting, traffic and away from bussiness of city living. We live in a tight knit community where neighbours know each other, Watch out for each other. We want to continue this way of life, free from a lot of the concerns we faced when living in the city. We have several concerns about Big Mountain Industrial Park proposal. We have enough high traffic volume, safety issues (fatal collisions) as it is. The industrial park would further increase traffic on this already busy highway. Increased industry would bring more people into our neighbourhood on a daily basis. Since moving here we have not been affected by crime, however the influx of transient workers into the neighbourhood will increase the potential of crime and other nuisance activity. Furthermore, we are deeply



Concerned with the risk of industrial accidents  
their potential impact on residences in the area and  
forested areas, including forest fires. Absolutely  
No to having an industrial park in our area.  
We would encourage to see future residential  
development in this area. Support the industrial  
area in Grovedale. We do not live in  
Grovedale we live in Greenview.

Sincerely,  
Karen Heaton *Karen Heaton*

To: Sally Ann Rossen  
Manager, Planning and Development  
Box 1079 4806-36 Ave  
Valley View, AB T0H-3N0

From: Karen & Eric  
Heaton  
Box 458  
Grovedale, AB  
T0H-1X0  
NE 1-69-6-6 B

















August 15/2016

Dear Ms. Rozzen

We recieved a notice of a public hearing schetuled August 23, 2016 regarding the land use amendment application located on SE-1-69-6wb lot 6. Our land is right across NE1-69-6-wb lot 1 Clint Walker and Debbie Storie. We love living out here very peaceful. Move out of the city to be in the country. We have several concerns about Big Mountain industrial Park proposal. We have enough high traffic, safety issues. The industrial Park would increase all this plus we do not have a turn off into our property, we are always terrified getting hit. Potential for forest fires and crime. ~~Also~~ We say no to the Park for sure

Sincerely,

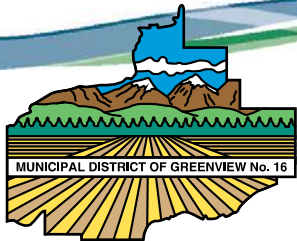
Debbie Storie GW

To Sally Ann Rossen  
manager, Planning and  
Development.

Box 1079 4806-36 ave  
Valley View, AB T0H-3N0

From Clint  
Walker, Debbie Storie  
Box 394

Grovedale AB  
T0H-1X0



SCHEDULE 1

## **BYLAW NO. 16-763 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. 243 in the Land Use Bylaw, being Bylaw No. 03-396, be changed to reclassify the following area:

A portion of the South East of Section One (1)  
Within Township Sixty-Nine (69)  
Range Six (6) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

Read a first time this 10<sup>th</sup> day of May, A.D., 2016.

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

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

\_\_\_\_\_  
**REEVE**

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

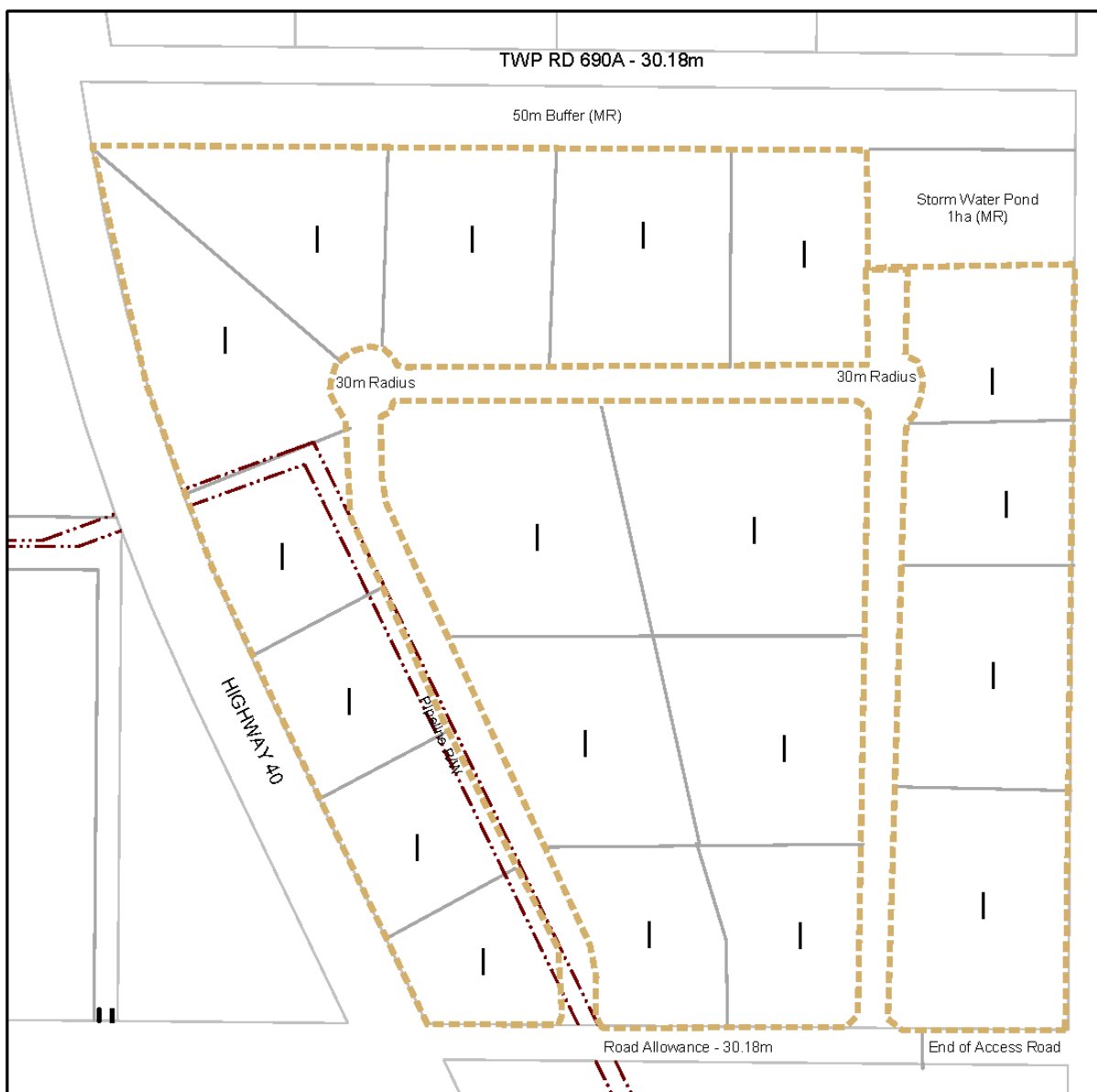
## SCHEDULE "A"

To Bylaw No. 16-763

### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

A portion of the South East of Section One (1)  
Within Township Sixty-Nine (69)  
Range Six (6) West of the Sixth Meridian (W6M)

Is reclassified from Agriculture (A) District to Industrial (I) District as identified below:







## REQUEST FOR DECISION

SUBJECT: **Bylaw 16-769 / NE-20-72-1-W6**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: August 23, 2016

DEPARTMENT: INFRASTRUCTURE & PLANNING/PLANNING & DEVELOPMENT

FILE NO./LEGAL: A16-003/ NE-20-72-1-W6

REVIEWED AND APPROVED FOR SUBMISSION

ACAO: GG MANAGER: INT

GM: INT PRESENTER: LD

LEGAL/ POLICY INT

REVIEW:

STRATEGIC PLAN:

FINANCIAL REVIEW:

---

### RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act, RSA 2000, c M s.*

**Council Bylaw / Policy** (cite) – *Municipal Development Plan Bylaw No. 03-397.*

---

### RECOMMENDED ACTION:

**MOTION:** That Council rescind Motion 16.07.273, re-designation of proposed 4.04 hectare  $\pm$  (9.98 acre  $\pm$ ) area as proposed within NE-20-72-1-W6 from Agriculture (A) District to Country Residential One (CR-1) District and Motion 16.07.274 to schedule a Public Hearing, being the Bylaw that should have been numbered as Bylaw 16-769 and not Bylaw 16-759.

**MOTION:** That Council give First Reading to Bylaw No. 16-769, to re-designate a 4.04 hectare  $\pm$  (9.98 acre) area from Agriculture (A) District to Country Residential One (CR-1) District, within NE-20-72-1-W6, as per attached Schedule 'E'.

**MOTION:** That Council schedule a Public Hearing for Bylaw No. 16-769 to be held on September 13, 2016 at 10:00 a.m. for the re-designation of a 4.04 hectare  $\pm$  (9.98 acre) area from Agriculture (A) District to Country Residential One (CR-1) District, within NE-20-72-1-W6, as per attached Schedule 'E'.

---

### BACKGROUND / PROPOSAL:

The application was reviewed at the Municipal Planning Commission meeting on June 15, 2016, and then First Reading given by Council on July 26, 2016 and a Public Hearing Date scheduled, using Bylaw No. 16-759. Subsequently it was determined that bylaw number 16-759 was incorrect and should have been **Bylaw No. 16-769**. Administration is requesting that Council rescind previous motions made and further motions made to correct the bylaw number.

Previously provided background on the application is as follows:

“The application for Land Use Amendment A16-003 was received from Michael Shane Gale to re-designate a 4.04 hectare ± (9.98 acre) area from Agriculture (A) District to Country Residential One (CR-1) District within NE-20-72-1-W6, in the DeBolt Area, Ward 6.

The proposed area is mostly treed land with power installed to a cleared area intended for future residential purposes. The proposed rezoning would allow for subsequent subdivision and development of a residential parcel.

Pursuant to the Municipal Development Plan lands with soils having a Net Productivity Rating (NPR) of 35 or higher are considered Better Agriculture Land. The proposal is in compliance with the Municipal Development Plan, as the proposed area is not considered to be ‘Better Agricultural Land’ as the Farmland Assessment Rating for the treed land is 5%. Approximately 1.6 acres of land in the northwest corner of the parcel would be considered Better Agriculture Land but an undesirable irregular boundary to remove it from the parcel would outweigh the value of retaining the minimal acreage of agriculture land.

An existing approach from Range Road 14 will provide access to the balance of the quarter, and access to the proposed parcel would need to be constructed to meet Greenview’s standards. An agreement to purchase Road widening of 5.03 meters has been entered into with the applicant with the approval of the First Parcel Out (farmstead), and a road plan is currently being prepared by Opus for registration.

Referral comments received from Alberta Environment, note that ‘the area could be prone to being wet and that could be why it is not farmed. It is recommended that the applicant have a qualified person investigate this area to confirm whether or not it is wetland and to delineate where the wetland boundary is if wetlands do exist in the parcel. The owner/applicant needs to ensure that they remain in compliance with the Water Act.’ Administration is addressing this recommendation by adding a condition stating that ‘the owner/developer must abide by all Provincial Legislation and Regulations that are applicable and relevant to the proposed Development’ upon issuance of a Development Permit.

ATCO Electric, East Smoky Gas Co-op Ltd. and Greenview’s Environmental Services have no concerns with the application.

Furthermore, all applications for land use bylaw amendments, subdivisions or development permits shall be evaluated by the Municipal District according to the following criteria: (a) compliance with the Act, Regulation, Land Use Bylaw, and any other statutory plans that are in effect; (b) adequacy of road access; (c) proposed methods of water supply, sewage disposal and storm drainage; (d) compatibility with adjacent land uses; (e) site suitability in terms of soils, topography, and size; (f) environmental factors including the potential for erosion, flooding, or watercourse contamination; and (g) the quality of agricultural land.

Administration has reviewed the land use amendment application, and the proposal meets the requirements of the Municipal Government Act and the Municipal Development Plan. Administration is satisfied that the proposal addresses all requirements for re-designation and subsequent subdivision, and is recommending that the application be given First Reading, and that a Public Hearing be schedule.”

---

OPTIONS – BENEFITS / DISADVANTAGES:

**Option – 1. That Council rescind the previous motions and** pass a motion to give First Reading to Bylaw No. 16-769, and further pass a motion to schedule a Public Hearing for September 13, 2016, allowing enough time for the application to be circulated as per legislation.

**Option - 2.** That Council table Bylaw No. 16-769 for further discussion or information.

**Option - 3.** That Council refuse to give First Reading to Bylaw No. 16-769.

**Benefits** – The benefits of Council approving this application are that re-designation would allow the Landowner to increase the residential opportunities available in Greenview through a future subdivision.

**Disadvantages** - The disadvantages of Council approving this application are that rural residential is an unsustainable method of housing when Council considers costs of servicing, servicing levels, as well as service delivery.

---

COSTS / SOURCE OF FUNDING:

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

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ATTACHMENT(S):

- Schedule 'A' – Application and Sketch
- Schedule 'B' – Owner Location Map
- Schedule 'C' – Farmland Report and Map
- Schedule 'D' – Referral Responses
- Schedule 'E' – Bylaw 16-769

# Schedule 'A' – Application and Sketch



## LAND USE AMENDMENT APPLICATION – FORM A

Municipal District of Greenview

4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0  
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608  
[www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)

Rec'd  
Mar 24/16 gw

FOR ADMINISTRATIVE USE

LUB MAP NO. 244	BYLAW NO.
APPLICATION NO. H16-003	
RECEIPT NO. 217376	
ROLL NO. 39417	
RFLA RATING 22 1/2	

NAME OF APPLICANT(S) Shane Bale		
ADDRESS Box 487 Debolt.		
POSTAL CODE T0H 1B0	TELEPHONE (Res.) 780-952-2707	(Bus.) 512-0208

NAME OF REGISTERED LANDOWNER(S) Complete if Different from Applicant		
ADDRESS		
POSTAL CODE	TELEPHONE (Res.)	(Bus.)

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

QTR./L.S. N.E.	SEC 20	TWP. 22	RG. 1	M. 6	OR	REGISTRATION PLAN NO.	BLOCK	LOT
-------------------	-----------	------------	----------	---------	----	-----------------------	-------	-----

Land Use Classification for Amendment Proposed:

FROM: AGRICULTURE	TO: C or T 162 059 599 COUNTRY RESIDENTIAL ONE
-------------------	---

Reasons Supporting Proposed Amendment:

Possible future development for children or to possibly for re-sale.
--

### Physical Characteristics:

Describe Topography:	Vegetation: Trees	Soil: loam.
----------------------	-------------------	-------------

### Water Services:

Existing Source:	Proposed Water Source:
------------------	------------------------

### Sewage Services:

Existing Disposal:	Proposed Disposal:
--------------------	--------------------

### Approach(s) Information:

Existing: need to build approach.	Proposed: YES, APPL. REC'D.
-----------------------------------	-----------------------------

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

Date: MARCH 24, 2016

Applicant(s): Shane Bale.

Date: MARCH 24, 2016

Registered Landowner(s): Shane Bale.

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.



Township Road 724 - 20.12m

5.03m Road Widening

Existing Approaches

A - Agriculture

Lot 1 Block 1  
Plan 016 \_\_\_\_

A - Agriculture

5.03m Road Widening

Range Road 14 - 20.12m

20

201 m

201 m

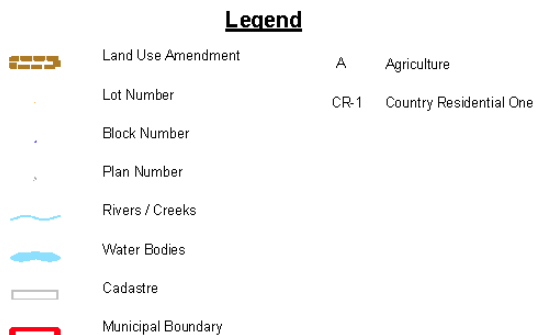
201 m

201 m

**A - to CR-1**

Subdivision Area:  
4.04ha +/-

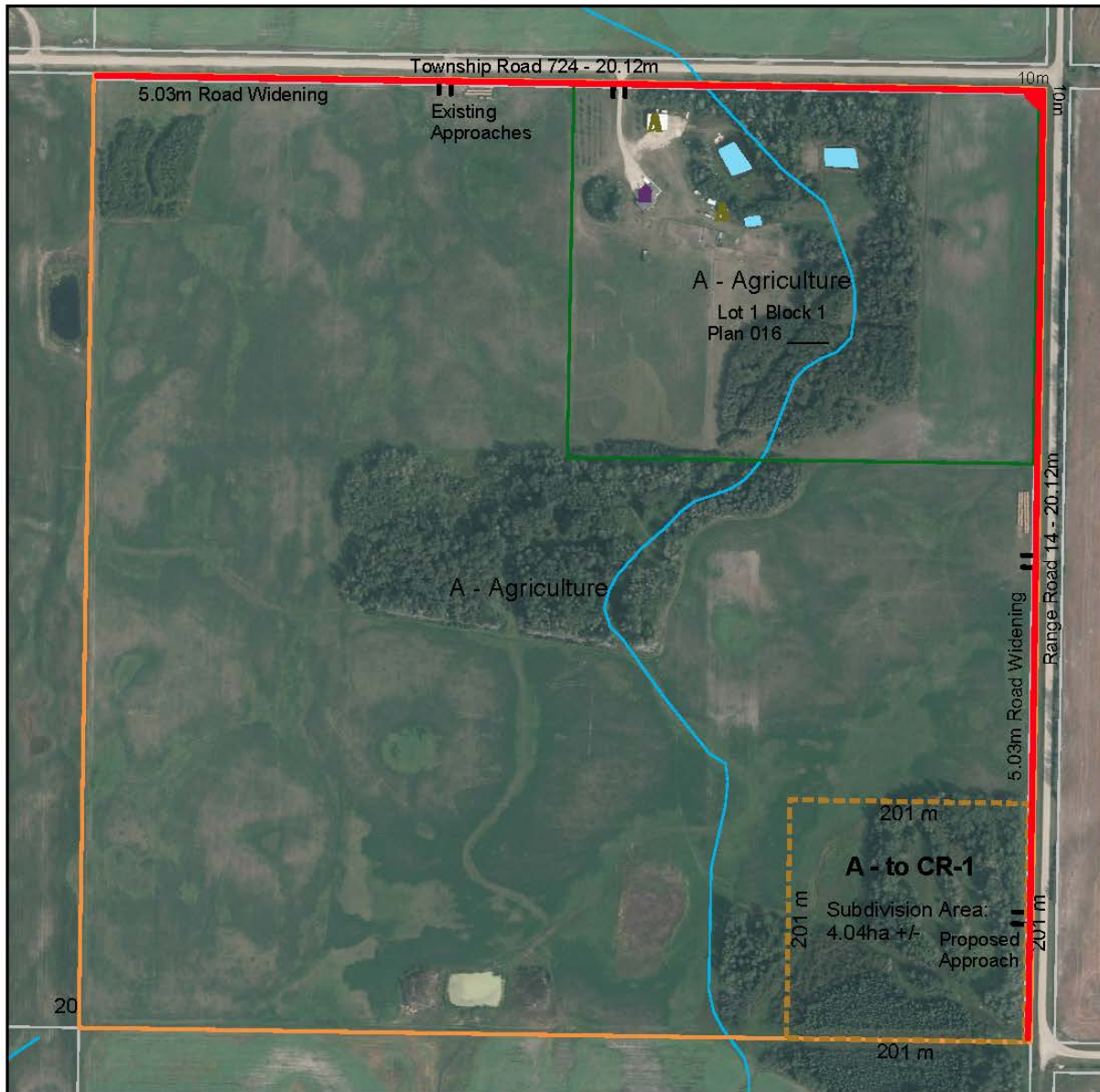
Proposed Approach



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



# Land Use Amendment - Municipal District of Greenview No. 16 NE SEC 20-72-01-W6M



0 50 100 150 200 m  
Scale 1:5000

## Legend

	Land Use Amendment	A	Agriculture
	Lot Number	CR-1	Country Residential One
	Block Number		
	Plan Number		
	Rivers / Creeks		
	Water Bodies		
	Cadastral		
	Municipal Boundary		

## LAND USE BYLAW MAP 244

Municipal District of Greenview No.16

Bylaw No. 16-769

Adopted by Council the xxth Day of Sept, 2016

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



## Schedule 'B' – Owner Location Map

FILE NO. A16-003

APPLICANT: MICHAEL SHANE GALE

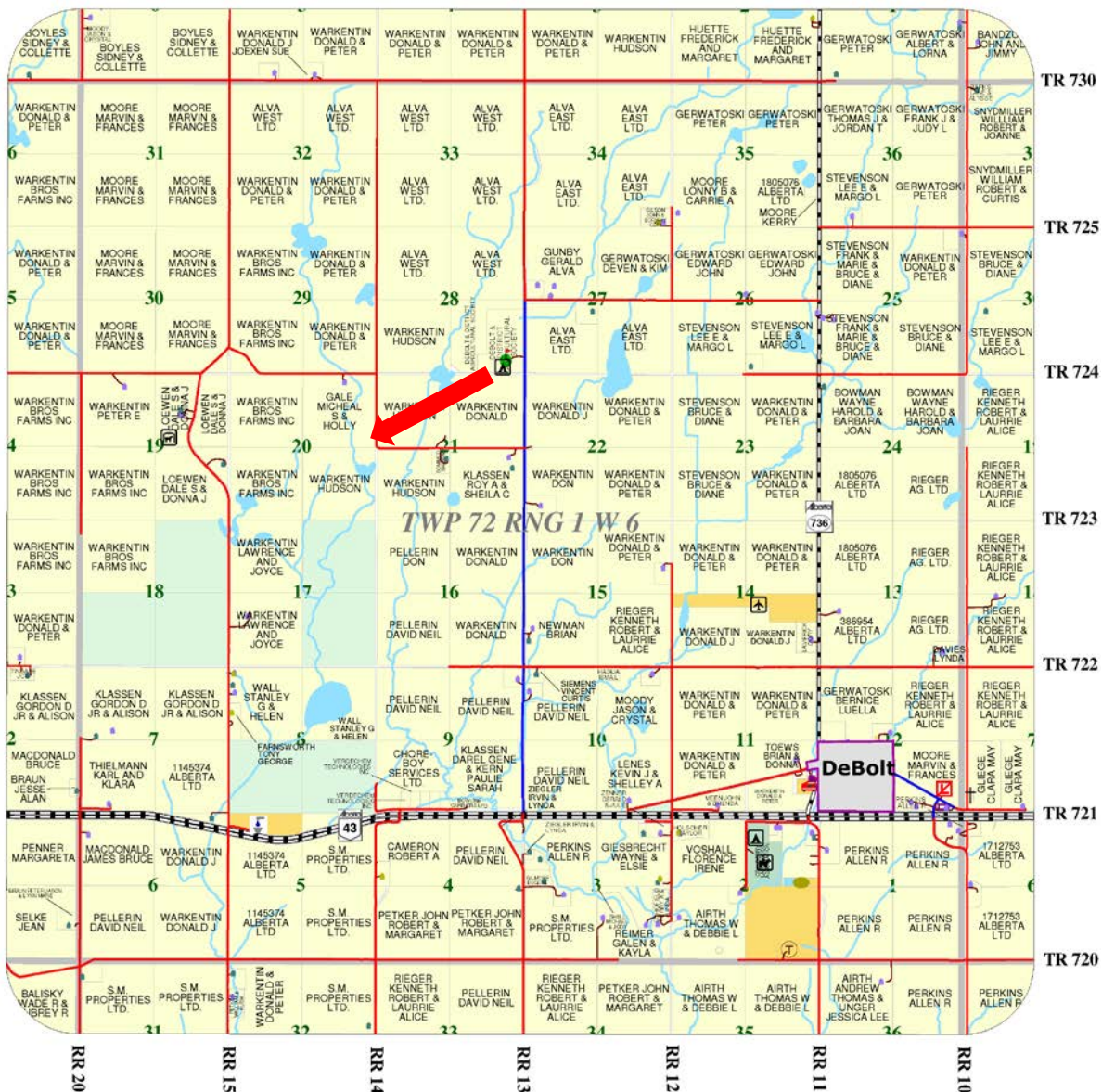
LEGAL LOCATION: NE-20-72-1-W6

LANDOWNER: MICHAEL SHANE GALE

Township 72, Range 1



# M.D. of Greenview No. 16

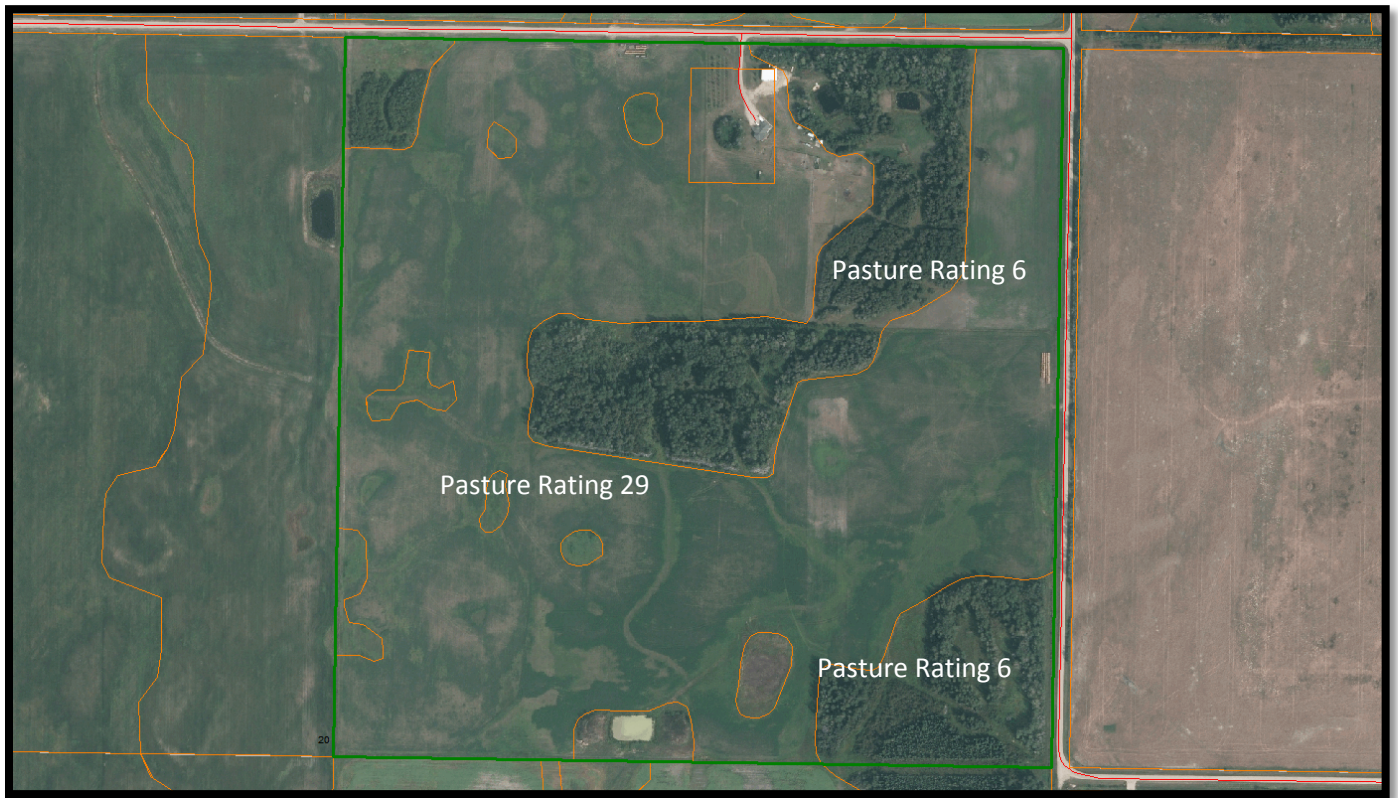












## Schedule 'D' – Referral Responses

**From:** [James Proudfoot](#)  
**To:** [Jenny Cornelsen](#)  
**Subject:** RE: A16-003 Gale  
**Date:** April 28, 2016 2:03:49 PM

---

The proposed parcel looks to be 80% unfarmed (treed). This area could be prone to being wet and that could be why it is not farmed. It is recommended that the applicant have a qualified person investigate this area to confirm whether or not it is wetland and to delineate where the wetland boundary is if wetlands do exist in the parcel.

If there are wetlands in this parcel, it may require an approval to construct the access road to a suitable building site outside the wetland area as the dry area looks like it might be in the NW corner of the parcel and not easily accessible. There is no access proposed on the plan that I can see. The owner/applicant needs to ensure that they remain in compliance with the Water Act.

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*) and associated policy. [Excellence](#) is the recommended standard.

Considerations and recommendations pertaining to the Water Act for proposed activities that may adversely impact a water body and the aquatic environment:

- a *biophysical assessment* is often required when development is proposed for an area and its biological or physical nature 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 any 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.
- development on the 1:100 year floodplain is discouraged and if proposed, all structures and development susceptible to damage from flooding ought to be flood proofed.
- activities impacting a water body may require an approval and an application ought to be submitted.
- if *wetland* plants are present in the area of a proposed activity, a Qualified Wetland Science Practitioner ought to assess the area to confirm the presence or absence of wetland habitat. If wetlands are present, impacts will need to be addressed under the [Alberta Wetland Policy](#) and [Alberta Wetland Mitigation Directive](#). (<http://aep.alberta.ca/water/programs-and-services/wetlands/alberta-wetland-policy-implementation.aspx>).
- 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, stormwater ponds and other pits may require an approval (See guide). (<http://esrd.alberta.ca/water/legislation-guidelines/documents/DugoutsPitsExcavationGuide-Jun29-2015.pdf>)
- 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 Parks, Grande Prairie

*Vision: Alberta's healthy environment sustains a high quality of life.*

**From:** [LandInquiries@atcoelectric.com](mailto:LandInquiries@atcoelectric.com)  
**To:** [Jenny Cornelsen](#)  
**Subject:** AEL2016-0400/ A16-003 Gale  
**Date:** May 3, 2016 1:24:18 PM

---

Good Afternoon;

ATCO Electric has no comments or concerns with this application. Thank you

**Karen Diaz- Hernandez**

Land Administrator | **Land Administration**

**ATCO Electric** | **Distribution** | **Land and Forest Operations**

2nd Floor AC-EDM | 10035 – 105 St. | Edmonton, AB T5J 2V6

Phone: 780-509-2094 | fax: 780-509-9220

**NEW EMAIL NOW IN EFFECT:** [Karen.Diaz-Hernandez@atco.com](mailto:Karen.Diaz-Hernandez@atco.com)





## MUNICIPAL DISTRICT OF GREENVIEW No. 16

### NOTICE TO INFRASTRUCTURE AND PLANNING

Date: April 18, 2016 File No.: A16-003  
Legal Description: NE-20-72-1-W6  
Applicant: MICHAEL SHANE GALE  
Owner: MICHAEL SHANE GALE  
PROPOSED LAND USE AMENDMENT: AGRICULTURE - A to COUNTRY RESIDENTIAL ONE - CR-1

Attached is a copy of a Land Use Amendment application and sketch proposing to rezone the above described land for future subdivision or development. Please provide your comments by April 25, 2016, in the space provided below or attach additional comments on a separate sheet.

Should you require further information, please contact Planning and Development Manager, Sally Rosson, at 780.524.7600 or sally.rosson@mdgreenview.ab.ca.

**COMMENTS:**  
- ROAD WIDENING  
- CUT CORNER  
- APPROACH TO MEET STAYMONDS

NAME (PLEASE PRINT)

Kevin Sklapsky

SIGNATURE

Please check box for corresponding referral agency

Circulated to:

- ☐ M.D. General Manager, Infrastructure and Planning - Grant Gyurkovits: grant.gyurkovits@mdgreenview.ab.ca;
- ☒ M.D. Manager, Construction & Maintenance - Kevin Sklapsky - kevin.sklapsky@mdgreenview.ab.ca
- ☐ M.D. Manager, Environmental Services - Gary Couch - gary.couch@mdgreenview.ab.ca
- ☐ M.D. Project Engineer - Chad McMillan - chad.mcmillan@mdgreenview.ab.ca

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



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

### NOTICE TO INFRASTRUCTURE AND PLANNING

Date: April 18, 2016 File No.: A16-003  
Legal Description: NE-20-72-1-W6  
Applicant: MICHAEL SHANE GALE  
Owner: MICHAEL SHANE GALE  
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Attached is a copy of a Land Use Amendment application and sketch proposing to rezone the above described land for future subdivision or development. Please provide your comments by **April 25, 2016**, in the space provided below or attach additional comments on a separate sheet.

Should you require further information, please contact Planning and Development Manager, Sally Rosson, at 780.524.7600 or [sally.rosson@mdgreenview.ab.ca](mailto:sally.rosson@mdgreenview.ab.ca).

**COMMENTS:**

*No concerns. JR.*

NAME (PLEASE PRINT)

*Gary Couch*

SIGNATURE

*Gary Couch  
April 18, 2016*

Please check box for corresponding referral agency

**Circulated to:**

- ☐ M.D. General Manager, Infrastructure and Planning - Grant Gyurkovits: [grant.gyurkovits@mdgreenview.ab.ca](mailto:grant.gyurkovits@mdgreenview.ab.ca);
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- ☒ M.D. Manager, Environmental Services - Gary Couch - [gary.couch@mdgreenview.ab.ca](mailto:gary.couch@mdgreenview.ab.ca)
- ☐ M.D. Project Engineer - Chad McMillan - [chad.mcmillan@mdgreenview.ab.ca](mailto:chad.mcmillan@mdgreenview.ab.ca)

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Toll Free: 1.888.524.7601			<a href="http://www.mdgreenview.ab.ca">www.mdgreenview.ab.ca</a>	





## MUNICIPAL DISTRICT OF GREENVIEW No. 16

### NOTICE TO REFERRAL AGENCIES

Faxed: April 28, 2016 File No.: A16-003  
Legal Description: NE-20-72-1-W6  
Applicant: MICHAEL SHANE GALE

#### PROPOSED LAND USE AMENDMENT: AGRICULTURE - A to COUNTRY RESIDENTIAL ONE - CR-1

Please provide your comments on the **PROPOSED LAND USE AMENDMENT AND SUBSEQUENT SUBDIVISION** in the space provided below or attach any additional comments on a separate sheet. If you have any questions regarding the attached, please contact our office. Deadline for your written comments: NOON, June 08, 2016 insofar as your agency is concerned. See Sketch attached.

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

If you have any questions regarding the attached, please contact Planning and Development Manager Sally Ann Rosson at 780.524.7600 or [sally.rosson@mdgreenview.ab.ca](mailto:sally.rosson@mdgreenview.ab.ca).

#### COMMENTS:

*No Concerns*

NAME (PLEASE PRINT)

*Rae HARDIE*

SIGNATURE

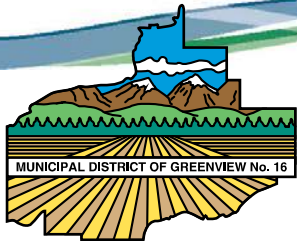
Please check box for corresponding referral agency

#### Circulated to:

- ☐ M.D. General Manager, Infrastructure & Planning - Grant Gyurkovits: [grant.gyurkovits@mdgreenview.ab.ca](mailto:grant.gyurkovits@mdgreenview.ab.ca); (780) 524-4432
- ☐ M.D. Manager, Construction & Maintenance - Kevin Sklapsky: [kevin.sklapsky@mdgreenview.ab.ca](mailto:kevin.sklapsky@mdgreenview.ab.ca); (780) 524-4432
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- ☐ M.D. Manager, Operations - Gord Meaney: [gord.meaney@mdgreenview.ab.ca](mailto:gord.meaney@mdgreenview.ab.ca);
- ☐ M.D. Manager, Agricultural Services - Quentin Bochar: [quentin.bochar@mdgreenview.ab.ca](mailto:quentin.bochar@mdgreenview.ab.ca); (780) 524-5237
- ☐ M.D. Roads Supervisor West - Dennis Loewen: [Dennis.Loewen@mdgreenview.ab.ca](mailto:Dennis.Loewen@mdgreenview.ab.ca); (780) 539-7711
- ☐ ALBERTA TREASURY BRANCH - : ; (780) 538-5404
- ☐ Alberta Culture and Tourism (CT) - Rebecca Traquair: [Historical.Lup@gov.ab.ca](mailto:Historical.Lup@gov.ab.ca);
- ☐ Alberta Environment and Parks (AEP) - James Proudfoot: [James.Proudfoot@gov.ab.ca](mailto:James.Proudfoot@gov.ab.ca); (780) 538-5522
- ☐ Alberta Environment and Parks (AEP) - Jack McNaughton: [Jack.McNaughton@gov.ab.ca](mailto:Jack.McNaughton@gov.ab.ca); (780) 624-6180
- ☐ Alberta Environment and Parks (AEP) - Matthew Wilson: [matthew.wilson@gov.ab.ca](mailto:matthew.wilson@gov.ab.ca);

Administration Office	Operations Building	Family & Community Support Services	Grovedale Sub-Office	Grande Cache Sub-Office
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Toll Free: 1.888.524.7601			<a href="http://www.mdgreenview.ab.ca">www.mdgreenview.ab.ca</a>	





**BYLAW NO. 16-769**  
**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. 247 in the Land Use Bylaw, being Bylaw No. 03-396, be changed to reclassify the following area:

A portion of the North East of Section Twenty (20)  
Within Township Seventy-Two (72)  
Range One (1) 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 August, A.D., 2016.

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

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

---

**REEVE**

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**CHIEF ADMINISTRATIVE OFFICER**



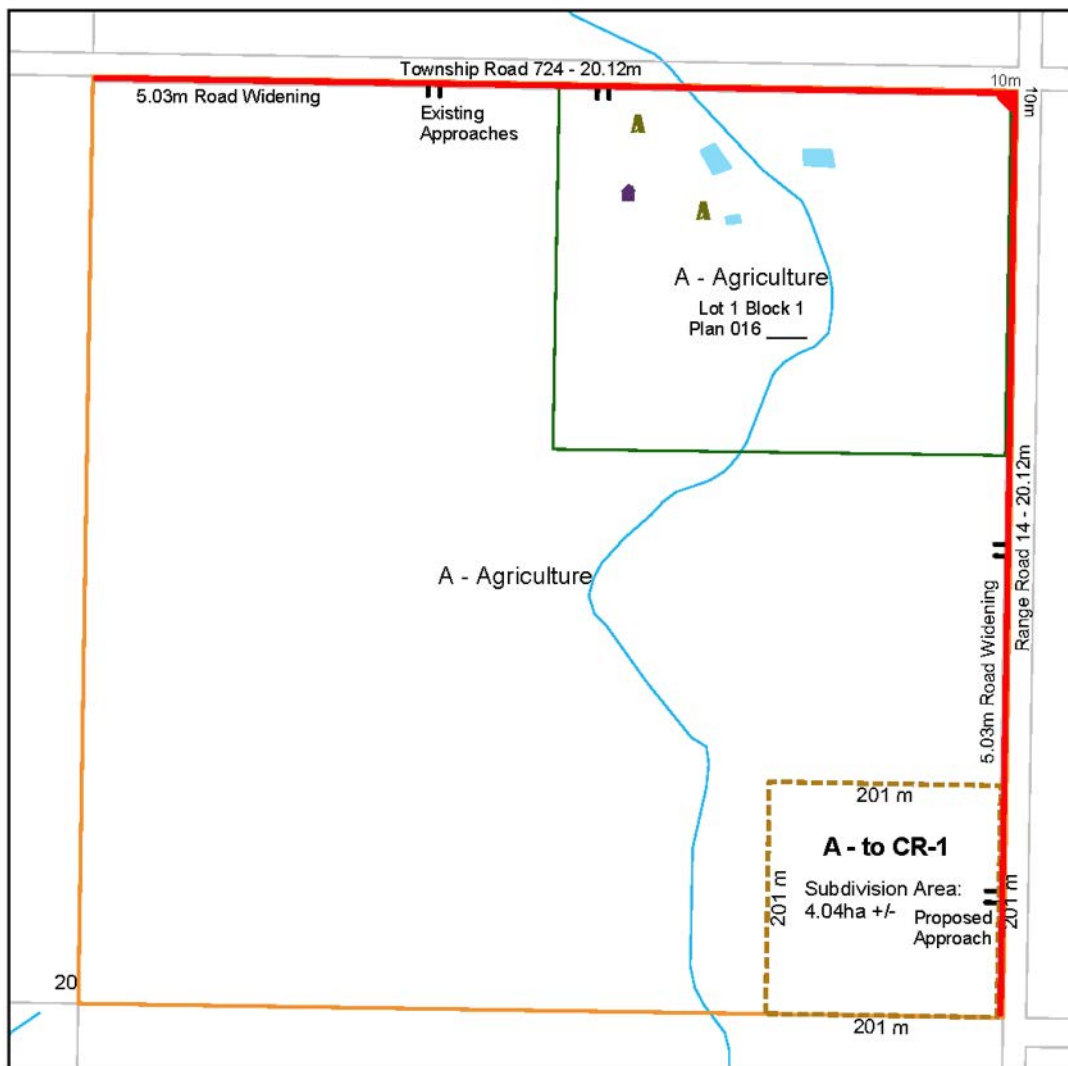
## SCHEDULE "A"

To Bylaw No. 16-769

### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

A portion of the North East of Section Twenty (20)  
Within Township Seventy-Two (72)  
Range One (1) West of the Sixth Meridian (W6M)

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





## REQUEST FOR DECISION

SUBJECT: **Greenview Assessment Report**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: August 23, 2016  
DEPARTMENT: INFRASTRUCTURE & PLANNING  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO: GG MANAGER:  
GM: PRESENTER: GG  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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### RELEVANT LEGISLATION:

**Provincial** (cite)

**Council Bylaw / Policy** (cite).

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### RECOMMENDED ACTION:

**MOTION: That Council accept the Municipal District of Greenview Building Assessment Report for Information.**

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### BACKGROUND / PROPOSAL:

Discussions between Council and Administration regarding the first phase of Greenview's Building Viability Assessment and Reports project was budgeted in 2016 and was completed by Design Studio 555 out of Edmonton.

The consultant along with administration, comprising of the CAO, GM's and Departmental Manager's discussed each departments current operational challenges and their future needs based on operational growth. The Municipal District of Greenview is constantly and consistently growing each year. This growth starts with Development within the Municipal District of Greenview, putting higher demand on a wider geographical range of public services as development increases. This may include concentrated residential or industrial development or a new recreation site, but each year Greenview grows just a little more.

Council and administration probably agree that Greenview will always be working on ways to maximize operational efficiency while being cost effective and responsible in delivering the level of service that Council has agreed to supply the general public living in, or conducting business in the Municipal District of Greenview.

The assessment discusses today's organization structure and the projections for the next Five (5) and ten (10) year forecast to 2026. The assessment indicates that Greenview's existing buildings have maximized their capacity for accommodating current and future employees, with mention in the assessment, where it is possible to expand on some of Greenview's existing buildings in the future. Greenview will undeniably need to expand its operating yard space and create more square footage for cold and warm covered storage and office space.

The assessment is intended to help guide, recommend suggestions and options to allow Greenview to increase flexibility in operational square footage, thus allowing Greenview to continue to provide consistent reliable services.

**\*\*For Councils information, administration had to divide up the Assessment due to the size of the electronic file for the Agenda Package and only include Appendix A, B & C of the Assessment, BUT includes the most important parts of the document for Councils understanding AND Appendix D, E, F, G & H were left out which includes, Existing Building Layout Drawings, Zoning Bylaws, Building Codes and Greenview Organizational Charts. The FULL version of the Assessment will be left in your mail box. Sorry if this causes any inconvenience.**

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OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – To discuss how to move forward allowing Greenview to expand as needed.

**Benefits** – N/A

**Disadvantages** – N/A

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COSTS / SOURCE OF FUNDING:

N/A

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ATTACHMENT(S):

- Building Assessment Report that includes Appendix **A,B,C (ONLY)**

# Municipal District of Greenview No. 16

Valleyview, Alberta



## Assessment Report



**555 DESIGN STUDIO**



## **Table of Contents**

<b>1</b>	<b>Overview .....</b>	<b>1</b>
<b>2</b>	<b>Executive Summary .....</b>	<b>2</b>
<b>3</b>	<b>Existing Facilities.....</b>	<b>3</b>
<b>4</b>	<b>Conclusions and Recommendations .....</b>	<b>8</b>
<b>5</b>	<b>Staffing and Operational Criteria .....</b>	<b>11</b>
<b>6</b>	<b>Program Area Requirements.....</b>	<b>14</b>
<b>7</b>	<b>Specific Department Building and Yard Requirements .....</b>	<b>14</b>

**Appendix A** - Existing Building Area Tables

**Appendix B** - Program Area Requirements

**Appendix C** - Re-Purposed Building Layouts and  
Proposed Layouts of New Buildings and Additions

**Appendix D** - Idealized Room Layout Drawings

**Appendix E** - Existing Building Layout Drawings

**Appendix F** - Applicable Zoning Bylaws

**Appendix G** - Alberta Building Code Review

**Appendix H** - Overall and Departmental Organizational Charts

August 12, 2016

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**Municipal District of Greenview No. 16**

4806 - 36 Avenue

Box 1079

Valleyview, Alberta T0H 3N0

**Attention: Mr. Grant Gyurkovits, General Manager, Infrastructure & Planning**

Dear Mr. Gyurkovits;

**Re: Operational Assessment & Space Programming**

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**1. Overview**

The Municipal District of Greenview No. 16 is one of the largest municipal districts (based on land area) within Alberta and encompasses an area of approximately 32,989 square kilometres (12,737 square miles), with an approximate population density of 0.2/km<sup>2</sup> (0.5/sq mi). This municipal district has seen a rapid exponential expansion over the past 10 years, where in 2006 the operating capital budget was \$1.5M, which has now escalated in 2016 to \$82M. Due to this rapid expansion of services, the operating infrastructure of the Municipal District to support the services it provides has not increased at the same rate. Therefore, all departments have severely out grown the current infrastructure.

Currently the Municipal District of Greenview No. 16 has facilities and operates out of four main communities; Valleyview, Debolt, Grovedale and Grande Cache, Alberta. As requested by administration this report will focus on the Valleyview operations only. Within the Town of Valleyview the MD of Greenview has five sites:

- New Administration building completed in 2010
- Operations Building purchased and renovated in 2008
- Field Service Operations (FSO) building which was built as the Agricultural Services building in 1986, and was renovated with additions in 1996
- Family & Community Support Services (FCSS), in the previous Administration building
- Aggregate/ Material storage yard

As the name implies the Administration building houses the corporate and administrative services of the MD of Greenview #16 and is located parallel to 36th Avenue between Highway Street and 46th Street.

The Operations building which is directly East of the Administration building also along 36th Avenue, currently houses the agricultural services offices and staff including administrative assistances, weed inspectors, summer staff. This building has four heated vehicle bays. Currently the agricultural operations are split between Operations building and the Field Services Operations building.

The Field Services Operations (FSO) building located further East across 46 Street from the Operations building. The building parallels 46th Street and houses the maintenance staff and vehicle repair facilities for the MD. The Yard around the building is utilized for vehicle, equipment and rental equipment storage. Connected to the FSO yard is the connecting property to the east where a Salt/ Sand Storage building was erected with access through the FSO Yard and onto 45 Street.

The Family & Community Support Services (FCSS) has offices in the previous administration building and is located off of Highway 49 along 50th Street in downtown Valleyview. Family & Community Support Services (FCSS) operates as a partnership between the Alberta Government, the MD of Greenview and Town of Valleyview. As such they provide services to communities of Little Smoky, DeBolt, Ridgevalley, Grovedale, Sunset House, Sweathouse, New Fish Creek and the Town of Valleyview to promote the following:

- The social development of children and their families
- To enrich and strengthen family life by developing skills to function more effectively within their own environment
- To provide services that enhance the quality of life of the retired and semi-retired
- To provide services designed to promote, encourage and support volunteer work in the community
- To provide preventative social services to people of all ages.

Loose sand, gravel and other bulk aggregates including metal culverts are stored in the Aggregate Storage Yard. The yard is located North from the Field Service Operations (FSO) building and is just east of Ravine Drive with site access from 39 Avenue.

Current staffing levels for the Municipal District of Greenview No. 16 are approximately 138 permanent full time staff apportioned as follows:

Valleyview Area	105
FCSS Home Support	8
Transfer Stations	10
Water Operators	4
Grovedale	15
Grande Cache	3

Part time summer staffing levels vary as does part time staffing for Family & Community Support Services.

## **2. Executive Summary**

The current Valleyview facilities are undersized when compared to the required space for offices, vehicle storage bays, equipment, rental and material storage. Continuing operations with the current space is no longer a viable long term solution as safety, site access and overcrowding are serious deficiencies. A new site to expand and increase the necessary space requirements is required.

Numerous departments stated the general lack of office, storage and heated storage space hampered the ability of their departments to effectively deliver services or impeded their abilities to operate efficiently.

Severely hampering winter operations is the lack of heated space to store heavy equipment, which is hard to start and takes quite awhile to warm up before the equipment is safe for operational use. This lack of heated space has a direct impact to the readiness and efficient use of time during operations of snow clearing.

In addition the storage of an ever increasing large rental farm equipment fleet is congested and currently split between the Operations building and the Field Service Operations building, which is confusing and cumbersome for the rate payer, during pick-up and returns.

The assessment reviewed the area requirements for estimated staffing levels and operational needs for the next ten (10) years to 2026. It was determined that a new building and storage yard is required in the magnitude of 33,624 square feet (3,124 square metres), to accommodate the Operations Departmental needs. The Operations Department is responsible for year round grader and plow operations and needs heated storage space for timely and efficiently operations, therefore, it is proposed that this new facility provide a large vehicle storage area for such purposes, with some capacity to house vehicles not accommodated in other facilities.

Further a consolidation of the Agricultural Service operation should move back to the Field Service Operations building with a proposed new addition in the magnitude of 4,667 square feet (433.61 square metres). This new addition would also allow space for the Recreation & Cultural Department. Since the Agricultural Department and the Recreation & Cultural Department communicate on a regular basis, working within the same building is beneficial to both.

With the Agricultural Services Department moving to the Field Service Operations Building, the Operations building is capable of supporting the Construction & Maintenance Departments short term requirements.

This assessment suggests that the new facility for Operations be located near the current Administration building and other current operations based on the Criteria Matrix, since all departments need to function closely with one another and Corporate Services.

### **3. Existing Facilities**

#### **Administration Building**

The new Administration building completed in 2010 is on the south hill paralleling 36th Avenue, and includes the council chambers, managerial offices, administrative offices, meeting rooms, file storage and the main IT servers. The building has 10 private offices on the main floor and 19 private offices on the second floor as well as room for 6 administrative reception staff. There is a small meeting room on the main floor with two small meeting rooms on the second floor which have a moveable partition between them allowing them to open to one large meeting room.

None of the facilities have a dedicated emergency operations centre, however, the second floor meeting rooms have been utilized for such purposes. The facility is equipped with an emergency generator to allow for such purposes.

Although newly completed in 2010, the building is already filled to 100% capacity.



It was noted that acoustic issues exist within the Council Chambers, creating severe audio problems, which needs to be addressed.

### **Operations Building**

The Operations building has a size of 18.29 x 36.58 m (60' x 120') comprising a footprint area of 676.88 m<sup>2</sup> (7286 ft<sup>2</sup>). The building currently houses some of the Agricultural Services staff, consisting of two managers, one assistant manager, ten weed inspectors, two administrative staff and up to ten summer staff in addition to some Infrastructure and Planning personnel.

No vehicle repairs are performed within this facility. During winter months the vehicle bays are used as heated storage for the plow trucks within the four vehicle bays. Although two graders and a two wash trucks are forced to remain outside during the winter months.

The Eastern section of the building has a two storey office component of approximately 211.87 m<sup>2</sup> (2281 ft<sup>2</sup>) per floor. The main floor has a small lobby with receptionist, two offices, staff room and an Open Office Space area originally designed for two workstations, but currently houses six workstations. A copier / Data room has space for the IT server equipment and photocopier. The building was designed to be barrier free and includes a handicap lift to the mezzanine level. The mezzanine level provides three enclosed Offices along with an Open Office Space, again designed for 2 workstations and currently housing 6 workstations. A small copier/ data room along with an 8 person meeting room which is being used as workstations and second lunch room. Very small storage rooms were also provided on the mezzanine level.

The building currently has no emergency power, which might be able to be connected to the emergency generator, which is located at the adjacent Administration building, to provide continued operations during power outages.

Currently one of the vehicle storage bays is being used for washing vehicles, but was never designed for such purposes. As a result of the washing operations the bay is considerably dirty due to overspray from the washing operations. Equipment and tools within this bay are showing signs of premature deterioration as a result of being subjected to the increased humidity from the washing. Agricultural Services is allowed to utilize one storage bay but this arrangement is not beneficial to the needs of the Agricultural Services Department.

### **Field Service Operations (FSO)**

The Field Services building was originally constructed as the Agricultural Services building in 1986 and was added to in 1996. The building is a single storey which has a size of 18.29 x 50.81 m (60' x 166.68') comprising a footprint area of 929.31 m<sup>2</sup> (10,000 ft<sup>2</sup>). There is a small mechanical mezzanine within one of the vehicle maintenance bays with an area of 7.26 m<sup>2</sup> (78 ft<sup>2</sup>).

This building houses the Construction and Maintenance staff offices, safety officers, 6 agricultural offices, offices, safety supplies, Operations mechanic repair offices and four repair bays with one equipment washbay.

Since the building is equipped with vehicle hoists this building serves as the main vehicle repair facility for the entire municipal district. Three of the bays are full depth 17.73 m (58.2') with the remaining bay somewhat fore shortened due to an electrical room on the East side leaving an effective bay depth of 12.74 m (41.8').

Currently the safety officer utilizes a small storage room within the building for personal protective equipment, fire fighting foam retardant, and fire extinguishers.

Due to limited heated vehicle storage space among the facilities, during winter months, the washbay within the FSO building is utilized to store plow equipment as are the maintenance repairs bays if not being used for repair purposes, to allow for easier equipment starting.

### **Field Service Operations (FSO) Yard**

The yard around the FSO and adjacent buildings on this site is used to store large equipment and trailers, including various agricultural equipment which is rented to rate payers during the growing season. Although currently the rate payer needs to attend the Operations building across the street to first sign out the equipment and then transfer over to the Field Service Operations yard where they must find and contact the yardman, where the rented equipment is actually picked up and dropped off. The agricultural equipment returns to this yard daily, therefore, with the amount and type of equipment stored in the yard, manoeuvring within the compound is extremely difficult and potentially dangerous due to the size of the equipment when combined with other MD operational equipment. Some of the agricultural equipment have plastic tanks, hoses, fittings and components which are susceptible to deterioration due to sunlight, these items should be stored under cover to minimize sunlight deterioration.

Yard site grading was noted to be flat with little to no slope away from buildings, thus causing water to accumulate, soften subsoil and create ruts within the yard.

The main access gate to the yard is directly off of 46th Street. However, currently there is insufficient capacity to control public access to the site, which experiences the most activity, traffic, equipment and material storage.

Due to the movement of large agricultural equipment to and from the site, ease of movement to the rural areas around the Town are a necessity without having to manoeuvre this equipment for any length of time on Town roadways.

### **Small Equipment Repair Shed**

This older small building is located directly south of the FSO building which is currently used for small equipment repairs. This small building is quite old, with very low ceilings, broken and heaving concrete slab-on-grade floor. Due to the minimal ceiling height this building does not support any equipment lifts, and all maintenance must be performed using hand held jacks.

The West equipment and East man doors are deteriorating, difficult to open and close and do not seal well, creating cold drafts during winter months.

### **Chemical Storage Building**

Adjacent to the small older building along the south property line is a the Chemical Jug recycling shed which was constructed in 1986 and is 15.24 m x 15.24 m (50 ft x 50 ft) with some heated space which is used for material and chemical storage. An open air section is used for the used chemical jug recycling storage area.

**Sand/ Salt Shed**

Along the East property with access to 45th Street is a newly constructed Salt Shed completed in 2014, where sand/ salt are mixed and stored for use on roads during the winter season. This building is a metal clad building 60.96 m x 24.384 m (200 ft x 80 ft) and has an interior height of approximately 6 m (20 ft). Large overhead doors are located towards the South end of the building which allows for the loading of salt distribution vehicles during the winter season. The interior of the building has an asphalt slab, and has no interior heating system.

**Family & Community Support Services (FCSS)**

The Family & Community Support Services (FCSS) located on 50th Street just south of 48th Avenue is a single storey building which has a size of 24.50 x 30.00 m (80.83' x 98.42') comprising a footprint area of 735.0 m<sup>2</sup> (7911 ft<sup>2</sup>). The building was designed and constructed in 1990 and originally served as the main administration building, prior to the construction of the new facility in 2010. The building is centrally located within the Town of Valleyview, and is easily accessible to the general public.

FCSS staff indicate that this facility is currently operating at approximate 95% capacity, with no room for expansion.

Although the building is primarily office space, we were advised, that various surplus furniture is being stored at this site which is not equipped for such storage since the FCSS operational space is already at a premium.

The newly formed Recreations Department is attempting to operate out of this building, but lacks the sufficient space to operate efficiently. Therefore, recreational operating field equipment is distributed between other various sites and buildings where ever there is room. Some of the equipment utilized by the Recreation Department consists of survey equipment, wet suits, aeration equipment and sleds to service campgrounds. Based on the interaction between the Recreation Department and Agricultural Services, these two departments should be co-located to facilitate inter-department cooperation.

**Bulk Aggregate Yard**

The bulk aggregate yard is located North of the Field Service Operations (FSO) building and is just east of Ravine Drive with site access from 39 Avenue.

This site is currently fenced and gated with chain link fencing. It was noted that only bulk aggregate piles along with some corrugated metal pipe culverts were being stored on the grounds.

**Additional Lands**

A section of approximately 16.19 hectares (40 acres) is currently owned by the Municipal District to the South of the Town, immediately South of the Valleyview Municipal Airport. This property is greatly separated due to distance from the existing infrastructure, which is currently grouped around the Administration building on 36th Avenue.

The land currently has municipal water services within proximity from the Town of Valleyview but no sanitary services. We were advised that the property also has fibre optic services.

Currently the land has numerous small shrubs and trees and would need to be brushed and cleared along with major sub-base preparations before any utilization could be realized.

It was indicated that there may be plans to re-align Highway 43. Although, nothing has yet been finalized regarding any such re-alignment, the utilization of this site in the future may depend greatly on how such re-alignment would affect egress and access to this site in the future. Prior to proceeding with this site discussions with Alberta Transportation would be needed to understand the significance of any changes to Highway 43.

### **General Operating Notes**

It was noted that none of the current facilities have sufficient space for meetings or training of 30 or more staff at one time.

Currently there are no community Peace Officers employed by the Municipal District, as there are in other counties, and was therefore assumed this would be a requirement within the next 10 years.

### **Bylaw Review**

A review of the Town of Valleyview Land Use Bylaw No. 2007-02 indicated that the majority of the existing buildings between 36th Avenue to 39th Avenue and along 46th Street were in the M1 - Industrial zone.

The only building not within the M1 district zone is the Family & Community Support Services (FCSS) which is located on 50th Street just south of 48th Avenue and is zoned as C1 - Commercial.

A brief review of the siting of each building appeared to comply with the requirements of both the C1 and M1 zoning districts.

### **Alberta Building Code Review**

A review of the Operations building and Field Service Operations Building was undertaken since these building are proposed to be re-purposed.

Although an on site in depth building review was not undertaken, both the Operations building and Field Service Operations Buildings appear to comply with the Alberta Building Code requirements with respect to classification and areas along with fire rating requirements based on our limited knowledge.

Each building is below the maximum area limits allowed for non-sprinklered buildings, with some capacity for addition and still remain within the maximum area requirements.

The building code reviews for each building are attached in Appendix G.



#### **4. Conclusions and Recommendations**

##### **Administration Building**

During the design of the Administration building space for expansion was allowed for to the East of the building up to the existing access drive lane. Based on the proposed layout for a new addition as per the drawings in Appendix C, C101 to C103 the approximate footprint area of this expansion is 2,886 square foot (268.11 square metres) per floor for a total new area of 5,772 square foot (536.22 square metres) . As per the proposed new layout a total of 19 new offices can be accommodated. This would allow for increased administrative offices while maintaining as many managers and assistances as possible within the Administration building. The estimated cost of this addition based on \$375.00/ square foot due to the renovation nature is \$2.16 million.

##### **Operations Building**

Discontinue washbay operations within the building since this building was not designed for such operations, thereby minimizing moisture and deteriorating humidity issues.

Relocate the Agricultural Services offices to the current Field Service Operations building. This would consolidate the rental paperwork and rental equipment in one location, thus minimizing confusion on the rate payers.

The Construction & Facility Maintenance Department needs to be centrally located to be able to service the Administration building, Field Service Operations building, Family & Community Support Services, Veterinary building, and Medical Clinic.

The Construction & Maintenance Department could utilize this building for the majority of its spatial and office requirements. Although the building can support the majority of the Construction & Maintenance needs, as indicated in Table B7.1 there is an area deficit with respect to general storage, equipment storage, chemical storage, locker rooms, and heated vehicle/ heavy equipment storage. See the proposed floor layouts as per the drawings in Appendix C, C116 to C117

Since it is our recommendation to re-purpose the existing Sand/ Salt Shed to cold storage bays one or several of these bays would be allocated for the Construction & Maintenance department. See the proposed floor layouts as per the drawings in Appendix C, C115.

Since the proposed new Operations building has additional heated vehicle/ heavy equipment storage bays the remainder of the Construction & Facility Maintenance equipment could be housed there. See the proposed floor layouts as per the drawings in Appendix C, C106

Although, due to the minimal office and shop bays it is difficult to consolidate any one department within this building, thus any department trying to utilize this building would still need to be housed elsewhere since space is limited.

As indicated this facility could be utilized by the Construction & Maintenance Department since it is within the MD assets, however, we would suggest a review of this building being liquidated from the property assets and the revenue of the sale utilized towards newer more adequate

facilities to completely accommodate the Construction & Maintenance Department needs in one location.

## **Field Service Operations (FSO)**

Relocate Agricultural Services offices and rental equipment to this site, to allow for consolidation of rental sign out and returns to this one location.

Provide a 4,667 square foot (433.61 square metre) addition to this building to fully accommodate the Agricultural Services departments requirements as well as consolidating the Recreation & Cultural department offices within the new addition. The estimated cost of this addition based on \$325.00/ square foot due to the renovation nature is \$1.52 million. See the proposed floor layouts as per the drawings in Appendix C, C104, C105

Relocate the Operations Maintenance Bays to a proposed new building as per drawing C106, thus freeing up heated bay space for the Agricultural Services and Recreation & Cultural department needs.

Review re-grading and or paving the yard to minimize the site water issues and rutting of the yard due to heavy equipment operations.

Provide electric operated equipment gates with electronic proxy access to increase site security for controlled access and minimize unwanted public accessibility.

Although the washbay could remain in operation as is as a secondary wash facility, or it could be relocated to the proposed new Operations building. However, since moisture is corroding the steel within this building it is recommended that this washbay be relocated and thus provide another 7.3 m x 18.29 m (24 ft x 60 ft) shop bay.

## **Sand/ Salt Storage Shed**

Decommission the existing Sand/ Salt storage building by building a new facility at the bulk sand and aggregate storage yard. This existing Sand/ Salt Storage building would be re-purposed to a cold storage building for a variety of departmental usages. See the proposed floor layouts as per the drawings in Appendix C, C115. The following is suggested uses for this building:

- Agricultural Services: store rental equipment which requires weather/ sunlight protection.
- Recreation & Culture: material and miscellaneous equipment storage.
- Construction & Maintenance: material and miscellaneous equipment storage.

## **Chemical Storage Building**

The Chemical Storage building can remain as is, however, due to the storage of recycled chemical containers an environmental assessment of the building and adjacent areas around it is recommended to ensure there has and will be no leaching of contaminants into the soil or surrounding areas.

## **Family & Community Support Services (FCSS)**

The council chamber area could be renovated to provide additional office space, or a combination of office space and a public meeting room. See the proposed floor layouts as per the drawings in Appendix C, C112 to C114.

Relocate the Recreation & Cultural Department to a separate building, within or near the Agricultural Services building, where all of the Recreational Departments needs can be accommodated. The Recreation & Cultural Department should have yard storage for large vehicles as well as equipment storage.

Remove and relocate all surplus furniture and equipment to cold storage buildings to free up needed space within the building for only FCSS functions.

### **Bulk Aggregate Yard**

Construct a new Sand/ Salt Storage building 30.48 m x 60.96 m (100 ft x 200 ft) on this site selective situated to allow for maximum site usage and ease of truck loading / unloading and manoeuvring. By situating the Sand/Salt building with the bulk aggregates would minimize the distance that the sand materials need to handle as well as providing un-congested straight line drive through and separate conflicts with other operations. See the proposed floor layouts as per the drawings in Appendix C, C107 to C111.

Allow for peripheral storage around the site incorporated adjacent to access lanes for miscellaneous materials. See the proposed floor layouts as per the drawings in Appendix C, C107.

Maintain the south-west area of the site for bulk aggregate storage.

### **Proposed New Operations Building**

A proposed new building and site are needed to accommodate the immediate needs of Operations Department and Protective Services. See the proposed floor layouts as per the drawings in Appendix C, C106.

It was determined that a minimum building requirement to service the Operations Department existed in the magnitude of 61,364 Square Feet (5,701 square metres).

A minimum of 49,581 square feet (4,606 square metres) of heated equipment storage space and 23,831 square feet (2214 square metres) shop maintenance space and approximately 11,753 square feet (1,092 square metres) of office space is required.

A portion of the building would be for offices, meeting rooms, training rooms, support and amenity spaces. The largest area of the building accommodates the maintenance and other shops, as well as small and large heated equipment storage.

Dispatching plow trucks and graders in major snow falls is severely hampered due to a lack of heated space to store heavy equipment. As a result equipment is difficult to start and must idle for lengthy time periods before they can be dispatched to actual operations. This increased time is both costly on fuel and time efficiencies. It is therefore recommended that sufficient space be allocated for heavy equipment within a heated vehicle storage area to allow for readiness and efficient operations. Therefore, heated indoor storage for Operations equipment is required to facilitate winter road maintenance operations.

Yard storage space is required for Operations seasonal equipment.

The building should provide for a new washbay, that is constructed from impervious materials that are not subject to moisture corrosion.

Since the Criteria Matrix indicates the need to have all departments function closely together and especially with that of Corporate Services, it is suggested that this new facility be located near the current Administration building and other adjacent operations.

The proposed building layout drawing provides for additional indoor heated vehicle storage space to accommodate other departments equipment that can not be fully accommodated within the other facilities.

Based on the proposed building layout as indicated in Appendix C provides for a 72,363 square feet (6723 square metres) proposed new building. The breakdown of space allocation is 22,669 square feet (2106 square metres) of shop space, 10,893 square feet (1012 square metres) of office, administration and training room space along with 38,793 square feet (3604 square metres) of heated vehicle storage space. Based on an estimated \$310.00/ square foot construction cost this new facility is estimated at \$22.43 million plus property cost.

Proposed floor layouts for each building have been included in Appendix C:

- |   |              |
|---|--------------|
| • Administration Building                     | C101 to C103 |
| • Field Service Operations Building/ Yard     | C104 to C105 |
| • Proposed New Operations Building            | C106         |
| • Propose Bulk Aggregate Yard / New Salt Shed | C107 to C111 |
| • Proposed Renovations to FCSS Offices        | C112 to C114 |
| • Proposed Renovation to Existing Salt Shed   | C115         |
| • Repurposing of Operations Building to C&M   | C116 to C117 |

## **5. Staffing and Operational Criteria**

For the assessment the existing staffing levels for the Valleyview operation were reviewed with projections for the next five (5) and ten (10) year forecasts defined. The following Table 5.3 indicates that currently 2016 staffing level is at 105 employees with a projection in 2026 to increase to 136. Not included in those totals are the part time Family & Community Support Services employees. Also not included are the varying part time summer and seasonal staff which varies.

The current office distribution by department is identified per building in Table 5.1.

In addition to the staffing requirements, occupancy adjacency and operation criteria were defined in the Criteria Matrix within Table 5.2.

Overall and departmental organizational charts have been included in Appendix H.



**Current Office Distribution - Table 5.1**

	Department	Administration Building		Operations Building		FSO Building	FCSS Building
		Offices Per Building					
	Floor Level	M	S	M	S	M	M
1	Executive Management	1	4				
2	Corporate Services	8	3				
3	Infrastructure & Planning	2	11			5	
4	Community Services		3	3	2	6	14

**Valleyview Criteria Matrix - Table 5.2**

	Criteria Matrix	Adjacency	Future Expansion	Public Accessible	Yard Accessible	Meeting RM Required	Emergency Accessible 24/7	Street Level Access
1	Executive Management	2 - 10	L	H	L	H	H	L
2	Corporate Services	1	M	H	L	H	M	H
3	Environmental Services	1,4 - 6	L	M	L	M	H	L
4	Planning & Development	1,3,5 - 6	M	H	M	H	M	H
5	Operations	1,3,4,6	L	H	H	M	H	H
6	Construction Maintenance	1,3,4,5	M	L	M	M	M	L
7	Protective Services	1	M	M	M	M	H	L
8	Agricultural Services	1,10	M	H	H	M	L	H
9	Family Community Support Services	1	M	H	L	H	L	H
10	Recreation & Culture	1,8	M	L	M	L	L	M

**Legend**

H – High

M – Medium

L – Low

N/R - Not Required

# - Adjacency Importance High

,# - Adjacency Importance Secondary

**Valleyview Department Staffing Levels - Table 5.3**

Name	Current Staff June 2016	Estimated to 2021	Estimated to 2026
<b>Executive Offices</b>	<b>(7)</b>	<b>(7)</b>	<b>(7)</b>
Chief Administrative Officer	1	1	1
Executive Assistant	1	1	1
Communications Officer	1	1	1
Communications Assistant	1	1	1
General Manager, Corporate Services	1	1	1
General Manager Community Services	1	1	1
General Manager Infrastructure & Planning	1	1	1
<b>Corporate Services</b>	<b>(14)</b>	<b>(19)</b>	<b>(21)</b>
Executive Assistant	1	1	1
Finance & Administration	10	11	12
Information Systems	1	2	2
Human Resources Generalist	1	2	2
Human Resources Payroll & Benefits	1	2	2
Human Resources Recruitment (Contracted)	0	1	2
<b>Infrastructure &amp; Planning</b>	<b>(65)</b>	<b>(72)</b>	<b>(76)</b>
Executive Assistant	1	1	1
Administrative Assistants	3	3	3
Environmental Services	17	18	19
Planning & Development	6	8	8
Operations	28	30	32
Construction & Maintenance/ Bridge Mngmt	10	12	13
<b>Community Services</b>	<b>(19)</b>	<b>(25)</b>	<b>(32)</b>
Executive Assistant	1	1	1
Administrative Assistant (Prot/ Rec/ Culture)	1	1	1
Protective Services	3	6	9
Recreation & Culture	3	4	6
Family & Community Support Services	5	6	7
Agricultural Services	5	6	7
Economic Development Officer	1	1	1
<b>Totals</b>	<b>105</b>	<b>123</b>	<b>136</b>
Family & Community Support (Part Time)	10	11	13

Current staffing levels for the Municipal District of Greenview No. 16 are approximately 148 permanent full time staff apportioned as follows:

Valleyview Area	105
FCSS Home Support	10
Transfer Stations	10
Water Operators	5
Grovedale	15
Grande Cache	3

Part time summer staffing levels vary.

## **6. Program Area Requirements**

To determine the operational area requirements, the room dimensions of the four existing buildings were tabulated and follow in Appendix A with the existing area charts as follows:

- Administration Building - Table A-6.1
- Operations Building - Table A-6.2
- Field Services Building - Table A-6.3
- Family and Community Support Services Building - Table A-6.4
  
- Existing floor plan layouts for each building are included in Appendix E.

Based on the projected staffing levels, program areas were defined per department for proposed Program Areas of Offices, Shop and Storage requirements as follows in Appendix B:

- Construction & Maintenance Table B-7.1
- Agricultural Services Table B-7.3 and B-7.4
- Recreation & Culture Table B-7.5
- Operations Table B-7.6 and B-7.7

The assessment reviewed the area requirements for estimated staffing levels and operational needs for the next ten (10) years to 2026.

For the determination of proposed room sizes the proposed areas were based upon idealized room and space layouts for offices, meeting and staff rooms. Layouts of the idealized room layouts refer to Appendix D for reference.

## **7. Specific Department Building and Yard Requirements**

Based on the estimated staffing levels and operational needs for the next ten (10) years to 2026. It was determined that a minimum building requirement existed in the magnitude of 59,406 Square Feet (5,519 square metres).

A minimum of 25,780 square feet (2,395 square metres) of heated equipment storage space and 23,831 square feet (2,214 square metres) shop maintenance space and approximately 9,795 square feet (910 square metres) of office space is required.

It is proposed that the new building and site accommodate the immediate needs of the Operations department.

The following are the anticipated requirements for each department

**Administration**

Requirement Specifics:

Office #2 (Medium) – 7 required

- Office with STC rating- acoustic qualities
- Office to accommodate 7 people
- Close to Administrative Assistances Clerical Support
- Door hardware – lockable

**Operations**

Requirement Specifics:

Office #2 (Medium) – 5 required

- Office with STC rating- acoustic qualities
- Office to accommodate 5 people
- Close to Administrative Assistances Clerical Support
- Door hardware – lockable

Administrative Assistants / Reception (Medium) – 2 required

- Close to Central Filing area
- Accommodate 4 lateral filing cabinets
- Close to photocopier area
- Close to proximity of Manager / Supervisor
- Near large, open workspace (Countertop) area

Lobby/ Reception

- Public accessible
- Public counter - with barrier free counter area
- Adjacent to small meeting room off the lobby
- Corporate signage wall to be accommodated (for promotional photo's etc)
- Natural light
- Exterior doors to have card access
- View from reception cubicle to the public parking area
- Restrict public access into remainder of facility

Medium Size Meeting Room

- Room to accommodate 10 people

Large Meeting/ Training Classroom Room

- Room to accommodate 30 people
- Located in close proximity to other departments
- LAN capability in floor boxes
- White board mounted on wall
- Overhead Projector

Field Crew Cubical – minimum 9 required

- Workstations to complete paperwork



**Staff Room**

- Central location
- Counter space required for catered lunches
- Large fridge with built in water dispenser
- Microwave shelf
- Free standing table and chairs
- Easily accessible by the majority of the staff
- Large notice boards on walls
- Coffee and water stations to be plumbed in
- Coffee urn requires min 28" (715 mm) height

**First Aid Room**

- Counter area
- Bed
- Work desk with LAN connection
- Phone

**Archival Filing Storage**

- Archival storage of departmental documents
- Metal Filing Cabinets

**Centralized Stationary / Copier**

- Large photocopier / printer
- Counter layout/workspace for miscellaneous equipment - cerlox/ binding, paper cutting, hole punch, laminator, etc.
- Stationary and paper storage in free standing cabinets
- Mail slots for each department
- Can be utilized by all departments for the production of larger printing requirements
- Could be divided into two separate rooms for greater accessibility

**Boot and Drying Room**

- Boot storage
- Boot washer
- Long rack for drying coveralls etc

**Laundry Room**

- For commercial washer/dryer
- Laundry sink
- Can be utilized by all departments
- Accessible from corridor

**Equipment Maintenance Bays (8 required)**

- Drive through bays (preferred)
- Overhead doors to be 5.5m x 5.5m (16'0" high x 16' wide doors)
- Bay size minimum 6m x 18m (20' x 60'-0")
- Minimum Bay Height 6.1m (24')
- Work bench- located close to tool storage & parts storage

- Eye wash station, in the bay at the wall, plumbed
- Faucet to wash the floor (hot water) on a hose reel to accommodate portable Hotsy
- 10 Ton overhead crane to move the length and width of this area, Crane to be a **minimum** of 20' high from hook to floor
- All bays to have floor drains
- 3 phase electrical outlets located along work bench
- Air Compressor piped to selected outlet locations
- Man service doors to Alberta Building Code

## Welding Area

- Be of non-combustible finishes
- Close to Equipment Maintenance Bays
- Directly accessible to Shop Bays

## Small Equipment Repair Bay

- Four 3.6m x 3.6m (12' x 12') repair areas
- Work bench- located close to tool storage & parts storage
- Near mechanics offices

## Tool Storage – Beside Service Bay

- Lockable
- Separate enclosed area
- Directly accessible to Shop Bays

## Parts Storage

- Lockable
- Separate enclosed area
- Close to access door to the yard
- WHMIS flammable cabinet
- LAN telephone required
- Accommodate racking
- Work bench to be 6m (20' 0") long

## Material Storage

- Next to Maintenance Bays

## Locker Room

- Lockers to be on main floor
- Direct access to Washroom / Change Rooms
- Lockers (30" x 30") for Mechanics and Field Crew
- Lockers (12" x 12") can be others
- Boot Room- prior to locker room with spray to wash boots and clothing

## Custodial Storage

- Mop sink
- Storage of cleaning materials on free standing shelves

## Heated Heavy Equipment Storage (28 required)

- Bay size 4.4m x 10m (14.5' x 33')

Heated Small Equipment Storage (12 required)

- Bay size 3.65m x 6.55m (12' x 22')

## **Construction & Maintenance**

Requirement Specifics:

Office #2 (Medium) – 6 required

- Office with STC rating- acoustic qualities
- Office to accommodate 3 people
- Close to Administrative Assistances Clerical Support
- Door hardware – lockable

Office Standard Cubical (Small) – 2 required

- Close to Manager's Office
- Close to Administrative Assistances Clerical Support

Administrative Assistants (Standard Cubical) - 2 required

- Close to Central Filing area
- Accommodate 5 lateral filing cabinets
- Close to photocopier area
- Close to proximity of Manager / Supervisor
- Near large, open workspace (Countertop) area

Field Crew Cubical – minimum 6 required

- Workstations to complete paperwork

Shop Bays - minimum 3 required

- Drive through bays (preferred)
- Overhead doors to be 5.5m x 5.5m (16'0" high x 16' wide doors)
- Bays minimum 6m x 18m (20' x 60'-0")
- Minimum Bay Height 6.1m (20')
- Faucet to wash the floor (hot water) on a hose reel to accommodate portable Hotsy
- All bays to have floor drains
- 3 phase electrical outlets located along work bench
- Work bench- located close to tool storage & parts storage
- Work bench minimum 20' 0" long
- Bench to accommodate air compressor, drill press, grinder
- Air Compressor piped to selected outlet locations
- Close to Washbay
- Eye wash station, in the bay at the wall, plumbed
- Designated area for paint cleaning equipment, close to wash down area
- Man service doors to Alberta Building Code

Tool Storage – Beside Shop Bays

- Lockable
- Separate enclosed area

- Minimum size 3.65m x 6m (12' x 20')
- Directly accessible to Shop Bays

**Parts Storage**

- Lockable
- Separate enclosed area
- Close to access door to the yard
- WHMIS flammable cabinet
- LAN telephone required
- Accommodate racking

**Material Storage**

- Next to Shop Bays
- Minimum size 9m x 9m (30' x 30')

**Locker Room**

- Lockers to be on main floor
- Direct access to Washroom / Change Rooms
- Lockers (30" x 30") for Field Crew
- Lockers (12" x 12") can be for Non-Field Crew
- Boot Room- prior to locker room with spray to wash boots and clothing

**Custodial Storage**

- Mop sink
- Storage of cleaning materials on free standing shelves

**Heated Heavy Equipment Storage (7 required)**

- Bay size 4.4m x 10m (14.5' x 33')

**Heated Small Equipment Storage (7 required)**

- Bay size 3.65m x 6.55m (12' x 22')

**Agricultural Services****Requirement Specifics:****Office #2 (Medium) – 5 required**

- Office with STC rating- acoustic qualities
- Office to accommodate 5 people
- Close to Administrative Assistances Clerical Support
- Door hardware – lockable

**Office Standard Cubical (Small) – 16 required**

- Close to Manager's Office
- Close to Administrative Assistances Clerical Support

**Administrative Assistants/ Receptionist (Medium Cubical) - 1 required**



- Close to Central Filing area
- Accommodate 4 lateral filing cabinets
- Close to photocopier area
- Close to proximity of Manager / Supervisor
- Near large, open workspace (Countertop) area

Weed / Pest Inspectors (Small Cubical) - 16 required

- Close to Central Filing area
- Close to photocopier area
- Close to proximity of Manager / Supervisor
- Near Map Room

Map Room

- Easily accessible
- Counter for viewing maps
- Shelving for map storage

Locker Room

- Lockers to be on main floor
- Direct access to Washroom / Change Rooms
- Lockers (18" x 18") for Field Crew
- Lockers (12" x 18") can be for Non-Field Crew

First Aid Room

- Counter area
- Bed
- Work desk with LAN connection
- Phone

Tool Storage – Beside Shop Bays

- Lockable
- Separate enclosed area
- Directly accessible to Shop Bays

Parts Storage

- Lockable
- Separate enclosed area
- Close to access door to the yard
- WHMIS flammable cabinet
- LAN telephone required
- Accommodate racking

Material Storage

- Next to Shop Bays

Chemical Storage

- Heated chemical storage
- Recycled container storage

## Shop Bays

- Drive through bays (preferred)
- Overhead doors to be 5.5m x 5.5m (16'0" high x 16' wide doors)
- Bays minimum 6m x 18m (20' x 60'-0")
- Minimum Bay Height 6.1m (20')
- Faucet to wash the floor (hot water) on a hose reel to accommodate portable Hotsy
- All bays to have floor drains
- Work bench- located close to tool storage & parts storage
- Work bench minimum 20' 0" long
- 3 phase electrical outlets located along work bench
- Close to Washbay
- Eye wash station, in the bay at the wall, plumbed
- Air Compressor piped to selected outlet locations
- Man service doors to Alberta Building Code

## **Protection Services**

### Requirement Specifics:

#### Office #2 (Medium) – 3 required

- Office with STC rating- acoustic qualities
- Office to accommodate 3 people
- Close to Administrative Assistances Clerical Support
- Door hardware – lockable

#### Offices (Small Cubical) - 6 required

- Close to Central Filing area
- Accommodate 4 lateral filing cabinets
- Close to photocopier area
- Close to proximity of Manager / Supervisor
- Near large, open workspace (Countertop) area
- Close to Administrative Assistances Clerical Support

#### Tool Storage

- Lockable
- Separate enclosed area

#### Secured Storage Area

- Lockable
- Separate enclosed area
- Only accessible to Protective Services

## **Recreation & Cultural Development**

### Requirement Specifics:

#### Office #2 (Medium) – 1 required

- Office with STC rating- acoustic qualities

- Office to accommodate 2 people
- Close to Administrative Assistances Clerical Support
- Door hardware – lockable

Recreation Inventory Coordinator (Medium Cubical) - 1 required

- Close to Central Filing area
- Accommodate 4 lateral filing cabinets
- Close to photocopier area
- Close to proximity of Manager / Supervisor
- Near large, open workspace (Countertop) area

Assistant Recreation Inventory Coordinator (Small Cubical) - 1 required

- Close to Central Filing area
- Accommodate 4 lateral filing cabinets
- Close to photocopier area
- Close to proximity of Manager / Supervisor
- Near large, open workspace (Countertop) area
- Close to Administrative Assistances Clerical Support

Planning/ Drafting Workspace

- Planning Workstation minimum (10' x 10')

Locker Room

- Lockers to be on main floor
- Direct access to Washroom / Change Rooms
- Lockers (18" x 18") for Field Crew

Tool Storage – Beside Service Bay

- Lockable
- Separate enclosed area
- Directly accessible to Shop Bays

Parts Storage

- Lockable
- Separate enclosed area
- Close to access door to the yard
- WHMIS flammable cabinet
- LAN telephone required
- Accommodate racking
- Work bench to be 6m (20' 0") long

Material Storage

- Next to Shop Bays

Shop Bays

- Drive through bays (preferred)
- Overhead doors to be 3.6m x 3.6m (12'0" high x 12' wide doors)
- Length of bays minimum 7.6m (25'-0")

- Minimum Bay Height 3.6m (12')
- Faucet to wash the floor (hot water) on a hose reel to accommodate portable Hotsy
- All bays to have floor drains
- Work bench- located close to tool storage & parts storage
- Close to Washbay
- Eye wash station, in the bay at the wall, plumbed
- Man service doors to Alberta Building Code

### **General Parking Requirements**

All parking stalls to be designed for backing into or drive through.  
Drive through Parking is a requirement for the larger trucks.

#### Visitor Parking

- 1 barrier free stall

#### Staff Parking:

- Parking stalls – staff parking to be equipped with plug-ins
- Standard size 3m x 6m (10' x 20')

#### Fleet Parking

- Parking stalls – staff parking to be equipped with plug-ins
- Some of the service vehicles are to be accommodated inside the Shop and Vehicle bays. 3 to 4.4 m (10' to 14.5') wide stalls, Length 7.6 to 10 m (25' to 33').

### **Site Requirements General**

The site layout will include the following features:

- Staff parking
- Fleet parking
- Visitor parking
- A driveway through yard for “B” train trucks, delivering materials
- Landscaping in front of the building – all rock, no grass, small shrubs
- Security provisions of fencing and cameras
- Proxy card activated rolling security gates
- Site lighting
- Exterior wash bay with concrete pad
- Parking for surplus agricultural equipment

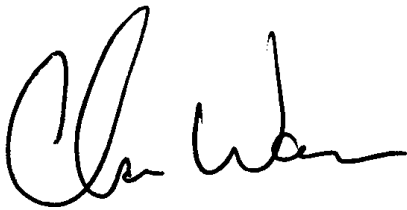


We trust this assessment addresses the current and future needs of the Municipal District of Greenview No. 16 and is in accordance with your expectations and operational needs.

Any opinions of probable cost presented are based on preliminary information and on factors over which the consultant have no control; the consultant does not guarantee the accuracy of these probable costs and shall have no liability where the probable costs are exceeded. Costs are based on 2016 dollars and assume the work in each phase is completed as outlined. The estimated costs do not include design fees, project management fees or permits. The estimated costs include contractor profit but is totally subjective to economical situations at the time of actual work.

If clarification are required, please do not hesitate to contact us.

Respectfully,



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Claus Wauer, P.Tech.(Eng).  
**555 Design Studio**

**APPENDIX A**  
**EXISTING BUILDING AREA TABLES**

## PROGRAM AREA CHART MD Greenview #16

TABLE A-6.1

Administration			Existing Program Areas					
Room Description	Room #	Rooms	Existing Capacity	Future Capacity	Length (ft.)	Width (ft.)	Existing Area (sq.ft.)	Existing Area (sq.m)
1. Main Floor								
Entry Vestibule	100	1			7.6	16.3	124	11.51
Lobby	101	1			41	26.5	1,087	100.94
Council Chambers	102	1			41.6	35.4	1,473	136.81
Council Lounge	103	1			20	18.5	370	34.37
Workstations (x2)	104	1			11.8	16	189	17.54
Coats	104A	1			5	12	60	5.57
Council Washroom	105	1			6.4	7.7	49	4.58
Vestibule	106	1			6.8	7.7	52	4.86
Washroom (Public)	107	1			5.9	8.8	52	4.82
Washroom (Public)	108	1			5.9	8.8	52	4.82
Meeting Room	109	1			15.8	23.5	371	34.49
Storage	109A	1			7.5	3.7	28	2.58
Reception	110	1			16.9	23.5	397	36.90
CAO Office	111	1			11.7	11	129	11.96
Workroom	112	1			14	25.2	353	32.78
HR Payroll & Benefits Office	113	1			11.7	11.7	137	12.72
HR Generalist Office	114	1			11.7	11.8	138	12.83
Electrical	115	1			2	5	10	0.93
Women's	116	1			12	16	192	17.84
Vestibule	117	1			8	9	72	6.69
Receiving / Storage	118	1			21.2	22.5	477	44.31
Lunch Room	119	1			21.7	24.5	532	49.39
Janitor	120	1			6.6	6.5	43	3.99
Mgr Finance & Administration	121	1			11.5	17.7	204	18.91
Finance Officer	122	1			11.5	11.7	135	12.50
Men's	123	1			11.5	16	184	17.09
Finance Accounts Payable	124	1			11.5	11.7	135	12.50
Data	125	1			4	5	20	1.86
Records Management Office	126	1			11.5	11.7	135	12.50
Finance Accounts Receivable	127	1			11.5	11.7	135	12.50
Files	128	1			14.1	25.8	364	33.80
Taxation & Assessment Office	129	1			11.5	11.7	135	12.50
Administrative Assistants Office	130	1			11.5	11.6	133	12.39
Sub Total Main Floor Area							7,963	740
Stairs - Front		1			14	21	294	27.31
Stairs		1			9.4	24.4	229	21.31
Stairs		1			9.4	24.4	229	21.31
Sub Total Main Floor Area with Stairs							8,716	810
2. Second Floor Area								
CAO Office	200	1			13.8	19.9	275	25.51
CAO Exec Assistant	201	1			12.3	19.9	245	22.74
Special Projects Coordinator	202A	1			9.35	12.3	115	10.68
Communications Officer	202B	1			9.35	13.8	129	11.99
Development Officer	203	1			11.8	10.4	123	11.40
Storage	203A	1			3.7	7.5	28	2.58
Development Officer	204	1			11.8	11.7	138	12.83
Meeting Room	205	1			12.8	13.8	177	16.41
Meeting Room	206	1			12.9	13.8	178	16.54
Development Officer	207	1			11.7	11.7	137	12.72
Workroom	208	1			15.6	17.6	275	25.51
Mgr Planning & Development	209	1			11.7	11.7	137	12.72
Mgr Construction & Maintenance	210	1			11.7	11.7	137	12.72

## PROGRAM AREA CHART MD Greenview #16

TABLE A-6.1

### Administration

### Existing Program Areas

Room Description	Room #	Rooms	Existing Capacity	Future Capacity	Length (ft.)	Width (ft.)	Existing Area (sq.ft.)	Existing Area (sq.m)
Mechanical	211	1			16	25.8	413	38.35
Engineering Technologits	212	1			11.7	11.9	139	12.93
Mens	213	1			12	18	216	20.07
General Manager I&P	214	1			11.3	17.3	195	18.16
I&P Exec Assistant	215	1			9.7	11.7	113	10.54
I&P Administrative Assistant	216	1			9.7	11.7	113	10.54
Janitor	217	1			6.5	9.9	64	5.98
Assistant Mgr Environmental	218	1			9.7	11.7	113	10.54
Mgr Environmental Services	219	1			9.7	11.7	113	10.54
General Mgr Community Services	220	1			17.7	10.8	191	17.76
Womens	221	1			12	18	216	20.07
Comm Exec Assistant	222	1			11.5	11.7	135	12.50
Economic Development Officer	223	1			11.5	11.7	135	12.50
Information Systems Technician	224	1			11.5	11.7	135	12.50
IT Server	225	1			7.9	15.6	123	11.45
General Mgr Corporate Services	226	1			11.5	17.7	204	18.91
Corp Executive Assistant	227	1			11.5	12.41	143	13.26
Sub Total Second Floor Area							4,854	451

### 3. Basement Floor Area

Storage	001	1			11	24	264	24.53
Mechanical	002	1			16.9	40	676	62.80
Inactive Files	003	1			14.5	24	348	32.33
Inactive Files	004	1			25.8	30.5	787	73.11
Elevator Machine	005	1			10.5	10.2	107	9.95
Panel Room	006	1			12.1	10.5	127	11.80
Washroom	007	1			6.2	10.5	65	6.05
Washroom	008	1			6.2	10.5	65	6.05
Exercise Room	009	1			24.9	11.2	279	25.91
Storage	010	1			13.5	8.2	111	10.28
Sub Total Basement Floor Area							2,829	263

### Administration

### Desired Program Areas

Room Description	Rooms	Capacity	Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)
Main Floor Administration Area (Totals)					7,963	739.78
Second Floor Administration Area (Totals)					4,854	450.95
Basement Administration Area (Totals)					2,829	262.81
Circulation Area Main Floor					2,749	255.36
Circulation Area Second Floor					2,623	243.67
Circulation Area Basement					1,602	148.84
<b>Total Administration Area</b>					<b>22,620</b>	<b>2,101</b>



## PROGRAM AREA CHART MD Greenview #16

TABLE A-6.2

Operations Building			Existing Program Areas					
Room Description	Room #	Rooms	Existing Capacity	Future Capacity	Length (ft.)	Width (ft.)	Existing Area (sq.ft.)	Existing Area (sq.m)
1. Main Floor								
Vestibule	100	1			8.95	8.36	75	6.95
Lobby	101	1			8.24	15.21	125	11.64
Reception	102	1	1		14.07	15.21	214	19.88
Office	103	1	1		15.19	11.04	168	15.58
Office	104	1	1		10.31	16.31	168	15.62
Open Office	105	1	6		10.53	17.09	180	16.72
Washroom	106	1			6.00	7.83	47	4.36
Washroom	107	1			5.91	7.83	46	4.30
Staff Room	108	1			13.42	15.33	206	19.11
Copier /Data Room	109	1			13.49	9.58	129	12.01
Mechanical	110	1			10.72	6.86	74	6.83
Storage	111	1			6.11	6.86	42	3.89
Mechanical	112	1			18.01	6.66	120	11.14
Vestibule	113	1			7.77	10.92	85	7.88
Mechanical	114	1			8.24	5.21	43	3.99
Vehicle Bay 1	115	1			18.30	47.20	864	80.25
Vehicle Bay 2	116	1			21.96	58.69	1,289	119.74
Vehicle Bay 3	117	1			19.66	58.69	1,154	107.20
Vehicle Bay 4	118	1			19.34	58.69	1,135	105.45
Sub Total Main Floor Area							6,163	573
Stairs		1			8.24	17.63	145	13.50
Sub Total Main Floor Area with Stairs							6,308	586
2. Second Floor Area								
Corridor	200	1			12.12	10.17	123	11.45
Office	201	1	1		18.44	10.04	185	17.20
Office	202	1	1		19.04	10.85	207	19.19
Office	203	1	1		10.13	16.64	169	15.66
Open Office	204	1	6		10.5	16.15	170	15.75
Washroom	205	1			7.32	6.83	50	4.64
Washroom	206	1			7.32	5.91	43	4.02
Copier / Data Room	207	1			7.32	13.6	100	9.25
Meeting Room	208	1	8		13.54	17.28	234	21.74
Mechanical	209	1			6.74	11.45	77	7.17
Storage	210	1			5.95	6.74	40	3.73
Storage	211	1			6.74	18.01	121	11.28
Sub Total Second Floor Area							1,519	141
Operations Building			Desired Program Areas					
Room Description		Rooms	Capacity		Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)
Main Floor Area (Totals)							6,163	572.55
Second Floor Area (Totals)							1,519	141.08
Sub-Totals							7,681	713.63
Circulation Area							1,898	176.34
Total Operations Building							9,579	890

## PROGRAM AREA CHART MD Greenview #16

TABLE A-6.3

### Field Service Operations (FSO) Existing Program Areas

Room Description	Room #	Rooms	Existing Capacity	Future Capacity	Length (ft.)	Width (ft.)	Existing Area (sq.ft.)	Existing Area (sq.m)
<b>1. Main Floor</b>								
Vestibule	101	1			6.64	7.88	52	4.86
Reception	102	1			6.64	11.20	74	6.91
General Office	103	1	2		13.95	14.57	203	18.88
Alcove	104	1			6.35	7.61	48	4.49
Workroom	105	1			7.88	17.29	136	12.66
Office	106	1	1		12.64	10.65	135	12.51
Office	107	1	1		12.62	10.65	134	12.49
Office	108	1	1		10.62	10.65	113	10.51
Office	109	1	1		9.62	10.65	102	9.52
Office	110	1	1		10.65	10.65	113	10.54
Staff Room	111	1	10		20.16	16.32	329	30.57
Women	112	1			11.95	7.87	94	8.74
Men	113	1			11.95	7.87	94	8.74
Mechanical	114	1			5.79	8.95	52	4.81
Mechanics Office	115	1	1		12.26	11.43	140	13.02
Mechanics Washroom	116	1			4.91	8.00	39	3.65
First Aid Room	117	1			5.04	8.00	40	3.75
Mechanical	118	1			5.18	11.99	62	5.77
Storage	119	1			5.86	11.99	70	6.53
Chemical Storage	120	1			8.65	11.99	104	9.64
Oil Storage	121	1			8.94	11.99	107	9.96
Maintenance Shop	122	1			27.04	58.15	1,572	146.08
Electrical Room	123	1			7.98	15.98	128	11.85
Maintenance Shop Bay 2	124-2	1			19.62	58.37	1,145	106.39
Maintenance Shop Bay 3	124-3	1			19.92	58.37	1,163	108.02
Maintenance Shop Bay 4	124-4	1			20.84	58.37	1,216	113.01
Washbay	125	1			22.85	58.37	1,334	123.91
<b>Sub Total Main Floor Area</b>							<b>8,802</b>	<b>818</b>

### 2. Mezzanine Area

Mechanical Room	200	1			7.93	9.86	78	7.26
<b>Sub Total Second Floor Area</b>							<b>78</b>	<b>7</b>

### Field Service Operations (FSO) Desired Program Areas

Room Description	Rooms	Capacity	Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)
Main Floor Area (Totals)					8,802	817.78
Mezzanine Floor Area (Totals)					78	7.26
<b>Sub-Totals</b>					<b>8,881</b>	<b>825.04</b>
Circulation Area					1,200	111.44
<b>Total Field Service Operations (FSO)</b>					<b>10,081</b>	<b>936</b>

## PROGRAM AREA CHART MD Greenview #16

TABLE A-6.4

### Family & Community Support Services (FCSS)

### Existing Program Areas

Room Description	Room #	Rooms	Existing Capacity	Future Capacity	Length (ft.)	Width (ft.)	Existing Area (sq.ft.)	Existing Area (sq.m)
<b>1. Main Floor</b>								
Vestibule	101	1			10.04	6.87	<b>69</b>	<b>6.41</b>
Foyer	102	1			16.90	28.25	<b>477</b>	<b>44.35</b>
Reception	103	1	3		13.92	26.00	<b>362</b>	<b>33.62</b>
Open Office Area	104	1	4		14.63	35.77	<b>523</b>	<b>48.62</b>
Office	105	1	1		14.31	11.13	<b>159</b>	<b>14.80</b>
Office	106	1	1		16.38	15.40	<b>252</b>	<b>23.43</b>
Office	107	1	1		10.71	11.13	<b>119</b>	<b>11.07</b>
Office	108	1	1		10.78	11.13	<b>120</b>	<b>11.15</b>
Office	109	1	1		10.78	11.13	<b>120</b>	<b>11.15</b>
Office	110	1	1		13.75	11.13	<b>153</b>	<b>14.22</b>
Office	111	1	1		15.40	16.38	<b>252</b>	<b>23.43</b>
Office	112	1	1		9.80	10.80	<b>106</b>	<b>9.83</b>
Office	113	1	1		9.80	10.80	<b>106</b>	<b>9.83</b>
Office	114	1	1		9.80	10.80	<b>106</b>	<b>9.83</b>
Office	115	1	1		9.80	10.80	<b>106</b>	<b>9.83</b>
Staff Entry	116	1			9.80	10.80	<b>106</b>	<b>9.83</b>
Office	117	1	1		9.80	10.80	<b>106</b>	<b>9.83</b>
Staff Room	118	1			19.01	16.05	<b>305</b>	<b>28.35</b>
File Storage	119	1			21.53	11.79	<b>254</b>	<b>23.58</b>
Chair Storage	120	1			11.60	11.79	<b>137</b>	<b>12.71</b>
Men's	121	1			11.60	21.85	<b>253</b>	<b>23.55</b>
Women's	122	1			11.03	21.85	<b>241</b>	<b>22.39</b>
Electrical	123	1			6.84	10.12	<b>69</b>	<b>6.43</b>
Mechanical	124	1			14.82	10.12	<b>150</b>	<b>13.93</b>
Janitor	125	1			3.89	10.37	<b>40</b>	<b>3.75</b>
Library	126	1			14.28	8.98	<b>128</b>	<b>11.91</b>
Supply Room	127	1			14.28	9.16	<b>131</b>	<b>12.15</b>
File Room	128	1			13.45	20.67	<b>278</b>	<b>25.83</b>
Office	129	1	1		11.77	11.77	<b>139</b>	<b>12.87</b>
Computer Room	130	1			13.32	16.03	<b>214</b>	<b>19.84</b>
Meeting Room	131	1			34.02	23.85	<b>811</b>	<b>75.38</b>
<b>Sub Total Main Floor Area</b>							<b>6,393</b>	<b>594</b>

### Family & Community Support Services (FCSS)

### Desired Program Areas

Room Description	Rooms	Capacity	Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)
Main Floor Area (Totals)					6,393	593.91
Circulation Area					1,494	138.84
<b>Total Family &amp; Community Support Services (FCSS)</b>					<b>7,887</b>	<b>733</b>

**APPENDIX B**  
**PROGRAM AREA REQUIREMENTS**



## PROGRAM AREA CHART

Table B-7.1

## MD Greenview #16

## Operations Building =&gt; Construction &amp; Maintenance

Desired Program Areas 2026								Program Areas vs Existing		
Room Description	Room #	Rooms	Capacity	Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)	Provided (sq.ft.)	Provided (sq.m)	Pr. vs Ex. Difference (sq.m.)
<b>1. Main Floor</b>										
Vestibule	100	1		7.00	8.00	56	5.20	75	6.95	2
Lobby	101	1		10.00	12.00	120	11.15	125	11.64	0
Admin Assistant/ Reception	102	1	1	25.50	18.00	459	42.64	214	19.88	-23
Supervisor Facility Maintenance	103	1	1	12.50	12.50	156	14.52	168	15.58	1
Groundskeeper Supervisor	104	1	1	12.50	12.50	156	14.52	168	15.62	1
Open Office/ Groundskeepers	105	3	6	10.00	2.50	75	6.97	180	16.72	10
Men's Washroom	106	1		9.00	8.00	72	6.69	47	4.36	-2
Women's Washroom	107	1		9.00	8.00	72	6.69	46	4.30	-2
Staff Room	108	1		22.00	19.00	418	38.83	206	19.11	-20
Copier /Data Room/ Work Room	109	1		14.00	10.00	140	13.01	129	12.01	-1
Mechanical	110	1		20.00	18.00	360	33.45	74	6.83	-27
Storage	111	1		6.11	6.86	42	3.89	84	3.89	0
Mechanical/ Electrical	112	1		10.00	16.00	160	14.86	240	11.14	-4
Vestibule	113	1		7.77	10.92	85	7.88	85	7.88	0
Mechanical	114	1		0.00	0.00	0	0.00	43	3.99	4
Shop/ Vehicle Bay 1 (Loader)	115	1		20.00	60.00	1,200	111.48	1,728	80.25	-31
Shop/ Vehicle Bay 2 (Loader)	116	1		20.00	60.00	1,200	111.48	1,289	119.74	8
Shop/ Vehicle Bay 3 (Skid Steer)	117	1	3	20.00	60.00	1,200	111.48	1,154	107.20	-4
Carpentry Shop/ Vehicle Bay 4	118	1		30.00	40.00	1,200	111.48	1,135	105.45	-6
IT Room	109	1		8.00	8.00	64	5.95	0	0.00	-6
Washbay (Shared) at FSO Bldg		1		24.00	60.00	1,440	133.78	1,440	133.78	0
<b>Sub Total Main Floor Area</b>						<b>8,675</b>	<b>806</b>	<b>8,628</b>	<b>706</b>	<b>-100</b>
<b>2. Second Floor Area</b>										
Engineering/ Facility Technician	201	1	2	24	24	576	53.51	185	17.20	-36
Managers Office	202	1	1	20	15	300	27.87	207	19.19	-9
Project Engineer	203	1	1	12.5	12.5	156	14.52	169	15.66	1
Open Office/ Groundskeepers	204	1	6	24	24	576	53.51	170	15.75	-38
Men's Washroom	205	1		9	8	72	6.69	50	4.64	-2
Women's Washroom	206	1		9	8	72	6.69	43	4.02	-3
Copier / Data Room	207	1		8	8	64	5.95	100	9.25	3
Meeting Room	208	1	8	23	14	322	29.91	234	21.74	-8
Mechanical	209	1		0	0	0	0.00	77	7.17	7
Storage	210	1		5.95	6.74	40	3.73	40	3.73	0
Parts Storage	211	1		25	25	625	58.06	121	11.28	-47
<b>Sub Total Second Floor Area</b>						<b>2,803</b>	<b>260</b>	<b>1,395</b>	<b>130</b>	<b>-131</b>
<b>Heated Rooms &amp; Areas not Accommodated</b>										
Tool Storage		1		20.00	20.00	400	37.16	0	0.00	-37
Chemical Storage		1		20.00	20.00	400	37.16	0	0.00	-37
Carpentry Storage		1		30.00	30.00	900	83.61	0	0.00	-84
Equipment Storage		1		8.00	8.00	64	5.95	0	0.00	-6
Small Equipment Repair Shop		1		12.00	12.00	144	13.38	0	0.00	-13
Women's Change/ Locker Rm		1		18.00	16.00	288	26.76	0	0.00	-27
Men's Change/ Locker Rm		1		18.00	16.00	288	26.76	0	0.00	-27
First Aid Room		1		6.00	9.00	54	5.02	0	0.00	-5
Heated Pickup Truck bay		6		30.00	10.00	1,800	167.23	0	0.00	-167
Dump Trucks		2		12.00	9.00	216	20.07	0	0.00	-20
<b>Sub Total Heated Areas Not Accommodated</b>						<b>4,554</b>	<b>423</b>	<b>0</b>	<b>0</b>	<b>-423</b>
<b>4. Yard Equipment Parking</b>										
Lawn Tractors		7	1	8	7	392	36	388	36.00	0
Trailers		5	1	20	10	1,000	93	1,001	93.00	0
Road Construction Disc		1	1	10	12	120	11	124	11.50	0
Dump Trucks		2	1	32	12	768	71	764	71.00	0
Mini Hoe		2	1	30	12	720	67	721	67.00	0
<b>Sub Total Yard Equipment Parking</b>						<b>3,000</b>	<b>279</b>	<b>2,998</b>	<b>279</b>	<b>0</b>

**PROGRAM AREA CHART**
**Table B-7.1**
**MD Greenview #16**
**Operations Building => Construction & Maintenance**

Operations Building => Construction & Maintenance						Desired Program Areas 2026		Program Areas vs Existing		
Room Description	Room #	Rooms	Capacity	Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)	Provided (sq.ft.)	Provided (sq.m)	Pr. vs Ex. Difference (sq.m.)
6. Auxiliary Buildings										
Cold Storage		1		50	30	1,500	139.35	0	0.00	-139
Sub Total Auxiliary Buildings						1,500	139	5,995	557	-140

Summary of Desired Program Areas						Program Areas vs Existing			
Room Description	Rooms	Capacity	Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)	Provided (sq.ft.)	Provided (sq.m)	Pr. vs Ex. Difference (sq.ft.)
Main Floor Area (Totals)					8,675	805.96	8,628	706.32	-100
Second Floor Area (Totals)					2,803	260.44	1,395	129.63	-131
Heated Rooms & Areas not Accommodated					4,554	423.08	0	0.00	-423
Yard Equipment Parking					3,000	279	2,998	279	0
Auxilliary Buildings					1,500	139	5,995	557	-140
Circulation Area					656	60.94	269	25.00	-36
<b>Total Construction &amp; Maintenance</b>					<b>21,189</b>	<b>1,968</b>	<b>19,286</b>	<b>1,696</b>	<b>-829</b>

## PROGRAM AREA CHART - OFFICE/ SHOP

TABLE B-7.3

<b>Community Services</b>		<b>Program Areas (Projected to 2026)</b>				
<b>Agricultural Services</b>						
<b>Room Description</b>	<b>Rooms</b>	<b>Capacity</b>	<b>Length (ft.)</b>	<b>Width (ft.)</b>	<b>Program Area (sq.ft.)</b>	<b>Program Area (sq.m)</b>
Vestibule	1	1	8	7	56	5.20
Lobby	1	1	11	7	77	7.15
Administrative Assistance	1	1	9.5	9.5	90	8.38
Manager Office	1	1	14	10.5	147	13.66
Assistant Manager Office	1	1	14	10.5	147	13.66
Supervisor Office	1	1	14	10.5	147	13.66
Rental Equipment Coordinator	1	1	10.5	12.5	131	12.19
Vegetation Technician	1	1	10.5	12.5	131	12.19
Weed / Pest Inspectors (Part Time)	16	1	9.5	9.5	1,444	134.15
Map Room	1	1	6	11	66	6.13
Small Equipment Storage	1	1	30	30	900	83.61
Shop Bay	1	2	20	40	800	74.32
Shop Bay	1	2	20	40	800	74.32
Parts Storage	1	2	20	30	600	55.74
<b>Sub Total Office Area</b>					<b>5,537</b>	<b>514</b>
<b>Support &amp; Amenity Spaces</b>						
Small Size Meeting Room	1	6	10.5	12.5	131	12.19
Staff Room	1	12	21	16	336	31.22
Women	1	3	18	16	288	26.76
Women's Change/ Locker Room	1	15	12.5	11	138	12.77
Women's Shower	1	1	5	6	30	2.79
Men	1	3	18	16	288	26.76
Men's Change/ Locker Room	1	19	13.5	11	149	13.80
Men's Shower	1	1	5	6	30	2.79
First Aid Room	1	1	6	9	54	5.02
Photocopy Area	1	1	8	8	64	5.95
Janitorial	1	1	8	8	64	5.95
Electrical Room	1	1	10	16	160	14.86
Mechanical	1	1	20	18	360	33.45
IT Room	1	1	8	8	64	5.95
<b>Sub Total Support &amp; Amenity Space</b>					<b>2,155</b>	<b>200</b>
<b>Room Description</b>					<b>Program Area (sq.ft.)</b>	<b>Program Area (sq.m)</b>
Administration Office Area (Totals)					5,537	514
Support & Amenity Space Area (Totals)					2,155	200
Sub-Totals					<b>7,692</b>	<b>715</b>
Circulation Area (Gross Factor 30%)					2,308	214
<b>Total Interior Area Requirements</b>					<b>10,000</b>	<b>929</b>

## PROGRAM AREA CHART - YARD & STORAGE

TABLE B-7.4

Community Services		Program Areas (Projected to 2026)				
Agricultural Services						
Room Description	Rooms	Capacity	Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)
Heated Shop Areas						
Storage	1	1	30	30	900	83.61
Chemical Storage Area	2	2	20	20	800	74.32
Sub Total Shop Area					1,700	158
Yard Equipment Parking (Departmental)						
Pickup Trucks	16	1	21	9	3,024	281
Tractors	4	1	22	12	1,056	98
Mower Tractors	4	1	22	12	1,056	98
Spray Equipment	3	1	20	12	720	67
Trailers	5	1	20	10	1,000	93
Quads	4	1	8	8	256	24
ATVs	4	1	8	8	256	24
Snowmobile	3	1	10	8	240	22
Boat	1	1	22	10	220	20
Rotary Plow	2	1	10	12	240	22
Skid Steer Loader	1	1	12	9	108	10
Water Truck	1	1	20	30	600	56
Sub Total Equipment Parking					8,176	760
Yard Rental Equipment Storage						
Spray Equipment	6		20	12	1,440	134
Tractors	4		22	12	1,056	98
Mowers	5		10	8	400	37
Pickup Trucks	6		21	9	1,134	105
Trailers	4		20	10	800	74
Quads	6		8	8	384	36
ATVs	6		8	8	384	36
Snowmobile	6		10	8	480	45
Boat	5		22	10	1,100	102
Rotary Plow	6		10	12	720	67
No-Till Seed Drill	3		30	12	1,080	100
Grain Vacuum	2		16	12	384	36
Bail Hauler	3		30	12	1,080	100
Cattle Handling Equipment	4		12	10	480	45
Soil Moving Equipment	2		30	12	720	67
Small Hand Tools, Etc.	2		30	30	1,800	167
Sub Total Rental Equipment					13,442	1,249
Auxiliary Buildings						
Cold Storage	1		30	30	900	83.61
Sub Total Auxiliary Buildings					900	84
Room Description					Program Area (sq.ft.)	Program Area (sq.m)
Shop Area (Totals)					1,700	158
Equipment Parking (Departmental)					8,176	760
Rental Equipment Storage					13,442	1,249
Auxiliary Buildings					900	84
Sub-Total					24,218	2,250
Circulation Area (Gross Factor 30%)					7,265	675
Total Shop and Equipment Storage Area					31,483	2,925



## PROGRAM AREA CHART - OFFICE/ SHOP

TABLE B-7.5

Community Services Recreation & Culture		Program Areas (Projected to 2026)				
Room Description	Rooms	Capacity	Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)
Manager Office	1	1	11.5	14	161	14.96
Recreation Inventory Coordinator	1	1	9.5	9.5	90	8.38
Assistant Recreation Inventory Coordinator	1	1	9.5	9.5	90	8.38
Planning / Drafting Workspace	1	1	10	10	100	9.29
Equipment Storage	1	1	30	30	900	83.61
Shop Area	1	1	30	30	900	83.61
Sub Total Office Area					2,242	208
1. Shop Areas						
Cold Storage	1	1	30	30	900	83.61
Sub Total Shop Area					900	84
4. Yard Equipment Parking (Departmental)						
Pickup Trucks	2	1	21	9	378	35
Tractors	2	1	22	12	528	49
Mower Tractors	2	1	22	12	528	49
Trailers	2	1	20	10	400	37
Quads	3	1	8	8	192	18
ATVs	2	1	8	8	128	12
Snowmobile	2	1	10	8	160	15
Boat	1	1	22	10	220	20
Skid Steer Loader	1	1	12	9	108	10
Sub Total Yard Equipment Parking					2,642	245
Room Description					Program Area (sq.ft.)	Program Area (sq.m)
Administration Office Area (Totals)					2,242	208
Shop Area (Totals)					900	84
Yard Area Requirements (Totals)					2,642	245
Sub-Totals					3,142	292
Circulation Area (Gross Factor 30%)					942	88
Total Area Requirements					4,084	379

## PROGRAM AREA CHART - OFFICES/ SHOP

TABLE B-7.6

Infrastructure & Planning Operations						
Program Areas (Projected to 2026)						
Room Description	Rooms	Capacity	Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)
Vestibule	1	1	8	8.5	68	6.32
Vestibule	1	1	7.5	6	45	4.18
Lobby	1	1	10	18	180	16.72
Reception	1	1	12	18	216	20.07
Administrative Assistance	1	1	9.5	13	124	11.47
Photocopy	1	1	11	12.5	138	12.77
Manager Office	1	1	15.75	14	221	20.49
Roads Supervisor (East)	1	1	12.5	12.5	156	14.52
Roads Supervisor (West)	1	1	12.5	12.5	156	14.52
Roads Coordinator	2	1	12.5	12.5	313	29.03
Field Crew Cubicals	9	9	4.5	2.6	105	9.78
Storage	1	1	12.5	10.5	131	12.19
Storage	1	1	9	14.75	133	12.33
File Storage	1	1	12.5	21.25	266	24.68
Sub Total Office Area					2,250	209
Support & Amenity Spaces						
Training / Meeting Room	1	30	31	36.75	1,139	105.84
Medium Size Meeting Room	1	10	19	14	266	24.71
Staff Room - Large	1	12	15.75	36	567	52.68
Women	1	3	16.75	14.25	239	22.17
Women's Change/ Locker Room	1	19	16	14	224	20.81
Women's Shower	1	1	14	8.25	116	10.73
Men	1	34	33	9.5	314	29.13
Men's Change/ Locker Room	1	6	16.5	24.25	400	37.17
Men's Shower	1	1	9.5	8.5	81	7.50
First Aid Room	1	1	9.5	7.5	71	6.62
Boot Room	1	1	8.7	14.4	125	11.64
Janitorial	1	1	8	8	64	5.95
Electrical Room	1	1	12	29	348	32.33
Mechanical	1	1	32.75	30	983	91.28
Meter Room	1	1	15.75	14.75	232	21.58
IT Room	1	1	7.5	15.5	116	10.80
Sub Total Support & Amenity Space					5,284	491
Shop / Storage Space						
Mechanics Offices	1	1	12.5	12.5	156	14.52
Apprentice Mechanics Cubicals	1	1	9.5	9.5	90	8.38
Maintenance Shop Bay 1	1	3	20	60	1,200	111.48
Maintenance Shop Bay 2	1	2	20	60	1,200	111.48
Maintenance Shop Bay 3	1	2	20	60	1,200	111.48
Maintenance Shop Bay 4	1	2	20	60	1,200	111.48
Maintenance Shop Bay 5	1	2	20	60	1,200	111.48
Maintenance Shop Bay 6	1	2	20	60	1,200	111.48
Maintenance Shop Bay 7	1	2	20	60	1,200	111.48
Maintenance Shop Bay 8	1	2	20	60	1,200	111.48
Small Equipment Repair Shop	4	8	12	12	576	53.51
Welding Area	1	3	26	21	546	50.73
Tool Storage	1	1	24	21	504	46.82
Parts Storage	1	1	30	60	1,800	167.23
Shop	1	1	50	27	1,350	125.42
Paint Room	1	1	11	9.5	105	9.71
Small Equipment Repair Shop	1	8	33.5	15.75	528	49.02
Equipment Storage	1	1	20.5	60	1,230	114.27
Oil Distribution	1	1	14.75	20	295	27.41
Pump Room	1	1	20	8.5	170	15.79
Washbay	1	1	23	60	1,380	128.21
Sub Total Shop & Storage Area					18,330	1,703

## PROGRAM AREA CHART - OFFICES/ SHOP

TABLE B-7.6

Infrastructure & Planning Operations				Program Areas (Projected to 2026)		
Room Description	Rooms	Capacity	Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)
Room Description					Program Area (sq.ft.)	Program Area (sq.m)
Administration Office Area (Totals)					2,250	209
Support & Ammenity Space Area (Totals)					5,284	491
<b>Sub-Totals Office Area</b>					<b>7,535</b>	<b>700</b>
Circulation Area (Gross Factor 30%)					2,260	210
<b>Total Office Area Requirements</b>					<b>9,795</b>	<b>910</b>
Shop & Storage Area (Totals)					18,330	1,703
Circulation Area (Gross Factor 30%)					5,499	511
<b>Total Shop &amp; Storage Area Requirements</b>					<b>23,829</b>	<b>2,214</b>
<b>Total Office, Shop &amp; Storage Area Requirements</b>					<b>33,624</b>	<b>3,124</b>

### Heated Equipment Storage Areas

Plow/ Gravel Trucks	5	1	33	15	2,475	230
Motor Graders	6	1	33	15	2,970	276
Loader Backhoe	1	1	33	15	495	46
Loader	2	1	33	15	990	92
Skid Steer Loader	3	1	33	15	324	30
Dump Trucks	2	1	33	15	768	71
Picker Truck	1	1	33	15	495	46
Skid Steer Loader	3	1	33	15	1,485	138
Picker Truck	1	1	33	15	495	46
Brush Clipper	1	1	33	15	495	46
Pickup Trucks	12	1	22	12	3,168	294
Track Hoe	1	1	33	15	495	46
Water Truck	2	1	32.8	15	984	91
<b>Sub Total Shop Area</b>					<b>15,639</b>	<b>1,453</b>

### Equipment Parking

Mower Tractors	8	1	22	12	2,112	196
Pull Mowers	8	1	10	8	640	59
Trailers	5	1	20	10	1,000	93

**Sub Total Equipment Parking** 3,752 349

### Auxiliary Buildings

Salt/ Sand Storage	1		80	200	16,000	1486.45
Cold Storage	1		30	30	900	83.61
<b>Sub Total Auxiliary Buildings</b>					<b>16,900</b>	<b>1,570</b>

Room Description	Program Area (sq.ft.)	Program Area (sq.m)
Heated Storage Area (Totals)	15,639	1,453
Circulation Area (Gross Factor 40%)	6,256	581
<b>Sub-Total Heated Buildings</b>	<b>21,895</b>	<b>2,034</b>
Auxiliary Buildings	16,900	1,570
Yard Equipment Parking	3,752	349
Yard Circulation Space (Gross Factor 35%)	1,313	122
<b>Sub-Total Yard / Auxillary Area</b>	<b>21,965</b>	<b>2,041</b>
<b>Total Heated Storage and Yard Storage Area</b>	<b>43,860</b>	<b>4,075</b>

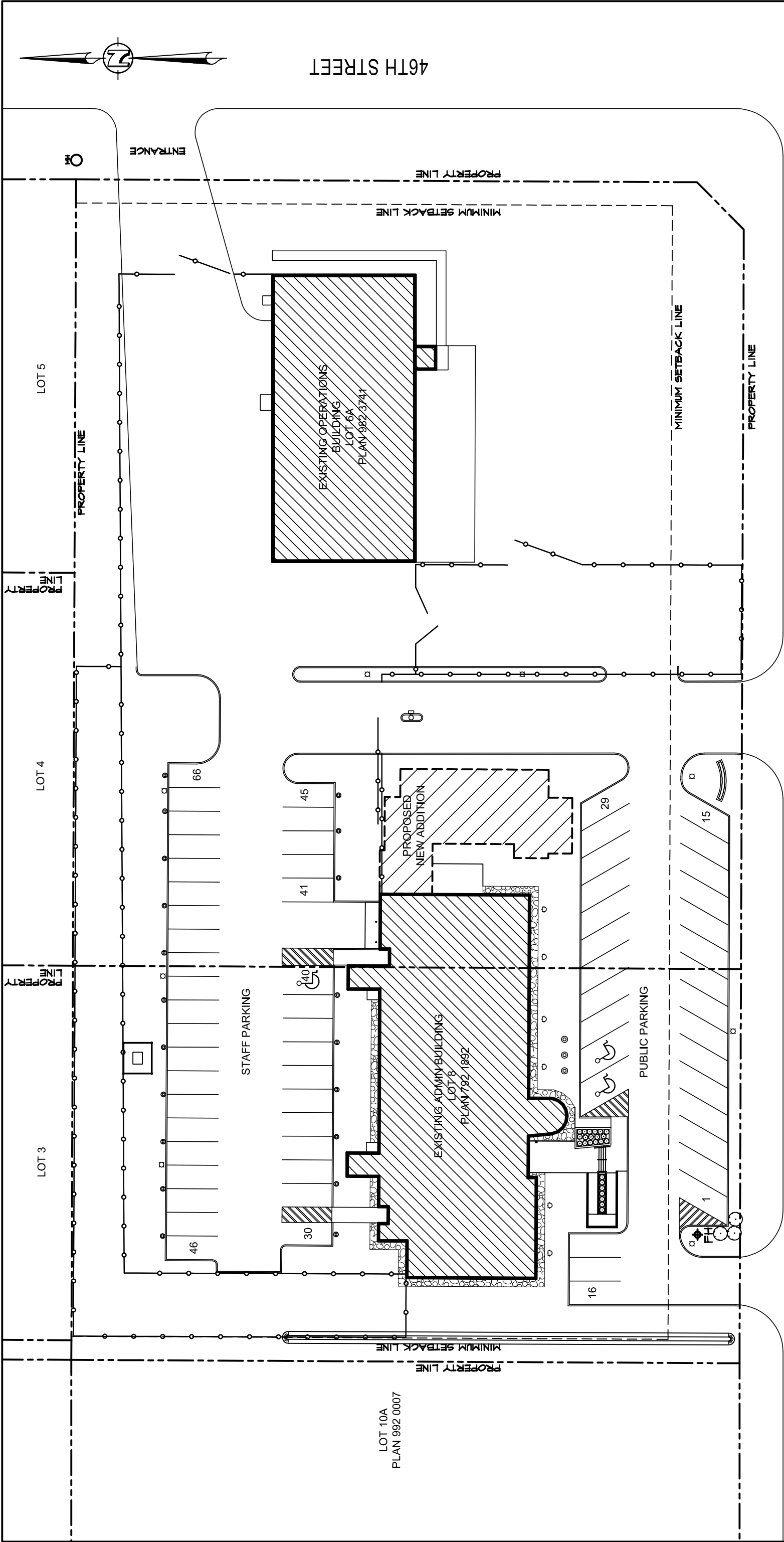
## PROGRAM AREA CHART - OFFICE/ SHOP

TABLE B-7.8

Community Services Protective Services		Program Areas (Projected to 2026)				
Room Description	Rooms	Capacity	Length (ft.)	Width (ft.)	Program Area (sq.ft.)	Program Area (sq.m)
Administrative Assistance	1	1	9.5	9.5	90	8.38
Manager Office	1	1	12.5	12.5	156	14.52
Technician Office	2	1	11.5	11.5	265	24.57
Technician Office	5	2	9.5	9.5	451	41.92
Equipment Storage	1	1	12	12	144	13.38
Secure Storage	1	1	20	20	400	37.16
Sub Total Office Area					1,506	140
Parking Requirements						
Vehicles	9	1	21	9	1,701	158
Sub Total Yard Equipment Parking					1,701	158
Room Description					Program Area (sq.ft.)	Program Area (sq.m)
Administration Office Area (Totals)					1,506	140
Parking Requirements (Totals)					1,701	158
Sub-Totals					1,506	140
Circulation Area (Gross Factor 30%)					452	42
Total Area Requirements					1,958	182



**APPENDIX C**  
**RE-PURPOSED BUILDING LAYOUTS**  
**AND**  
**PROPOSED LAYOUTS OF NEW BUILDINGS**



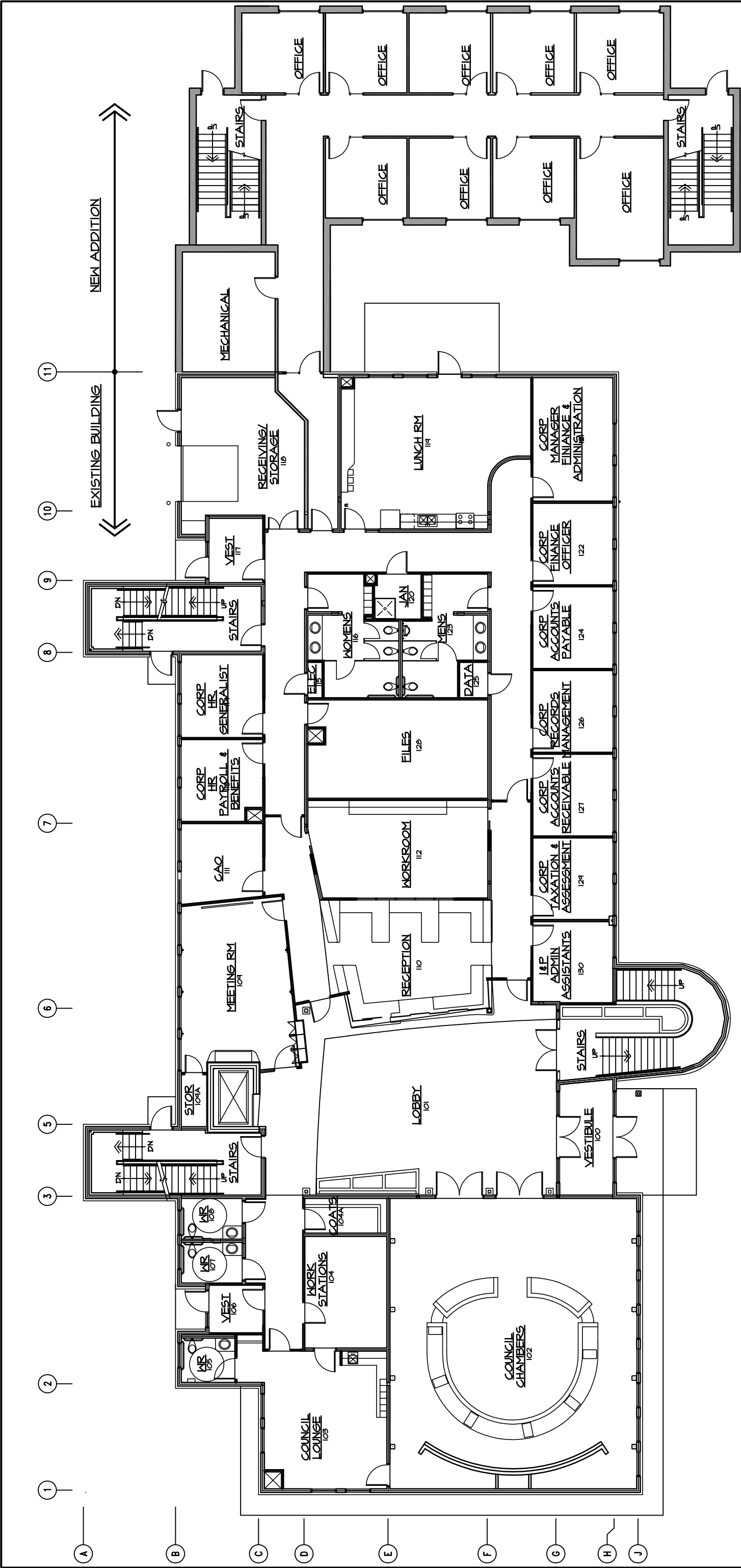
36TH AVENUE

ADMINISTRATION & OPERATIONS BUILDING SITE PLAN

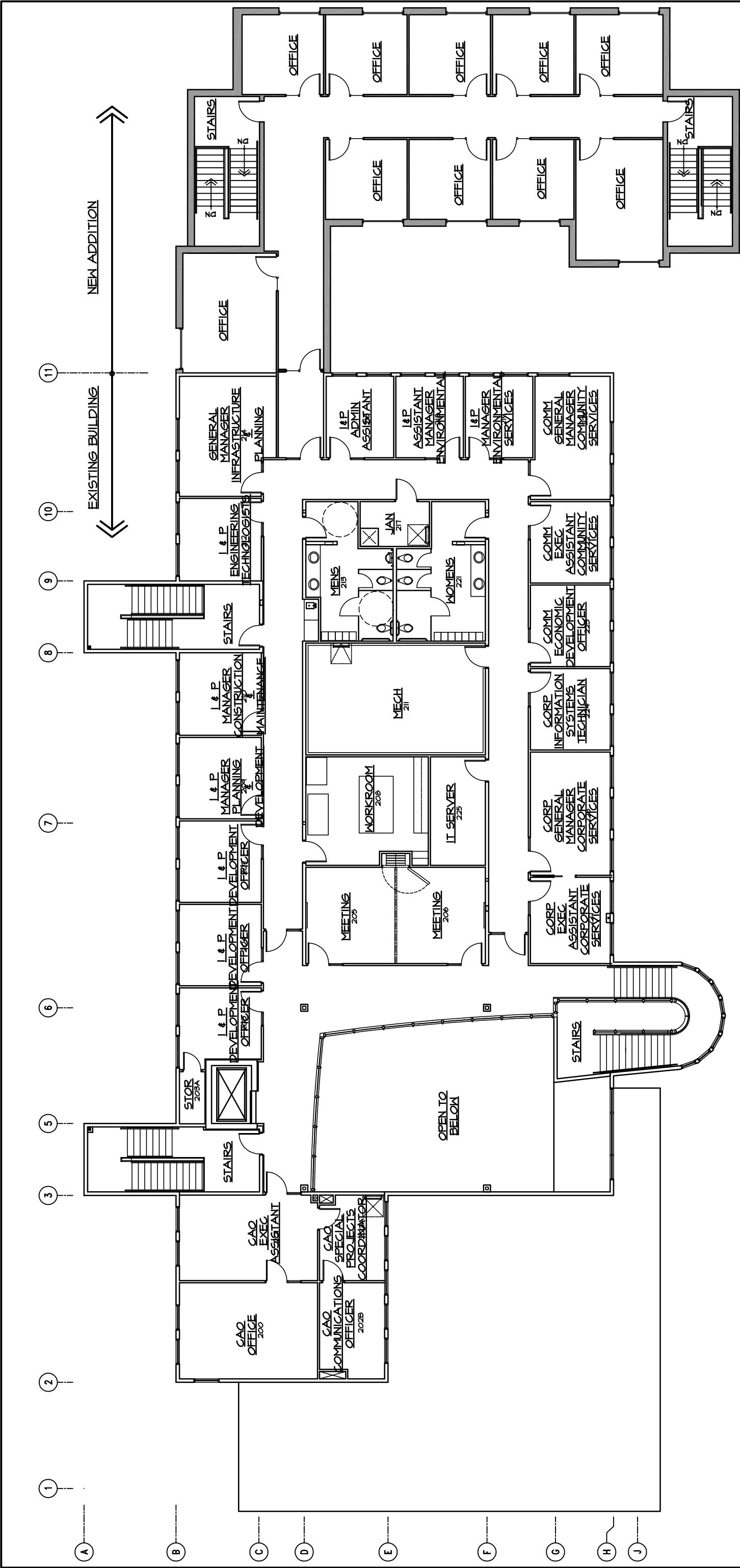
JOB No.	1605	DATE	2016/8/12	ASSESSMENT	
SCALE	N.T.S.	DRAWN	C.W.	MD GREENVIEW No. 16	
				VALLEYVIEW, ALBERTA	
			DRAWING NUMBER	REV.	SHEET
			1605-C-101		

**DESIGN STUDIO**

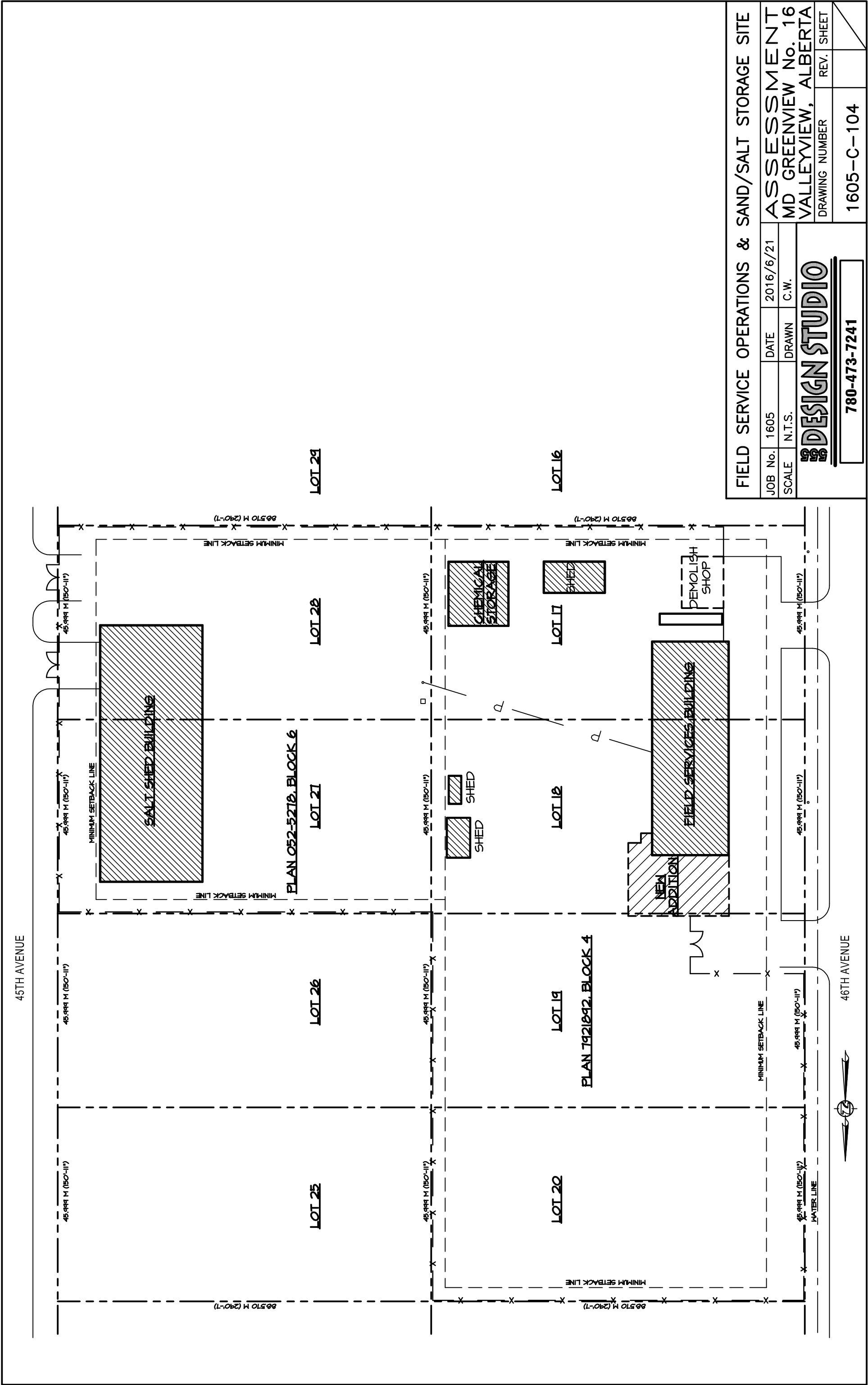
780-473-7241



ADMINISTRATION BUILDING – PROPOSED MAIN FLOOR PLAN			
JOB No.	1605	DATE	2016/8/12
SCALE	N.T.S.	DRAWN	C.W.
ASSESSMENT MD GREENVIEW No. 16 VALLEYVIEW, ALBERTA			
DRAWING NUMBER		REV.	SHEET
1605–C–102			

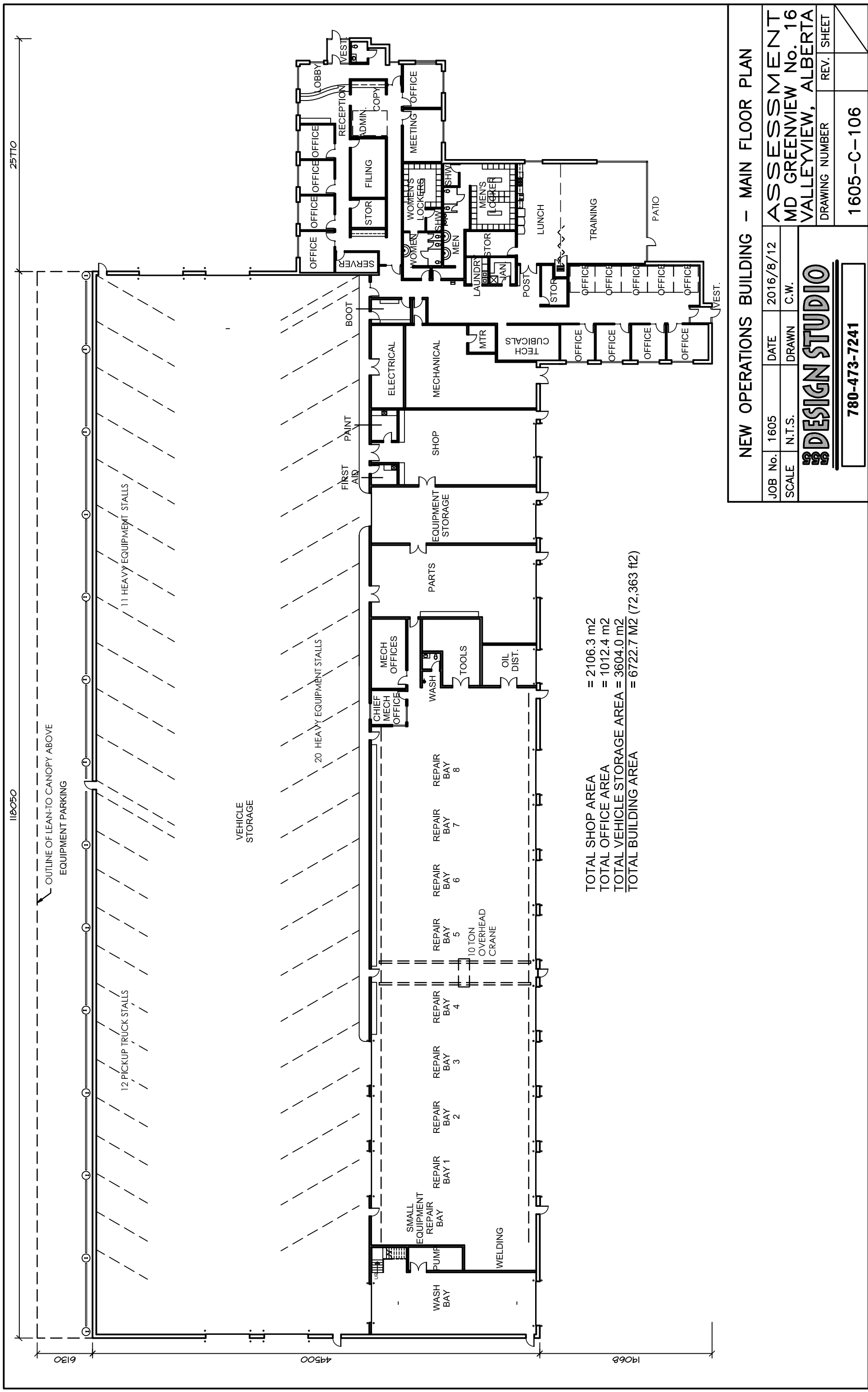


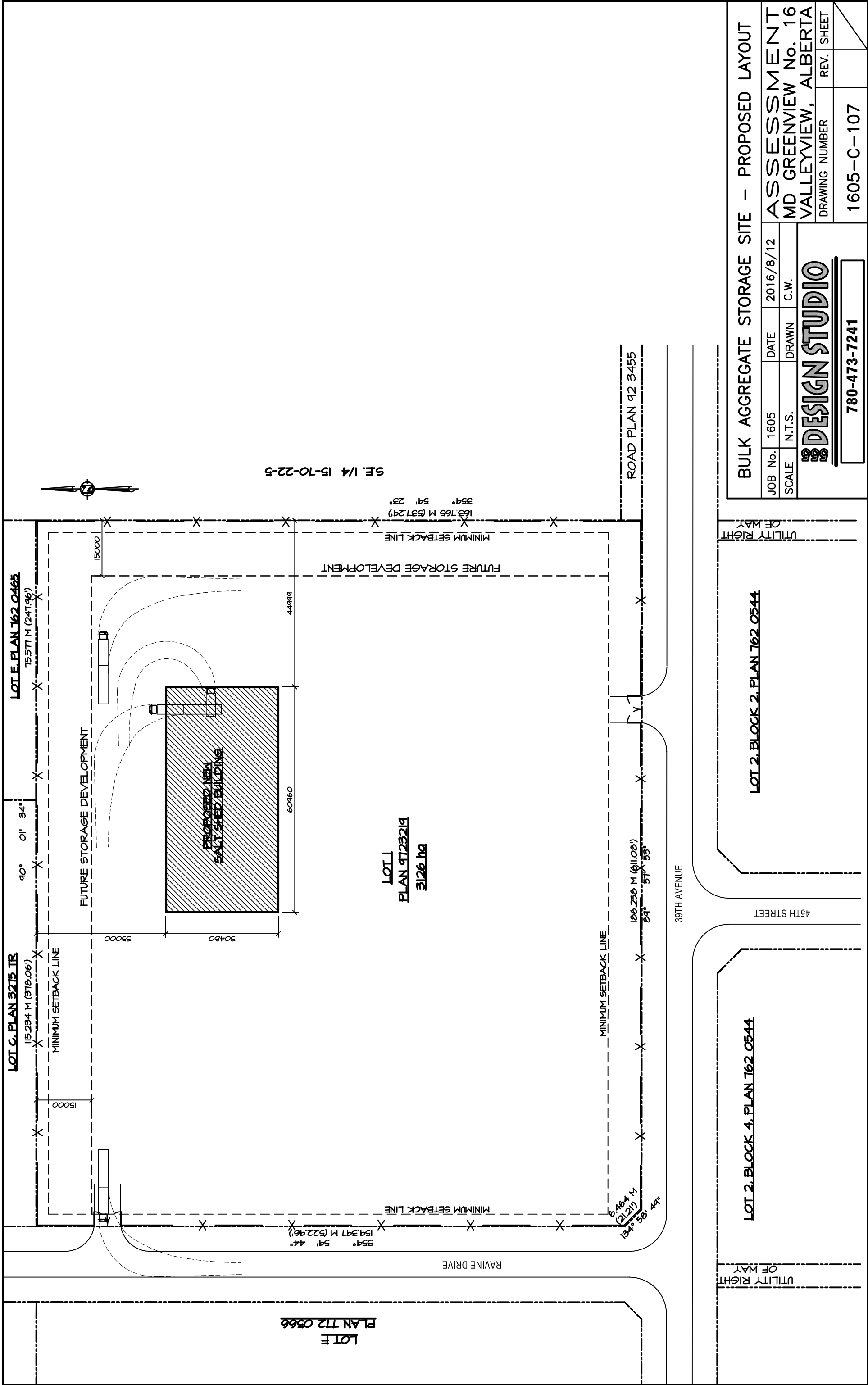
ADMINISTRATION BUILDING – PROPOSED 2ND FLOOR PLAN			
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SCALE	N.T.S.	DRAWN	C.W.
ASSESSMENT MD GREENVIEW No. 16 VALLEYVIEW, ALBERTA			
DRAWING NUMBER		REV.	SHEET
1605–C–103			

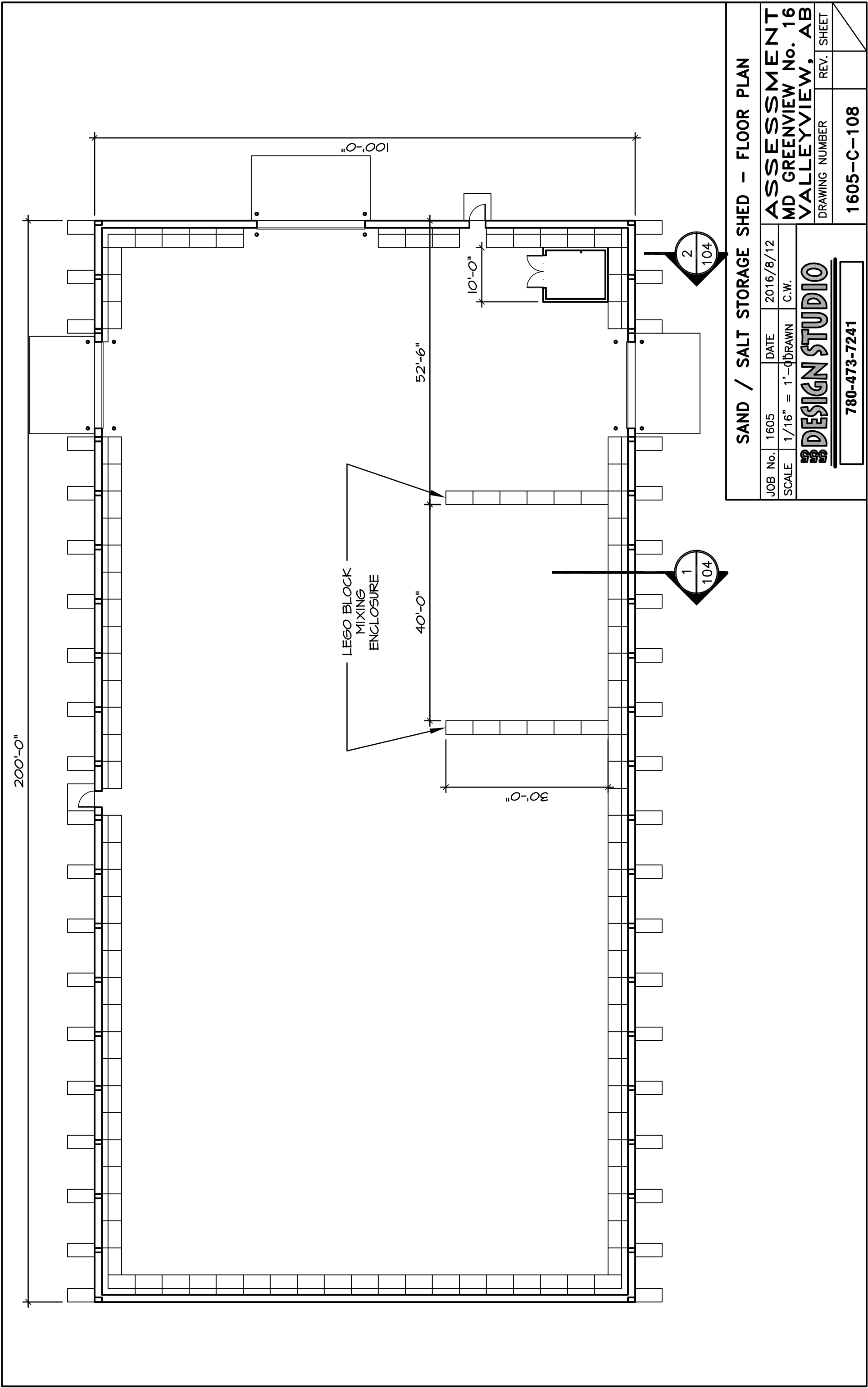


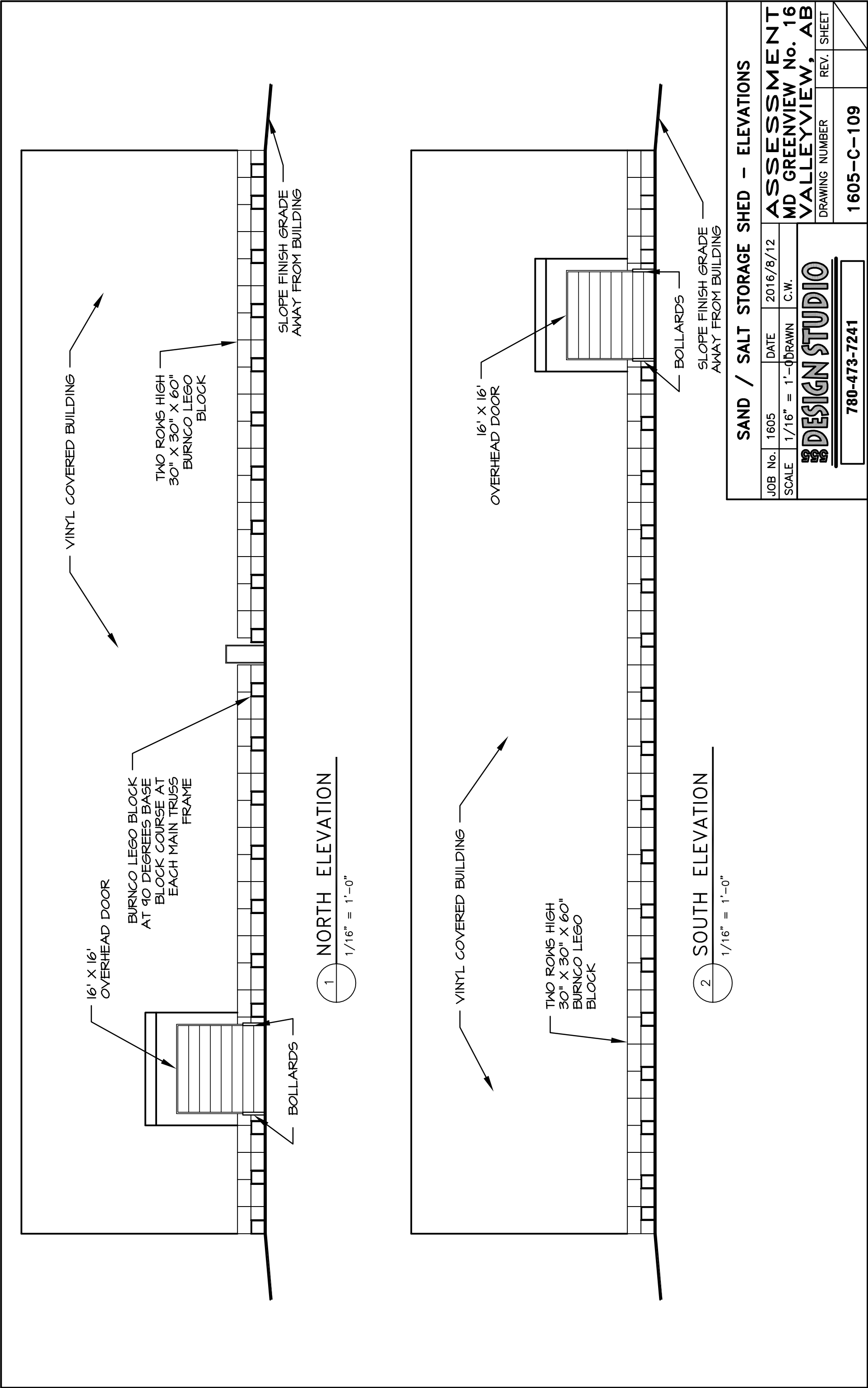






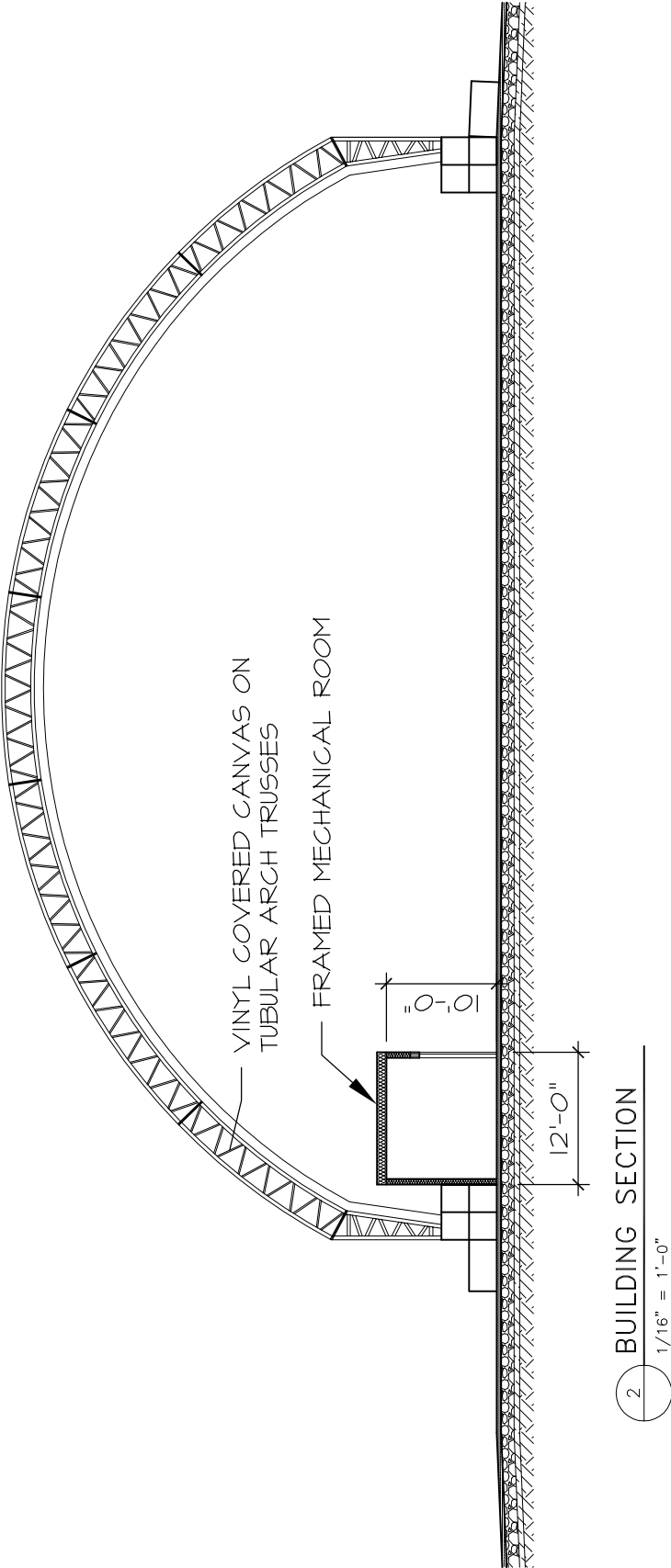
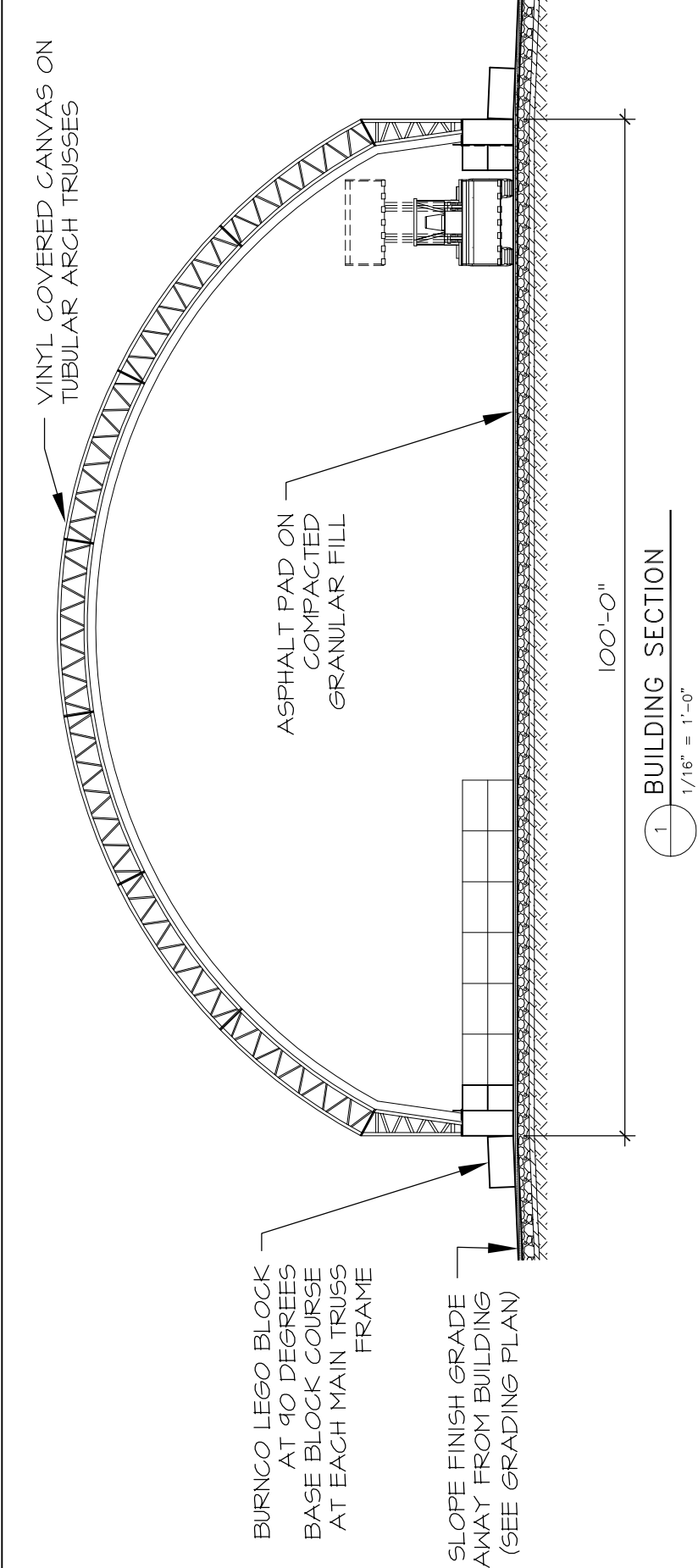




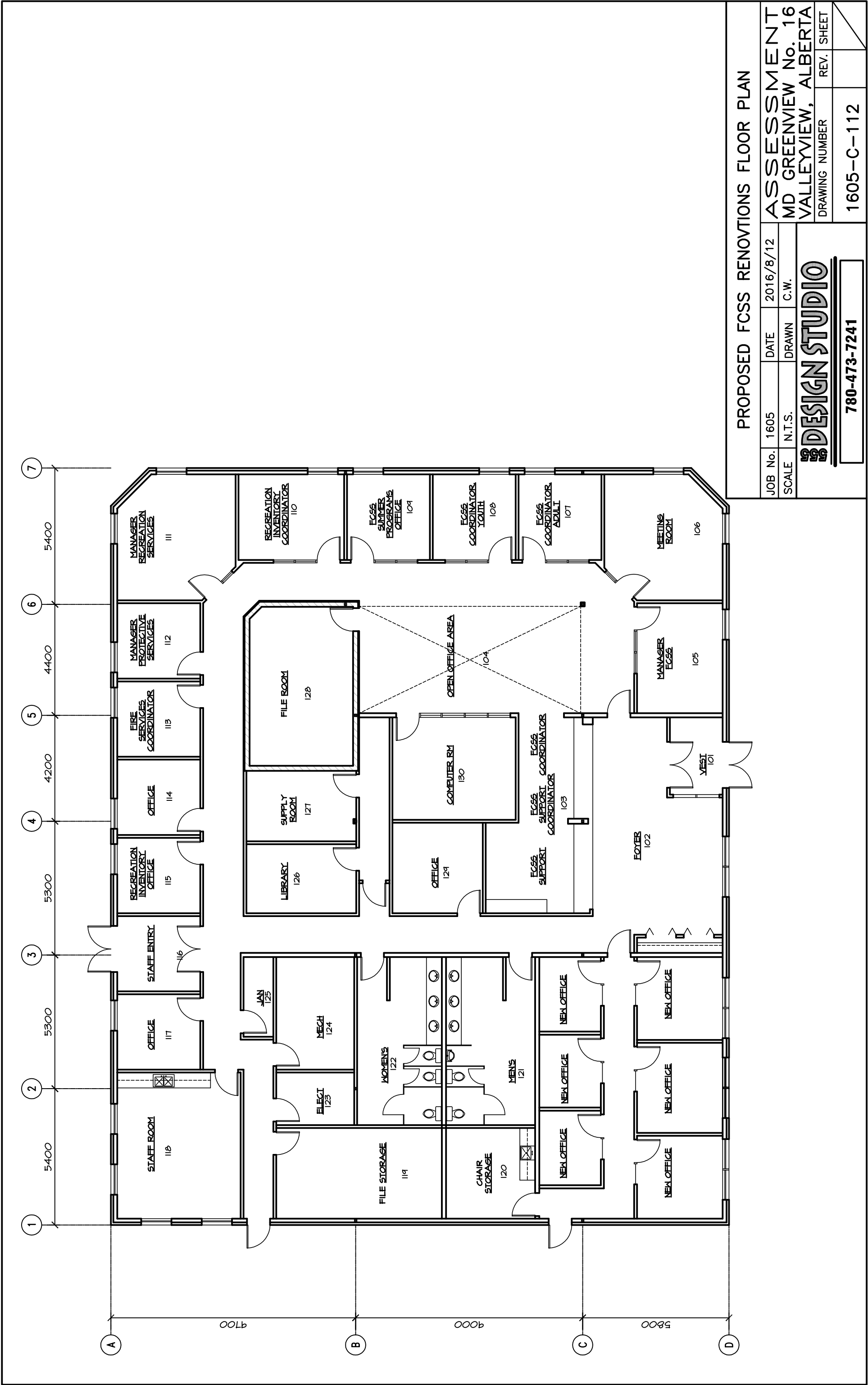


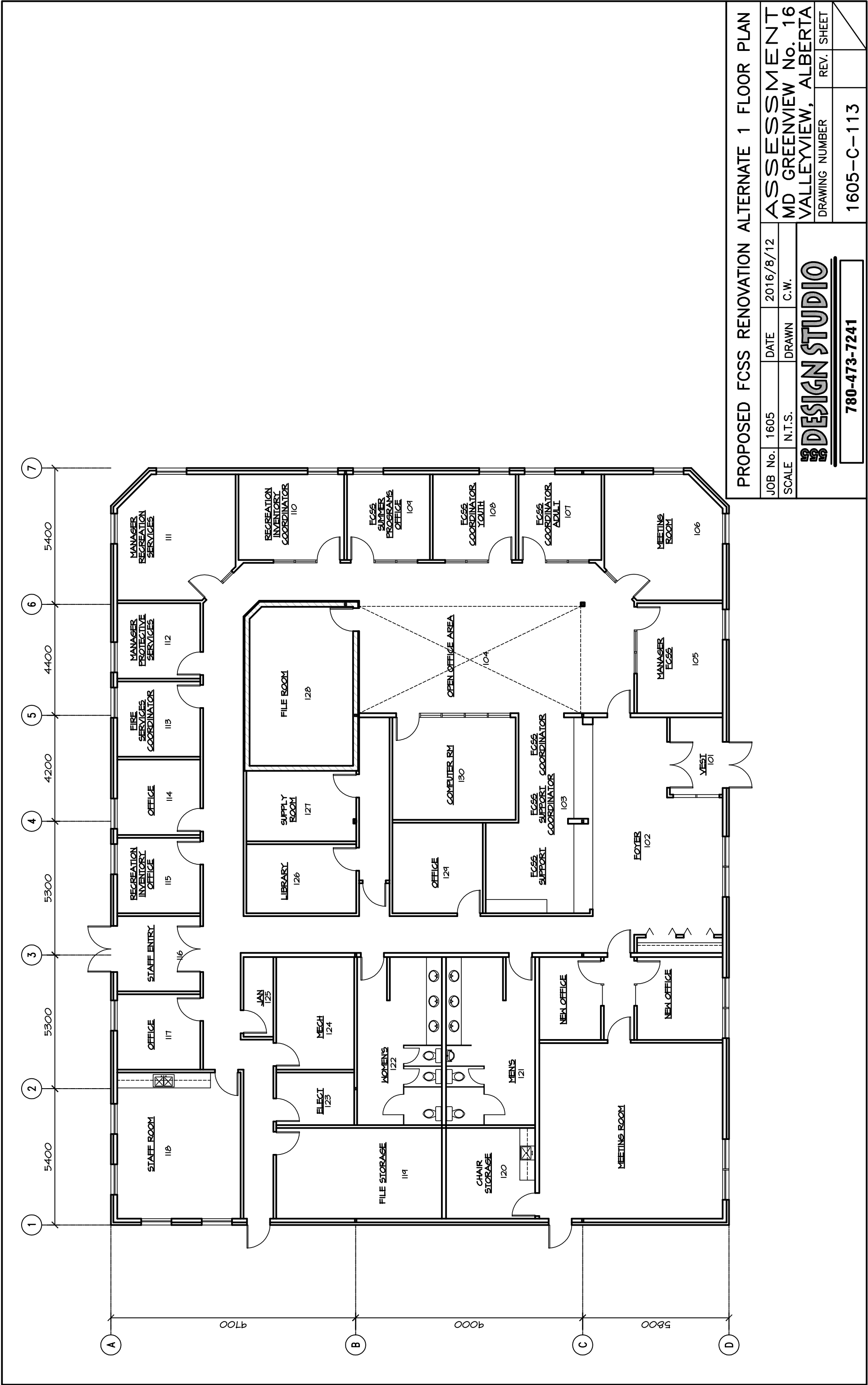


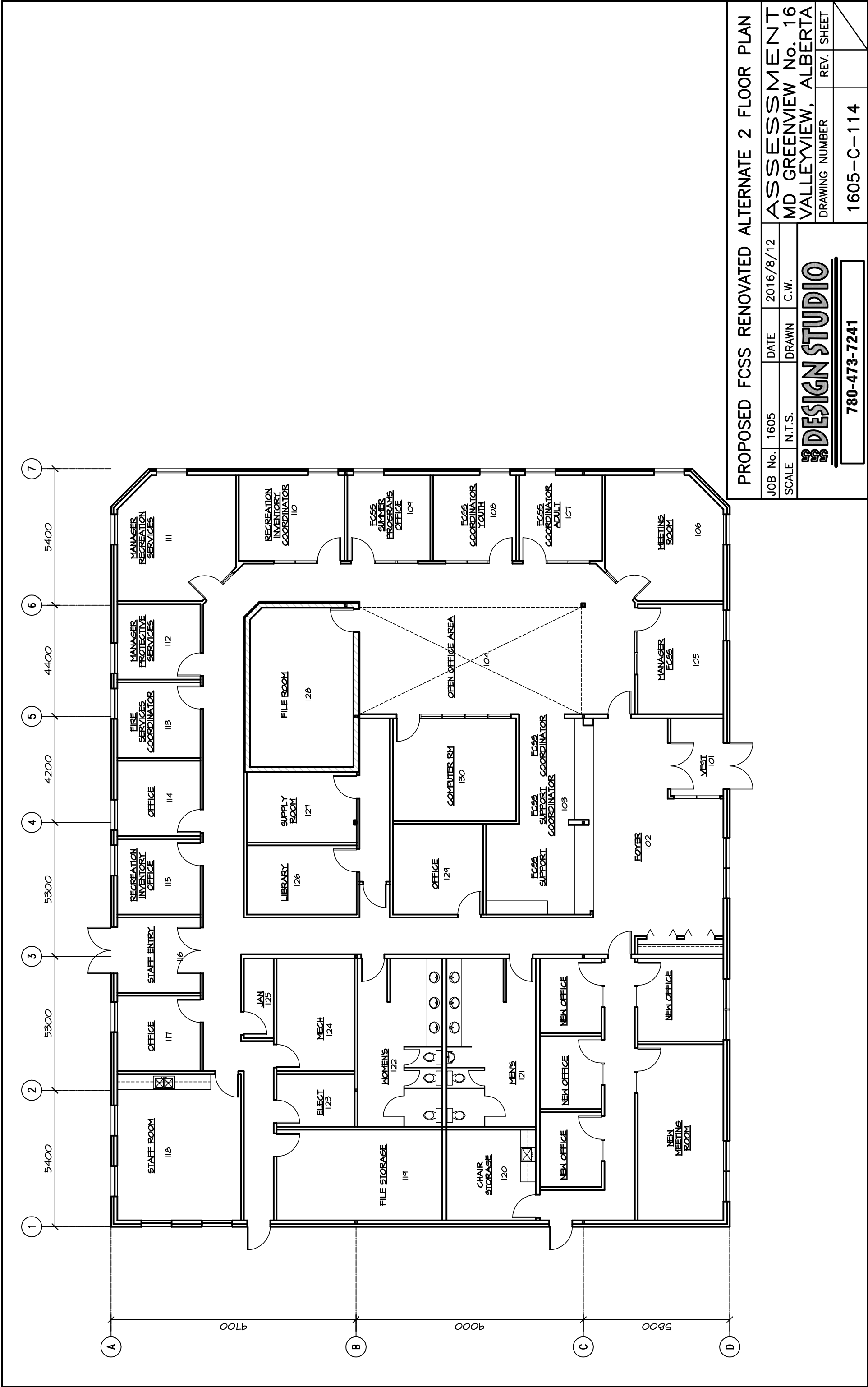




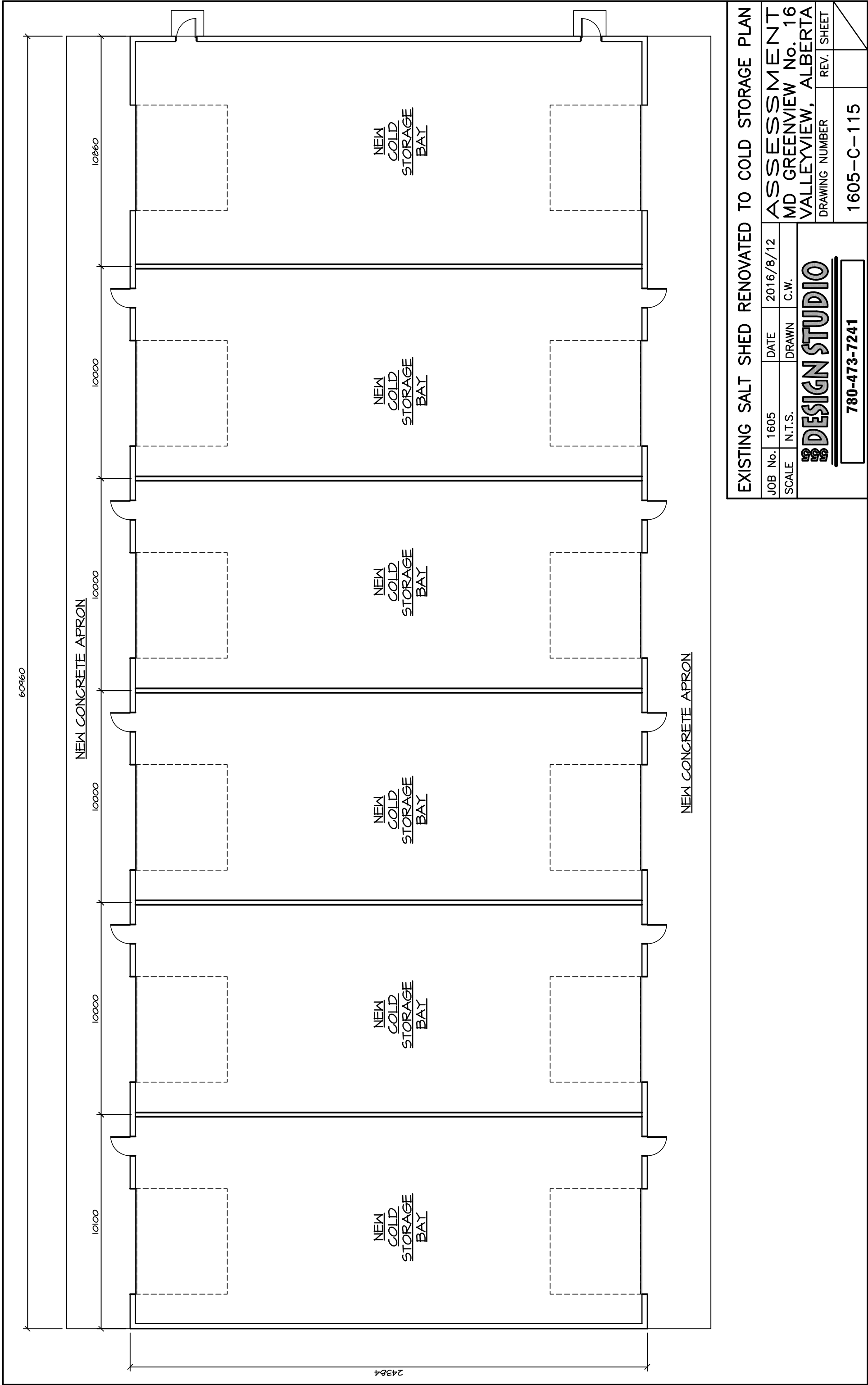
SAND / SALT STORAGE SHED - ELEVATIONS					
JOB No.	1605	DATE	2016/8/12		
SCALE	1/16" = 1'-0"	DRAWN	C.W.	ASSESSMENT MD GREENVIEW No. 16 VALLEYVIEW, ABL	
DESIGN STUDIO				DRAWING NUMBER	REV. SHEET
780-473-7241				1605-C-111	



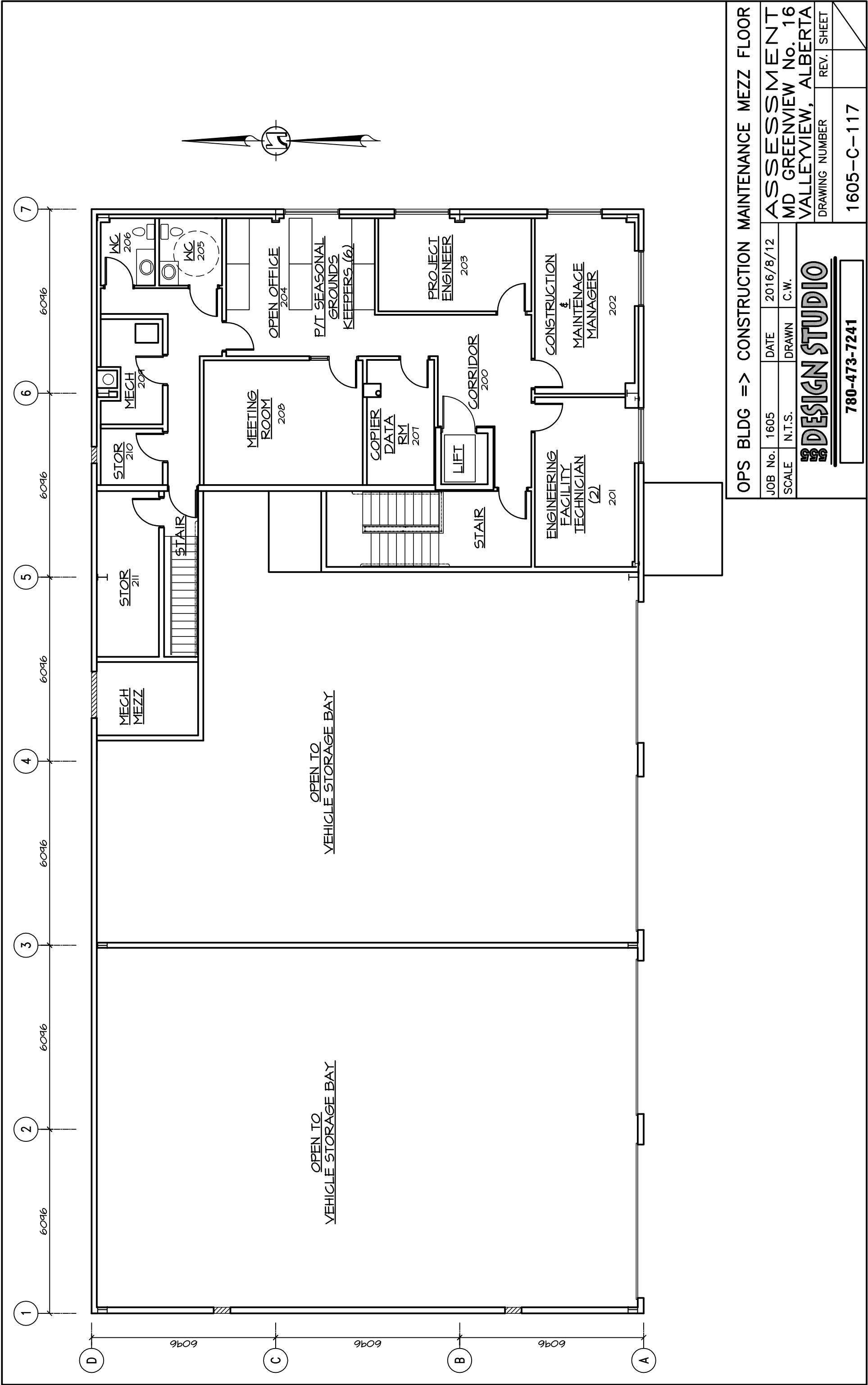


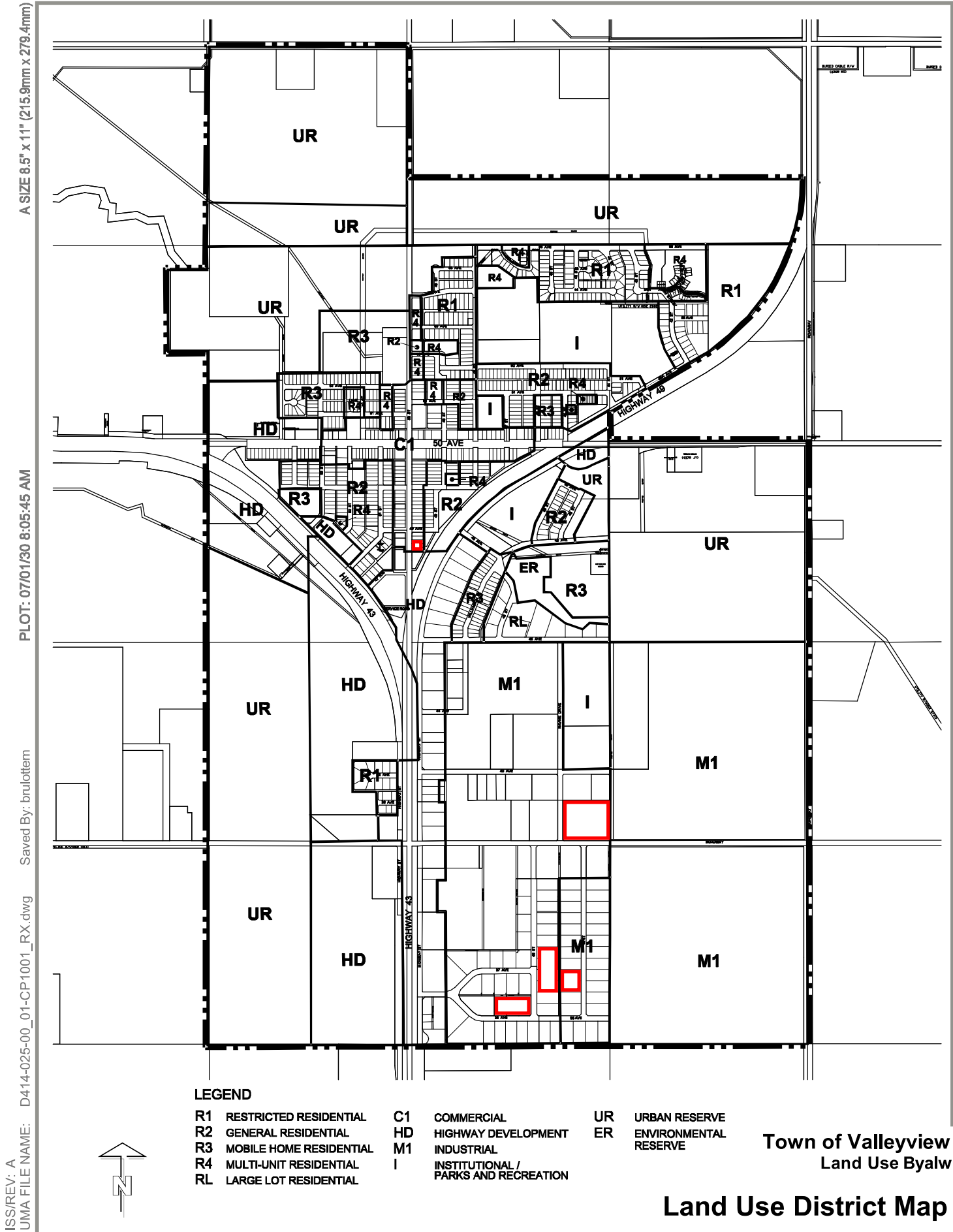


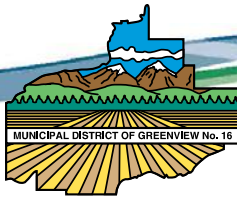












## REQUEST FOR DECISION

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SUBJECT:	<b>Proposed Amendment to the MGA.</b>	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	REGULAR COUNCIL MEETING	ACAO: GG MANAGER: GC
MEETING DATE:	August 23, 2016	GM: PRESENTER: GC
DEPARTMENT:	INFRASTRUCTURE & PLANNING/ENVIRONMENTAL SERVICES	
FILE NO./LEGAL:		LEGAL/ POLICY REVIEW:
STRATEGIC PLAN:		FINANCIAL REVIEW:

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### RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act, Section 1, Part 18, Interpretations (y).*

*(y) “public utility” means a system or works used to provide one or more of the following for public consumption, benefit, convenience or use: (i) water or steam; (ii) sewage disposal; (iii) public transportation operated by or on behalf of the municipality; (iv) irrigation; (v) drainage; (vi) fuel; (vii) electric power; (viii) heat; (ix) waste management; (x) residential and commercial street lighting, and includes the thing that is provided for public consumption, benefit, convenience or use;*

#### *Municipal Government Act Section 33*

*Prohibiting other public utilities 33. When a municipality provides a municipal utility service, the council may by bylaw prohibit any person other than the municipality from providing the same or a similar type of utility service in all or part of the municipality.*

#### *Municipal Government Act Section 45*

*Granting rights to provide utility service 45(1). A council may, by agreement, grant a right, exclusive or otherwise, to a person to provide a utility service in all or part of the municipality, for not more than 20 years.*

#### *Municipal Government Act Section 46*

*Prohibiting other non-municipal public utilities 46. When a person provides a utility service in a municipality under an agreement referred to in section 45, the council may by bylaw prohibit any other person from providing the same or a similar utility service in all or part of the municipality.*

### **Council Bylaw / Policy – N/A**

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### RECOMMENDED ACTION:

**MOTION:** That Council deny to support the proposed amendment to the Municipal Government Act, to specifically omit Industrial Landfills from the definition of a “Public Utility”.



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#### BACKGROUND / PROPOSAL:

Municipalities in Alberta have communicated to the members of Alberta Association of Independent Landfill Owners (AAILO) that specialized Industrial Landfills are “public utility” subject to prohibition where they are in competition with similar municipal services.

The ALLIO disagrees with position and the interpretation of the Municipal Government Act and which it is based. ALLIO feel that Industrial Solid Waste landfills fulfill a vital function in support of oil and gas and other industrial activity in the province, therefore these landfills do not and are not intended to serve the common necessity of Alberta communities.

Members of AAILO with industrial waste landfills state that their sites primarily target solids from oils and gas activity and do not target Residential or Municipal Solid Wastes, which is disposed of in Municipal Landfills. On the basis of this reasoning AAILO feel that Industrial Landfills should be exempt for the Municipal Government Act’s definition of “public utility”.

ALLIO proposes an amendment to the Municipal Government Act, to specifically omit Industrial Landfills from the definition of “public utility” as an efficient solution to allow AAILO members to continue to support Alberta’s Industrial sector in the market. In being effective to amending the Municipal Government Act’s definition of a “public utility, Alberta Association of Independent Landfill Owners is asking for the support of Municipalities throughout Alberta in the form of a letter from each Municipality.

By specifically omitting Industrial Landfills from the definition of a “public utility”, municipalities would be subjected to losing control of the development of non-municipal public utilities within their municipal boundaries. Omitting Industrial Landfills from the definition of “public utility” would make groups such as AAILO exempt from the regulations pursuant sections 33 and 45-46 of the Act causing a drastic loss of power for the municipalities in regulating the development of non-public utilities.

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#### OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council may choose to support the amendment to the Municipal Government Act which would specifically omit Industrial Landfills from the definition of a “public utility”.

**Benefits** – Maintaining control of Municipal landfill operations and /or practices within the Municipal District of Greenview.

**Disadvantages** – Supporting the change of the MGA definition could potentially cause a loss of regional municipal jobs, effect public utility rates, and recent capital investments.

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#### COSTS / SOURCE OF FUNDING:

N/A.

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#### ATTACHMENT(S):

- Alberta Association of Independent Landfill Owners (AAILO)

March 22, 2016

## Municipal Authority Regarding Industrial Solid Waste Landfills

Certain municipalities have communicated to the members of the Alberta Association of Independent Landfill Owners (AAILO) that specialized industrial landfills are "public utilities" subject to prohibition where they are in competition with similar municipal services. The AAILO disagrees with this position and the interpretation of the MGA on which it is based. While industrial solid waste landfills, like those developed and operated by AAILO members, fulfill a vital function in support of oil and gas and other industrial activity in the province, these landfills do not and are not intended to serve the common necessity of Alberta communities. Industrial solid waste landfills must not be considered "public utilities" within the meaning of the MGA. The AAILO believes that an amendment providing clarity to the definition of "public utilities" in the *Municipal Government Act* (the "MGA") will resolve this concern.

Members of AAILO with industrial waste landfills primarily target solids from oil and gas activity. AAILO members endeavor to locate their industrial landfills on public lands to best respond to the specific needs of our oil and gas, and industrial customers. Solids accepted by AAILO Landfills are highly controlled, and include drill cuttings, residual solids from spill clean ups, contaminated site clean ups, and residual solids from treatment processes. These solids are soils that are high in salts, may contain a moderate hydrocarbon component and may have metals or miscellaneous compounds in low concentrations. Waste generators wishing to use member landfills are required to demonstrate that their generated waste meets legislated requirements and provide analytical data from an accredited laboratory prior to disposal.

Within the terms of their approvals, AAILO members with industrial landfills do not target Residential or Municipal Solid Wastes (some are authorized to take a small quantity which is done at the request of and to help municipalities). This is a comparison to municipal sewage systems that do not accept industrial wastewater in accordance to their operating approvals.

AAILO understands that in some cases municipalities operate their own Class II landfill accepting industrial wastes, or are partners with industrial waste management companies. Municipalities are enacting bylaws restricting competing "utility services" within their municipality. These municipalities have taken the position that industrial solid waste landfills are "public utilities" within the meaning of the MGA. This interpretation allows the municipalities, pursuant to sections 33 and 45 – 46 of the Act, to prohibit any "similar" competing industrial solid waste services unless they have an agreement with the municipality.

As indicated above, AAILO disagrees with the interpretation of the term "public utility" advanced by the municipalities choosing to be in the "for profit" business of industrial waste landfilling.



As will be elaborated on below, although "waste management" is a "public utility", within the meaning of the MGA, that term is limited to those services those which are broadly accessible to all community members in service of a necessary "consumption, benefit, convenience or use". Specialized oilfield and industrial solid waste services, like those offered by AAIO members with industrial landfills (or at similar municipally owned or authorized facilities), do not meet this definition and are not "public utilities" within the meaning of the MGA.

#### Discussion

##### **"Public Utilities" Must Indiscriminately Serve the Common Necessity**

One of the purposes of an Alberta municipality is to provide "services" which are "necessary or desirable for all or a part of the municipality".

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As interpreted by the Alberta Court of Queen's Bench in *Landrex Developers Inc. v St. Albert (City)*, this means:

*... it is the intention of the legislators that through the auspices of good government, people will be provided with the services and facilities necessary to meet their needs and to assure safe and viable communities. Viable communities involve more than bricks and mortar and sewer and water lines. Viable communities also involve... the myriad other amenities that contribute to the health and well-being of the people living in those communities.*

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Division 3, Part 3 of the MGA prescribes the specific authority of municipalities with respect to "public utilities", including "waste management" services. Pursuant to sections 33 and 46 of that MGA, municipalities in Alberta have the authority to prohibit similar competing "utility service[s]". However, not every "waste management" service constitutes a "public utility". The MGA expressly limits the definition of "public utilities" to those which are for "public consumption, benefit, convenience or use".

Understanding the meaning of the phrase "public consumption, benefit, convenience or use" in the context of the definition of "public utility" is critical to defining the scope of municipal prohibitive authority over waste management services in Alberta. Only those services dedicated to "public consumption, benefit, convenience or use" are properly subject to municipal authority.

The MGA does not define "public consumption, benefit, convenience or use". Section 3 of the MGA, as discussed above, suggests that this phrase should be understood to be connected to the municipal purpose of assuring "safe and viable communities", through the health and well-being of the people living there.

That "public utilities" must serve the common good is supported by judicial authority as well. The decision in *Perimeter Transportation Ltd v Vancouver International Airport Authority* ("Vancouver Airport"), albeit a British Columbia case, described what it means to be a "public utility" in any jurisdiction:

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**PUBLIC UTILITY.** *A business or service which is engaged in regularly supplying the public with some commodity or service which is of public consequence and need, such as electricity, gas, water, transportation, or telephone or telegraph service. ... The test for determining if a concern is a public utility is whether it has held itself out as ready, able and willing to serve the public. ... The term implies a public use of an article, product, or service, carrying with it the duty of the producer or manufacturer, or one attempting to furnish the service, to serve*

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*the public and treat all persons alike, without discrimination. ... To constitute a true "public utility", the devotion to public use must be of such character that the public generally, or that part of it which has been served and which has accepted the service, has the legal right to demand that the service shall be conducted, so long as it is continued, with reasonable efficiency under reasonable charges. ... The devotion to public use must be of such character that the product and service is available to the public generally and indiscriminately, or there must be the acceptance by the utility of public franchises or calling to its aid the police power of the state.*

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In general, the court ruled that "public utility" services are those which satisfy a "common necessity" and which are devoted to the service of the public "generally and indiscriminately". Understood through this lens, a "public utility" within the meaning of the MGA must be broadly accessible to all community members in service of a necessary "consumption, benefit, convenience or use".

AAILO member interpretation of the MGA, that a "public utility" must satisfy a "common necessity" is consistent with the above-referenced statutory purpose of an Alberta municipality to provide "necessary" services is supported by other authorities:

- Alberta Utilities Commission requires that proposed municipal waste management franchise agreements be "necessary and proper for the public convenience and properly serve the public interests".
- The principle that "public utility" service be general and indiscriminate is consistent with the earlier Ontario authority of *George v Town of Vaughn*. In that case, the Ontario High Court considered whether a landfill was a "public service" within the meaning of a Town of Vaughn bylaw. The court concluded that whether a service is "public" does not turn on how much the public takes advantage of a service, but rather that, "by its nature", the service is unrestricted in its benefit to that public.

#### ***Industrial Landfills Do Not Constitute "Public Utilities"***

The AAILO member landfills, and any equivalent industrial services offered by municipalities, are not "public utilities". They do not serve a necessary "consumption, benefit, convenience or use" and they are not broadly accessible to members of the "public". In order for a service to satisfy a "common necessity" it must be "essential or fundamental" to community function.

As indicated above, AAILO members have landfills that specialize in oilfield wastes generated by oil and gas activity. Solids received at Industrial Landfills are controlled and analyzed. Industrial Landfills do not, and are not intended to, serve the "common necessity" of Albertans. As contrasted against residential or commercial waste services, industrial solid waste management is "not essential or fundamental" to the activities of Alberta's communities. Proposed Industrial Landfills are situated specifically to meet the needs of industrial and oil and gas customers only.

Further, the Industrial Landfills operated by AAILO members do not provide a "general and indiscriminate" service, given that they are specialized to deal with industrial solid wastes and are of no utility to the broader "public". Industrial Landfills offer a service that, by its nature, is restricted in its benefit, usefulness or availability. AAILO members serve a limited group of industrial solid waste generators (primarily oil and gas industry participants) who have successfully applied to access the Industrial Landfills and who provide laboratory analytics for the wastes they generate. Consequently, Industrial Landfills do not constitute "public utilities".



***Regulation of Industrial Landfills as "Public Utilities" is Contrary to the Public Interest***

The characterization of Industrial Landfills as "public utilities" in regards to the MGA empowers municipal monopolies over industrial solid waste management and discourages commercial enterprise within municipal boundaries. This result is contrary to the public interest.

In its published guidance document, the Regional Municipality of Wood Buffalo has suggested that the MGA prohibitive powers referenced above "protect regional municipal jobs, public utility rates, and recent capital investments". With respect, it is not the purpose of the MGA to allow municipalities to insulate themselves from the risk of entering into the competitive business of oilfield and industrial solid waste management. Moreover, the promise of financial gain to a municipality does not serve the public "consumption, benefit, convenience or use" contemplated in the MGA, as read in light of the authorities discussed above. A public "benefit" in this context, is one which meets the needs of Albertans and assures safe and viable communities. Non-utility businesses do not become "public utilities" simply because a municipal entity enters the market.

Clarification of the scope of the authority of Alberta municipalities to prohibit industrial solid waste landfill services is required to ensure consistent approaches within and across Alberta municipalities and to allow for the continued development of competitive oilfield and industrial waste services, such as the AAILO member Landfills, across the province.

***Conclusion***

Industrial Landfills, and the municipal services which they are argued to be similar to, are not "public utilities". These are specialized oilfield and industrial solid waste services of benefit to a select customer base.

The MGA provides municipalities with prohibitive authority only with respect to the provision of services which are broadly accessible to all community members for a necessary "consumption, benefit, convenience or use". The MGA must not be interpreted to empower municipalities to insulate their own non-utility business ventures from legitimate competition.

AAILO proposes an amendment to the MGA, to specifically omit Industrial Landfills from the definition of a "public utility", as an efficient solution to allow AAILO members to continue to support Alberta's industrial sector in a fair market.

We appreciate your consideration of this matter and look forward to working with you on the submission of an amendment to the MGA.



Karl Hunerfauth  
President  
AAILO  
Alberta Association of Independent Landfill Owners





## REQUEST FOR DECISION

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SUBJECT:	<b>Development Permit Application D16-216</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	August 23, 2016	CAO: GG	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING/PLANNING & DEVELOPMENT	GM:	PRESENTER: LD
FILE NO./LEGAL:	D16-216 / NE-19-70-23-W5		LEGAL/ POLICY REVIEW:
STRATEGIC PLAN:			FINANCIAL REVIEW:

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### RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act, RSA 2000, c M s. 618(1) and s. 642.*

**Council Bylaw / Policy** (cite) – *Municipal Development Plan - Policy 3.1, 3.2, 3.3.1 and 10.2; Land Use Bylaw 03-396 – 11.13 Direct Control (DC) District; Sturgeon Lake Area Structure Plan (SLASP) – 4.3 Settlements.*

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### RECOMMENDED ACTION:

**MOTION:** That Council Approve the Development Permit application D16-216 to construct a 24 foot by 30 foot Detached Garage within NE-19-70-23-W5, as per the conditions of approval attached hereto as Schedule 'A'.

---

### BACKGROUND / PROPOSAL:

Development Permit application D16-216 has been submitted by Clarence and Victoria Lonneberg (Applicant and Landowner) to develop a 24 foot by 30 foot detached garage on a parcel located at NE-19-70-23-W5 (Sturgeo) within the Sturgeon Lake Settlement area of Ward 7. The proposed development site is a 2.02 hectare ± (5.0 acre) lot that is residential and is classified as a Discretionary Use in the Direct Control (DC) District.

'11.13 Direct Control (DC) District, 11.13.2 Site Provisions 'In addition to the General Regulations contained in Section 9, the following standards shall apply to every Development in this District: a) The site provisions for developments in this District, including lot area, building setbacks, development density, parking, open space, and building height shall be determined by Council on a site-specific basis. b) All developments in this District shall conform to the provisions of any statutory plan that may be in effect in the area.'

In terms of development, the detached garage would be located across the driveway from the residence and would meet the setback requirements of Section 9 from the road, being a minimum of 41 meters (134 feet). Further, the proposed garage would be more than the required 15 meters (50 feet) from the rear and side property lines required for similar developments in Country Residential One (CR-1) District. According to the Site Plans submitted by the Applicant (Schedule 'C'), the proposed development meets the General Regulations of the Land Use Bylaw and the Policies and Settlement sections of the Sturgeon Lake Area Structure Plan. The requirement for permitting for

plumbing has been included as a condition because the applicant may move the existing septic system to allow the garage to be located in the most desirable location.

---

**OPTIONS – BENEFITS / DISADVANTAGES:**

**Option 1** – That Council Approve Development Permit application D16-216 subject to the condition recommended by Administration.

**Option 2** – That Council Refuse Development Permit application D16-216.

**Option 3** – That Council Table Development Permit application D16-216.

**Benefits** – The benefit of approving the application would be that the accessory building would augment the existing residential development on the lot.

**Disadvantages** – The disadvantages of approving the application are that rural residential and accessory structures are an unsustainable method of housing when considering the costs of servicing, servicing levels, as well as service delivery.

---

**COSTS / SOURCE OF FUNDING:**

The \$50.00 Development Permit application fee has been paid.

---

**ATTACHMENT(S):**

- Schedule 'A' – Recommended Conditions of Approval
- Schedule 'B' – Development Permit Application D16-216
- Schedule 'C' – Site Plan & Proposed Development

### **Schedule 'A' – Recommended Conditions of Approval**

1. The owner/developer must abide by all Provincial Legislation and Regulations that are applicable and relevant to the proposed Development.
2. The owner/developer must abide by all the applicable conditions in the Land Use Bylaw.
3. The owner/developer must meet the minimum setback requirements of:
  - a) 134 feet (41 metres) from the right-of-way of a district road;
  - b) 50 feet (15 metres) from any other property line.
4. The owner/developer must contact the following government agencies to obtain all necessary approval(s), including but not limited to the following:
  - a) Building Permit;
  - b) Electrical Permit;
  - c) Gas Inspection Permit;
  - d) Provincial Plumbing Permit; and
  - e) Provincial Private Sewage System Permit.
5. Accessory buildings are for personal use only. A business shall not be operated without an additional development permit and business license from Greenview.
6. No further development or construction is allowed without an approved development permit from Greenview.
7. The owner/developer is responsible for weed control. Contact Greenview's Agricultural Weed Inspectors at 780.524.7602 for further information.

# Schedule 'B' – Development Permit Application D16-216



## DEVELOPMENT PERMIT APPLICATION – FORM A

Municipal District of Greenview No. 16  
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	
APPLICATION NO.	D16-216
DATE RECEIVED	July 28, 2016
ROLL #	40483

I / We understand that this application will only be processed if submitted in complete form and accompanied by the applicable fee. A "completed" application includes the forms completely filled out, signatures, site plan, fees and any other information the development authority deems necessary to make an informed decision.

MUNICIPAL DISTRICT  
OF GREENVIEW No. 16  
**RECEIVED**  
JUL 28 2016

APPLICANT INFORMATION		COMPLETE IF DIFFERENT FROM APPLICANT	
NAME OF APPLICANT Clarence + Victoria Lonneberg		NAME OF REGISTERED LANDOWNER or LEASEHOLDER	
ADDRESS Box 2473 Valleyview Alta		ADDRESS	
POSTAL CODE T0H3N0	TELEPHONE (Res.) 780-722-9933 (Bus.)	POSTAL CODE	TELEPHONE (Res.) (Bus.)
E-MAIL:		E-MAIL:	

LAND INFORMATION	
Legal description of proposed development site:	
QTR./S. SNE123	SEC. 70
TWP. 23	RG. 70
M. 5	
OR REGISTERED PLAN BLK LOT OR *ML/MS/LEASE NO.*	
Size of the proposed development:	
LENGTH 30 ft	WIDTH 24 ft
Number of: ACRES OR HECTARES	
2.2	
Description of the existing use of the land: Rural Residence	

DEVELOPMENT INFORMATION	
Describe the proposed development on the land: Detached Garage	
Check (x) any proposed development(s) not identified above:	
<input type="checkbox"/> Signs	<input type="checkbox"/> Culvert(s)/Road access point(s)
<input type="checkbox"/> Dwelling unit(s)	<input type="checkbox"/> Accessory structure(s) / use(s)
<input type="checkbox"/> Home occupation(s)	<input type="checkbox"/> Commercial or industrial structure(s) / use(s)
Indicate the proposed setback from the property line:	
FRONT YARD 10 ft	REAR YARD 10 ft
SIDE YARD (1) 24 ft	SIDE YARD (2) 6 ft
The land is adjacent to: <input type="checkbox"/> A Highway <input type="checkbox"/> A District Road <input checked="" type="checkbox"/> LOC #	
Estimate the project:	
A. COMMENCEMENT DATE ASAP D/M/Y	B. COMPLETION DATE 2 months D/M/Y
C. COMPLETED PROJECT COST \$ Under 15,000	
Attached is: (a) SITE PLAN: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) FLOOR PLAN: <input type="checkbox"/> Yes <input type="checkbox"/> No (c) CROWN LAND ACCESS MAP: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If located in Crown Land area, Road Access Map must be provided.	

RURAL ADDRESS SIGNAGE	
DO YOU HAVE A RURAL ADDRESS?: <input checked="" type="checkbox"/> YES ADDRESS: 20 2350374 RD 28N	<input type="checkbox"/> NO
A \$50.00 RURAL ADDRESS SIGNAGE FEE IS REQUIRED FOR NEW RESIDENTIAL DEVELOPMENT.	

DECLARATION	
I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT.	
NOTE: If the applicant is not the registered Landowner, then the Landowner(s) signature is required. All Landowners MUST sign the application.	
Date July 28/16	SIGNATURE OF APPLICANT Clarence Lonneberg
Date July 28/16	SIGNATURE OF REGISTERED LAND OWNER / LEASEHOLDER Victoria Lonneberg

FOR ADMINISTRATIVE USE	
LAND USE CLASSIFICATION: Direct Control	
FEE ENCLOSED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT: \$ 50.00
RECEIPT NO. 220869	

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.



# **SITE DIAGRAM – FORM C**

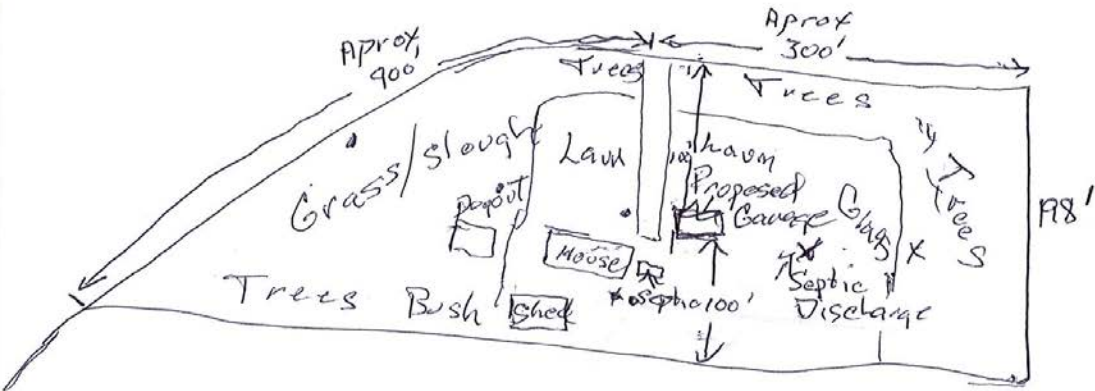
Municipal District of Greenview

4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0  
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608  
[www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)

Location: QTR/L.S. \_\_\_\_\_ Section \_\_\_\_\_ TWP 70 Range 23 W of 5 M  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_



Line# 0021 660 394 Short Legal 5, 23, 70, 1, RL  
Road Plan 7287 EU



Dots are power poles  
Perimeter of property for most part  
is low + swampy centre of property being  
on slight knoll.

## **The following items are required on the site plan**

- |   |   |
|---|---|
| <input type="checkbox"/> Location of Existing Buildings   | <input type="checkbox"/> Location of Proposed Buildings                           |
| <input type="checkbox"/> Location of M.D Roads & Highways   | <input type="checkbox"/> Location of Private Roads or Driveway                    |
| <input type="checkbox"/> Distances from Property Lines (Setbacks)                                     | <input type="checkbox"/> Location of Natural Features (Trees, Creeks, Bush, etc.) |
| <input type="checkbox"/> Location of Septic Tank, Septic Tank Pumpout,<br>Water Well or Water Sources |   |











## REQUEST FOR DECISION

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SUBJECT:	<b>Sale of Surplus Equipment</b>	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	REGULAR COUNCIL MEETING	ACAO: GG MANAGER: GM
MEETING DATE:	August 23, 2016	GM: GG PRESENTER: GM
DEPARTMENT:	INFRASTRUCTURE & PLANNING/OPERATIONS	LEGAL/ POLICY REVIEW:
FILE NO./LEGAL:	N/A	FINANCIAL REVIEW:
STRATEGIC PLAN:	N/A	

---

### RELEVANT LEGISLATION:

**Provincial (cite)** – N/A

**Council Bylaw / Policy (cite)** – Policy number AD 26, Surplus Assets and 4006 Equipment and Vehicle Replacement.

---

### RECOMMENDED ACTION:

**MOTION:** That Council approve Unit M16 serial number C30610932101 as surplus equipment for sale at the Oct. 5<sup>th</sup> and 6<sup>th</sup> 2016 Ritchie Brothers auction in Grande Prairie, Alberta.

**MOTION:** That Council approve transferring ownership of Unit A114 serial number 3GTU2YEJ7BG243072, Unit A124 serial number 3C6TD5DT3CG232425 and Unit L9 serial number NBC546204 to the Town of Fox Creek.

---

### BACKGROUND / PROPOSAL:

The vehicle and equipment list was created by following the criteria set out in Policy 4006 Equipment and Vehicle Replacement.

The equipment listed below have been identified for replacement as per Policy AD 26.

UNIT	YEAR	MAKE	MODEL	SERIAL NUMBER	HOURS/MILEAGE	COMMENTS
A114	2011	GMC Sierra Hybrid	1500 HB	3GTU2YEJ7BG243072	46,970 km	From 2015 surplus
A124	2012	Dodge	2500	3C6TD5DT3CG232425	159,703 km	Good condition
A131	2012	Dodge	2500	3C6TD5DT0CG232432		<b>Sold to Grande Yellow</b>
						<b>Head Public School Div.</b>
L9	2011	Case Backhoe	590SN	NBC546204	1,536 hr	High maintenance cost
M16	2011	Schulte	XH 1500	C30610932101	n/a	n/a

Town of Fox Creek recently requested any surplus vehicles or heavy equipment planned for auction, that Greenview might consider transferring ownership of those vehicles and equipment to the Town of Fox Creek. All transfer of ownership costs will be the responsibility of the Town of Fox Creek.

---

**OPTIONS – BENEFITS / DISADVANTAGES:**

**Options** – Council may choose to sell at a later date, sell through a different auction company or disperse at their own discretion.

**Benefits** – Surplus equipment and vehicles will be disposed of in a timely manner.

**Disadvantages** – None anticipated.

---

**COSTS / SOURCE OF FUNDING:**

Revenue received on the sale of the equipment and/or vehicles will be recognized on the financial statement as part of the annual surplus.

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**ATTACHMENT(S):**

- Policy AD 26 – Surplus Assets
- Policy 4006 – Equipment and Vehicle Replacement



**Title: EQUIPMENT AND VEHICLE REPLACEMENT**

**Policy No: 4006**

**Effective Date: January 26, 2016**

**Motion Number: 16.01.26**

**Supersedes Policy No: 4006**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

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

**Policy Statement:** The Municipal District of Greenview No. 16 (Greenview) requires equipment and vehicles to operate the services provided, and shall ensure funds are available in the future to replace the equipment and vehicles by establishing an exclusive capital reserve fund.

**Purpose:** The purpose of the policy is to establish a capital reserve fund for the purpose of replacing capital equipment and vehicles for the Municipality's operations.

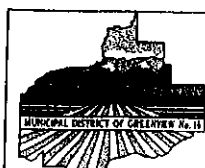
**Principles:**

1. Administration will recommend the type of equipment and vehicle(s) that will be required to be replaced on a regular basis, to ensure the services of the Municipality are provided as directed by Council.
2. Administration will establish a Capital Reserve Replacement rate, taking into consideration the life span of the equipment and vehicle(s) and the estimated replacement cost.
3. Equipment and Vehicle Reserve Replacement charges will be transferred to a capital reserve fund for equipment and vehicle replacement.
4. Interest earned from the vehicle and equipment reserve will be allocated to the reserve at year end.
5. Council shall authorize the transfer of funds to and from the reserve.



6. Vehicle and/or equipment will be evaluated for replacement based on the date of delivery to Greenview and the following criteria:

VEHICLE/EQUIPMENT TYPE	TIME IN SERVICE (years/kms/engine hours/condition)
Light/Medium Duty Vehicles	7 years / 150,000 kms
Medium Duty Diesel Vehicles	5 years / 300,000 kms
Heavy Duty Vehicles	10 years / 300,000 kms
Graders	5 years / 7,500 hours
Loaders	8 years / 7,500 hours
Backhoes	5 years / 5,000 hours
Track Excavators	6,000 hours
ATV's	10 years
Tractors	6,000 hours
Mowers	Condition
Fire Trucks	15 years
Rescue Vans	10 years
Water Tankers	15 years
Self-Contained Breathing Apparatus	15 years
Breathing Air Compressors	20 years
Thermal Imaging Cameras	10 years
Lift Stations	Condition
Water Pumps	Condition
UTV's	15 years



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

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 26**

**POLICY TITLE: SURPLUS ASSETS**

**Page 1 of 2**

**Date Adopted by Council / Motion Number:**

**10.03.824**

**PURPOSE:**

To provide a process for disposal of surplus assets held by the Municipality.

**POLICY:**

- 1.0 In February of each calendar year, the Directors will compile a list of all surplus equipment, fixed assets, furniture, machinery and vehicles from their respective departments. This surplus list will be forwarded to the Manager of Finance prior to March 31<sup>st</sup> of each year.
- 2.0 Council will declare by resolution those items from the fixed assets list that will be declared as surplus, and the disposal method.
- 3.0 Council may establish a reserve bid, where deemed appropriate.
- 4.0 The C.A.O. will be responsible to ensure that the declared surplus items are disposed of, within six months of declaration, by either public tender or public auction.
- 5.0 If an employee submits a tender for surplus items, the employee will not be involved in the opening of tenders.
- 6.0 All tender awards must be approved by Council.
- 7.0 Proceeds from the sale of surplus items will be deposited into the related capital reserve.
- 8.0 Upon the surplus items tender being awarded, they will be removed from the M.D. premises, or acceptable arrangements made with the C.A.O. or his designate, within seven (7) business days from the tender award date. Prior to removal, the account must be paid in full, and the purchaser must sign a 'Receipt of Goods' form. A member of the M.D. staff must be present when the asset is picked up and will verify that the purchaser has a paid receipt.

POLICY TITLE: SURPLUS ASSETS

Page 2 of 2

Date Adopted by Council / Motion Number:

03.04.239

- 9.0 If a surplus item is not picked up within the seven (7) day time limit, the C.A.O. or his designate may dispose of the item.

REEVE

C.A.O.



## REQUEST FOR DECISION

SUBJECT: **Surplus Agricultural Rental Barbecue Unit**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: August 23, 2016  
DEPARTMENT: COMMUNITY SERVICES/AGRICULTURE  
FILE NO./LEGAL: N/A  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO: GG MANAGER: QFB  
GM: INT PRESENTER: DB  
LEGAL/ POLICY REVIEW: INT  
FINANCIAL REVIEW:

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### RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw / Policy** (cite) – AD 26 Surplus Assets

---

### RECOMMENDED ACTION:

**MOTION:** That Council approve the ownership transfer of the surplus Agricultural rental barbecue unit to a community group within Greenview, via a no entry fee lottery/draw process, with the winner selection drawn by the Reeve or a designated member of Council.

---

### BACKGROUND / PROPOSAL:

In 2015 the purchase of a trailer barbecue unit from C.C. Welding & Fabricating, Grande Cache, Alberta was approved by Council to replace the existing barbecue. The surplus barbecue unit is currently in storage and not being utilized since the new trailer barbecue was purchased.

Administration is recommending that the surplus rental barbecue unit be given to a community group within Greenview rather than sold as per the disposal of surplus assets methods outlined in the AD26 Surplus Assets Policy. Many community groups have expressed interest in acquiring the surplus barbecue.

The fairest process to give the surplus barbecue unit to a community group, would be one in which it is advertised that Greenview is accepting names of community groups within Greenview to enter their group's name, with no fee associated into a lottery style draw. The submitted names would be placed into a container and drawn lottery style by the Reeve or a designated member of Council.

---

### OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council may deny or accept the ownership transfer of the surplus Agricultural Rental Barbecue Unit via the no entry fee lottery/draw process or dispose of the surplus asset unit via one of the methods outlined in the AD 26 Surplus Assets Policy.

**Benefits** – The benefit of transferring ownership of the surplus rental barbecue unit via a no entry fee lottery/draw is that it will be provided to a community group within Greenview, via a fair selection process.

**Disadvantages** – There are no perceived disadvantages to this recommendation of transferring ownership of the surplus rental barbecue unit via a no entry fee lottery/draw selection process.

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COSTS / SOURCE OF FUNDING:


N/A

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ATTACHMENT(S):

- AD 26 Surplus Assets



	<b>M. D. OF GREENVIEW NO. 16</b>  <b>POLICY &amp; PROCEDURES MANUAL</b>	Section:  <b>ADMINISTRATION</b>
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**POLICY NUMBER: AD 26**

<b>POLICY TITLE:    SURPLUS ASSETS</b>	<b>Page 1 of 2</b>
<b>Date Adopted by Council / Motion Number:</b>	<b>10.03.824</b>

**PURPOSE:**

To provide a process for disposal of surplus assets held by the Municipality.

**POLICY:**

- 1.0    In February of each calendar year, the Directors will compile a list of all surplus equipment, fixed assets, furniture, machinery and vehicles from their respective departments. This surplus list will be forwarded to the Manager of Finance prior to March 31<sup>st</sup> of each year.
- 2.0    Council will declare by resolution those items from the fixed assets list that will be declared as surplus, and the disposal method.
- 3.0    Council may establish a reserve bid, where deemed appropriate.
- 4.0    The C.A.O. will be responsible to ensure that the declared surplus items are disposed of, within six months of declaration, by either public tender or public auction.
- 5.0    If an employee submits a tender for surplus items, the employee will not be involved in the opening of tenders.
- 6.0    All tender awards must be approved by Council.
- 7.0    Proceeds from the sale of surplus items will be deposited into the related capital reserve.
- 8.0    Upon the surplus items tender being awarded, they will be removed from the M.D. premises, or acceptable arrangements made with the C.A.O. or his designate, within seven (7) business days from the tender award date. Prior to removal, the account must be paid in full, and the purchaser must sign a 'Receipt of Goods' form. A member of the M.D. staff must be present when the asset is picked up and will verify that the purchaser has a paid receipt.

**POLICY TITLE:    SURPLUS ASSETS**

**Page 2 of 2**

**Date Adopted by Council / Motion Number:**

**03.04.239**

9.0    If a surplus item is not picked up within the seven (7) day time limit, the C.A.O. or his designate may dispose of the item.

\_\_\_\_\_  
(Original signed copy on file)  
REEVE

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

**TITLE: PROCEDURES FOR SURPLUS ASSETS**

**Page 1 of 1**

**PROCEDURE:**

- 1.0 The C.A.O. will direct staff to identify all items declared as surplus to be cataloged, listed and marked as clearly as possible for general public viewing.
- 2.0 Employees compiling inventory of surplus items will document, sign, and have a senior staff official sign under their signature, verifying items to be sold.
- 3.0 Surplus items will be removed from the inventory list and their depreciated costs removed from the Fixed Assets Ledger and the General Ledger by the Manager of Finance.

\_\_\_\_\_  
(Original signed copy on file)  
C.A.O.



## REQUEST FOR DECISION

---

SUBJECT:	<b>Alberta Conservation Association (ACA) Elk Depredation Assistance Program</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	August 23, 2016	CAO: GG	MANAGER: QFB
DEPARTMENT:	COMMUNITY SERVICES/AGRICULTURE	GM:	PRESENTER: DB
FILE NO./LEGAL:			LEGAL/ POLICY REVIEW:
STRATEGIC PLAN:			FINANCIAL REVIEW:

---

### RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

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### RECOMMENDED ACTION:

**MOTION:** That Council authorize Administration to provide logistical support to the Alberta Conservation Association for the Elk Depredation Assistance Program.

---

### BACKGROUND / PROPOSAL:

Elk depredation of stacked feed, swaths, bagged grain and standing feed have been a continual problem in Greenview. The Greenview Agricultural Service Board discussed the elk problem and reviewed the Elk Depredation Assistance Program at the July 27, 2016 Greenview Agricultural Service Board meeting, as a result, the following motion was approved:

*That the Agricultural Service Board recommend to Council, to direct administration to provide logistical support for the ACA's Elk Depredation Assistance Program.*

In 2012 and again in 2013 Greenview sent a letter, two letters in total, to the Alberta Minister of Sustainable Resource Development (ASRD) in regards to the problems that local agricultural producers were having with elk depredation. A resolution supported by Greenview was also sent to the Provincial Agricultural Services Board Conference in January 2014.

In March 2014 a Greenview Agricultural Service Board meeting was held with a presentation from Alberta Sustainable Resource Development (ASRD) regional biologists and the regional problem wildlife specialist. This meeting was also attended by some Greenview agricultural producers. The Agricultural Service Board direction from this meeting was to draft another letter to the Alberta Minister of Sustainable Resource Development (ASRD) regarding the elk depredation concerns.

In October of 2014 an Elk Quota Hunt Resolution was presented at the Regional Agricultural Service Board conference and was passed. The resolution was forwarded and approved at the Provincial ASB Conference in January of 2015. The Elk Quota Hunt Resolution was presented to Greenview Council for submission to the Alberta Association of Municipal Districts and Counties (AAMDC) Zone Meeting in February of 2015. Council and the AAMDC Zone 4 District approved the resolution and it was forwarded for consideration to the spring of 2015 Alberta Association of Municipal Districts and Counties Convention and again was approved.

The presentation from the Alberta Conservation Association (ACA) to the Agricultural Service Board in regards to elk depredation proposes to make a list of legal hunters available for resident landowners who are having trouble with depredation. The landowner is permitted to call eligible individual(s) on the list to legally harvest an elk on their land. The senior biologist from Alberta Environment and Parks (AEP) feels that the department's goal in elk harvest are being met on a wildlife management unit (WMU) basis and that this program may help target the localized problem areas.

---

#### OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Greenview Council has the option to approve, deny or alter the recommendation to authorize Administration to provide logistical support to the Alberta Conservation Association for the Elk Depredation Assistance Program.

**Benefits** – The benefit of approving the recommendation to authorize Administration to provide logistical support to the Alberta Conservation Association for the Elk Depredation Assistance Program, is that the Greenview Agricultural producers may have remedial support in regards to the depredation caused by elk.

**Disadvantages** – There are no perceived disadvantages to approving the recommendation to authorize Administration to provide logistical support to the Alberta Conservation Association for the Elk Depredation Assistance Program, however agricultural producers may perceive that the support provided is insufficient to address their concerns completely.

---

#### COSTS / SOURCE OF FUNDING:

No additional costs would result, as the logistical support to this program would be included in the daily pest control program activities conducted by Agriculture Administration.

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#### ATTACHMENT(S):

- Elk Quota Hunt Resolution
- Ungulate Crop Damage Compensation Information



## Resolution

### Elk Quota Hunt

MD of Greenview No. 16

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**WHEREAS** many Eastern Slopes and Peace Region Municipalities are having difficulties with problem elk populations; and

**WHEREAS** many Peace Region Municipalities have submitted many resolutions in this regard for these same problems; and

**WHEREAS** minimal and modest increases have been made to Eastern Slopes and Peace Region Wild Life Management Units (WMU's) harvest limits; and

**WHEREAS** these increases in tag allocations have not resulted in alleviating or mitigating economic losses sustained by producers;

### THEREFORE BE IT RESOLVED

**THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST** that the Minister of Environment and Sustainable Resources Development implement an Elk Quota Hunt, based upon the principles of the former Chronic Wasting Disease Quota Hunt.

### Member Background

Peace Region Wildlife Non-Waterfowl Damage

Crop Year	Acres Damaged	Loss
2011	33,608	\$3,818,333.68
2012	17,033	\$3,104,054.51
<b>Total</b>	<b>50,641</b>	<b>\$6,922,388.19</b>

**Source: Agriculture Financial Services Corporation (AFSC)**

Average Elk Harvest in 300, 400, and 500 WMU's

<b>300 Series</b>					
<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>5 Year Average</b>
12.475%	15.119%	13.709%	15.262%	13.176%	m = 13.95%

<b>400 Series</b>					
<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>5 Year Average</b>
11.172%	9.379%	14.270%	7.641%	6.048%	m = 9.7%
<b>500 Series</b>					
<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>5 Year Average</b>
12.742%	22.058%	18.750%	15.936%	18.035%	m = 17.50%

**Source: Alberta Environment and Sustainable Resource Development (AESRD)**

Based upon previous statistics crop losses are significant, while hunter harvest success ratios are on average below 20%.

In 2006 the Province implemented a quota hunt to help decrease the numbers of deer in the Chronic Wasting Disease control area. Using the principles of this quota hunt would help Alberta Environment and Sustainable Resources (AESRD) reduce elk herds in the problem areas.

Suggested measures:

To reduce elk densities in known high risk areas (areas of elk crop depredation), increased elk hunting opportunities should be made available in these WMU's. Elk hunt quota licenses for all resident hunters can be made available through the hunting draws process, and the undersubscribed special licenses process. In addition, area landowners or their immediate family could apply for these licenses through local offices of AESRD – similar to existing landowner license approvals.

Three tags should be issued with each elk hunt quota license. The first two tags are valid for two antlerless elk. The third tag can be used for any elk, but is not valid until the heads from the first two elk have been submitted to an AESRD office for verification.

## **AAMDC Background**

(To be added by AAMDC)

## UNGULATE CROP DEPREDATION

### **Ungulate Damage Prevention & Compensation**

The Fish and Wildlife Division of Alberta Environment and Sustainable Resource Development, through the Ungulate Damage Prevention Program, offers producers advice and assistance to prevent ungulates from spoiling stored feed and un-harvested crops.

The Agriculture Financial Services Corporation (AFSC), through the Wildlife Damage Compensation for Excreta Contaminated Crops, Stacked Hay, and Stored Silage programs, provides financial compensation to producers who have consulted Fish and Wildlife, and followed the advice given by the officer.

### **Qualifying for Compensation**

Deer, elk, antelope and moose are often attracted to agricultural fields and livestock feed yards. This is especially common in winters with extended periods of cold weather, heavy snowfall or crusty snow cover, when natural sources of vegetation are more difficult to find. Ungulates are messy eaters, however, and soil or destroy three to four times the forage that they consume.

Agricultural producers who have taken steps to minimize ungulate damage but still suffer losses on stacked hay, stored silage or un-harvested crops, can qualify for assistance and compensation.

To qualify for these programs, producers do not need to have Production Insurance. There are no premiums or administrative costs, aside from a \$25.00 assessment fee for each section of land (or portion thereof) on which the damage has occurred.

For Stacked or Stored Hay or Greenfeed That Has Been Damaged by Ungulates

*An agricultural producer is eligible for compensation*

- when hay has been stacked and stored at sites that can be regularly monitored by the producer
- when a producer has allowed access to hunting
- when a producer has complied with recommendations made by the Fish and Wildlife officer

*Who do you call to file a claim?*

You must first contact a Fish and Wildlife officer, then the AFSC, who will arrange for an adjuster to visit.  
*Be sure to contact Fish and Wildlife as soon as you've noticed the damage*

*What will the Fish and wildlife officer do?*

A Fish and Wildlife officer will visit the site. The officer will assess how wildlife may be accessing the property and make recommendations to prevent ungulate damage from reoccurring.

It is important to follow the recommendations of the Fish and Wildlife officers, as future compensation (total lifetime claims) will be dependent on having done so. Producers who have

not followed the recommendations will receive only 50% of the claim amount on the second claim, and, on the third and consecutive claims, will receive no compensation at all.

The Fish and Wildlife officer may also assist the producer by providing materials for intercept feeding or by lending

- fencing (permanent wire and/or temporary fencing called stackwrap)
- scaring devices
- repellents

*What does the AFSC officer do?*

The AFSC adjuster must also visit the site to determine the extent and financial value of the damage. In order to submit the claim for payment, the AFSC adjuster must include reports from both Fish and Wildlife and the AFSC.

*How can you prevent Ungulate damage to stacked or stored hay?*

- Before winter, move bales from the field to a feed yard or protected storage area.
- Use fencing or place posts before freeze-up to prepare permanent stack-yard sites.
- Use straw bales stacked two tiers high as a protective barrier for feed stores.
- Stackwrap can be more effective and easier to put up if bales are stacked two tiers high. Straight sides also keep deer and elk from climbing the stacks.
- Clean up spilled grain, loose hay and other food sources which may attract ungulates.
- Chase away ungulates as soon as they first appear (be cautious however, as they could become aggressive).
- Scarecrows in clothes with a human scent, as well as loud radios, may be effective in keeping away ungulates that are not already conditioned to humans or dependent on the food source.
- Store grain only in protective storage bins.
- Allow access for hunting.

**Un-harvested crops that have been destroyed or soiled by ungulates, bears, waterfowl or upland game birds**

*What crops are covered by the compensation program?*

All commercially grown cereal, oilseed, special crops and hay are eligible for compensation.

*What crops are not covered by the program?*

Crops not covered by the compensation program include:



- Bales or stacks (these are covered in the Wildlife Damage Compensation on Stacked Hay program)
- Crops in granaries or bins
- Crops left exposed to wildlife damage due to management practices
- Crops seeded on land considered unsuitable for production
- Crops seeded too late in the season to produce a normal yield
- Crops that were cut or swathed for grazing
- Grazing land or native pasture
- Volunteer crops

*Who do you call to file a claim?*

Call the nearest AFSC office no less than 24 hours before harvesting. The adjuster will visit the site to determine the extent and the value of the damage.

*How can you prevent this from happening again?*

Call a Fish and Wildlife officer for more information on wildlife activity in your area, and how to prevent wildlife damage on your property.



## **Wildlife Damage Compensation Program (WDCP)**

### **Overview**

The Wildlife Damage Compensation program (WDCP) compensates agricultural producers for damage to eligible un-harvested hay crops that is caused by ungulates, waterfowl, upland game birds and bears.

AFSC also offers WDCP for Stacked Hay and Haylage in Pits and Tubes. This program provides compensation for damage caused by ungulates (white tailed deer, mule deer, elk, moose or antelope) to harvested hay.

Producers wishing to participate in WDCP are not required to have insurance to qualify for a claim.

**Premium and Cost Sharing**

The Federal and Provincial governments pay all the costs for this program. Producers pay no premium or administration costs.

**Insurable Crops**

All un-harvested hay crops that can be insured under AFSC Insurance are eligible for compensation under this program.

Stacked Hay and Haylage in Pits and Tubes are not insurable under any of AFSC's Insurance Programs but are eligible for coverage under this Program.

**The following crops are not eligible:**

- Grazing land or native pasture
- Crops seeded on land considered unsuitable for production
- Crops that were cut or swathed for grazing
- Crops that were left exposed to wildlife damage due to management practices

**Price**

Compensation is based upon the commercial value of the crop.

Commercial value for a wildlife claim is determined by estimating the yield of the undamaged hay crop at the time of inspection multiplied by the higher of:

- the highest price option offered under the current year's Hay Insurance contract; or
- the price offered under the "Variable Price Benefit" for hay, which is determined in the fall.

**Indemnity**

There is a non-refundable appraisal fee of \$25 required for each section of land on which damage has occurred.

**Un-harvested Hay**

In order to be compensated under WDCP, there must be at least 10 per cent wildlife damage and a minimum of \$100 calculated loss per crop. Damaged hay crops can not be cut until adjusted, as wildlife claims cannot be adjusted from representative strips.

For AFSC Hay Insurance clients, the wildlife claim will be deducted from any Hay Insurance payments. Compensation is based on the percentage of damage multiplied by the commercial value of the crop.

**Stacked Hay and Haylage in Pits and Tubes**

A Provincial Fish and Wildlife (FW) Officer will provide the producer with appropriate recommendations to prevent further damage prior to a claim being paid. If a producer has a second claim, the minimum recommendations for the FW Officer during the first claim visit must have been implemented in order to be eligible for a full claim. If the recommendations have not been followed, the producer is only eligible to receive 50 per cent of the claim amount. On third and subsequent claims, if minimum recommendations are not followed, no claim will be paid.

Claims filed over the winter will not be finalized until all damage has ceased and the total damage can be determined.

For Wildlife Damage Compensation for Stacked Hay, the maximum compensation is \$5,000 per inspection.

#### **Client Responsibilities**

##### **Un-harvested Hay**

Producers must contact AFSC at least 24 and preferably 72 hours prior to harvest so AFSC can arrange to have an adjuster perform an on-farm inspection.

##### **Stacked Hay and Haylage in Pits and Tubes**

Producers are responsible to notify Fish and Wildlife and AFSC as soon as possible after first noticing damage to request an inspection and receive more detailed information.



## REQUEST FOR DECISION

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SUBJECT:	<b>Wolf Harvest Incentive Program</b>	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	REGULAR COUNCIL MEETING	ACAO: GG      MANAGER: QFB
MEETING DATE:	August 23, 2016	GM:              PRESENTER: DB
DEPARTMENT:	COMMUNITY SERVICES/AGRICULTURE	LEGAL/ POLICY REVIEW:
FILE NO./LEGAL:		FINANCIAL REVIEW:
STRATEGIC PLAN:		

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### RELEVANT LEGISLATION:

Provincial (cite) N/A.

**Council Bylaw / Policy (cite)** – *Wolf Harvest Incentive Program Policy AG 10*  
*Bylaw No. 12-673- Schedule of Fees #24 – Adult Wolf Carcass.....\$300.00*

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### RECOMMENDED ACTION:

**MOTION:** That Council approve additional funding to a maximum of \$15,000.00 for the Wolf Harvest Incentive Program to continue until December 31, 2016, with funds to come from the 2016 Contingency Budget.

**MOTION:** That Council authorize Administration to transfer a maximum of \$15,000.00 from the 2016 Contingency to the 2016 Agricultural Services Budget.

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### BACKGROUND / PROPOSAL:

The 2015 Wolf Incentive Budget of \$36,000.00 was not fully utilized with a surplus remaining at year-end of \$5,600.00 (\$36,000.00 - \$29,400.00 = \$5,600.00). The 2016 Agricultural Services Budget for the Harvest Incentive Program was proposed and approved at an amount equivalent to the 2015 Budget amount of \$36,000.00 to allow for slight increased usage of the program. The Agriculture Service Department did not foresee the increased participation in the Wolf Incentive Program to the capacity evident in 2016. The 2016 Wolf Incentive Budget was fully expended in early May and Agriculture Administration has already received feedback that this valued program needs to have more funding in place for the fall trapping season. Greenview Agriculture Service Board reviewed the Wolf Incentive Program at the July 27, 2016 meeting and made the following motion:

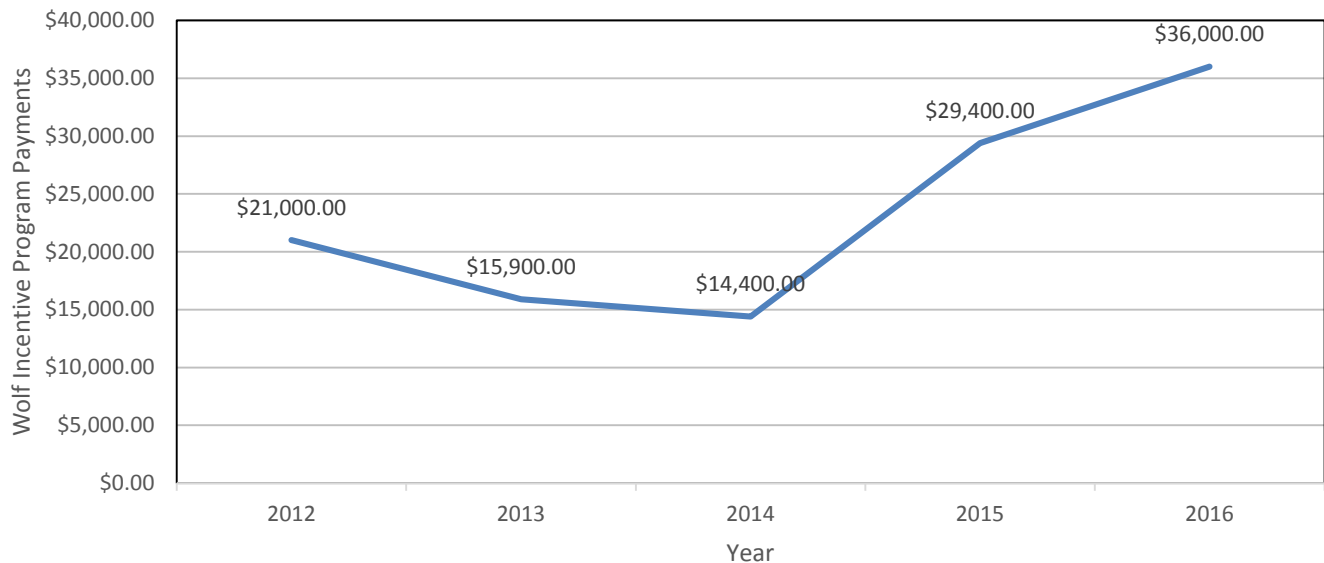
*That the Agricultural Service Board recommend to Council to approve an additional funding requisition of up to \$15,000.00 from Contingency Reserve to fund the unanticipated increased use of the program.*

Greenview initiated the Wolf Harvest Incentive Program in 2012, authorizing a \$300.00 incentive payment per adult wolf brought in to the Agricultural Service Department as per Bylaw No. 12-673 – Schedule of Fees, #24.

Statistics collected to date for the program are as follows:

Wolf Incentive Program Statistics						Total:
Year	2012	2013	2014	2015	2016	
Number of Wolves	70	53	48	98	120	389
Wolf Incentive Program Payments	\$21,000.00	\$15,900.00	\$14,400.00	\$29,400.00	\$36,000.00	\$116,700.00
% Change from previous year	0.00%	-24.29%	-9.43%	104.17%	22.45%	

Wolf Incentive Program



Currently, as of August 22, 2016, Greenview has a balance of \$1,135,309.00 in the 2016 Contingency Budget.

#### OPTIONS – BENEFITS / DISADVANTAGES

**Options** –Greenview Council may accept, alter or deny the recommendation from the Agricultural Service Board to provide an additional \$15,000.00 to fund the unanticipated increase in the use of the Wolf Harvest Incentive Program.

**Benefits** – The benefit to providing an additional \$15,000.00 to fund the Wolf Harvest Incentive Program to December 31, 2016 is that wolf population may be reduced to ease the wolf predation on the Agricultural Livestock farms within Greenview.

**Disadvantages** – The disadvantage of approving additional funds for the Wolf Harvest Incentive Program is that the unbudgeted funds will reduce the balance remaining in the contingency budget.

#### COSTS / SOURCE OF FUNDING:

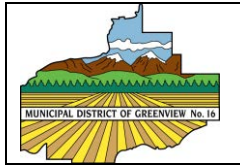
Additional funds in the amount of \$15,000.00 will come from the 2016 Contingency. This addition of funds to the Wolf Incentive Program if approved, will bring this year's cost for the program to a \$51,000.00 total.



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ATTACHMENT(S):

- Wolf Harvest Incentive Program Policy



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

Section:  
**AGRICULTURE**

**POLICY NUMBER: AG 10**

**POLICY TITLE: WOLF HARVEST INCENTIVE PROGRAM**

**Page 1 of 2**

**Date Adopted by Council / Motion Number:**

**12.02.099**

**PURPOSE:**

The Municipal District of Greenview supports wolf population control efforts in order to reduce livestock predation. The Municipal District will implement procedures to provide for a Wolf Harvest Incentive Program, for the purpose of promoting the lawful harvesting of wolves. Through this program, participants will receive monetary compensation for the entire carcass, or carcass plus hide, of an adult wolf lawfully harvested within the Municipality, by a ratepayer of the Municipality or his/her designate.

**POLICY:**

1. The Municipal District of Greenview Wolf Harvest Incentive Program will be established for a period of one calendar year, at which time, the program and this policy will be evaluated.
2. Council will, during budget deliberations, establish a budget for the Wolf Harvest Incentive Program.
3. By resolution of Council, the Wolf Harvest Incentive Program will be activated or terminated.
4. The Municipal District of Greenview will pay compensation as established within the Council Schedule of Fees for each eligible adult wolf carcass presented to the designated receiving location.
5. The Wolf Harvest Incentive Program will be in effect only on lands within 8 kilometers of private property and grazing leases within the boundaries of the Municipal District of Greenview.
  - a) eligible participants will be limited to registered landowners within the Municipal District of Greenview or their designate.
  - b) wolves harvested outside the Municipal District of Greenview will not qualify for compensation.
  - c) individuals wishing to participate in the program will be required to register with the Manager of Agricultural Services or his/her designate, in advance of participation in the program;
6. Participants requesting compensation payment will enter into a Contract of Participation Agreement (see AG 10 Schedule A), which forms part of this Policy;
7. Entire wolf carcasses shall be delivered to a location designated by M.D. Administration, for examination and marking, and authorization of payment of compensation;
  - a) examination of the carcass will be performed to verify the animal has been destroyed by means other than vertebrate toxicant.
  - b) the carcass will be marked by a representative of the Municipal District; a carcass that has been previously marked will be rejected.
  - c) if eligible, the claimant will be provided with a payment authorization.

**POLICY TITLE: WOLF HARVEST INCENTIVE PROGRAM**

**Page 2 of 2**

**Date Adopted by Council / Motion Number:**

**12.02.099**

8. To request authorization for compensation, the participant will provide proof of permission from the owner or authorized occupant of the land upon which the harvest was conducted, and declare the following:
  - a) the legal land location where the wolf was harvested.
  - b) the date of harvest.
  - c) the harvest was conducted in a lawful manner, in accordance with current legislation.
  - d) the participant is the legal landowner or authorized occupant of the land; and/or
  - e) the participant had permission to harvest on said land.
9. The participant will be responsible for disposal of all parts of the carcass, and such disposal will be in accordance with Provincial legislation;
10. Individuals participating in the Wolf Harvest Incentive Program will follow all Federal and Provincial Legislation and Regulations including, but not limited to the *Wildlife Act* and *Wildlife Regulations*, the *Firearms Act*, the *Petty Trespass Act*, and *Alberta Hunting and Trapping Regulations*, and any amendments or successor legislations thereto.
11. Participants will be removed from the list of eligible participants and will forfeit all benefit from the said program, if it is determined they have not adhered to the Policy as set by Municipal Council or the Contract of Participation (AG 10 Schedule A);
12. Disputes over eligible claims for compensation will be settled at the discretion of the Manager of Agricultural Services, whose decision will be final and binding.

(Original signed copy on file)  
REEVE

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



## MUNICIPAL DISTRICT OF GREENVIEW

### Contract of Participation – Wolf Harvest Incentive Program Between Participants and the Municipal District of Greenview

In an effort to support population control efforts and to further public interest regarding predatory wildlife, the Municipal District of Greenview (“Municipality”) has approved a Wolf Harvest Incentive Program (“Program”) for the purpose of promoting wolf harvesting within the Municipality. Through this program, eligible individuals (“Participants”) will receive monetary compensation (“Compensation”) with the presentation at a location designated by Municipal District Administration of an adult wolf carcass harvested lawfully within the Municipality and in accordance with this Contract (“Contract”) of Participation.

The terms and conditions of participation in the Program are as follows;

1. **STATUTORY ADHERENCE:** While participating in the Program, the Participant will, at all times, abide by all statutes, regulations, and bylaws enacted by the Federal, Provincial, and Municipal governments, and the Participant agrees there has been NO violation of any statutory or regulatory provision in any way. The relevant statutes include but are not limited to: the *Firearms Act*, the *Petty Trespass Act*, the *Wildlife Act*, and the *Wildlife Regulations* or any current *Hunting or Trapping Regulations*. A Participant who fails to strictly adhere to all relevant laws will forfeit any right to compensation under the Program.
2. **INDEMNIFICATION AND SAVE HARMLESS:** The Participant will indemnify and save harmless the Municipality, its officers, representatives, agents and employees, from and against any and all liability for any and all claims, costs, damages and expenses or liability arising out of or on account of injury or death to persons or damage or destruction to property resulting from or arising out of or in any way connected to the Program or participation in the Program.
3. **PRECONDITIONS OF COMPENSATION:** Intended participants will notify the Manager of Agricultural Services or his/her designate of their intention to participate in the Program, in advance of participation. In order to obtain the compensation, the entire carcass of a lawfully harvested adult wolf will be presented to an appropriate representative of the Municipality at a delivery point as designated by the representative responsible for administration of the Program. Any carcass received by a representative of the Municipality will be marked, and any carcass that has been previously marked by a representative of the Municipality will be rejected. To qualify for the compensation, a wolf must have been lawfully harvested within the boundaries of the Municipality, by a ratepayer of the Municipality. Any individual who has not previously agreed to the terms and conditions of this Contract will be considered ineligible to receive the Compensation. The Participant will provide the date of harvest and the location where each wolf was harvested, and will produce appropriate documentation as follows:
  - a) **If the wolf was harvested on private property**, the Participant will, at the time of presentation of the carcass to a representative of the Municipality, produce **either**:
    - i. a letter of permission, signed by the registered owner or authorized occupant of the property, authorizing the Participant to harvest wolves on the property, or
    - ii. proof that the Participant is the registered owner or authorized occupant of the property.
  - b) **If the wolf was harvested on public lands**, the Participant will, at the time of presentation of the carcass to a representative of the Municipality, **produce one** of the following:
    - i. proof that the Participant is authorized to maintain livestock on that land,
    - ii. a letter of permission, signed by the person authorized to maintain livestock on that land, authorizing the Participant to harvest wolves on the land,
    - iii. proof that the land is within 8 kilometres (5 miles) of property owned by the Participant or lands on which the Participant is authorized to maintain livestock, or lands for which the Participant has a signed letter authorizing permission as contemplated in (ii) above:
      - a) **and** if the land is leased, a letter of permission, signed by the lessee.
      - b) **and** if the land is not leased, proof that the land is not leased.



4. **COMPENSATION:** If, and only if, the representative of the Municipality is satisfied that the Participant has complied with the terms and conditions of this Contract, the compensation will be paid by the Municipality to the Participant. Compensation will be paid by the Municipality to a successful Participant at the rate established in the Municipal District Schedule of Fees, which may be amended from time to time as determined by Council for the Municipal District.

SIGNED on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Participant: \_\_\_\_\_  
*please print* *signature*

MD Representative: \_\_\_\_\_  
*please print* *signature*





## REQUEST FOR DECISION

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SUBJECT:	<b>North American Invasive Species Management Association Annual Conference and General Meeting</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	August 23, 2016	ACAO: GG	MANAGER: QFB
DEPARTMENT:	COMMUNITY SERVICES/AGRICULTURE	GM:	PRESENTER: DB
FILE NO./LEGAL:			LEGAL/ POLICY REVIEW:
STRATEGIC PLAN:			FINANCIAL REVIEW:

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### RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw / Policy** (cite) – *Training and Staff Development HR 09, Section 5.*

*Any employee wishing to attend a conference outside the province must obtain prior approval from the C.A.O. A request to attend a conference outside of the country must obtain Council approval.*

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### RECOMMENDED ACTION:

**MOTION:** That Council approve the Agriculture Service Manager, Quentin Bochar to attend the Annual General Meeting and Conference for the North American Invasive Species Management Association (NAISMA) in Salt Lake City, Utah, September 26 – 29, 2016, with funds to come from the Agricultural Services Department Budget.

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### BACKGROUND / PROPOSAL:

The North American Invasive Species Management Association 24<sup>th</sup> Annual General Meeting and Conference will be held September 26 – 29, 2016 in Salt Lake City, Utah. The Annual General Meeting and Conference is held in different jurisdictions, primarily in the United States and every few years at a Canadian selected location.

The North American Invasive Species Management Association (NAISMA) is a network of professionals challenged by invasive species with a mission to promote and empower invasive species management in North America. NAISMA's members are a diverse group of individuals who are involved in implementing invasive species management programs at any scale and at any phase.

NAISMA also has a Certified Management of Invasive Plants designation that is recognized across North America. This designation is achieved by studying a very comprehensive manual, partaking in a one day training review, followed by passing a certification exam. The certificate has a continuing education re-certification component that requires a certain number of credits attained over a three (3) year period, with recertification attained every three (3) years. Administration recommends attendance at this event to attain the beneficial recertification credits that are only offered at the NAISMA Annual General Meeting and Conference.

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OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council has the option to approve or deny the Agriculture Service Manager, Quentin Bochar attendance at the Annual General Meeting and Conference for the North American Invasive Species Management Association (NAISMA) in Salt Lake City, Utah, September 26 – 29, 2016.

**Benefits** – The benefit of the Agriculture Service Manager’s attendance at the NAISMA conference is the individual is kept current with the new and upcoming invasive species in the world, gains an awareness in other methods of dealing with current problem species that are found in Greenview, and has the opportunity to maintain Certified Manager of Invasive Plants (CMIP) Certification.

**Disadvantages** – There are no perceived disadvantages to approving the Agriculture Service Manager’s attendance at the Annual General Meeting and Conference for the North American Invasive Species Management Association in Salt Lake City, Utah.

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COSTS / SOURCE OF FUNDING:

The registration fees and travel expenses for this conference in the amount of approximately \$2,200.00 was included in the Agriculture Department 2016 Operating Budget

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ATTACHMENT(S):

- 2016 NAISMA Conference Agenda
- Information about NAISMA
- HR 09 – Training and Staff Development

## Conference Agenda



Thank you to our local host:  
Utah Weed Control Association

**Sponsors:** Utah Department of Agriculture, Utah Division of Natural Resources, Utah Lake Commission, Syngenta Crop Protection, Bayer CropScience, Alligare LLC, and Integrated Weed Control.

### 2016 NAISMA Conference Agenda: Little America Hotel, Salt Lake City, Utah

September 26-29, 2016

Monday, September 26<sup>th</sup>

Time	Topic*	Location
9am-12pm	Marketing and Outreach Comm.	Casper Room
9am-3pm	Weed Free Certification Comm.	Arizona Room
1pm-3pm	Registration Opens	Ballroom C Reception area
1pm-2pm	Professional Develop. Comm.	Cheyenne Room
2pm-3pm	Review NAISMA Strategic Plan	Sinclair Room
Noon to 10 pm	Exhibit set up	Ballroom C
3pm-5pm	NAISMA BoD Meeting	Cheyenne Room
6pm	NAISMA BoD Dinner	TBD

\*See website for committee agendas (<http://www.naisma.org/>) All attendees are invited to all committee meetings.

**Tuesday, September 27<sup>th</sup>**

<b>Time</b>	<b>Topic and Speaker</b>	<b>Location</b>
7am	Registration open	Ballroom C Reception area
8am General Session	Opening and Welcome Singing of the National Anthems Presidential Address-Rob Schultz	Ballroom A
8:30am Keynote Speaker	Goatsrue Biology and Control: Dr. Corey Ransom, Utah State Univ.	Ballroom A
9:15am Board buses for tour	Heber Creeper Railroad, Sundance Ski Resort, Utah Lake	See Tour details on the website.
6pm return to Hotel		
7pm to 9 pm Vendor reception, Silent Auction		Ballroom C and Ballroom Reception area

**Wednesday, September 28<sup>th</sup>**

<b>Time</b>	<b>Topic and Speaker</b>	<b>Location</b>
7am-4pm	Registration open	Ballroom C Reception area
7am-8am	Buffet Breakfast	Ballroom B
8am General session 8:10 am to 8:30 am	<b>Federal Agency updates</b> Bureau of Land Management: Update on Vegetation Management Issues: Gina Ramos, National program lead for Weeds and Invasive Species.	Ballroom B
8:30 am to 8:50 am	US Forest Service: Update on Forest Service activities: Mike Ielmini, National Invasive Species Program Manager	
8:50 am to 9:10 am	National Park Service: Invasive Plant Management and Restoration in the National Parks: Terri Hogan, NPS Invasive Plant Program Manager.	
9:10 am to 9:30 am	Fish&Wildlife Service: Jeff Herod	
9:30 am	Break	

9:50 am to 10:20 am	Eddmaps: Chuck Barger University of Georgia	Ballroom B
10:20 am to 10:50 am	Selecting Inventory Targets and Methods: Heather Olsen, Utah State Univ.	
11am NAISMA General Meeting	Open to all	Ballroom B
11:45am NAISMA Executive Board and elections		Arizona
12pm Lunch	Sponsored lunch.	Ballroom B
	Elizabeth Brown: Colorado Parks and Wildlife, Invasive Species Coordinator will speak.	

**Concurrent Sessions (begin at 1:30 pm)**

<b>Bio-control Arizona Room</b>	<b>Prevention &amp; Management Wyoming Room</b>	<b>Prevention &amp; Management Idaho Room</b>
1:35 Cheatgrass Bactria; by Dr. Ann Kennedy USDA-ARS WSU	Quagga Mussle Control; DNR-Division of Wildlife Resources	Scott Jensen U.S. Forest Service
2:15 Tamarisk Mortality in Grand County, Utah by the Tamarisk Beetle; Wright Robinson	Integrated Management Approach to Controlling Invasive Weed Species; BioWest Ag Solutions: David Lister	Insect Trapping; Lori Spears Utah State University
3:00 Biological Control of Emerald Ash Borer; by Dawn Holzer USDA APHIS	Utah Lake June Sucker Control; DNR-Division of Wildlife Resources	Dow AgroSciences update; Vanelle Peterson
3:30 Break	3:30 Break	3:30 Break
3:45 Cheatgrass Fungi; by Dr. Susan Meyer, Research Ecologist USFS Rocky Mountain Research Station Shrub Sciences Lab, Provo UT	Walsburg NRCS; Chris Crockett Division of Wildlife Resources	Sundance Invasive Control; Aaron Eagar Utah County Weed Supervisor
4:30 Japanese Beetle; by Kristopher Watson, Utah Dept. of AG. & Food	Esplanade, a New Tool for Control of Invasive Annual Grasses and Other Weeds; Dr. Harry Quicke, Stewardship Manager, Bayer	Airport Monitoring; Rick Baron Department of Homeland Security
5:15pm end		

**6:00 pm                      Awards Reception                      Ballroom Reception area**

**6:30 pm to 8 pm                      Awards Banquet                      Ballroom A-B**

**Thursday morning, September 29<sup>th</sup>**

7 am to 8 am Continental Breakfast    Ballroom A

8 am to Noon Biocontrol updates    CABI                      Hariet Hinz                      Arizona Room  
(species to be discussed will be available before the meeting).



## **2016 NAISMA Sustaining Members**

The generous support of our Sustaining Members enables NAISMA to continue to serve the Invasive Species Managers in doing their important jobs of protecting our natural resources.

<b>Platinum Level</b>
Syngenta Crop Protection
<b>Gold Level</b>
Nebraska Weed Control Association
Alligare LLC
Dow AgroSciences
Wyoming Weed & Pest Council
Bayer CropScience
<b>Silver Level</b>
Verdesian Life Sciences
<b>Copper Level</b>
Missoula County Weed District
Integrated Weed Control
Monsanto Company
North Dakota Department of Agriculture
Brazeau County
Wallowa County Vegetation Dept.
Minnesota Crop Improvement Assoc
Teton County Weed & Pest
<b>Bronze Level</b>
Arizona Crop Improvement Assoc.
Ohio Seed Improvement Assoc.
Missouri Crop Improvement Assoc.
North Dakota Weed Control Assoc.
Specialty Consultants, LLC
Clear Hills County
Fremont County
Prairie Environmental Services, LTD
Kentucky Seed Improvement Assoc.
Montana Weed Control Assoc.
Wisconsin Crop Improvement Assoc.
University of Georgia
Chaffee County Weed Department
Becker Soil & Water Conservation District

# NAISMA Activities

- To provide education and professional improvement, NAISMA conducts an annual Conference & Trade Show presenting a forum for national speakers and enlightenment on state issues, and field tours to inform our members on local issues. Advances in the technology and tools of weed management are showcased at our Conference and Trade Show and proceedings are published for all topics presented.
- To provide regulatory direction, NAISMA is represented on the Intermountain Noxious Weed Advisory Council (INWAC). A NAISMA member joins INWAC annually for its trip to Washington D.C. to inform and educate national leaders on weed issues.
- To promote professional improvement and networking, NAISMA provides speakers and topics to help managers improve their efficiency at our Conference & Trade Show and publishes the quarterly newsletter NAISMAlogue.

To increase environmental awareness of the negative impacts of noxious weeds and exotic plants.

# NAISMA Objectives

1. To foster cooperation among invasive species managers, throughout North America in the exchange of information, education, training, management practices, programs and technologies.
2. To empower North American invasive species managers by improving and promoting their professionalism and the image of invasive species managers.
3. To assist in the development of uniform international, national, provincial and state management legislation and regulation.
4. To foster cooperation and involvement in invasive species management among federal, provincial, state, municipal, district, county and private land managers throughout North America.
5. To coordinate enforcement in invasive species management among federal, provincial, state, municipal, district, county and private land managers.
6. To promote the funding of invasive species management projects, research and programs that are international, national, or regional in scope and effectiveness.

## NAISMA 2015 Board Objectives

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- Board of Directors
- Board Minutes

## Member Login

User Name

Password

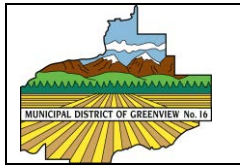
Remember Me ☐

Log in

Forgot your password?

Forgot your username?

Create an account



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

Section:  
**HUMAN  
RESOURCES**

**POLICY NUMBER: HR 09**

**POLICY TITLE: TRAINING AND STAFF DEVELOPMENT**

**Page 1 of 2**

**Date Adopted by Council / Motion Number:**

**12.03.183**

**PURPOSE:**

To establish criteria and guidelines on how employees may receive training.

**POLICY:**

The Municipal District recognizes the need and importance of staff development, and supports and encourages educational development of all staff where it is advantageous to the MD and the employee.

1. The Manager of Human Resources will review all requests from employees, to attend direct and indirect job related courses, conferences, seminars, workshops, or conventions.
2. Employees will receive written and prior approval of their supervisor and the Manager of Human Resources prior to attending any courses, conferences, seminars, workshops or conventions.
3. Any employee who attends any course, conference, seminar, workshop, or convention without obtaining prior approval of their supervisor and the Manager of Human Resources will do so at their own expense, and will not be reimbursed for costs they incurred.
4. The Municipal District will pay all registration, travel, hotel, meals and related costs for employees to attend approved courses, conferences, seminars, workshops, or conventions, in accordance with the Travel and Subsistence Policy.
5. Any employee wishing to attend a conference outside the province must obtain prior approval from the C.A.O. A request to attend a conference outside of the country must obtain Council approval.
6. All employees directly working with Boards and/or Committees may be authorized to attend conferences and/or conventions associated with that Board and/or Committee, subject to the approval of the Board or Committee, the employee's supervisor and the Manager of Human Resources.
7. Employees may attend other conferences or conventions if approved by their supervisor and the Manager of Human Resources.
8. Sufficient funds must be in the current years' budget to offset all related costs for attending courses, conferences, seminars, workshops or conventions.

**POLICY TITLE: TRAINING AND STAFF DEVELOPMENT**

**Page 2 of 2**

**Date Adopted by Council / Motion Number:**

**12.03.183**

9. Employees wishing to take a course of study must submit a completed Individual Development Plan form which must be authorized by their supervisor, Department Director and the C.A.O. prior to completing the request to attend the courses. Employees who resign or retire from the Municipal District prior to completing a course(s) or within six months following a final exam(s) will be required to refund the registration and material costs for the last course(s) in which they were registered in the last six months. In addition, if an employee resigns or retires from the Municipal District within one year of completing the course of study, or if he/she does not complete the course of study within the timelines specified (or an approved extended timeline), they will reimburse the Municipal District 50% of the total registration and material costs.
10. Courses requiring educational leave will be dealt with in accordance with the Personnel Policy.
11. Employees wishing to attend a course or take a course of study not directly related to his/her position but beneficial to the MD may receive approval with a cost-shared agreement as approved by the C.A.O.
12. All cost-shared agreements will be approved by the C.A.O. prior to completing the requests to attend the courses.
13. The Municipal District will pay the enrollment expenses and related costs, and will reimburse employees for all costs directly related to an approved course or course of study, upon the employee's successful completion of the course(s) and the submission of bona fide receipts.
14. If authorized attendance is not used as an opportunity to learn and participate on behalf of the Municipal District, and an employee does not attend an authorized event fully, it may be considered as abuse and any further privilege may be lost.
15. The Municipal District will pay the employee's membership fees directly related to their job.

( Original signed copy on file)

REEVE

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



## REQUEST FOR DECISION

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SUBJECT:	<b>Partnership Agreement Memorandum of Understanding (MOU) with Grande Cache Coal</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	August 23, 2016	ACAO: GG	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: TZ
FILE NO./LEGAL:			LEGAL/ POLICY REVIEW:
STRATEGIC PLAN:			FINANCIAL REVIEW:

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### RELEVANT LEGISLATION:

**Provincial** – *On April 21, 2006, the Grande Cache Dinosaur Tracks was designated as a Provincial Historical Resource.*

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

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### RECOMMENDED ACTION:

**MOTION:** That Council accept the Draft Memorandum of Understanding as information, between the Municipal District of Greenview and Grande Cache Coal outlining the basic support and understanding between both parties in regards to the Grande Cache Dinosaur Track Project.

**MOTION:** That Council direct administration to proceed with finalizing the Memorandum of Understanding between MD of Greenview and Grande Cache Coal.

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### BACKGROUND / PROPOSAL:

The Grande Cache dinosaur tracks are one of the largest tracksites in the world. We have a hidden gem within the MD of Greenview and Grande Cache Coal has expressed interest in working with Greenview to gain access to the tracksites to develop a tourism product for the region. Developing the track site as a historic and tourist resource by creating a low impact environmentally friendly world-class tourism experience is a great opportunity for the Grande Cache economy.

Grande Cache Coal has had discussions with Greenview staff about supporting the development of the dinosaur track sites located on mine property. Discussions have focused on access to the sites through the mine and what that could look like into the future. It was recommended that an agreement or Memorandum of Understanding (MOU) be developed between the two parties to formalize support for the Dinosaur Project. This would help support the project should anything happen with the coal mine in future.

This draft MOU outlines the basic support and understanding between both parties. It agrees to work towards a formal MOU between the two to facilitate long-term access to the track sites both during active mining and after mining operations are completed, as well as to explore alternate tourism development opportunities by coordinating reclamation activities with Greenview's overall tourism and recreation development plans.



Grande Cache Coal staff are currently taking this draft MOU to their managers for approval as well.

---

#### OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council has two options:

1. Accept the draft MOU and direct administration to proceed with finalizing the document with Grande Cache Coal.
2. Not approve the development of an MOU with Grande Cache Coal and accept this as information only

**Benefits** – The benefit of accepting the above motion and signing an MOU with Grande Cache Coal would outline long-term access to the sites and could lead to incredible tourism growth for Grande Cache and the MD of Greenview, as well as create opportunities for additional tourism and recreation developments in the area.

**Disadvantages** – The disadvantage of not entering into an MOU with Grande Cache Coal is the fear of losing support and access to the tracksites should anything change with the current staffing and structure with the mine. This project is only successful with all major players supporting its efforts. As the dinosaur tracks are located on Grande Cache Coal property within the MD of Greenview, future access to the sites rely on Greenview’s support and involvement with the project.

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#### COSTS / SOURCE OF FUNDING:

This MOU is not a commitment of funds between the MD of Greenview and Grande Cache Coal.

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#### ATTACHMENT(S):

- Draft MOU between Grande Cache Coal and the MD of Greenview.

# **PARTNERSHIP AGREEMENT MEMORANDUM OF UNDERSTANDING**

Between

**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

and

**GRANDE CACHE COAL LP**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Municipal District of Greenview No. 16 ("Greenview") and Grande Cache Coal LP (GCC) to enhance tourism through the development of the dinosaur track sites and other paleontological resources within the Grande Cache region.

The purpose is to understand the expectations of both partnering parties in relation to future developments.

## **1.0 BACKGROUND**

There is support from GCC and Greenview to work with the Town of Grande Cache and other interested parties to develop the Grande Cache and Area dinosaur tracks as a historic and tourist resource by creating a low impact environmentally friendly world-class tourism experience focused on the tracks.

GCC and Greenview agree that they must work together to develop the tracksites as a marketable tourism product, and to ensure safe, reliable and affordable access to the resource.

## **2.0 RESPONSIBILITIES AND EXPECTATIONS**

GCC and Greenview hereby enter into a MOU outlining future and continued cooperation and partnering including, but not limited to:

1. Develop the dinosaur track sites into a viable and long lasting tourism attraction within the MD of Greenview;
2. Work together to provide safe access to the track sites throughout active mining operations and after the cessation of mining activity;
3. Explore alternate tourism development opportunities by coordinating reclamation activities with Greenview's overall tourism and recreation development plan.

***Under this agreement, Greenview agrees to:***

- Advise GCC if a representative is required to attend a meeting or participate in a committee to develop the dinosaur track sites;
- Adhere to the safety requirements provided by GCC to ensure safe travel to and from the track sites;
- Work towards a formal Memorandum of Agreement with GCC to facilitate long term access to the track sites both during active mining and after mining operations are completed;
- Work with and consult representatives of GCC on its intentions to develop other tourism and recreation resources within the area under lease by GCC.

***Under this agreement, GCC agrees to:***

- Assist Greenview in the development of the track sites by participating in meetings and/or committees when required;
- Provide Greenview of its requirements to facilitate safe access to the sites during its mining operations annually;
- Work towards a formal Memorandum of Agreement with Greenview to facilitate access long term both during and after mining operations are completed;
- Work with and consult representatives of Greenview prior to submitting future applications concerning reclamation of the mine site.

### **3.0 REPORTING**

Representatives of both GCC and Greenview will review the effectiveness and adherence to this agreement on an annual basis.

### **4.0 FUNDING**

This MOU is not a commitment of funds between Greenview and GCC.

### **5.0 TIME PERIOD**

This MOU is at-will and may be modified by mutual consent of authorized officials from GCC and Greenview. This MOU shall become effective upon signature by the authorized officials from both organizations and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from both parties, this MOU shall end on September 30, 2021.

## 6.0 CONTACT INFORMATION

Primary contact information for the exchange of information and continued development of this MOU is as follows:

**GCC:** Scott Stensrud, General Manager  
Grande Cache Coal Corporation LP  
Hwy 40, 20Km north of Grande Cache  
Grande Cache, AB, T0E 0Y0  
Direct: (780) 827 1054  
[sstensrud@gccoal.com](mailto:sstensrud@gccoal.com)

**Greenview:** Adam Esch, Manager Recreation Services  
Municipal District of Greenview No. 16  
4707-50 Street, Box 1079  
Valleyview, AB. T0H 3N0  
Direct: 780-524-7349  
[Adam.esch@mdgreenview.ab.ca](mailto:Adam.esch@mdgreenview.ab.ca)

### SIGNATURES OF AUTHORIZED REPRESENTATIVES:

\_\_\_\_\_  
Scott Stensrud  
Grande Cache Coal

\_\_\_\_\_  
Adam Esch  
MD of Greenview No. 16

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## REQUEST FOR DECISION

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SUBJECT:	<b>Grande Cache Dinosaur Tracks Board of Director Appointment</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND	APPROVED FOR SUBMISSION
MEETING DATE:	August 23, 2016	ACAO: GG	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: TZ
FILE NO./LEGAL:			LEGAL/ POLICY REVIEW:
STRATEGIC PLAN:			FINANCIAL REVIEW:

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### RELEVANT LEGISLATION:

**Provincial** – *On April 21, 2006, the Grande Cache Dinosaur Tracks was designated as a Provincial Historical Resource.*

**Council Bylaw / Policy** (cite) – n/a

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### RECOMMENDED ACTION:

**MOTION:** That Council appoint one staff member to the Grande Cache Dinosaur Tracks Board of Directors.

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### BACKGROUND / PROPOSAL:

Grande Cache dinosaur tracks are one of the largest tracksites in the world. We have a hidden gem within the MD of Greenview and Grande Cache Coal has expressed interest in working with interested parties to gain access to the tracksites to develop a tourism product for the region. Developing the tracksite as a historic and tourist resource by creating a low impact environmentally friendly world-class tourism experience is a great opportunity for the Grande Cache economy. There are many opportunities to join the northern dinosaur experience, as well as provide future recreation and tourism adventures within Greenview.

In April 2016, the Town of Grande Cache invited interested parties to further discuss the Dinosaur Tracks in the Grande Cache area. After this meeting, there was support from Grande Cache Coal and all organizations in attendance to move forward with developing the Tracksite as a historic and tourist resource by creating a low impact environmentally friendly world-class tourism experience focused on the tracks. The groups agreed to work together to develop the track sites as a marketable tourism product and to ensure safe, reliable and affordable access to the resource.

At the June 21<sup>st</sup> Council Committee of the Whole, the Town of Grande Cache presented seeking letters of support from partners for the development of the tracksite, and requested a representative from the MD of Greenview to sit on the organizing committee.

On July 26<sup>th</sup> another meeting was held with interested parties, including the Town of Grande Cache, MD of Greenview, Grande Cache Coal, Willmore Wilderness Foundation, Community Futures West Yellowhead, Government of Alberta – Culture and Heritage, and the Philip J. Currie Dinosaur Museum. At this meeting it was decided that the best way to move forward would be to create a five-person board of directors (to include: Town of Grande Cache staff member,



MD of Greenview staff member, Paleontologist, Grande Cache Community Member at Large, and a Grande Cache Business Representative). This group would create a board structure, bylaws, terms of reference, vision, mission, and objectives for the Dinosaur Project to move forwards. From there, working committees would be formed to include all the key stakeholders to ensure that everyone's input and expertise is utilized.

Grande Cache Coal has provided a formal letter of support to both the Town of Grande Cache and the MD of Greenview in support of moving forward with this project.

Applications for interested Grande Cache representatives have gone out to the community to seek local interest. The goal is to keep this committee local and community-run. Community Futures has agreed to assist the development of a new board in working with the group to set its structure, bylaws, terms of reference, vision and mission. These efforts would piggy-back on the previous dinosaur tracks reports and plans that have been developed in the past.

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#### OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council has two options:

1. Formally endorse the Grande Cache Dinosaur project and the development of a Board of Directors approving a Greenview staff member to sit on the board.
2. Accept the above for information only

**Benefits** – The benefit of Council approving the above motion is that the the development of the dinosaur tracksite could lead to incredible tourism growth for Grande Cache and the MD of Greenview.

**Disadvantages** – The disadvantage of not endorsing the Grande Cache Dinosaur Project is that it would stall the process that the working committee has started. This project is only successful with all major players supporting its efforts. As the dinosaur tracks are located on Grande Cache Coal property within the MD of Greenview, future access to the sites rely on Greenview's support and involvement with the project.

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#### COSTS / SOURCE OF FUNDING:

There is no perceived costs associated with the initial support to develop the Dinosaur Tracks Board. It is anticipated that this board run as a separate agent from both municipal councils, and that if funding is required in the future, it would be addresses as a grant request to Council.

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#### ATTACHMENT(S):

- Report to the MD of Greenview from the Town of Grande Cache dated June 21, 2016
- Letter of Support from Grande Cache Coal

## Report to MD of Greenview

June 21, 2016

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### SUBJECT

Grande Cache & Area Dinosaur Tracks

### BACKGROUND

In the late 1980's, employees of the former Smoky River Coal Mine reported finds of fossil footprints and trackways to researchers at the Royal Tyrrell Museum of Paleontology. Over the next decade, twenty track sites were found within the boundaries of the coal mine. All reported track sites occur on the surface and were exposed as a result of open pit mining. These track sites can be quite extensive covering up to a few thousand square meters in some cases, with over 10,000 footprints. Most of these sites are located on cliff faces and are susceptible to erosions.

The Grande Cache track sites are the largest in situ exposures of vertebrate tracks and trackways in Canada and are one of the largest in the world!

While the Smoky River was in operation, no researchers were allowed to approach the Barrett Wall site to search for footprints, due to the unstable nature of the footwall. Once the mine closed, this site was visited in the summer of 2001.

In 2002, a single long latex mold was made of the trackway and was cast.

Reports reviewed:

- *March 2001- Tourism Opportunity Analysis: Dinosaur Tracks in the Grande Cache Area* (Dinosaur Track Site W3) commissioned by the Alberta Economic Development. This study examined the capacity of the dinosaur tracks and related paleontological resources within the Grande Cache region to be developed as a marketable tourism product. Richard T. McCrea was one of the researchers.
- *2008 – 2011 Operational Marketing Plan – Development of Dinosaur Tracks into a Sustainable Tourist Attraction* sponsored by Rural Community Economic Development Initiative, Community Futures Alberta, Western Economic Diversification Canada & Grande Cache Coal Corporation for Industry in Kind contribution.
- *Friends of the Dinosaur group was a local community group involved in, preserving the track sites, marketing the track sites and taking dignitaries to the tours.* (We have just met with the Chairperson of this committee and they are forwarding information on the success of this group at the time).

On April 21, 2006, the Grande Cache Dinosaur Tracks was designated as a Provincial Historical

Resource.

## DISCUSSION

Jim Merrithew was hired as the Supervisor, Culture & Tourism with the Town of Grande Cache – Grande Cache Tourism & Interpretive Centre in the spring of 2016. He came across a Dinosaur Track file to investigate further.

A meeting was planned for Thursday, April 28, 2016 to invite interested parties to further discuss the Dinosaur Tracks in the Grande Cache Area. The following organizations were invited and/or attended (as listed in the attached). Guest speakers during the meeting included Jim Kincaid – President of the Tumbler Rider Museum Foundation & Dr, Richard McCrea, Ph.D – Director & Curator, Peace Region Paleontology Research Centre.

The Grande Cache Chamber of Commerce also invited members of the public to their Chamber Meeting April 28, 2016 to listen to the above presentations.

At the conclusion of this meeting, there was support from Grande Cache Coal and all organizations in attendance to support the development of the Grande Cache & Area dinosaur tracks as a historic and tourist resource by creating a low impact environmentally friendly world-class tourism experience focused on the tracks and that we would work together to together to develop the track sites as a marketable tourism product, and to ensure safe, reliable and affordable access to the resource.

As the documents listed above have information required on the tracks and an Operational Marketing Plan, we will work on a short term and longer term business plan to proceed. This plan would include timelines over the next year, present funding opportunities, and list action items required to ensure all approvals and agreements are in place.

Jim & I recently met with the previous Chairperson of the Friends of The Dinosaur Tracks committee. They are interested in assisting us and to act as an advisory committee. At one time, this was a charitable organization led by many passionate community members to see this project through.

## RESOURCES:

1. **Tourism Opportunity Analysis: Dinosaur Tracks in the Grande Cache Area (March 2001)**  
[http://doc.rero.ch/record/31561/files/PAL\\_E603.pdf](http://doc.rero.ch/record/31561/files/PAL_E603.pdf)
  - Attachments are Map 1 & Map 2: Dinosaur Track Sites in the Grande Cache Area taken from this document
2. **HeRMIS – Heritage Resources Management Information System includes descriptions & photos:**  
<https://hermis.alberta.ca/ARHP/Details.aspx?DeptID=1&ObjectID=4665-1333>
3. **VIMEO video of the Grande Cache Dinosaur Tracks**  
<https://vimeo.com/35917145>
  - Video by *The Philip J. Currie Dinosaur Museum* - *The Philip J. Currie Dinosaur Museum* staff, including our resident palaeontologist Dr. Phil Bell, were invited to join Alberta government staff on their staff appreciation trip to Grande Cache. Learn about the amazing trackways preserved at a site near Grande Cache, Alberta by watching this video.

There is much interest to make Grande Cache “the gateway to the dinosaur tracks” in the north. There is also a movement to create and promote provincially dinosaur tracks from the North to the South.

On Friday, May 20<sup>th</sup>, Jim Merrithew, myself and a few members of our Grande Cache Tourism Consortium met with the Mr. Eric Rosendahl, the M.L.A. for West Yellowhead, and Kathleen Westergaard who is the Constituency Manager. We discussed several subjects related to marketing Grande Cache for tourism.

Mr. Rosendahl and Kathleen provided information about Alberta Culture and Tourism programs to help with business plans, marketing and tourism product development. We discussed the fact that Travel Alberta has put Grande Cache into the Northern Alberta Tourism region, even though we are more closely tied to the Canadian Rockies. Assigning our town to the Northern region is not beneficial to us, especially when we look directly at the mountains and they are one of our most important tourism assets.

Mr. Rosendahl promised to sponsor our tourism initiatives through his office. He will meet with the Minister of Culture and Tourism to pass on our concerns. Kathleen will help us invite Tourism advisers and specialists to Grande Cache in September to help local businesses with their tourism promotion and packaging.

Jim Merrithew, Mr. Rosendahl and Kathleen also discussed several topics related to our Dinosaur Track Sites. This included the plan to develop the tracks as a tourism attraction, methods of packaging the tours, the possibility of having Paleontology students do research each summer, and The Northern Dinosaur Trail project.

They were very excited and interested in supporting the dinosaur project. Mr. Rosendahl indicated he would speak with the Minister for Tourism and Culture to see what could be done to help. He will help us with any issues arising from the Coal Mine's obligation to restore the mine site to its pre-excavation state.

I mentioned that the tracks are so impressive and cover such a large area that it is impossible to visualize them or capture their expanse in a few photographs. I suggested that it would be useful for the Minister to visit Grande Cache to view them for himself. This would help him appreciate the global significance of these tracks. Dr. Rich McCrea was asked if he would be willing to travel from Tumbler Ridge to guide a tour for the Minister and the M.L.A., our M.P., Council, MD of Greenview and other dignitaries in August-if these guests are willing and available to visit Grade Cache.

As quoted by an email from Dr. Richard McCrea, the qualities that matter more than reports are vision, motivation, competence and long-term commitment. These all have to be present in the community and hopefully we can help fan the flames. Grande Cache is in the enviable position of being in proximity to some of the finest track sites in the world. The problem is that this is one of the best kept secrets in Canada." We have sparked interest with the paleontology community and within the community of Grande Cache since holding these meetings and discussions. We would like to continue to implement this exciting project.

The Willmore Wilderness Foundation has offered to commit \$15,000 towards this project.

We are in the process of coordinating a tour of the Dinosaur Tracks with the Minister of Culture and Tourism and Richard T. McCrea, Ph.D. Director & Curator, Peace Region Palaeontology Research Centre between August 3-5 (date to be confirmed). If the Minister is available at this

time, we would also invite the MD of Greenview Council and the Town of Grande Cache Council. A meeting with interested groups will be planned for late June to start planning the next steps.

## **RECOMMENDATION**

At this time, we are seeking letters of support from partners for the development of the Grande Cache & Area Dinosaur Tracks as a historic and tourist resource by creating a low impact environmentally friendly world-class tourism experience; to work together to develop the track sites as a marketable tourism product and to ensure safe, reliable and affordable access to this resource.

We would also like to request an MD of Greenview representative to sit on the Dinosaur Track committee.

Sincerely,

Krista Morrow  
Community Relations Officer  
Town of Grande Cache

Box 300 | Grande Cache, Alberta | T0E 0Y0  
Phone: 780.827.3362 ext. 22  
Fax: 780.827.2406  
Email: [Krista.Morrow@grandecache.ca](mailto:Krista.Morrow@grandecache.ca)





## Grande Cache Coal

P.O. Box, Grande Cache, Alberta, T0E 0Y0  
Tel: (780) 827-4646 Fax: (780) 827-4637

Tara Zeller  
Community Coordinator  
Municipal District of Greenview No. 16  
10028-99 Street, Box 214  
Grande Cache, Alberta T0E 0Y0

**RE: Grande Cache Coal Letter of Support for the Dinosaur Track Site Tourism Development Initiative**

Mrs. Zeller:

We are writing you today to formally express our support to the development of the Dinosaur Track Sites as a tourism resource for the Municipal District of Greenview No. 16.

As you are aware, Grande Cache Coal attended a meeting held on April 28, 2016 at the Grande Cache Tourism and Interpretive Centre to discuss the potential to develop the dinosaur tracks and related palaeontological resources within the Grande Cache region as a marketable tourism product. During this meeting Grande Cache Coal expressed its interest in cooperating with local stakeholders and various Government agencies to develop the track sites for this purpose.

Since the initial meeting held in April 2016, Grande Cache Coal has continued to support this initiative through the attendance of subsequent meetings held with both the MD of Greenview and the Town of Grande Cache. We look forward to continuing our relationship and being advised and providing advice throughout the future stages of the program.

Thanks again for allowing us to participate in this process.

Sincerely

Scott Stensrud  
General Manager  
Grande Cache Coal LP

CC: Mr. Max Wang, Chief Executive Officer, Grande Cache Coal  
Mr. Arpad Koltai, Vice President Technical Services, Grande Cache Coal  
Mr. R. Mitch Clegg, General Foreman Environment, Grande Cache Coal  
Mr. Gary Chen, Heritage Conservation Advisor, Alberta Culture and Tourism  
Mr. Adam Esch, Manager Recreational Services, MD of Greenview No. 16



## REQUEST FOR DECISION

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SUBJECT:	<b>Philip J. Currie Dinosaur Museum – 2016 Amber Ball</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	August 23, 2016	ACAO: GG	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM:	PRESENTER: DM
FILE NO./LEGAL:			LEGAL/ POLICY REVIEW:
STRATEGIC PLAN:			FINANCIAL REVIEW:

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### RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

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### RECOMMENDED ACTION:

**MOTION:** That Council approve Devonian Table Sponsorship in the amount of \$5,000.00 made payable to the River of Death & Discovery Dinosaur Museum Society for the Philip J. Currie Dinosaur Museum 2016 Amber Ball, with funds to come from the Community Service Miscellaneous Grant.

---

### BACKGROUND / PROPOSAL:

The Philip J. Currie Dinosaur Museum will host the 2016 Annual Black Tie Gala Amber Ball at 6:00 p.m., Friday, September 9, 2016 at the Entrec Centre, Grande Prairie, Alberta, this annual fundraising event helps to support the Dinosaur Museum. Greenview has provided sponsorship in the amount of \$5,000.00 annually for the Amber Ball since 2011. Greenview's generous financial contributions to the Philip J. Currie Dinosaur Museum have totalled \$685,000.00 to-date.

Various sponsorship options are available ranging from \$5,000.00 - \$15,000.00. Ticket purchase is also available in the amount of \$250.00 each.

The balance in the Community Services Miscellaneous Grants Budget as of August 22, 2016 is \$157,763.29.

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### OPTIONS – BENEFITS / DISADVANTAGES:

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

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

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

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**COSTS / SOURCE OF FUNDING:**

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

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**ATTACHMENT(S):**

- Philip J. Currie Dinosaur Museum 2016 Amber Ball Sponsorship Invitation

JIM CUDDY TRIO



GROOVE N' TONIC



The Amber Ball is an annual celebration of the Philip J. Currie Dinosaur Museum. This year marks a major milestone of the First Anniversary of this world-class destination's opening. The formal black-tie event for over 750 guests at the Entrec Centre includes live entertainment, gourmet food and exceptional company.

With performances by The Jim Cuddy Trio, Groove N' Tonic, and other surprises, this evening is bound to delight guests, members and patrons.

Please contact Caitlin Powell for further details about the event and sponsorship opportunities.



Caitlin Powell  
caitlin@dinomuseum.ca  
587-771-0662 ex 407  
780-897-4031

[www.dinomuseum.ca](http://www.dinomuseum.ca)



## First Anniversary Gala

September 09, 2016  
Entrec Centre



PHILIP J. CURRIE  
DINOSAUR MUSEUM

### JURASSIC TABLE \$15,000

Premier seating for 8 at the 2016 Amber Ball

- VIP Champagne Reception
- Prime Reserved Table for you and your Guests
- Professional Photographer for the table pictures
- 6 complimentary bottles of premium wine for your enjoyment
- Company logo projected on floor space/ screens during the event
- Company acknowledgement in MC Speech
- Company Biography/ Logo on Event Program
- Logo on all Media/ Advertisement Announcement
- 16 complimentary Tickets to the Museum
- Behind the Scenes Private Tour with the President & CEO
- 10% Discount on Museum Shop/ Helicopter Rides
- Souvenir/Memento of the evening

### TRIASSIC TABLE \$10,000

Premier seating for 8 at the 2016 Amber Ball

- VIP Champagne Reception
- Prime Reserved Table for you and your Guests
- Professional Photographer for the table pictures
- 6 complimentary bottles of premium wine for your enjoyment
- Company acknowledgement in MC Speech
- Company Biography/ Logo on Event Program
- Company Logo on Dino-Museum website
- 8 Complimentary Tickets to the Museum and 10% Discount on Museum Shop
- Souvenir/Memento of the evening

### CRETACEOUS TABLE \$7,500

Premier seating for 8 at the 2016 Amber Ball

- VIP Champagne Reception
- Prime Reserved Table for you and your Guests
- Professional Photographer for the table pictures
- 4 complimentary bottles of premium wine for your enjoyment
- Company logo projected on floor space/ screens during the event
- Company acknowledgement in MC Speech
- Company Biography/ Logo on Event Program
- 6 Complimentary tickets to museum

### DEVONIAN TABLE \$5,000

Premier seating for 8 at the 2016 Amber Ball

- Prime Reserved Table for you and your Guests
- Professional Photographer for the table pictures
- 4 complimentary bottles of premium wine for your enjoyment
- Company logo projected on floor space/ screens during the event
- Company acknowledgement in MC Speech
- Company Biography/ Logo on Event Program
- Logo on all Media/ Advertisement Announcement

AMBER BALL

SPONSORSHIPS

AMBER BALL SPONSORSHIPS



## REQUEST FOR DECISION

SUBJECT: **Grande Cache Library Funding Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: August 23, 2016  
DEPARTMENT: COMMUNITY SERVICES  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO: GG MANAGER:  
GM: PRESENTER: DM  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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### RELEVANT LEGISLATION:

**Provincial – N/A**

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

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### RECOMMENDED ACTION:

**MOTION: That Council accept for information the funding request from the Grande Cache Municipal Library to purchase shelving units in the newly renovated part of the Grande Cache Community High School.**

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### BACKGROUND / PROPOSAL:

The Grande Cache Municipal Library is located in the Grande Cache Community High School, which is currently under construction. The library will be moved to a new location in the renovated high school building with an anticipated date of September 2016. The Grande Cache Library is seeking financial assistance to purchase new shelving units to replace the 20-year old system currently in place. The Grande Cache Municipal Library has attained two quotes for the shelving, one for the completed set of shelves with stack display ends and one without the ends, the shelving is the component that the Grande Cache Library considers most urgent. The cost with stack ends is \$54,099.32 and without the ends is \$43,396.78, both quotes include GST, the shipping cost is unknown at this time. The Town of Grande Cache has contributed \$10,000.00 to the Grande Cache Municipal Library for the new shelving unit capital project. The Grande Cache Municipal Library has some funds in their reserve budget that could be used to cover the shipping and maybe any shortfall, however they hope not to deplete the reserve fund.

Greenview and the Town of Grande Cache have a Grande Cache Library agreement established since September 2015 to contribute equal operating grant funding each year to the board for operating purposes only. Greenview has \$53,500.00 allocated in the 2016 Budget for the Grande Cache Library. The exact amount to be contributed is determined from the Grande Cache Library's operational expenses.

Administration recommends to accept the request for funding as information to maintain the agreed upon funding commitments established in the Grande Cache Library Agreement for operating purposes only (See #4 – Grande Cache Library Agreement). Supporting the capital funding project requested from the Grande Cache Library may set a precedence and reduce the funds available for other community groups within Greenview.



The balance in the Community Services Miscellaneous Grants Budget as of August 22, 2016 is \$157,763.29.

---

OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council has the option to accept the funding request for information or provide additional funding support to the Grande Cache Municipal Library for the shelving unit capital project.

**Benefits** – The benefit of accepting the funding request for information is that it will be in compliance with the Grande Cache Library agreement commitments and will not set a precedence.

**Disadvantages** – There are no perceived disadvantages to accepting the funding request for information.

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COSTS / SOURCE OF FUNDING:

N/A

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ATTACHMENT(S):

- Letter of request from the Grande Cache Municipal Library
- Grande Cache Library Agreement



## **Grande Cache Municipal Library**

Box 809, Grande Cache, Alberta, T0E 0Y0  
(780) 827-2081

August 8, 2016

To the MD of Greenview Council,

We are sending this funding request to your organization in regards to shelving for our new location.

As you may already know, we will be moving into a newly renovated part of the school soon. We feel that purchasing new shelving would be an asset to the new space we will be in. With a brand new outside entrance of our own, we anticipate an increase in membership and circulation. After viewing the architect's drawings, the finished rendition is beautiful. It would enhance and celebrate the work and improvements to not only our library but the school as well. It would be nice to have our contents visually match our surroundings. Our current shelving is over 20 years old and made up of three different styles, so trying to find stack ends for them in order to do a bit of a 'facelift' is proving to be very difficult.

We have two quotes for our shelving. One is for the completed set of shelves with stack display ends and one is without the ends. We will eventually have to purchase the ends but at this time, the shelving is the most urgent need. The cost with stack ends is \$54,099.32 (incl. GST); without ends is \$43,396.78 (incl. GST). We do not know at this time what the shipping will be.

We will be sending out fundraising letters to companies in the area, asking if they are able to support us with a donation. We have also reached out to the Grande Cache Town Council with a request and recently received a donation of \$10,000. We do have some funds in our reserve budget that could be used to cover the shipping and maybe any shortfall we would incur but we do not want to deplete it totally.

We are scheduled to be in our new space by September. Because of the time constraint we will have to move our existing shelving over for now. We would like to purchase new shelving as soon as possible but that is dependent on the success of our fundraising efforts. We are sorry for the lateness and the urgency of this letter, but we hope that you will take this request under consideration.

Sincerely,

Laurel A. Kelsch, Director

Grande Cache Municipal Library  
on behalf of the Grande Cache Municipal Library Board

## **MEMORANDUM OF AGREEMENT**

**BETWEEN: The Town of Grande Cache**  
P.O. Box 300, 10001 Hoppe Avenue  
Grande Cache, Alberta T0E 0Y0  
(hereinafter referred to as the "Town")

And

**The Municipal District of Greenview No. 16**  
P.O. Box 1079  
Valleyview, Alberta T0H 3N0  
(hereinafter called "Greenview")

**RE: Joint Provision of Library Services**

**WHEREAS** the Town and Greenview wish to enter into an agreement for the provision of library services to their area residents; and

**WHEREAS** the residents of Greenview and the Town have equal access to the services provided by the Grande Cache Library.

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

1. The Town shall operate and maintain a library and provide library services in conjunction with the Yellowhead Regional Library System.
2. The Town shall provide equal access to, and levy equal membership fees to, residents of the Town and Greenview.
3. The Town shall provide, prior to November 1<sup>st</sup> of each year, an operational budget to Greenview.
4. The Town and Greenview shall provide an equal operating grant each year to the board, such grant shall be for operating purposes only and shall be in addition to any provincial funding given to the board directly or otherwise. The amount of operating grant shall be reviewed annually.
5. Greenview shall have a minimum of one appointed member on the Town Library Board.
6. The Town shall be solely responsible for the operation and maintenance of the library and agrees to indemnify and save harmless Greenview from all claims, damages, costs, losses, expense and actions caused by, or arising out of, the operation and maintenance of the library.
7. The Town agrees to obtain such consent, approval, or necessary license to operate the library and will maintain at all times adequate insurance to cover losses that may rise out of the operation of the library.
8. This Agreement shall be deemed to have come into effect on January 1, 2015. Any Party may terminate this Agreement at any time and for any reason by giving 90 days prior written notice to the other Party.
9. This Agreement may be amended by mutual consent in writing by all parties hereto.

**IN WITNESS WHEREOF** the parties hereto have affixed their signatures and corporate seal

this 28 day of Sept., 2015.

**Municipal District of Greenview No. 16**

Per: 

**Town of Grande Cache**

Per: 

Per: 





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

# COPY

January 6, 2016

Town of Grande Cache  
Box 300,  
Grande Cache, AB T0E 0Y0

Attention: Loretta Thompson, Chief Administrative Officer

**RE: Joint Provision of Library Services**

Please find enclosed the endorsed Joint Provision of Library Services Agreement. We have retained a copy for our records.

Sincerely,

Teresa Marin  
Executive Assistant, Community Services

TM

Enclosure: Joint Provision of Library Services Agreement

cc: FOIP/Records Management

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



## REQUEST FOR DECISION

SUBJECT: **Grande Spirit Foundation Annual Fundraiser**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: August 23, 2016  
DEPARTMENT: COMMUNITY SERVICES  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO: GG MANAGER:  
GM: PRESENTER: DM  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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### RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

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### RECOMMENDED ACTION:

**MOTION:** That Council approve Corporate Table Sponsorship in the amount of \$550.00 made payable to the Grande Spirit Foundation for the Annual Harvest Dine and Dance, October 22, 2016 at the Stonebridge Hotel, Grande Prairie, Alberta, with funds to come from the Community Services Miscellaneous Grant.

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### BACKGROUND / PROPOSAL:

The Friends of the Foundation (Grande Spirit Foundation) will be hosting the Annual Harvest Dine and Dance fundraiser at 5:00 p.m., October 22, 2016 at the Stonebridge Hotel in Grande Prairie. Greenview is requested to provide corporate table sponsorship in the amount of \$550.00 which includes 8 dinner tickets, 2 bottles of wine, signage and advertising, individual tickets are also available at an additional cost of \$60.00 each. Additionally, a donated item is requested for the silent auction. Administration will provide a Greenview promotional item for the silent auction.

The funds raised by this event will provide the lodges and senior apartments with additional items that are not included in the Grande Spirit Foundation operations budget. The funds will be utilized to purchase items intended to improve the quality of life for the residents such as: outdoor glider swings, exercise equipment, updated furniture and televisions for common areas, sound systems, a new bus and more.

The balance in the Community Services Miscellaneous Grants Budget as of August 22, 2016 is \$157,763.29.

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### OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council has the option to accept, deny or alter sponsorship to the Friends of the Foundation (Grande Spirit Foundation) for the Harvest Dine and Dance.

**Benefits** – The benefit of providing sponsorship to the Friends of the Foundation (Grande Spirit Foundation) for the Harvest Dine and Dance is that they will have funds to purchase items that improve the quality of life for the seniors.

**Disadvantages** – There are no perceived disadvantages to providing sponsorship to the Friends of the Foundation (Grande Spirit Foundation) for the Harvest Dine and Dance.

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**COSTS / SOURCE OF FUNDING:**

The \$550.00 sponsorship will come from the Community Service Miscellaneous Budget.

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**ATTACHMENT(S):**

- Friends of the Foundation (Grande Spirit Foundation) - Sponsorship Request Letter



# Grande Spirit Foundation

*"Providing Affordable Housing to Seniors and Families"*

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August 10, 2016

We invite you to participate in our annual fundraiser. The Friends of the Foundation are hosting their Harvest Dine and Dance on October 22<sup>nd</sup>, 2016 at the Stonebridge Hotel. Doors will open at 5:00 pm. There will be a dance with live music by Night Ryders following dinner, as well as a silent and live auction.

Through fundraisers such as this dinner, we are able to raise money for our lodges and senior apartments that are not accounted for in the day to day operations. Our mission is to purchase items that improve the quality of life and in the past have included: outdoor glider swings, exercise equipment, updated furniture and TVs for common areas, sound systems, a new bus and more...with much more left to do.

Here's how you can help:

1. Please mark your calendar now and plan to attend the fundraiser on October 22<sup>nd</sup>. We encourage you to bring a friend or colleague and your checkbook! Corporate tables are \$550 which includes 8 dinner tickets, 2 bottles of wine, signage and advertising. Individual tickets are also available at \$60 each.
2. Please consider contributing an item to the silent auction. All donations are greatly appreciated. Your donation can be a gift certificate to your business, merchandise or services.

We will gladly pick up your donation, or it can be mailed or dropped off to the address listed below. Please fill out the attached Donation Form and return it to [sstuart@grandespirit.org](mailto:sstuart@grandespirit.org) or you can drop it off with your donation. We must receive all donations by Monday, October 17<sup>th</sup>.

We very much appreciate any support that your organization can provide. If you have any questions or would like to purchase tickets please contact me at 780-532-2905 ext 105 or [sstuart@grandespirit.org](mailto:sstuart@grandespirit.org).

On behalf of the Friends of the Foundation,

Samantha Stuart



# Grande Spirit Foundation

*"Providing Affordable Housing to Seniors and Families"*

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## Silent Auction Donation Form

**Donor Representatives Name:** \_\_\_\_\_

**Donor Company Name:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Description of item or service being donated:**

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**Approximate Retail Value:** \_\_\_\_\_

*Thank you for your support!*

*Please return this form by October 17<sup>th</sup>.*





# REQUEST FOR DECISION

SUBJECT: **Sunset House Cemetery Appointment**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: August 23, 2016  
DEPARTMENT: CAO SERVICES  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO: GG MANAGER:  
GM: GG PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

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## RECOMMENDED ACTION:

**MOTION: That Council appoint Susan Sperling to the Sunset House Cemetery Committee.**

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## BACKGROUND / PROPOSAL:

Susan Sperling has expressed interest in sitting on the Sunset House Cemetery Committee.

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## OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council has the option to approve or deny the appointment to the Sunset House Cemetery Committee.

**Benefits** – The benefit of appointing Susan Sperling to the committee is that Greenview will have full representation on the committee.

**Disadvantages** – There are no perceived disadvantages to Susan Sperling sitting on the Sunset House Cemetery Committee.

---

## COSTS / SOURCE OF FUNDING:

There are no perceived costs.

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## ATTACHMENT(S):

- Email from Susan Sperling

## Lianne Kruger

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**From:** Susan Sperling <SSperling@pembina.com>  
**Sent:** Monday, July 25, 2016 10:47 AM  
**To:** Lianne Kruger  
**Subject:** Sunset House Cemetery Committee - Interested in filling vacancy

Hi Lianne,

I sending this email as a request to consider my application to serve on the Sunset House Cemetery Committee. I would be willing to fill the vacancy until October and then would like to be considered to keep the position for the next term as well.

If you require any other information please don't hesitate to contact me.

Thanks and have a great day!

**Susan Sperling** - Warehouseman, Valleyview  
[Pembina Pipeline Corporation](#) | 4807-36 Avenue Valleyview, AB  
T0H 3N0  
Tel: **(780) 524-2040** | Cell: **(780) 552-6655** | Fax: **(780) 524-2571** | [ssperling@pembina.com](mailto:ssperling@pembina.com)

The best way to predict the future is to create it. ~ Abraham Lincoln



# Manager's Report

**Function:** Infrastructure & Planning

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

**Date:** 8/23/2016

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

- Attended Pre-Audit Safety meeting.
- Attended Final Inspection on the Ridgevalley Connector Project.
- Working with Manager's on 2017 budget proceedings.
- Acting CAO

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

- The Simonette Hill project on the Forestry Trunk Road is scheduled to be completed in 2016. All traffic is utilizing the detour. The remainder of the old road is being excavated for the new road construction.
- A day labor crew is working on the Forestry Trunk Road km 50-70, completing subgrade prep and gravel compaction works. The final product has been performing very well.
- Paradox donated a 100m long trial section of the cellular confinement product which was installed at km 63 on a historically bad section of road. We have been monitoring the trial section, to date it is holding up very well with no signs of any movement in the roads surface.
- Dechant Construction has been working on Range Road 230 project deficiency list and inclement weather has impacted the work. An inspection was held and there are a few minor items left for them to complete before they can receive the Construction Completion Certificate (CCC).
- Twp. 672 Landfill Connector road design has been approved and some of the environmental approvals have been received. We are waiting for an appointment with Alberta Environment and Parks (AEP) to meet onsite and complete an inspection of the proposed project as part of their approval process.
- The Ridgevalley Connector Road base/pave project was completed.

- With all the rain we received this season, there have been some slides, culvert washouts and erosion that have impacted Greenview roads and right of ways. Range Road 251 (Sturgeon Heights) slide, and Range Road 225 which included a 1400mm culvert wash out replacement, have been completed. We will continue to work on various locations with day labour until weather permits.
- We have received the design options to review and approve for the access roads to the DeBolt and Grovedale Public Services Buildings with plans to construct in 2016.
- Working with consultants to put together a tender to contract out the bridge repairs for BF74433 and BF 77070 bridges. This tender will close at end of September.
- The Old High Prairie road phase 1, 2 & 3 open house is scheduled for September 8, 2016 at the New Fish Creek Hall. The purpose of the open house is to show the local rate payers and road users the preliminary plans for all future phases of the road. We look forward to receiving their comments and concerns, to better understand with any known with this project.
- Greenview approached Knelsen Sand and Gravel regarding any surplus recycled asphalt millings. Knelsen recently said they have decided to keep all millings as they want to use for future Alberta Transportation jobs coming out in fall of 2017. If we require millings, we currently have access to some of the pile in our Valleyview stockpile site.

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

- General maintenance on task list.
- Monthly inspection on Greenview facilities.
- Check extinguisher, check eye wash stations and first aid kits.
- Grass cutting at all Greenview facilities.
- We did a complete cleanup and grass trimming along the DeBolt Parade route.
- We installed two new Camera posts at New Fish Creek and Sturgeon Heights Transfer Stations.
- Normal Maintenance on all Facilities.
- Beginning to replace Security Cameras at OPS-FSO- FCSS-Admin- Grande Cache-Grovedale Shop A+B.
- Helping out Protective Services with inspections of the new Public Services Buildings.

#### **Capital Project Grande Cache Office:**

- Completed the installation of the AC-Roof Top Unit.

#### **FSO Building**

- For safety reason we relocated the air compressor in to the pressure washer shed.

#### **Administration Building**

- We completed the resealing of the conduits in the basement electrical room, due to water infiltration through the conduits. Wires from the Gen-Set needed to be replaced due to corrosion from the water inside the electrical conduits at the stair
- Replaced one window in the stair well tower because of water a water leak. We are still in progress of installing window flashing on those windows.

## **DeBolt**

- Jim Moody extended the culvert at Alberta Ave. and 1<sup>st</sup> Street, the finishing of the landscaping is in progress.

## **Medical Clinic**

- We did some landscaping (grass replacement south east site) around the Clinic.
- Started to build the new doctor's office and two exam rooms.

## **Manager Operation, Gord Meaney**

### **East Sector**

- Gravelling South of Valleyview.
- Replacing culverts.
- Dealing with miscellaneous requests.
- Brushing in the Ridgevalley/DeBolt areas.
- Mowing in the Valleyview/Ridgevalley areas.
- Tried a new dust control/stabilization product from No Dust Remedies on the Spring Creek Road with mixed results.
- Crack Sealing is completed.
- Line painting is on-going.
- Dig out beaver dams.
- Continuous road maintenance with graders.

### **West Sector**

- Airth crushing project is near completion.
- Crack Sealing is complete.
- Line painting is on-going.
- Gravelling on the FTR between km 70 and 170 should be completed by Thursday Aug.18, 2016.
- Dust control on the FTR will be completed the next week after.
- Continuous sign repairs.
- Working at beaver flood control.
- Continuous road maintenance with graders.
- Mowing in Puskwaskau /DeBolt areas.
- Dealing with miscellaneous requests.
- Researching water wells on the FTR for future dust control.

### **Shop**

- Continue with video training on the new Snap-On Diagnostic System.
- Considerable savings have been incurred since purchasing the new diagnostic system.
- Storage tank information was forwarded for permit.
- Training the new administrative assistant in regards to work orders.



- Regular maintenance and repairs on the entire fleet.

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

### **Water and Distribution**

- Little Smoky water distribution mains are 90% completed with only the two flush points and two service saddles and clean up remain left to complete. All private services have been installed into the residences but not connected. The project will be complete by the end of August.
- The Crooked Creek water transmission line is installed with just cleanup and final connection to main line in Ridgevalley, prior to flushing and super chlorination. They have begun the clean-up and grass seeding.
- Ridgevalley Water Treatment Plant design is complete and will go out for tender on August 16<sup>th</sup>, 2016.
- Land acquisition for Grovedale test well #2 has been completed as of August 16<sup>th</sup>, 2016. Site brushing & clearing start August 18<sup>th</sup> around well location only, with drilling of the well to follow.
- Not yet operational but the second Reverse Osmosis treatment train has been installed in the DeBolt Water Treatment Plant along with the pre-chlorination mixer and two Granular Activated Carbon (GAC) filters.
- Updating utility by-laws for Environmental Services department and operating procedures for various tasks required.
- Working on solving some issues with pumps tripping on high voltage or when generators start and stop.
- Annual Alberta Environmental Inspection for Little Smoky water point, passed.
- Some repairs and maintenance of fire hydrants and valves have been performed.
- We have completed the Drinking Water Safety Plan required by Alberta Environment.

### **Wastewater**

- The Septage Receiving Station for Grovedale has been awarded to AGS Mechanical from Peace River. Associated Engineering is arranging a meeting to review construction schedule, in the near future. Construction is expected to be completed before freeze up.
- Waiting for the approval to Clear trees for the Industrial Lagoon project. A Road Use Agreement with Shell has been signed to secure access to the site. Alberta Transportation traffic impact assessment is in progress. Construction is scheduled to begin early 2017.
- Discovered a number of new wastewater accounts required during our review of the low pressure sewer systems in Little Smoky. Now auditing Grovedale low pressure sewer.
- Locating manholes and preparing for a fall gravity sewer flushing program in the hamlets

### **Solid Waste**

- All transfer stations will be getting new gates in 2016. 3 sites are installed and 4 sites remain to be done in coming weeks
- Upgrade of Sturgeon Heights transfer station in progress and expected to be complete by snow fall.

- Clearing, old fence removal, and some surveying where necessary, has started for the Transfer Station fencing projects.
- 3 new roll off bins have been purchased and are being built for upgraded Transfer site and to replace other bins.
- Working with Grande Cache Liaison to facilitate solid waste clean-up and potential programs in the area.

#### **Manager Planning & Development, Sally Rosson**

- Since our last report that was submitted to Council as of July 31, 2016, we have received new applications including: 3 Business Licenses; 26 Development Permit Applications; and 7 Lease Referral. No Subdivision Applications or Land Use Amendments were received in this period.
- The Sturgeon Lake Riparian encroachment – In accordance with a recommendation received from Alberta Environment and Parks, the landowner was sent an Order to Remedy Contraventions requesting that ‘On or before August 30, 2016, they plant a weed-free, non-invasive, reclamation seed mix appropriate for the land as recommended by a local seed company’. Subsequently, the landowner’s nephew contacted the Planning Department advising that they had mulched the area to clear the deadfall and did not wish to seed it and have to mow, but rather wanted to let regrowth occur naturally. A site inspection was conducted on August 11, 2016 to observe the landscape and the attached pictures were taken showing regrowth occurring.





## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** Community Services

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

**Date:** 8/15/2016

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### **General Manager Community Services, Dennis Mueller**

- Renovation to the former chiropractic office area is being conducted at the Valleyview and District Medical Clinic to accommodate the arrival of the new doctor scheduled for the fall. Two new doctors in total are slated to lease at the clinic in the fall, with the first one to be accommodated in the current vacant space.
- Multiplex Committee Members along with Town of Valleyview and Greenview Councils were recently invited to attend an upcoming tour of the Multiplex construction site that will be hosted by Scott Builders, the construction firm.
- The advertisement to notify of the 2017 non-profit organizations grant request deadline was included in the summer edition of the Meadows to Mountains newsletter. Additional advertisements will be submitted to newspapers and various publishing means within Greenview. The grant submission deadline notification letters are being prepared for distribution.

### **Agricultural Services Manager, Quentin Bochar**

#### **Problem Wildlife Officer and Pest Program**

- The Problem Wildlife Officer continues to provide assistance to the Operations department with beaver control. The Problem Wildlife Officer and the Manager of Agriculture Services accompanied the beaver control contractor while he conducted restoration of water flow at a few select dam sites.
- The Agriculture department was approached by Alberta Environment and Parks to assist in dealing with beaver problems at the weir on the northwest end of Swan Lake. The concern is the amount of mud and sticks that have built up against the upstream side of the weir, in addition the beavers are tunneling through the earthen part of the weir. The weir is a very important infrastructure

component on this lake, and failure or collapse of the weir would result in a drop of around 4 feet minimum of the lake level. Swan Lake is 402 acres in size, 1 acre foot = approximately 326,000 US gallons, a 4 foot drop X 402 Acres = 1608 acre foot of water, therefore a potential 524,208,000 US gallons of water may be released without the stability of the weir intact. Alberta Environment and Parks has the task of weir maintenance on Swan Lake, however with the assistance from the Agriculture Services department beaver control may be established to aid in the stability of the weir.

### **Outdoor Recreational Facility Maintenance Program**

- The outdoor recreational facility maintenance program has been in full operation for the months of May, June, and July. Users of the facilities are now accustomed to having regular maintenance work conducted on the sites that they enjoy. People are happy that the washrooms are being cleaned, the garbage is being taken away and that general maintenance activities are happening at their favourite sites.
- The Green Chairs program has been implemented at three recreational sites: Swan Lake, Grande Cache Lake, and Grande Mountain, there are still a few other sites that will be receiving chairs as well. This program is based upon Parks Canada's Red Chairs program, where chairs are set up at all national parks and historic sites throughout Canada. Participants of the Green Chairs program are encouraged to take a selfie and communicate their enjoyment of the Greenview recreation sites. Please check the following social media sites: Twitter - [@MDGreenview16](#) and [@AG\\_Services\\_GV](#) for additional information about the Green Chairs program.
- The four recreation sites that are currently being managed by Recreation Facility Maintenance include:
  - Swan Lake
  - Grovedale Fish Pond
  - Kakwa River Campground
  - Southview Rest AreaFacility improvements for these four sites are scheduled for late summer and early fall, including signage, kiosks, fire pits and picnic tables, etc.
- Users of the outdoor recreation sites are pleased with the new site regulations established to prevent misuse and abuse of these beautiful sites.

### **Capital Expenditures 2016**

- To ensure transparency in the supply of a field sprayer for the Rental Equipment Program, Request for Quotations (RFQ) were sent out to three vendors who supply this type of equipment. The RFQ contained specifications on the type of field sprayer requested. These companies are listed below:
  - Douglas Lake Equipment (Grande Prairie, AB)
  - Prairie Coast Equipment (Grande Prairie, AB)
  - Martin Deereline Equipment (Edmonton AB)

In order to compare the quotations from each of the companies, a quotation comparison matrix was utilized, from this it was determined that Prairie Coast Equipment had the quotation that met most of the requirements for the price of \$30,500.00 + GST.

For the two units that were conformant, the unit from Prairie Coast Equipment has the following:

- 45 foot folding booms, exceeded the specified requirement with hydraulic folding booms, and heavier built booms. The previous units in the fleet had a problem with the booms breaking.
- Includes 150 foot hose and handgun.
- The tires are higher providing better clearance and flotation.

The unit appears to be more ruggedly built and should be better able to withstand the rigors of the rental equipment fleet needs.

Manufacturer	Price	Conformity
Prairie Coast Equipment	\$30,500.00 + GST	conformant
Douglas Lake Equipment	\$26,838.75 + GST	conformant
Martin Deere/line	No bid	non conformant

### **Vegetation Management Program**

- The Vegetation Management Program this year is sitting at approximately 50% of the numbers from 2015. It is estimated that the program is three weeks behind schedule at this time due to the spring/summer adverse weather conditions endured in Greenview.

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

- The Green View Family and Community Support Service programs will be included in the Town of Valleyview Recreation Department's advertised and distributed new community guide. The guide will be published twice a year:
  - fall/winter edition,
  - spring/summer edition.
- Green View Family and Community Support Services will have a table at the community information night scheduled September 7<sup>th</sup> at the Memorial Hall, this will provide an opportunity to showcase the programs and services that Green View Family and Community Support Services offers.
- Details are being finalized for the second HEART (health, education & action in relationships team) Conference, September 13<sup>th</sup> and 14<sup>th</sup> at the Memorial Hall, this conference will provide community members, educators, and social services agencies with information on domestic violence.
- Reports and statistics on the summer programs including day camps and Celebration of Cultures will be provided in the September report.

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

- The project to implement the safety specific computer system from Joe Software is in progress, the revised date to go live will be September 4, 2016. The project is currently in the testing phase which is the last segment prior to going online. Testing is important for the overall project success and has taken longer than anticipated. Extra time has been taken to ensure the "Marshall" program integrates



with existing systems. The current data, safety forms and processes are being developed within the program to ensure the system is operator friendly and familiar.

- The annual Greenview internal safety audit will take place August 15<sup>th</sup> to the 26<sup>th</sup>. In 2015 a score of 86% was achieved and Greenview received the Certificate of Recognition (COR). The COR program is administered by the Alberta Workers' Compensation Board. Workers compensation payment discounts are awarded based on safety performance and the use of the Alberta Municipal Health and Safety Association Audit Tool. There is a new audit tool that will be implemented this year which has additional requirements for site hazard assessments and contractor safety. Greenview staff have been diligent in 2016 to ensure these new requirements are in practice. The expectation is for Greenview to continue improving the safety program so that more time is expended on preventative measures and planning, rather than incident management.
- The Grovedale Public Service Building site has been paved and landscaping will be starting soon. Currently waiting for proposals to address the cost and control of the dugout sloughing situation at this site. Kitchen cabinets are being redesigned as they were not provided as per contract specification. The Fire Department has questioned the designated access privileges in the Grovedale Public Service Building. A Request for Decision (RFD) to address this question will be coming to Council.
- The DeBolt Public Service Building site paving project has been completed. The fence line to the north is currently too close to the curb, options are being explored to address this problem.
- The Solicitor General informed that the enhanced policing position requested by Greenview for the Valleyview area has been approved by the Government of Alberta as of August 1, 2016. The Solicitor General has rolled the Weyerhaeuser and Valleyview Enhanced Policing Positions into one agreement for simplicity. The Enhanced Policing Position currently shared with Weyerhaeuser expires in early 2017. K Division is aware of the Valleyview Enhanced Policing position, however the hiring process has not yet commenced.
- The new personnel carrier truck and utility task vehicle (UTV) trailer have been purchased for the DeBolt Fire and Rescue Department, both vehicles should be completed with emergency lighting and decaling by August 10<sup>th</sup> and in service shortly thereafter. The personnel carrier is a Ford F 250 crew cab with a canopy and equipped with emergency lighting. The UTV trailer unit will be complete with a decaling package, equipment tie downs and heaters installed, both units will be securely stored locally until the new Public Services Building is complete and operations is functioning at the new site.
- The new fire engine for the Fox Creek area built by Dependable Emergency Vehicles arrived on August 11, 2016. The unit was delivered 72 days later than the agreed upon 300 day build. At the pre-delivery inspection it was found that the custom service body on the vehicle was not built to specification and had to be corrected. The vehicle does now meet a modified specification with the same functionality as the original specification at no cost to Greenview. The functionality was verified during a second pre-delivery inspection. The late penalty agreed by the builder has been paid in full. The new fire engine is expected to serve Greenview for a 15 year life span without any issues.

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

### **Community Walking Trails**

- Administration is preparing a presentation to Council which outlines and recommends options for a 2017 Walking Trail.

### **Future Recreation Developments**

- Administration is preparing presentations to Council that outlines development strategies for future recreation developments which include river floats, river recreation sites, site expansions and upgrades.

### **2016 Upgrades**

- Administration has put forth a tender opportunity for the manufacturing, supply and construction of the Grovedale Fish Park Cook House.
- Park asset upgrades will be installed in September and October following the 2016 Summer Season.
- Updated park signage as per the recently adopted Parks and Recreation Area Protection Bylaw will be installed in mid-August.

### **Greenview Recreation Master Plan**

- Administration has begun the Recreation Master Plan process. The Recreation Master Plan is intended to be a guideline document for Greenview's future urban recreation development that will outline current facilities, wants and needs, expected future capital and operational requirements, and provide general guiding principles which will assist in recreation and tourism planning.

## **Economic Development Officer, Kevin Keller**

### **Branding and Image Building**

- The Branding and Image Building Request for Proposals was posted to the Alberta Purchasing Connection on August 3, 2016 with a closing date specified for September 6, 2016. The purpose of the Branding and Image Building Request for Proposal is to solicit the best overall proposals for the provision of developing a "Branding and Visual Continuity Strategy." This will assist with identifying and promoting business and tourism opportunities within Greenview.

### **Grovedale Signage**

- The Economic Development Officer communicated with approximately 12 individuals at the Grovedale Ratepayers BBQ regarding potential electronic signage in the hamlet and received only one objection to the concept.
  - Next steps will include formal public engagement and if sufficient demand is evident to justify the installation of the sign, a Request for Proposal for installation, training and support will be released in September 2016.

### **Tourism and Recreation Database**

- The Economic Development Department and Recreation Services have begun the data collection of

tourism based businesses and recreation sites and facilities that operate within Greenview. An advertisement requesting this information was submitted and will be displayed in area newspapers the first week of August and was included within the summer edition of the Meadows to Mountains newsletter. The collected information will provide a recreation/tourism database to be included in Greenview's future new business attraction and tourism website.

### **Business Incubator Project**

- The Government of Alberta has set aside ten million dollars (\$10,000,000.00) to facilitate the incubation of high tech innovative businesses in Alberta over the next two (2) years.
  - The Grande Prairie Research Innovative Network through the aforementioned Alberta Government grant subsidy program is providing businesses with an opportunity to locate in an incubator environment with like-minded businesses. Mentors and industry professionals will assist the participants with the establishment of their business, accessing capital and the development of their concepts and products. Greenview, a partner in the Grande Prairie Research Innovation Network initiative is participating in the business incubator project with the role of promoting and finding potential business tenants from Greenview to be included in the incubator.
  - Partners participating in the Grande Prairie Research Innovation Network business incubator project initiative include:
    - County of Grande Prairie, City of Grande Prairie, Grande Prairie Innovative Network (formerly known as Centre for Research and Innovation), Community Futures, Grande Prairie Regional College and Greenview.

### **Future /Continuing Projects**

#### **Gap Analysis Study**

- Greenview is a participant in the gap analysis study, conducted by Deloitte to identify and quantify the change in economic growth and development brought about by new investment in infrastructure and public health services in the region. The report is anticipated to be completed by September 30, 2016, well in advance of the expected opening of the Grande Prairie Regional Hospital in 2019.
  - Partners participating in the gap analysis study include: County of Grande Prairie, City of Grande Prairie, Alberta Health Services, Grande Prairie Regional College, Grande Prairie Chamber of Commerce, Northern Alberta Development Council and Greenview.

#### **Grande Cache Dinosaur Tracks Project**

- Greenview is pleased to support the Grande Cache Dinosaur Tracks Initiative. This is a Grande Cache community driven effort to develop the Grande Cache Dinosaur Track site, located within Greenview into a world-class tourism experience. An advisory committee is being formed to determine the commercial viability of this project. The Greenview Grande Cache Community Coordinator is acting as the primary representative for Greenview on this advisory committee.