



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Tuesday, October 11, 2016

9:00 AM

Council Chambers  
Administration Building

---

#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	1
#3	MINUTES	3
	3.1 Regular Council Meeting minutes held September 27, 2016 – to be adopted.	
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
#5	DELEGATION	
	5.1 Fox Creek RCMP Presentation	12
	5.2 Valleyview Municipal Library Presentation	13
	5.3 555 Design Presentation	16
#6	BYLAWS	
	6.1 Bylaw 16-768 Road Ban	46
	6.2 Bylaw 16-771 Licence of Occupation	52
	6.3 Bylaw 16-772 Local Authorities Pension Plan	57
#7	OLD BUSINESS	
#8	NEW BUSINESS	
	8.1 Residential Road Request	63
	8.2 County of Grande Prairie Technical Rescue & Dangerous Goods Services Agreement	75

#9 COUNCILLORS  
BUSINESS & REPORTS

#10 CORRESPONDENCE

- September Monthly Peace Officer Report

#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, September 27, 2016

**# 1:** Reeve Dale Gervais called the meeting to order at 9:01 a.m.  
**CALL TO ORDER**

**PRESENT**

Reeve	Dale Gervais
Councillors	George Delorme (9:02 a.m.)
	Dave Hay
	Roxie Rutt
	Bill Smith
	Dale Smith
	Les Urness

**ATTENDING**

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

**ABSENT**

Deputy Reeve	Tom Burton
--------------	------------

**#2:** MOTION: 16.09.361. Moved by: COUNCILLOR ROXIE RUTT  
**AGENDA** That the September 27, 2016 agenda be adopted with the additions:

- Request for Decision - Town Infrastructure Audit – Valleyview, Fox Creek and Grande Cache
- Request for Proposal – Infrastructure Assessment & Management Plan for: Town of Fox Creek, Town of Grande Cache and the Town of Valleyview

CARRIED

**#3.1** MOTION: 16.09.362. Moved by: COUNCILLOR DALE SMITH  
**REGULAR COUNCIL** That the Minutes of the Regular Council Meeting held on Tuesday, September  
**MEETING MINUTES** 13, 2016 be adopted as presented.

CARRIED

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

#4  
PUBLIC HEARING

**4.0 PUBLIC HEARING**

There was no Public Hearing scheduled.

#5  
DELEGATIONS

**5.1 CANADA POST REPORT PRESENTATION**

CANADA POST  
REPORT  
PRESENTATION

MOTION: 16.09.363. Moved by: COUNCILLOR LES URNESS  
That Council accept for information the Canada Post report from Ellen Bowles,  
Vice President, Canadian Union of Postal Worker Local 744.

CARRIED

**5.2 GRANDE PRAIRIE STOMPEDE PRESENTATION**

GRANDE PRAIRIE  
STOMPEDE  
PRESENTATION

MOTION: 16.09.364. Moved by: COUNCILLOR LES URNESS  
That Council accept for information the presentation from the Grande Prairie  
Stompede.

CARRIED

Reeve Gervais recessed the meeting at 9:55 a.m.  
Reeve Gervais reconvened the meeting at 10:07 a.m.

**6.1 BYLAW 15-742 MUNICIPAL DEVELOPMENT PLAN**

BYLAW NO. 15-742  
MDP – 2<sup>ND</sup>  
READING

MOTION: 16.09.365. Moved by: COUNCILLOR BILL SMITH  
That Council give Second Reading to Bylaw No. 15-742, titled the Municipal  
Development Plan of the Municipal District of Greenview No. 16, subject to the  
revision of 3.6.2 to delete the clause “notwithstanding the requirements of the  
Agricultural Operations Practices Act.”

CARRIED

BYLAW NO. 15-742  
MDP – 3<sup>RD</sup>  
READING

MOTION: 16.09.366. Moved by: COUNCILLOR LES URNESS  
That Council give Third Reading to Bylaw No. 15-742, titled the Municipal  
Development Plan of the Municipal District of Greenview No. 16.

CARRIED

**6.2 BYLAW 16-772 LOCAL AUTHORITIES PENSION PLAN (LAPP)**

BYLAW 16-772  
LAPP – 1<sup>ST</sup>  
READING

MOTION: 16.09.367. Moved by: COUNCILLOR BILL SMITH  
That Council gives first reading to Bylaw No. 16-772 Local Authorities Pension  
Plan (LAPP) as presented.

CARRIED

**BYLAW 16-772  
LAPP – 2<sup>ND</sup>  
READING**

**MOTION: 16.09.368. Moved by: COUNCILLOR ROXIE RUTT**  
That Council gives second reading to Bylaw No. 16-772 Local Authorities Pension Plan (LAPP) as presented.

**CARRIED**

**#7  
OLD BUSINESS**

**7.0 OLD BUSINESS**

There was no Old Business to report.

**#8  
NEW BUSINESS**

**8.0 NEW BUSINESS**

**8.1 FEDERAL TANKER MORATORIUM**

**FEDERAL TANKER  
MORATORIUM**

**MOTION: 16.09.369. Moved by: COUNCILLOR DALE SMITH**  
That Council direct Administration to send a letter to Transport Canada in opposition to the Federal Tanker Moratorium.

**CARRIED**

**8.2 FOX CREEK FIRE HALL AGREEMENT**

**AMEND FOX CREEK  
FIRE HALL  
AGREEMENT**

**MOTION: 16.09.370. Moved by: COUNCILLOR DALE SMITH**  
That Council authorize Administration to amend the Fox Creek Fire Hall agreement, whereby Greenview will commit a maximum of \$4,000,000.00 towards the Fox Creek Fire Hall project.

**CARRIED**

**INFORM TOWN OF  
FOX CREEK –  
HELIPAD SITE**

**MOTION: 16.09.371. Moved by: COUNCILLOR DAVE HAY**  
That Council direct Administration to inform the Town of Fox Creek that the helipad at the proposed Fox Creek Fire Hall project site be deleted and that future dialogue regarding constructing a helipad at the Fox Creek hospital be undertaken.

**CARRIED**

**8.3 FOX CREEK MULTIPLEX**

**FOX CREEK  
MULTIPLEX –  
AMEND  
AGREEMENT**

**MOTION: 16.09.372. Moved by: COUNCILLOR LES URNESS**  
That Council authorize Administration to amend the Fox Creek Multiplex Agreement whereby Greenview will commit \$19,000,000.00 and Fox Creek \$13,000,000.00 towards the proposed Fox Creek Multiplex project and that the ownership ratio also be amended to reflect the new funding percentage.

**CARRIED**

#### **8.4 REGIONAL NON-MOTORIZED TRAILS**

**REGIONAL NON-  
MOTORIZED TRAILS**

MOTION: 16.09.373. Moved by: COUNCILLOR ROXIE RUTT

That Council authorize Administration to send a letter of support to the County of Grande Prairie regarding the concept of developing regional non-motorized trails that will connect Greenview with the County of Grande Prairie and the City of Grande Prairie.

CARRIED

#### **8.5 SWEATHOUSE COMMUNITY CENTRE REQUEST FOR ADDITIONAL GRAVEL**

**SWEATHOUSE  
COMMUNITY  
CENTRE – REQUEST  
FOR ADDITIONAL  
GRAVEL**

MOTION: 16.09.374. Moved by: COUNCILLOR DAVE HAY

That Council approve the provision of 264 tonnes of Greenview aggregate valued at \$6,072.00, delivery excluded, to the Sweathouse Community Centre, with funds to come from the Community Service Miscellaneous Grant.

CARRIED

#### **8.6 DEBOLT AND DISTRICT AGRICULTURAL SOCIETY VEGAS GALA SPONSORSHIP**

**DEBOLT & DIST.  
AG. SOCIETY –  
VEGAS GALA  
SPONSORSHIP**

MOTION: 16.09.375. Moved by: COUNCILLOR ROXIE RUTT

That Council approve sponsorship in the amount of \$2,500.00 to the DeBolt and District Agricultural Society for the Vegas Gala Night, with funds to come from the Community Service Miscellaneous Grant.

CARRIED

#### **8.7 VALLEYVIEW AND DISTRICT CHAMBER OF COMMERCE SMALL BUSINESS AWARDS**

**VV & DIST.  
CHAMBER OF  
COMMERCE SMALL  
BUSINESS AWARDS**

MOTION: 16.09.376. Moved by: COUNCILLOR DAVE HAY

That Council approve Silver Sponsorship in the amount of \$500.00 to the Valleyview and District Chamber of Commerce for the 6<sup>th</sup> Annual Small Business Awards that will be held on October 20<sup>th</sup>, 2016, with funds to come from the Community Service Miscellaneous Grant.

CARRIED

### **8.8 VALLEYVIEW JETS SPONSORSHIP REQUEST**

VV JETS  
SPONSORSHIP  
REQUEST

MOTION: 16.09.377. Moved by: COUNCILLOR LES URNESS  
That Council approve Silver Sponsorship in the amount of \$700.00 to the Valleyview Jets Hockey Club, with funds to come from the Community Service Miscellaneous Grant.

CARRIED

### **8.9 NITEHAWK 20<sup>TH</sup> ANNUAL COMEDY NIGHT FUNDRAISER**

NITEHAWK 20<sup>TH</sup>  
ANNUAL COMEDY  
NIGHT  
FUNDRAISER

MOTION: 16.09.378. Moved by: COUNCILLOR LES URNESS  
That Council approve table sponsorship in the amount of \$650.00 for the Nitehawk 20<sup>th</sup> Annual Comedy Night Fundraiser to be held October 1<sup>st</sup>, 2016 at the Five Mile Hall, with funds to come from the Community Service Miscellaneous Grant.

CARRIED

### **5.3 MR. WAYNE DRYSDALE MLA FOR GRANDE PRAIRIE- WAPITI**

Mr. Drysdale updated Council on the various activities within the Alberta Government.

Reeve Gervais recessed the meeting at 11:57 a.m.  
Reeve Gervais reconvened the meeting at 1:06 p.m.

### **8.10 2016 SECOND QUARTER REPORT**

2016 SECOND  
QUARTER REPORT

MOTION: 16.09.379. Moved by: COUNCILLOR DALE SMITH  
That Council accept the 2016 2<sup>nd</sup> Quarter Budget to Actual Financial Report, as information.

CARRIED

Councillor George Delorme vacated the meeting at 2:30 p.m.

### **8.11 SECURITY DEPOSITS FOR RESIDENTIAL CONSTRUCTION TO PROPOSED RESIDENTIAL DEVELOPMENTS**

POLICY 4001

MOTION: 16.09.380. Moved by: REEVE DALE GERVAIS  
That Council adopt Policy 4001 as presented.

**TABLED – MOTION  
16.09.381 AND  
16.09.382 RE:  
POLICY 4001**

**MOTION: 16.09.381.** Moved by: REEVE DALE GERVAIS  
That Council table motion 16.09.380 and refer Policy 4001 back to the Policy Review Committee so that an administration fee and deposit of \$5,000.00 may be incorporated.

CARRIED

Reeve Dale Gervais recessed the meeting at 3:02 p.m.  
Reeve Dale Gervais reconvened the meeting at 3:08 p.m. with Councillor Dave Hay not in attendance.

**8.12 PROVINCIAL LINEAR PROPERTY ASSESSMENT – 2016 ANNUAL REPORT**

**PROVINCIAL  
LINEAR PROPERTY  
ASSESSMENT –  
2016 ANNUAL  
REPORT**

**MOTION: 16.09.382.** Moved by: COUNCILLOR ROXIE RUTT  
That Council accept the Provincial Linear Property Assessment 2016 Annual Report for information as presented.

CARRIED

**8.13 HEART RIVER HOUSING LETTER – SEPTEMBER 9<sup>TH</sup>, 2016**

**HEART RIVER  
HOUSING LETTER**

**MOTION: 16.09.383.** Moved by: COUNCILLOR DALE SMITH  
That Council accept the Heart River Housing Correspondence of September 9<sup>th</sup>, 2016 for information, as presented.

CARRIED

**8.14 AAMDC MEETING WITH DANIELLE LARIVEE, MINISTER OF MUNICIPAL AFFAIRS**

**AAMDC MEETING  
W/ MINISTER OF  
MUNICIPAL  
AFFAIRS**

**MOTION: 16.08.384.** Moved by: REEVE DALE GERVAIS  
That Council direct Administration to arrange a meeting with the Minister of Municipal Affairs during the AAMDC 2016 Fall Convention.

CARRIED

**8.15 TOWN INFRASTRUCTURE AUDITS**

**TOWN  
INFRASTRUCTURE  
AUDITS**

**MOTION: 16.09.385.** Moved by: COUNCILLOR DALE SMITH  
That Council award the Towns Infrastructure Audit Project to Opus Stewart Weir Ltd for a cost of \$1,038,700.00 to be funded from the Infrastructure and Planning Operating Budget.

CARRIED



## **8.16 CAO REPORT**

### **CAO REPORT**

MOTION: 16.09.386. Moved by: COUNCILLOR ROXIE RUTT  
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 BILL SMITH**

Attended the Municipal Planning Commission Meeting  
Attended the Grande Prairie Regional Tourism Association Meeting  
Attended the Committee of the Whole Meeting  
Attended the Community Futures Meeting  
Attended the Joint Council Meeting with the Town of Fox Creek Council  
Attended the 10 Year Capital Planning Budget Meetings  
Attended the Land Use Bylaw Meeting

### **COUNCILLOR ROXIE RUTT**

Attended the Grande Prairie Public Library Meeting  
Attended the HEART Conference  
Attended the FCSS Meeting  
Attended the Grey Matters Conference  
Attended the Committee of the Whole Meeting  
Attended the 10 Year Capital Planning Budget Meetings  
Attended the Grande Spirit Meeting  
Attended the Land Use Bylaw Review  
Attended the Sexsmith Railway 100<sup>th</sup> Anniversary Meeting  
Attended the Grande Prairie Archives Meeting

### **COUNCILLOR DALE SMITH**

Attended the Municipal Planning Commission Meeting  
Attended the FCSS Meeting  
Attended the Committee of the Whole Meeting  
Attended the Joint Council Meeting with the Town of Fox Creek Council  
Attended the 10 Year Capital Planning Budget Meetings  
Attended the Land Use Bylaw Review  
Attended the Peace Health Advisory Meeting

## **9.1 REEVE'S REPORT:**

### **REEVE DALE GERVAIS**

Attended the Municipal Planning Commission Meeting  
Attended the Design Committee Meeting for the Fox Creek Multiplex  
Met with Dr. Pandey  
Attended the Committee of the Whole Meeting  
Attended the Joint Council Meeting with the Town of Fox Creek Council  
Attended the 10 Year Capital Planning Budget Meetings  
Attended the Nitehawk Meeting  
Attended the Land Use Bylaw Review

### **COUNCILLOR LES URNESS**

Attended the Municipal Planning Commission Meeting  
Attended the Policy Review Meeting  
Attended the Committee of the Whole Meeting  
Attended the Joint Council Meeting with the Town of Fox Creek Council  
Attended the 10 Year Capital Planning Budget Meetings  
Attended the Land Use Bylaw Review

### **COUNCILLOR DAVE HAY (not in attendance - written report submitted)**

Attended the Valleyview Recreation Board Meeting  
Attended the Municipal Planning Commission Meeting  
Attended the Mighty Peace Watershed Alliance Meeting  
Attended the Policy Review Committee Meeting  
Attended the Committee of the Whole  
Attended the 10 Year Capital Planning Budget Meetings  
Attended the Land Use Bylaw Review

### **COUNCILLOR GEORGE DELORME**

Not in attendance.

### **DEPUTY REEVE TOM BURTON**

Not in attendance.

#10  
CORRESPONDENCE

## **10.0 CORRESPONDENCE**

MOTION: 16.09.387. Moved by: COUNCILLOR ROXIE RUTT  
That Council accept for information the correspondence presented.

CARRIED

**#11 IN CAMERA**

**11.0 IN CAMERA**

There was no In Camera presented.

**MR. DRYSDALE  
MLA FOR GP-  
WAPITI**

MOTION: 16.09.388. Moved by: COUNCILLOR DALE SMITH  
That Council accept the MLA update from Mr. Wayne Drysdale, as information.  
CARRIED

**#12  
ADJOURNMENT**

**12.0 ADJOURNMENT**

MOTION: 16.09.389. Moved by: COUNCILLOR ROXIE RUTT  
That this meeting adjourn at 4:16 p.m.

CARRIED

---

CHIEF ADMINISTRATIVE OFFICER

---

REEVE



# REQUEST FOR DECISION

SUBJECT: **Fox Creek RCMP Presentation**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: October 11, 2016  
DEPARTMENT: CAO SERVICES  
FILE NO./LEGAL:  
STRATEGIC PLAN:

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

---

## RECOMMENDED ACTION:

**MOTION:** That Council accept the presentation from the Fox Creek RCMP, as information.

---

## BACKGROUND / PROPOSAL:

Sergeant Warren Wright would like to propose to Council an Enhanced Policing Position within the Town of Fox Creek.

---

## OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – N/A

**Benefits** – N/A

**Disadvantages** – N/A

---

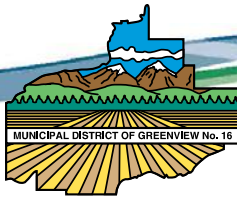
## COSTS / SOURCE OF FUNDING:

There are no perceived costs to the recommended motion.

---

## ATTACHMENT(S):

None



# REQUEST FOR DECISION

SUBJECT: **Valleyview Municipal Library Board Presentation**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: October 11, 2016  
DEPARTMENT: CAO SERVICES  
FILE NO./LEGAL:  
STRATEGIC PLAN:

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

---

## RECOMMENDED ACTION:

**MOTION: That Council accept for information the presentation from the Valleyview Library Board.**

---

## BACKGROUND / PROPOSAL:

The Valleyview Municipal Library Board would like to present to Council their 2017 Operating Budget and answer any questions that Council may have.

---

## OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – N/A

**Benefits** – N/A

**Disadvantages** – N/A

---

## COSTS / SOURCE OF FUNDING:

There are no perceived costs to the recommended motion.

---

## ATTACHMENT(S):

- 2017 Operating Budget

# Valleyview Municipal Library

## 2017 Operating Budget - #1

<b>Expenses</b>		<b>Revenue</b>	
Salary/Wages	140,000	Local Gov't Grants – M.D.	124,800
Employer Contributions	35,000	Local Gov't Grants – Town VVW	124,800
Staff Professional Development	5000	Provincial Grant	16,350
Board Professional Development	500	Memberships/Fines Revenue	4,000
Board Honorariums	4,000	Misc. Revenue	1,500
Staff Travel/Accommodations	2,500	Printing/Faxing Revenue	2,000
Board Travel/Accommodations	500	Donations Revenue	1,000
Public Relations	2,000		
Postage/Courier/Freight	2,200		
Telephone/Internet	2,500		
Advertising/Promotion	1,000		
Memberships/Subscriptions	550		
Audit/Bookkeeping	1,000		
Equipment Repairs/Maintenance	1,500		
Contracted Services	5,000		
Purchases for Repairs/Maint.	3,000		
Janitorial – Library	6,600		
Janitorial – Gallery	3,600		
Library Programs	2,500		
Equipment Lease	2,000		
Insurance	2,500		
General Goods & Services	2,500		
Collection Development	2,000		
Building & Grounds Repair	2,500		
Library & Office Supplies	6,500		
Special Projects	1,000		
Water & Sewer	1,500		
Utility/Gas	3,500		
Hydro/Power	7,000		
Garbage Pick up	1,000		
Capital/Small Equip./Furnishings	7,000		
Grants to Org. (TVV to PLS)	11,400		
Grants to Org. (PLS Allotment)	5,500		
<b>TOTAL EXPENSES</b>	<b>274,850</b>	<b>TOTAL REVENUE</b>	<b>274,850</b>

## 2017 Operating Budget - #2 Includes Building Repairs to Roof & Foundation

<b>Expenses</b>		<b>Revenue</b>	
Salary/Wages	140,000	Local Gov't Grants – M.D.	224,800
Employer Contributions	35,000	Local Gov't Grants – Town VVW	224,800
Staff Professional Development	5000	Provincial Grant	16,350
Board Professional Development	500	Memberships/Fines Revenue	4,000
Board Honorariums	4,000	Misc. Revenue	1,500
Staff Travel/Accommodations	2,500	Printing/Faxing Revenue	2,000
Board Travel/Accommodations	500	Donations Revenue	1,000
Public Relations	2,000		
Postage/Courier/Freight	2,200		
Telephone/Internet	2,500		
Advertising/Promotion	1,000		
Memberships/Subscriptions	550		
Audit/Bookkeeping	1,000		
Equipment Repairs/Maintenance	1,500		
Contracted Services	5,000		
Purchases for Repairs/Maint.	3,000		
Janitorial – Library	6,600		
Janitorial – Gallery	3,600		
Library Programs	2,500		
Equipment Lease	2,000		
Insurance	2,500		
General Goods & Services	2,500		
Collection Development	2,000		
Building & Grounds Repair	2,500		
Library & Office Supplies	6,500		
Special Projects	1,000		
Water & Sewer	1,500		
Utility/Gas	3,500		
Hydro/Power	7,000		
Garbage Pick up	1,000		
Capital/Small Equip./Furnishings	207,000		
Grants to Org. (TVV to PLS)	11,400		
Grants to Org. (PLS Allotment)	5,500		
<b>TOTAL EXPENSES</b>	<b>474,850</b>	<b>TOTAL REVENUE</b>	<b>474,850</b>

**Capital/Small Equipment/Furnishings**, \$200,000 is budgeted to complete repairs to the facility exterior walls, install a breathable, waterproof membrane, and new exterior stucco; and to install a new roof system composed of vapour barrier, insulation and waterproof membrane. These repairs have been recommended by WSP after a building condition assessment was completed in March 2016.



# REQUEST FOR DECISION

SUBJECT: **555 Design Studio Presentation**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: October 11, 2016  
DEPARTMENT: CAO SERVICES  
FILE NO./LEGAL:  
STRATEGIC PLAN:

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

---

## RECOMMENDED ACTION:

**MOTION: That Council accept for information the presentation from 555 Design Studio.**

---

## BACKGROUND / PROPOSAL:

As per Council's motion August 23<sup>rd</sup>, 2016, 555 Design Studio will be in attendance to present and to answer any questions Council may have regarding the Greenview Facilities Assessment Report.

Administration has provided council with the executive summary of the report in this package with full report upon request.

---

## OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – N/A

**Benefits** – N/A

**Disadvantages** – N/A

---

## COSTS / SOURCE OF FUNDING:

There are no perceived costs associated with the recommended motion.

---

## ATTACHMENT(S):

- Executive Summary from 555 Design Studio



September 29, 2016

---

**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**

---

## **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 offices for the Agricultural Services and Operations Department which includes administrative assistances, weed inspectors, and summer staff. This building has four heated vehicle bays. Currently the agricultural operations are split between Operations building and the Field Services Operations (FSO) building.

The Field Services Operations (FSO) building is 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 as well as the Facilities Construction & Maintenance offices. The Yard around the building is utilized for vehicle, equipment and rental equipment storage. East of the FSO yard is the connecting property where the Salt/ Sand Storage building was erected with access through the FSO Yard and as well as 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 the 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 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 as does part time staffing for Family & Community Support Services.

## 2. Executive Summary

This assessment reviewed the area requirements for estimated staffing levels and operational needs for the next ten (10) years to 2026. The assessment determined a deficiency in spatial requirements for nearly all departments.

The current Valleyview facilities are undersized when compared to the required space for offices, vehicle storage bays, department equipment, 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 provide the necessary spatial requirements for offices, equipment, and storage 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 equipment before they are safe for operational use. This lack of heated space has a direct impact to the readiness and efficient use of time during snow clearing operations.

The assessment determined that an aggregate total building area of approximately 83,094 square feet (7,720 square metres) is required to adequately service the needs of the MD within Valleyview.

Agricultural Services requires a large storage yard with safe manoeuvring area for an ever increasing rental farm equipment fleet. The Agricultural Services equipment rental operation is currently split between the Operations building and the Field Service Operations building, which is confusing and cumbersome for the rate payer, during equipment pick-up and returns.

Therefore, a consolidated Agricultural Service operation should move back to the Field Service Operations building with a proposed minimum new addition in the magnitude of 4,667 square feet (433.61 square metres). The new addition would 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.

The Recreation Department is currently within the Family & Community Support Services (FCSS) building, however, consolidating with Agricultural Services would free up needed space for FCSS operations. Due to it's central location it is proposed that FCSS remain at the old administration office building, with some interior renovations to accommodate additional offices as required.

With the Agricultural Services Department consolidating to the Field Service Operations Building, the Operations building is now capable of supporting some of the Facility Maintenance Department requirements. However, the cold storage needs of this department would need to be accommodated at the re-purposed existing Sand/Salt Storage building. Although, this still results in a major need of storage space for heated equipment the effective winter operations of the Facilities Construction & Maintenance Department.

The Administration building was initially designed to accommodate an expansion to the east. It is therefore recommended to provide a two storey expansion to the Administration building to provide the additional minimum operational needed space of approximately 4,249 square feet (394.7 square metres).

It is recommended that the existing Salt/ Sand Storage building be re-purposed to a cold storage building and provide a new Salt/ Sand Storage building at the Bulk Aggregate Storage Yard. Logistically, since bulk aggregates are already being stored at the yard having the Salt/ Sand Storage building at Bulk Aggregate yard would only improved operational effectiveness.

The Operations Department is responsible for year round grader and plow operations of MD roads; along with the Facilities Maintenance Department, who are responsible for year round maintenance of the MD owned facilities. Based on the assessment, Protective Services is expected to expanded significantly also. All of these departments need heated storage space for timely and efficiently operations, therefore, it is recommended that a new facility be provided

with a large vehicle storage area for such purposes, with some capacity to house vehicles of other departments not accommodated within their respective facilities.

To accommodate the deficient spatial requirements a new site and building are required. Based on the Criteria Matrix, this assessment suggests that the new facility be located near the current Administration building and other operations; since all departments need to function closely with one another, Administration and Corporate Services.

It was therefore determined that a new building is required to accommodate the remaining deficiencies identified for Operations, Protective Services, and heated storage space for the Construction & Facilities Maintenance department in the magnitude of minimum 69,201 square feet (6,429 square metres). To accommodate the size of this new building and additional yard storage requirements the site would need to be a minimum 2 acres (0.81 hectare) site.

Refer to the following Table B-7.0 for a summary of spatial requirements of all departments as well as a comparison to existing building and site areas.



**SUMMARY OF PROGRAM AREAS**  
**MD Greenview #16**

**TABLE B-7.0**

Summary of Program Areas by Department		Existing Areas 2016										Required Program Areas 2026					
Department	Existing Personnel	Existing Total Building Area (sq.ft.)	No. Existing Offices Within Bldg.	No. Existing Shop Bays	Existing Shop Area (sq.ft.)	Existing Yard Area (sq.ft.)	Future Personnel	Total Building Area Required (sq.ft.)	Required Additional Space vs Existing (sq.ft.)	No. of Required Offices (Includes Seasonal)	Required Additional Offices	No. of Required Shop Bays	Required Additional Shop Bays	Required Heated Storage Area (sq.ft.)	Required Cold Storage (sq.ft.)	Required Program Yard Area (sq.ft.)	Required vs Existing Yard Area (sq.ft.)
Administration	34	22,617	34			69,825	43	26,866	4,249	43	9					69,825	0
* <sub>1</sub> Facilities Maintenance (Ops Bldg)	10	9,579	8	1		25,930	13	21,330	11,751	7	-1	2	1	8,366	1,500	7,500	-18,430
* <sub>2</sub> Agriculture (FSO Building)	5	10,003	7	2		231,237	7	13,026	3,023	22	15	3	1	3,750		56,295	-174,942
Chemical Storage Building		2,372						2,500	0								0
Recreation & Culture	3		3				6	3,236	3,236	3	0	1	1	900	900	4,557	4,557
Protective Services	3		3				9	4,935	4,935	8	5	9	9	2,977		9,380	0
* <sub>3</sub> Operations	28		5	4			32	55,900	55,900	9	4	10	6	21,895	900	336,071	9,380
Operations (Bulk Agg & Salt Shed)		16,000				336,071									20,000	336,071	0
* <sub>4</sub> Family & Community Support Services	5	7,887	12			12,915	7	7,887	0	12	0					12,915	0
<b>Totals</b>	<b>88</b>	<b>68,458</b>	<b>61</b>	<b>7</b>	<b>0</b>	<b>675,978</b>	<b>117</b>	<b>135,680</b>	<b>83,094</b>	<b>104</b>	<b>33</b>	<b>25</b>	<b>18</b>	<b>37,888</b>	<b>23,300</b>	<b>496,543</b>	

\*\*\*

\*<sub>5</sub> Environmental Services

17

<b>Total Full Time Personnel</b>	<b>105</b>
* <sub>1</sub> Seasonal Staff	4
* <sub>2</sub> Seasonal Staff	16
* <sub>3</sub> Seasonal Staff	10
* <sub>4</sub> Part Time Staff	10
* <sub>5</sub> Part Time Staff	7
<b>Personnel Totals</b>	<b>152</b>

19

<b>Required New Building Area</b>	<b>69,201</b>
<b>Required New Offices</b>	<b>33</b>
<b>Required New Shop Bays</b>	<b>18</b>
<b>Total Required New Yard Area</b>	<b>9,380</b>

\*<sub>6</sub> Note: For departments to be effective, Yard Area needs to be reviewed with respect to each individual department and their associated operations. Negative values indicate that there may be sufficient space at that particular site for growth or expansion, except for any clarification notes within the textual content of this report

\*\*\* Required Program Yard Area is the exterior yard space required for the storage of materials, equipment not stored within a building and the minimum required manoeuvring area within the yard for equipment.

### **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 also needs to be addressed with an acoustical analysis.

#### **Operations Building**

The Operations building is located adjacent to the Administration building and is on the corner of 36th Avenue and 46th Street with a size of 18.29 x 36.58 m (60' x 120') comprising a footprint area of 7,286 ft<sup>2</sup> (676.88 m<sup>2</sup>). The building currently houses some of the Agricultural Services staff, consisting of two managers, one assistant manager, ten weed inspectors, and administrative staff and up to ten summer staff. The Operations Department which consists of 1 manager and 2 administrative staff which are also housed within this building.

No vehicle repairs are performed within this facility. During winter months the four vehicle bays are used as heated storage for the plow trucks. 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 2,281 ft<sup>2</sup> (211.87 m<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. There is also a small copier/ data room along with an 8 person meeting room which is being used as workstations and second staff 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 only 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 60' x 166.68' (18.29 x 50.81 m) comprising a footprint area of 10,003 ft<sup>2</sup> (9,29.31 m<sup>2</sup>). There is a small mechanical mezzanine within one of the vehicle maintenance bays with an area of 78 ft<sup>2</sup> (7.26 m<sup>2</sup>).

This building currently houses the Facilities Construction and Maintenance staff offices; safety officers; six (6) agricultural offices; safety supplies; Operations mechanic repair offices and four mechanic 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 58.2' (17.73 m) with the remaining bay somewhat fore shortened due to an electrical room on the East side leaving an effective bay depth of 41.8' (12.74 m).

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 when 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 departmental equipment and trailers; including various agricultural rental 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 rental 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 at. The rented agricultural equipment returns to this yard daily; therefore, with the amount and type of equipment stored in the yard, safe manoeuvring space must be maintained due to the size of the equipment. When the yard has combined MD departmental equipment and rental equipment there is insufficient manoeuvring space available. This lack of manoeuvring space compromises safety and is potentially dangerous, considering that the public (rate payers) are entering and exiting this yard.

Some of the agricultural equipment have plastic tanks, hoses, fittings and components which are susceptible to deterioration due to sunlight. Ultraviolet sensitive plastic equipment and 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.

It was suggested that the location of the building is ideal for the movement of large agricultural equipment to and from the site with respect to rural areas. The proximity of this location allows for ease of movement to the rural areas around the Town, without having to manoeuvre the rental 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 50 ft x 50 ft (15.24 m x 15.24 m) with some heated space which is used for material and chemical storage. An open air section is used for the empty chemical jug recycling storage area.

#### **Sand/ Salt Shed**

To the East of the FSO property is an additional property with access to 45th Street where a newly constructed Salt/ Sand Storage shed was completed in 2014. Within the building sand and salt are mixed and stored for use on roads during the winter season. This building is a metal clad building 200 ft x 80 ft (60.96 m x 24.384 m) and has an interior height of approximately 20 ft (6 m). Large overhead doors are located towards the South end of the building which allows for the loading of sand/salt distribution vehicles during the winter season. The interior of the building has an asphalt slab, but 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 80.83' x 98.42' (24.50 x 30.00 m) comprising a footprint area of 7,887 ft<sup>2</sup> (732.7 m<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.

Protective Services and the newly formed Recreation & Cultural department is attempting to operate out of this building, but lacks 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.

We were informed that the site was recently brushed and cleared, and is currently fenced and gated with chain link. At the time of our review, It was noted that only bulk aggregate piles along with some corrugated metal pipe culverts were being stored on this site.

### **Additional Lands**

A section of approximately 40 acres (16.19 hectares) is currently owned by the Municipal District to the South of the Town, and 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 highway re-alignment would affect egress and access to this site. Prior to proceeding with development of 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. The assessment defined a minimum internal area requirement of 4,249 square feet (394.7 square metres). However, since the required total area can not be accommodated within the area constraints of a single storey addition, a two storey addition is proposed. 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 18 new offices and a meeting room can be accommodated. With the two storey addition sufficient offices can be created to accommodate all administrative requirements with sufficient room for expansion beyond the defined requirements. 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 all the Agricultural Services offices to the current Field Service Operations building. This would consolidate the offices, rental paperwork and rental equipment in one location, thus minimizing confusion on the rate payers.

The Facilities 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 the Medical Clinic.

The Facilities Maintenance Department could utilize this building for the majority of its spatial and office requirements. Although the building can support the majority of the Facilities Construction & Maintenance needs, as indicated in Table B7.1 there is an area deficiency with respect to general storage, equipment storage, chemical storage, locker rooms, and heated vehicle/ heavy equipment storage. Refer to 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 could be allocated for the Facilities Construction & Maintenance department cold storage needs. Refer to the proposed floor layouts as per the drawing in Appendix C, C115.

Since the proposed new Operations building would have additional heated vehicle/ heavy equipment storage bays the remainder of the Facilities Maintenance equipment could be housed there. Refer to the proposed floor layout as per the drawing in Appendix C, C106

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

Although numerically this site appears to have a large yard footprint, the property has a significant yard area which is in front of the building along 36th Avenue and 46th Street, which renders it difficult to store equipment while still maintaining access to the building's main entrance and vehicle bays. The majority of the front yard area is not fenced and thus not secure for overnight storage. A small area to the West and North of the building is fenced and allows for some secured storage, but with minimal manoeuvring space for large equipment.

This facility could be utilized by the Facilities Maintenance Department since it is within the MD assets. However, since the majority of the yard area in front of this building is essential not useable for secured equipment storage, the overall utilization of this site is marginal. Therefore, we would suggest a review of this property be undertaken to being liquidated from the property assets and the revenue of the sale utilized towards newer more adequate facilities to completely accommodate the Facilities Maintenance Department's needs in one location, along with better site utilization.

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

We recommend to relocate all the Agricultural Services offices and rental equipment operations to this site, to allow for consolidation of rental sign out and returns to this one location.

We also recommend to provide a 4,667 square foot (433.61 square metre) addition to this building to fully accommodate the Agricultural Services department's requirements as well as consolidating the Recreation & Cultural department offices to this location. The estimated cost of this addition based on \$375.00/ square foot due to the renovation nature is \$1.75 million. Refer to the proposed floor layouts as per the drawings in Appendix C, C104, C105

Since Agricultural Services would require shop bays, we recommend to relocate the Operations Maintenance department to a proposed new building as per drawing C106. Thus freeing up heated bay space for the Agricultural Services and Recreation & Cultural department needs.

We recommend a review of the surrounding yard with respect to re-grading and/ or paving the yard to minimize the site water issues and rutting due to heavy equipment operations.

To increase site security, electric operated equipment gates with electronic proxy access for controlled access and minimize unattended public accessibility is recommended.

We would also recommend that the washbay be relocated to the proposed new Operations building. Currently the moisture from the wash operation is corroding the steel within this building and could result in overall long term building deterioration. Therefore, this is the basis for the recommended washbay relocation. Once relocated the existing washbay could be utilized as another 24 ft x 60 ft (7.3 m x 18.29 m) shop/ vehicle storage bay.

#### **Sand/ Salt Storage Shed**

We recommend to decommission the existing Sand/ Salt storage building by constructing a new facility at the bulk sand and aggregate storage yard. The existing Sand/ Salt Storage building would then be re-purposed to a Cold Storage building for a variety of departmental usages. Refer to the proposed floor layout as per the drawing 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.
- Secure storage for Protective Services.

#### **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 Family & Community Support Services would continue to operate out of this facility. Should additional office space be required the council chamber area could be renovated to provide additional office space, or a combination of office space and a public meeting room. Refer to the proposed floor layouts as per the drawings in Appendix C, C112 to C114.

Relocate the Recreation & Cultural department to a separate building within the Agricultural Services building, where all the departments' requirements can be fully accommodated. The

Recreation & Cultural Department would have yard storage for large vehicles as well as equipment storage.

Relocate the Protective Service department to the proposed new Operations building where their future needs can be fully accommodated.

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

### **Bulk Aggregate Yard**

Construct a new Sand/ Salt Storage building 100 ft x 200 ft (30.48 m x 60.96 m) 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 avoid conflicts with other department operations. The estimated cost of this new Sand/Salt Storage building based on \$55.00/ square foot would be \$1.10 million.

Refer to the proposed 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. Refer to the proposed site layout as per the drawings in Appendix C, C107.

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

### **Proposed New Operations Building**

Dispatching plow trucks and graders in major snow falls has been 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.

A proposed new building and site are needed to accommodate the immediate needs of the Operations Department, heated storage for Construction & Facilities Maintenance operations, and future requirements for Protective Services.

It was determined that a minimum interior building requirement to service these departments existed in the magnitude of 69,201 square feet (6,429 square metres).

A minimum operational area of 33,238 square feet (3,088 square metres) of heated equipment storage space; 23,828 square feet (2,214 square metres) shop maintenance space; and approximately 12,135 square feet (1,127 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/ vehicle storage bays.

The building should provide for a new washbay, that is constructed from impervious materials that are not subject to moisture corrosion. With this new washbay the existing bay within the FSO building can then be decommissioned to stop the building corrosion due to washbay moisture.

Exterior yard storage space is required for the Operations seasonal equipment.

Since the Criteria Matrix indicates the need to have all departments function closely together and especially with that of Administration and 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 department's equipment that cannot be fully accommodated within their respective facilities. Refer to the proposed floor layout as per the drawing in Appendix C, C106.

The proposed building layout as indicated in Appendix C provides for a 72,363 square feet (6,723 square metres) proposed new building. The breakdown of space allocation is 22,669 square feet (2,106 square metres) of shop space, 10,893 square feet (1,012 square metres) of office, administration and training room space along with 38,793 square feet (3,604 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 Department Layouts**

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&FM 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	3	4				
2	Corporate Services	8	3				
3	Infrastructure & Planning	2	11	3	2	5	
4	Community Services		3		2	2	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	Facility 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
<b>Legend</b>								
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 Site layouts are included in Appendix E, drawings E-100 to E-105.
- Existing floor plan layouts for each building are included in Appendix E.
  - i. Administration Building E-106 to E-108
  - ii. Operations Building E-109 to E-110
  - iii. Field Service Operations Building E-111
  - iv. FCSS E-112

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:

- Summary of Program Areas Table B-7.0
- Administration Table B-7.1
- Facility Construction & Maintenance Table B-7.2
- Agricultural Services Table B-7.3 and B-7.4
- Recreation & Culture Table B-7.5
- Operations Table B-7.6
- Protective Services Table 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.

For layouts of the idealized rooms refer to Appendix D for reference.

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

The following are the anticipated requirements for each department.

### **Administration**

Requirement Specifics:

Office #2 (Medium) – Minimum 9 required

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

Medium Size Meeting Room - 1 required

- Room to accommodate 10 people

### **Facilities 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 2 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 (4 required)

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

#### Heated Small Equipment Storage (5 required)

- Bay size 3.65m x 3.05m (12' x 10')

#### Heated Pickup Storage (6 required)

- Bay size 3.05m x 6.70m (10' 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

#### Administrative Assistants/ Receptionist - 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
- Close to Administrative Assistances Clerical Support
- 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

## **Recreation & Cultural Development**

#### Requirement Specifics:

##### Office #2 (Medium) – 1 required

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

##### Recreation Inventory Coordinator (Standard Office Cubical) - 1 required

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

##### Assistant Recreation Inventory Coordinator (Standard Office 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

## **Operations**

It is proposed that the new building and site is required to accommodate the immediate needs of the Operations department, heated storage for Construction & Facilities Maintenance operations, and future requirements for Protective Services

Based on the estimated staffing levels and operational needs for the next ten (10) years to 2026. It was determined that a minimum interior building requirement existed in the magnitude of 69,201 square feet (6,429 square metres).

A minimum operational area of 33,238 square feet (3,088 square metres) of heated equipment storage space; 23,828 square feet (2,214 square metres) shop maintenance space; and approximately 12,135 square feet (1,127 square metres) of office space is required.

The required specifics for Operations Department are as follows:

Office #2 (Medium) – 5 required

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

Office #2 (Medium) – 1 required

- Office with STC rating- acoustic qualities
- Close to Mechanical Repair Shop
- Door hardware – lockable

Office Standard Cubical (Small) – 1 required

- Close to Mechanics Manager's Office
- Close to Mechanical Repair Bays

Administrative Assistants / Reception – 1 required (2 Personnel)

- 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

Field Crew Cubical – minimum 9 required

- Workstations to complete paperwork

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

## 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 a 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
- 6.46m x 7.9m (21' x 26') repair areas
- 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')

**Protection Services****Requirement Specifics:****Office #2 (Medium) – 1 required**

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

**Office #3 (Medium) – 2 required**

- Office with STC rating- acoustic qualities
- Close to proximity of Manager / Supervisor
- Door hardware – lockable

**Offices (Small Cubical) - 5 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

## **General Parking Requirements**

Drive through parking is recommended for the larger vehicles for safety if the building configuration can accommodate.

### Visitor Parking

- 1 barrier free stall at all public accessed buildings.

### 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:

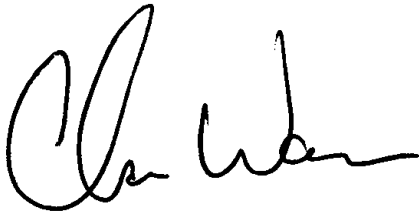
- Staff parking
- Fleet parking
- Visitor parking
- A driveway through yard for “B” train trucks, delivering materials
- Landscaping in front of the building – all rock, no grass, small shrubs
- Security provisions of fencing and cameras
- Proxy card activated rolling security gates
- Site lighting
-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



---

Claus Wauer, P.Tech.(Eng).  
**555 Design Studio**



## REQUEST FOR DECISION

---

SUBJECT: **Bylaw 16-768 – Road Ban Bylaw**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: October 11, 2016

DEPARTMENT: INFRASTRUCTURE & PLANNING/OPERATIONS

FILE NO./LEGAL:

STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MH MANAGER: GM

GM: GG PRESENTER: GM

LEGAL/ POLICY REVIEW:

FINANCIAL REVIEW:

---

### RELEVANT LEGISLATION:

**Provincial (cite) – *WHEREAS*** the Council of the Municipal District of Greenview No. 16 (Greenview) in the Province of Alberta has the authority, pursuant to the provisions of S.18.1 of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to provide direction concerning the control and management of all roads within the municipality;

***WHEREAS*** the Council of Greenview has the authority, pursuant to the provisions of S.152.1 of the Alberta Traffic Safety Act, to enact Bylaws for the physical preservation of a highway under its direction, control and management, including any bridge that forms part of that highway by restricting the weight of a commercial vehicle or a commercial vehicle and any goods being carried by the vehicle, to weight that is less than the weight that may be borne;

***WHEREAS*** the Council of Greenview has the authority, pursuant to the provisions of S.152.3 of the Alberta Traffic Safety Act, to delegate by Bylaw to an employee of the municipality or to a committee established by the Council the power to impose road bans;

**Council Bylaw / Policy (cite) – 94-100: Road Ban Bylaw**

---

### RECOMMENDED ACTION:

**MOTION: That Council give Second Reading to Bylaw 16-768 Road Ban Bylaw.**

**MOTION: That Council give Third and Final Reading to Bylaw 16-768 Road Ban Bylaw.**

---

### BACKGROUND / PROPOSAL:

Council passed first reading at the regularly scheduled Council meeting on September 13<sup>th</sup>, 2016.

The Bylaw revision reflects Greenview's current organizational structure and is intended to stream line the process of implementing Road Bans under the Bylaw.

The Bylaw is intended to provide clear direction regarding restricting the weight of a commercial vehicle or a commercial vehicle and any goods being carried by the vehicle, to weight that is less than the weight that may be borne on all roads within the municipality.

---

OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council has the option to approve, alter or deny the proposed Road Ban Bylaw.

**Benefits** – The benefit of adopting the Road Ban Bylaw is that it will reduce the number of signatures required to implement the ban allowing Administration to enact Road Bans quicker than the current process, subsequently reducing the amount of damage to Greenview’s roads.

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

---

COSTS / SOURCE OF FUNDING:

There are no perceived costs.

---

ATTACHMENT(S):

- 94-100: Road Ban Bylaw
- 16-768: Road Ban Bylaw

**BY-LAW NO. 94-100**  
**of the Municipal District of Greenview No. 16**

A By-law of the Municipal District of Greenview No. 16,  
Province of Alberta, for the purpose of authorizing the  
implementation of road bans on highways within the  
Municipal District.

**WHEREAS**, the Minister of Transportation has, pursuant to Subsection 14(1) of the Motor Transport Act, being Chapter M-20 of the Revised Statutes of Alberta, 1980, as amended, authorized the Municipal Council of the Municipal District of Greenview No. 16 ("the Municipal District"), to exercise the powers specified in Section 14 of the said Motor Transport Act, including the implementation of road bans; and

**WHEREAS**, the Municipal District, in accordance with subsection 14(3) of the said Motor Transport Act, deems it advisable to establish a committee and to delegate to that committee the authority to exercise the powers specified in Section 14 of the said Motor Transport Act;

**THEREFORE** the Municipal Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

1. Words used in this by-law have the same meaning as words used or defined in the said Motor Transport Act.
2. There is hereby established a committee consisting of the following persons:
  - a) the Reeve of the Municipal District,
  - b) the Municipal Manager, and
  - c) the Municipal Superintendent of Public Works.
3. The Committee established herein has the full power and authority to:
  - a) prohibit the use of a secondary road, rural road or street by a traction engine or public vehicle, or by a class or classes thereof, for a period or periods that the Committee determines,
  - b) limit or restrict the speed of a traction engine or public vehicle, or of a class or classes thereof, using a secondary road, rural road or street, for a period or periods that the Committee determines, and
  - c) increase, limit or restrict the maximum gross weight that may be borne by a tire, an axle or an axle group, or any of them, or the maximum gross weight that may be borne by a vehicle or combination of vehicles on a secondary road, rural road or street for a period or periods that the Committee determines.
4. The Committee shall cause signs to be erected along the secondary road or rural road, as the Committee considers necessary to notify persons using the road of the prohibition, limitation, increase or restriction imposed.

... continued



BY-LAW NO. 94-100 OF THE MUNICIPAL DISTRICT OF GREENVIEW continued ...

5. Administration shall notify the respective Councillor(s) of the Committee's decision(s) as soon as possible.
6. This by-law shall take effect as and from the date of the third and final reading.

Read a first time this 27<sup>th</sup> day of April, A.D., 1994.

Read a second time this 27<sup>th</sup> day of April, A.D., 1994.

Read a third time and finally passed this 25<sup>th</sup> day of May, A.D., 1994.

  
REEVE

  
MUNICIPAL MANAGER



**BYLAW NO. 16-768**  
**Of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to regulate and manage the implementation of Road Bans by the Municipal District of Greenview No. 16.**

**WHEREAS** the Council of the Municipal District of Greenview No. 16 (Greenview) in the Province of Alberta has the authority, pursuant to the provisions of S.18.1 of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to provide direction concerning the control and management of all roads within the municipality;

**WHEREAS** the Council of Greenview has the authority, pursuant to the provisions of S.152.1 of the Alberta Traffic Safety Act, to enact Bylaws for the physical preservation of a highway under its direction, control and management, including any bridge that forms part of that highway by restricting the weight of a commercial vehicle or a commercial vehicle and any goods being carried by the vehicle, to weight that is less than the weight that may be borne;

**WHEREAS** the Council of Greenview has the authority, pursuant to the provisions of S.152.3 of the Alberta Traffic Safety Act, to delegate by Bylaw to an employee of the municipality or to a committee established by the Council the power to impose road bans;

**THEREFORE**, it is hereby enacted by the Council of Greenview, a Bylaw that:

**1.0.** Shall be referred to as the *Road Ban Bylaw*.

**2.0. DEFINITIONS**

In this Bylaw:

- 2.1.1 COMMERCIAL VEHICLE, as defined in the Traffic Safety Act, means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle.
- 2.1.2 HIGHWAY, as defined in the Traffic Safety Act, means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes
  - (i) a sidewalk, including a boulevard adjacent to the sidewalk,
  - (ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
  - (iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be, but does not include a place declared by regulation not to be a highway.
- 2.1.3 ROAD BAN, as defined in the Traffic Safety Act, means the maximum allowable weight that may be borne on a Highway by a Commercial Vehicle pursuant to a regulation made under Sections 151 and 152 of the Traffic Safety Act.

### **3.0. GENERAL**

- 3.1.1. Greenview and its agents, shall not be liable for loss or damage caused by anything done or omitted to be done in good faith in the performance or intended performance of their functions, duties or powers under this Bylaw.

### **4.0. LEGISLATION**

- 4.1.1 It is understood that the most recent versions of all respective Federal, Provincial and Municipal statutes apply under this Bylaw.

### **5.0. AUTHORITY & ENFORCEMENT**

- 5.1.1 Each section of this Bylaw shall be read and construed as being separate and severable from each other section. Furthermore, should any section of this Bylaw be found to have been improperly enacted, that section or part shall be regarded as being severable from this Bylaw and the remaining Bylaw shall be effective and enforceable.
- 5.1.2 Greenview's Chief Administrative Officer or their designate, shall enact or cancel Road Bans and limit or increase the allowable weights of Commercial Vehicles when and where necessary so as to prevent damages to any Highway within its jurisdiction.
- 5.1.3 Upon enacting or cancelling a Road Ban, signage shall be placed on or removed from the respective Highway(s), identifying the allowable weight of Commercial Vehicles.
- 5.1.4 Violators shall be prosecuted in accordance with Traffic Safety Act, the Provincial Offences Procedure Act: Procedures Regulation, and the Commercial Vehicle Dimension and Weight Regulation.

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

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

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

This Bylaw shall come into force and effect \_\_\_\_\_.

---

**REEVE**

---

**CHIEF ADMINISTRATIVE OFFICER**



## REQUEST FOR DECISION

---

SUBJECT: **Bylaw 16-771 License Of Occupation**

SUBMISSION TO: REGULAR COUNCIL MEETING

REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: October 11, 2016

CAO: MH MANAGER:

DEPARTMENT: INFRASTRUCTURE & PLANNING/PLANNING &  
DEVELOPMENT

GM: GG PRESENTER: GG

FILE NO./LEGAL:

LEGAL/ POLICY REVIEW:

STRATEGIC PLAN:

FINANCIAL REVIEW:

---

### RELEVANT LEGISLATION:

**Provincial (cite) – WHEREAS** the Council of the Municipal District of Greenview No. 16 (Greenview) in the Province of Alberta has the authority, pursuant to the provisions of S.7.b of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to establish Bylaws pertaining to people, activities and things in, on or near a public place or place that is open to the public within Greenview;

**WHEREAS** the Council of Greenview in the Province of Alberta has the authority, pursuant to the provisions of S.18.1 of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to provide direction concerning the control and management of all roads within Greenview;

**WHEREAS** the Council of Greenview in the Province of Alberta has the authority, pursuant to the provisions of S.61 of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to grant rights, exclusive or otherwise, with respect to its property, including property under the direction, control and management of Greenview;

**WHEREAS** the Council of Greenview has the authority, pursuant to the provisions of S.13.o of the Alberta Traffic Safety Act, to issue a License or permit that is terminable on 30 days' notice in writing for the temporary occupation or use of a road allowance or Highway or a portion of a road allowance or Highway when it is not required for public use;

**Council Bylaw / Policy (cite) – EES 07: Road Allowance Licensing & EES 12: Road Allowance Restrictions;**  
License of Occupation: Road Allowance Licenses Policy (Proposed, subject to adoption of this Bylaw)

---

### RECOMMENDED ACTION:

**MOTION: That Council give Second Reading to the Licence of Occupation Bylaw 16-771.**

**MOTION: That Council give Third and Final Reading to the Licence of Occupation Bylaw 16-771.**

---

### BACKGROUND / PROPOSAL:

Council passed first reading at the Regular Council Meeting on September 13<sup>th</sup>, 2016.

Council requested administration to bring forward the License of Occupation Bylaw that will allow Greenview to hold an Agreement with the applicant for the purpose of utilizing a road allowance for agricultural use.

Greenview currently has (85) vacant Road Allowance Licenses (RAL's) with bylaws attached. Since the renewal of the 2015-2017 Road Allowance Licenses/Leases, administration has sought to revamp the entire application and renewal process in an effort to minimize the number of Bylaws associated with the program.

Under the proposed Bylaw, ratepayers can enter into Road Allowance Licenses with Greenview for the forthcoming 3 year interval (January 1, 2018- December 31, 2021).

The Policy Review Committee (PRC) reviewed the new Road Allowances: General Restrictions and Licensing Policy on March 21, 2016, the PRC believed that more discussion would be needed by Council around this policy.

Since the review of this policy, it had been discovered and identified through legal representation that terms Leasing and Licensing have caused some confusion:

*Leasing*; if you are leasing a road allowance, you effectively are closing the road allowance and a bylaw is required. This gives them exclusive use of the road allowance to the exclusion of all others.

*Licensing*; if Greenview has a Bylaw in place to issue a "License of Occupation" (LOC) then legally Greenview can enter into a "licensing agreement" for the non-exclusive right to use a section of road allowance without creating a bylaw to close the road allowance. The LOC should state for use of a road allowance, that it be terminable on 30 days' notice.

There is no requirement to pass a bylaw every time a licence of occupation is entered into, but there needs to be a general bylaw in place that authorizes Greenview to issue licenses of occupation on these terms.

In 2014, administration started to review the Road Allowance License process and found a considerable amount of cancelled Road Allowance Licenses (RAL's) that had active bylaw's attached to the RAL.

Greenview had (82) active Licenses in 2008 - (77) active licenses in 2011 - (69) active licenses in 2014, of which 30 of those active licences were grandfathered in prior to a policy change that included owning both sides of the road allowance as a condition of receiving a licence.

The management of the road allowance restrictions in Greenview's current policies are virtually left to police themselves. While some land owners follow the existing process, others choose to strip the undeveloped road allowances of the trees without any proper application submitted for approval by Council as is mandated.

If Council chooses to continue with this program, Administration is suggesting that a general bylaw that authorizes Greenview to issue a license of occupation for future applicants be drafted for Council's approval. Administration also suggests that the current fee of \$10.00 per ½ mile per year be reviewed and that administration further review the latest version of the Road Allowances: General Restrictions and Licencing Policy dependent on Council's decision.

If Council chooses to dismiss this program, Administration suggests that with the termination of the program, Council also rescind all 85 bylaws attached to the cancelled RAL's. Secondly, Greenview notify the remaining active license holders to let them know that once the land owner no longer holds title to the property adjacent to the road allowance, the use of the road allowance is automatically annulled.

This program will be transferred from Infrastructure & Planning and administered by Community Services/Agricultural Services effective January 1, 2018.

---

OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council has the option to approve, alter or deny the proposed License of Occupation Bylaw.

**Benefits** – The benefit of adopting the Licence of Occupation Bylaw is that various forms of land occupation would be governed by the proposed Bylaw (i.e. Road Allowances, Haying & Pasturing etc.)

**Disadvantages** – There are no perceived disadvantages to the proposed Bylaw; however, maintaining the present system would continue to be an extremely cumbersome process for Administration.

---

COSTS / SOURCE OF FUNDING:

N/A

---

ATTACHMENT(S):

- License of Occupation Bylaw 16-771.



**BYLAW NO. 16-771**  
**Of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to regulate and manage the implementation of Road Allowance Licenses under a License of Occupation Bylaw by the Municipal District of Greenview No. 16.**

**WHEREAS** the Council of the Municipal District of Greenview No. 16 (Greenview) in the Province of Alberta has the authority, pursuant to the provisions of S.7.b of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to establish Bylaws pertaining to people, activities and things in, on or near a public place or place that is open to the public within Greenview;

**WHEREAS** the Council of Greenview in the Province of Alberta has the authority, pursuant to the provisions of S.18.1 of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to provide direction concerning the control and management of all roads within Greenview;

**WHEREAS** the Council of Greenview in the Province of Alberta has the authority, pursuant to the provisions of S.61 of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to grant rights, exclusive or otherwise, with respect to its property, including property under the direction, control and management of Greenview;

**WHEREAS** the provisions of S.609 of the Municipal Government Act (Current as of March 1, 2016), prohibits the public from acquiring an estate or interest in land owned or controlled by Greenview by adverse or unauthorized possession, occupation, enjoyment or use of the land;

**WHEREAS** the Council of Greenview has the authority, pursuant to the provisions of S.13.o of the Alberta Traffic Safety Act, to issue a License or permit that is terminable on 30 days' notice in writing for the temporary occupation or use of a road allowance or Highway or a portion of a road allowance or Highway when it is not required for public use;

**THEREFORE**, it is hereby enacted by the Council of Greenview, a Bylaw that:

**1.0.** Shall be referred to as the *License of Occupation Bylaw*.

**2.0. DEFINITIONS**

In this Bylaw:

- 2.1.1 ROAD ALLOWANCE means the undeveloped portion of land, which has been shown as a road on a plan of survey and has been registered in a land titles office, and that the public is ordinarily permitted to use for the passage or parking of vehicles and pedestrian use.
- 2.1.2 ROAD ALLOWANCE LICENSE means an agreement formed under the License of Occupation Bylaw between Greenview and a Licensee which allows the use of a specified portion of a Road Allowance for a specified time.

### **3.0. GENERAL**

- 3.1.1. Greenview and its agents, shall not be liable for loss or damage caused by anything done or omitted to be done in good faith in the performance or intended performance of their functions, duties or powers under this Bylaw.

### **4.0. LEGISLATION**

- 4.1.1 It is understood that the most recent versions of all respective Federal, Provincial and Municipal statutes apply under this Bylaw.

### **5.0. AUTHORITY & ENFORCEMENT**

- 5.1.1 Each Section of this Bylaw shall be read and construed as being separate and severable from each other Section. Furthermore, should any Section of this Bylaw be found to have been improperly enacted, that Section or part shall be regarded as being severable from this Bylaw and the remaining Bylaw shall be effective and enforceable.
- 5.1.2 A person shall not occupy or otherwise use any portion of a Road Allowance unless a Road Allowance License authorizing the occupancy or use has been issued by Greenview.
- 5.1.4 Violators shall be prosecuted in accordance with, but not limited to, the Traffic Safety Act and the Provincial Offences Procedure Act: Procedures Regulation.
- 5.1.5 This Bylaw shall come into force and effect January 1, 2018.

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

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

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

---

**REEVE**

---

**CHIEF ADMINISTRATIVE OFFICER**





## REQUEST FOR DECISION

SUBJECT: **Bylaw No 16-772 Local Authorities Pension Plan**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: October 11, 2016  
DEPARTMENT: CORPORATE SERVICES  
FILE NO./LEGAL:  
STRATEGIC PLAN:

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

---

### RELEVANT LEGISLATION:

**Provincial** (cite) – If the RFD is following Provincial Legislation, place the corresponding information here.

**Council Bylaw / Policy** (cite) – Bylaw No. 15-739

---

### RECOMMENDED ACTION:

**MOTION: That Council gives third reading to Bylaw No. 16-772 Local Authorities Pension Plan (LAPP) as presented.**

---

### BACKGROUND / PROPOSAL:

During the September 27<sup>th</sup> regular Council meeting, Council passed first and second reading of the revised bylaw attached.

Bylaw 15-739 was updated in January 2015 bringing it into compliance with LAPP regulations. It outlines that all staff who are regularly scheduled to work 30 hours per week or more must participate in the LAPP pension plan. However, Administration has concerns noted below with Bylaw 15-739.

### Administration's Concerns were:

- ✓ Eligible part-time employees were not being offered the optional enrollment that LAPP allows for.
  - Permanent part-time Employees who are regularly scheduled to work between 14 and 29 hours per week can be given the option to participate in the Local Authorities Pension Plan.
- ✓ Adding language to confirm that the hours must be regularly scheduled, meaning excluding overtime.

Administration recommends that we proceed with offering eligible permanent part-time employees with the option to enrol in the LAPP pension plan as it is Greenview's choice to offer this option for staff in the 14 to 29 hours per week range. If Council does not wish to offer the optional pension to eligible part-time employees then Administration still recommends amending the bylaw to clearly outline that Greenview does not offer an optional pension for those working less than 30 regularly scheduled hours a week.

OPTIONS – BENEFITS / DISADVANTAGES:

**Options** – Council may decide not to pass the amended LAPP bylaw, or Council may choose to amend the attached bylaw.

**Benefits** – By Council amending the attached bylaw, Council will ensure equity and fairness for all pension eligible staff and will maintain Greenview’s compliance with our auditors and the acceptable guidelines provided by the Local Authorities Pension Plan Board of Trustees. The Bylaw provides additional clarity regarding Greenview’s Pension Program.

**Disadvantages** – Offering optional Pension participation to part-time staff will have a financial impact on Greenview of approximately \$28,000.00 per year if all eligible staff participated.

---

COSTS / SOURCE OF FUNDING:

Funding to cover this cost will be included in the Operating Budget.

---

ATTACHMENT(S):

- Bylaw No. 16-772 (LAPP)



## **BYLAW NO. 16-772(LAPP) of the Municipal District of Greenview No. 16**

---

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

**Whereas**, Section 180 (1), Municipal Government Act, Chapter M-26, R. S. A. 2000, a Council may only act by resolution or bylaw;

**Whereas**, the Council for the Municipal District of Greenview No. 16, directs Administration to contract for, and maintain a group pension plan in conjunction with a provincial plan for Greenview's civic employees or any group thereof.

**Therefore,**

This bylaw shall be known as the Local Authorities Pension Plan Bylaw (LAPP);

That the Municipal District of Greenview No. 16 participate in the Local Authorities Pension Plan;

That all Permanent Employees who are regularly scheduled to work 30 hours or more per week must participate in the Local Authorities Pension Plan;

That all Permanent Part Time Employees who are regularly scheduled to work between 14 and 29 hours per week be given the option to participate in the Local Authorities Pension Plan. The option to enroll will be available any time after becoming eligible. Once enrolled, unless an employee becomes ineligible, they must remain enrolled in the pension plan for the duration of their employment;

That Permanent Part Time Employees who are regularly scheduled to work less than 14 hours per work are not eligible to participate in the Local Authorities Pension Plan;

That the Municipal District of Greenview No. 16 contribute the employers share or pension contributions as established by the Local Authorities Pension Plan Board of Trustees for the Local Authorities Pension Plan;

That Permanent Employees contribute to the Local Authorities Pension Plan, as established by the Board, for the Local Authorities Pension Plan;

That an employee who is contributing to Local Authorities Pension Plan at the time of any leave, may have the option of continuing to pay the employee's contribution of Local Authorities Pension Plan and the MD of Greenview No. 16 will contribute the employers portion as established by the Local Authorities Pension Plan Board of Trustees for the Local Authorities Pension Plan;

That the Human Resources Coordinator, Payroll and Benefits for the Municipal District of Greenview No. 16 is hereby empowered to take deductions from salaries for the employee's portion of pension contributions;

Bylaw 15-739 is hereby repealed in its entirety.

This Bylaw shall come into force and effect upon the third and final reading.

Read a first time the 27 day of Sept. , A.D. 2016 .

Read a second time this 27 day of Sept. , A.D. 2016 .

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

---

**REEVE**

---

**CHIEF ADMINISTRATIVE OFFICER**

## The pension plan

The Local Authorities Pension Plan (LAPP) is a defined benefit pension plan. This means your pension at retirement will be based on:

- your length of pensionable service; and
- your highest five-year average pensionable salary.

This type of pension plan:

- helps you prepare for your retirement because you can estimate your future pension income;
- provides you with a specified lifetime income upon retirement, regardless of market conditions and how long you live; and
- is funded by member and employer contributions and by investment earnings.

## Who is eligible to join?

- If you're a full-time continuous employee (regularly scheduled hours of at least 30 hours per week), you automatically become a member of the Plan as soon as you start your employment, unless your employer delays your entry into the Plan for up to one year during a probationary period.
- If you're employed on a full-time basis for a predetermined period, you may participate if your employer has a policy to enrol you.
- If you're employed on a part-time (regularly scheduled hours of at least 14 hours per week) basis, you may participate depending on your employer's policy.
- For employees working at least 30 regularly scheduled hours per week on a continuous basis, participation is mandatory. To determine if this criteria is met, an employer must include all regularly scheduled hours in all continuous positions with that employer.
- For all other employees working at least 14 regularly scheduled hours per week, participation is by employer policy. To determine eligibility under the policy, an employer must include all regularly scheduled hours in all positions with that employer.

## LAPP benefit

You need a minimum of two years of LAPP pensionable service to qualify for a pension at retirement. The maximum pensionable service you can accumulate is 35 years.

If you are at least 65 years old when you leave the Plan, you are entitled to receive an immediate pension even if you don't have two years of LAPP pensionable service.

When you retire, LAPP will pay a benefit to you based on your highest average salary, length of pensionable service and a legislated benefit accrual rate. The legislated benefit rate is:

- 1.4 per cent on your average highest pensionable salary up to the average YMPE\*, multiplied by your years of pensionable service; and
- 2 per cent on your average highest pensionable salary over the average YMPE up to the maximum allowed under the federal Income Tax Act, multiplied by your years of pensionable service.

If you are working as a LAPP retiree, you will continue to receive your pension from LAPP. However, if you work for a LAPP employer, you will not be permitted to make further contributions to LAPP. If you work for an employer under another pension plan, you may be required to contribute to their plan.

Every year, LAPP also provides cost-of-living adjustments to pensions in pay, at a rate of 60 per cent of the increase in the Alberta Consumer Price Index. This feature is a significant benefit of LAPP.

\*The Year's Maximum Pensionable Earnings (YMPE) is the maximum amount of earnings on which you can contribute to the Canada Pension Plan, as determined by the federal government. LAPP uses the YMPE to determine contribution rates, plan benefits, and the cost of service. The 2016 YMPE is \$54,900.

## Increasing your LAPP benefit

You may be able to add to your future LAPP pension by increasing your length of pensionable service through the following methods:

- Transfer service from another pension plan to LAPP if there is a transfer agreement that allows you to do so.
- Buy optional service. Examples of this may include:
  - previous employment with your current employer;
  - previous employment with another employer who participates in LAPP; or
  - contributory service under another pension plan, in some circumstances.
- Contribute to the Plan when you are on, or return from, a leave without salary.

## Contribution rates

Employee contributions to LAPP are tax deductible. Current contribution rates on pensionable salary are as follows:

Members	10.39% up to YMPE	14.84% over YMPE
Employers	11.39% up to YMPE	15.84% over YMPE

Please note: You may make contributions to the Plan on your pensionable salary up to the maximum amount allowed under the federal Income Tax Act (\$160,970.00 in 2016.) This maximum amount is known as the salary cap.

## Leaving the Plan

If you choose to leave the Plan before retirement, you will have various benefit options available to you. Your options will depend on your age and your length of pensionable service. You can read more about termination options at [www.lapp.ca](http://www.lapp.ca).

## Disability

You may be eligible for a disability pension if you are incapable of performing the regular duties of your employment. Contact your employer for more details.

## Services provided to members

LAPP members are entitled to information on plan investment performance, pension account activity, and benefit options. Members receive publications such as member newsletters and annual statements summarizing pension contributions and service.

Once you are a member, you may sign up to use [mypensionplan](http://mypensionplan). Through this online service, you can view personal information on length of service, salary, contributions, and beneficiaries. You can also calculate pension estimates using your actual pension account information. You can update your contact information and beneficiary information, and sign up to go green to receive e-mail notifications when your Member Annual Statement and other publications are available online.

For detailed information about LAPP, visit [www.lapp.ca](http://www.lapp.ca).

## Contact Information

Contact your employer or the Member Services Centre for answers to any questions you might have about LAPP.

LAPP's Member Services Centre:

Phone: 1-877-649-LAPP (5277)

E-mail: [memberservices@lapp.ca](mailto:memberservices@lapp.ca)

Website: [www.lapp.ca](http://www.lapp.ca)

This summary provides general information about the major provisions of LAPP. Please contact your employer or the Member Services Centre for more detailed information on any of the topics covered. If anything in this summary conflicts with the governing legislation, the legislation will apply.



## REQUEST FOR DECISION

SUBJECT: **Road Construction Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: October 11, 2016  
DEPARTMENT: INFRASTRUCTURE & PLANNING  
FILE NO./LEGAL:  
STRATEGIC PLAN:

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

---

### RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw / Policy** (cite) – Security Deposits for Access Construction to Proposed Residential Development *Policy 4001*

---

### RECOMMENDED ACTION:

**MOTION: That Council reject the road construction request of August 9, 2016 from Amanda Gladue and Russell Standingribbon.**

---

### BACKGROUND / PROPOSAL:

Administration has provided Council with a chronology of events dating back to 2013 in regards to the application of a Road Construction Request on Range Road 234 North off Twp. 700 for approximately 435 meters in length leading to Sturgeon Lake Cree Nation Reserve (SLCN) where the applicant resides.

During the Improvement District days in 1990/91, then Minister of Transport Marvin Moore constructed two low grade stub roads off Twp. 700 at Range Road 232 & 234 under a Government Program named “Roads to Reserves” for the sole purpose of giving access to reserve lands. Since the end of the ID days, Greenview has continued to maintain RR 232 road allowance to the edge of the Reserve due to a resident living on the Reserve lands.

Administration would note to Council that the applicant resides on SLCN lands with Greenview having no past evidence of ever funding or developing a Government Road Allowance to Reserve Lands for a non Greenview resident.

There are seven possible access points by way of road allowance that lead to Reserve Lands off RR 230 and Twp. 700. Two of the seven access points are in use today - RR 232 & 234.

Greenview passed Motion: 14.05.262 subject to an agreement being reached with Sturgeon Lake Cree Nation. The negotiation would have seen Greenview building a residential access road on RR 234 with the SLCN upgrading a section of existing road on reserve land for a Greenview resident. When the negotiation failed, Greenview spent approximately \$800,000 to upgrade TWP. 704 (A) giving proper physical and legal access to the Greenview resident.

To date, Greenview purchased road allowance widening that accommodates for a 30 meter road allowance and a cul-de-sac to be built, had a survey plan & profile completed and re-fenced the new road allowance boundary on Range Road 234. The applicant states in the Letter dated August 9<sup>th</sup> that they are requesting for road construction and /or possible gravel with regular maintenance. The applicant also relates that there are three (3) children that are required to take the school bus. The only scenario that will allow the school bus to enter onto Range Road 234 is if a designed constructed residential road with a cul-de-sac be built. If the road grade and width remains the same but additional gravel is applied, this would not be considered an acceptable school bus access road but it would suffice for yearly residential driveway access.

Administration has provided some potential options for Council’s consideration.

---

**OPTIONS – BENEFITS / DISADVANTAGES:**

**Options – Council** could reject the latest Road Construction Request.

**Council** could request a meeting with SLCN to discuss any minor or major road upgrades on RR234 and the responsibility on the required future maintenance to RR 232 and RR 234.

**Council** could request the applicant to provide Greenview with a deposit for the estimated costs to complete minor road re-shaping and gravel and refund any unused portion of the deposit back to the applicant.

**Council** could choose to fund minor road re-shaping and surface gravel in 2016 with or without grader maintenance and not intended for public use i.e. No School Buses.

**Council** could choose to fund minor road re-shaping and surface gravel in 2016 with or without grader maintenance and not intended for public use i.e. No School Buses and construct the original designed residential access road and cul-de-sac for public use at an estimated cost of \$237,000 in 2017.

**Benefits –** The benefit of the Recommended Motion is that Council will not be setting a precedent on funding residential access to non-Greenview residents.

**Disadvantages –** There are no perceived disadvantages to the Recommended Motion.

---

**COSTS / SOURCE OF FUNDING:**

If funded by Greenview, monies would be allocated through Residential Road Block Funding.

---

**ATTACHMENT(S):**

- Chronological List of Events.
- Applicants August 9, 2016 Letter to Reeve and Council.
- Policy 4001
- 2016 Road Construction Request



**May 27, 2013** - Stamped received Road Construction Access Request

**May 13, 2014** - Motion: 14.05.262 That Council approve two residential access road requests to be constructed by day labour with monies to come from the 2014 Residential Access Block funding for the following legal land location; N ½ 28-70-23 W5 and SW 4-70-23-W5 *“subject to an agreement being reached with the Sturgeon Lake Cree Nation.”*

**May 26, 2014** - Attempted to Schedule meeting was rescheduled.

**May 29, 2014** - Amanda Gladue was given the original road request package at meeting, consisting of Policy No: 4001, road request, invoice for 20% security deposit.

**June 10, 2014** - Amanda Gladue called and requested additional package, faxed June 10, 2014.

**July 28, 2014** - Letter sent to Richard Kappo from Dale Gervais, sent after July 28, 2014.

**Date unknown** - Reeve Gervais met with Chief Richard Kappo sometime after July 28, 2014 to discuss a possible agreement, Reeve Gervais commented during a regular Council meeting that SLCN was not partial to an agreement to upgrade a portion of road leading through SLCN lands to Twp. 704A.

**Date unknown** - Repeated attempts to reach Amanda Gladue by phone to let Amanda know of the discussion by Council, voice mail box full, option to leave number (yes).

**Date unknown** - Chief Kappo is in contact with Reeve Gervais to discuss the possibility of having a contractor complete the road construction on RR 234.

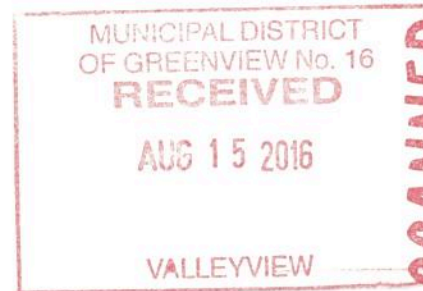
**May 1, 2015** – General Manager Gyurkovits sends Councillor Darwin Hamelin specification information and landowner conditions as requested. The information had been requested on behalf of Chief Kappo for discussions at their May 5, 2016 council meeting.

**May 12, 2015** – Administration brought information package to Council outlining dates of all correspondence. Amanda Gladue presented to Council as a delegate regarding the upgrade on Range Road 234. Council passed the following **MOTION: 15.05.252. *That Council authorize administration to enter into an agreement with Amanda Gladue for the construction of RR 234, north of TWP Rd 700 to Sturgeon Lake Cree Nation, at her expense and with a security deposit in the amount of \$43,380.00 to be paid to the MD of Greenview as per policy 4001.***

**May 14, 2015** – Letter sent to Amanda Gladue advising of Council motion and requesting a meeting to discuss and finalize the terms and conditions that would be set forth within the agreement.

**To Date;** Meeting to finalize the agreement never took place with Mrs. Gladue.

**Amanda Gladue & Russell Standingribbon**  
**P.O. Box 1416**  
**Valleyview, Alberta**  
**T0H 3N0**  
**(780) 524-9768**



August 9, 2016

Municipal District of Greenview #16  
P.O. Box 1079  
4806-36 Avenue  
Valleyview, Alberta  
T0H 3N0

Dear Reeve and Council Members:

**RE: Request for Road Construction/Consideration**

Please find attached a new application for road construction/infrastructure dated July 18, 2016.

We are requesting consideration for road construction and/or if possible gravel; regular maintenance on weathered days heavy rainfall or heavy snowfall.

Currently, our living arrangements have changed and we now care for (4) of our grandchildren who reside with us at our current residential location and attend school in Valleyview, Alberta at St. Stephen's School. We have three grandchildren that require transportation to/from school, utilizing the transportation services; road access [234 Range/Township 700] that is approximately 500-550 meters from the residential site to the 700 Road. We have attached a copy of the confirmation of registration for your reference. In addition, I want to send an extended gratitude of thanks for the use of this public road.

This is not our first application; however we are requesting consideration for our grandchildren's sake that have to walk the distance to the roads and the safety concerns, as the 700 Rd. is now a heavily used traffic area.

There has been a motion that has been carried, regarding this request for residential access via application submission May 27, 2013, at time of application, we did not reside on the site; however we have permanently have resided at this site since December 2, 2015.

"8.2 Motion: 14.05.262. Moved by: Councillor Dave Smith

That Council approve two residential access road requests to be constructed by day labour with monies to come from 2014 Residential Access Block Funding, for the following legal land locations; N1/2 28-70-23-W5 and SW 4-70-23-W5, subject to an agreement being reached with the Sturgeon Lake Cree Nation."

As you are quite aware, unfortunately we were not able to reach an agreement with the Sturgeon Lake Cree Nation and are hopeful that this does not hinder our request moving forward. We would greatly appreciate any assistance that may be granted on this matter. We fully understand the Policy No: 4001 for Security Deposits for Access Construction to Purposed Residential Developments.

We thank you in advance and look forward to your reply.

If you require any additional information, please do not hesitate to contact us.

Sincerely,



---

Amanda Gladue

  
Russell Standingribbon

*Attachment: Copy of confirmation from St. Stephen's School for Registration.*

*Attachment: Pictures of our Residential Home on Site.*

# St. Stephen's Catholic School

Box 840, Valleyview AB T0H 3N0 Ph: 780-524-3562

"Creating an atmosphere of respect and a tradition of academic excellence in a Christ centered environment"



June 29, 2016

To Whom It May Concern:

**RE: Yaisha Love Holomego DOB: 04/05/2004**

**Cruz D'Ambrose Holomego DOB: 05/24/2009**

**Chrisopher Meckenzie Glaude: DOB 01/11/2007**

Please be advised that Amanda Gladue registered the above children at St. Stephen's Catholic School on November 24, 2015. The children attended school until the end of this school year on June 24, 2016.

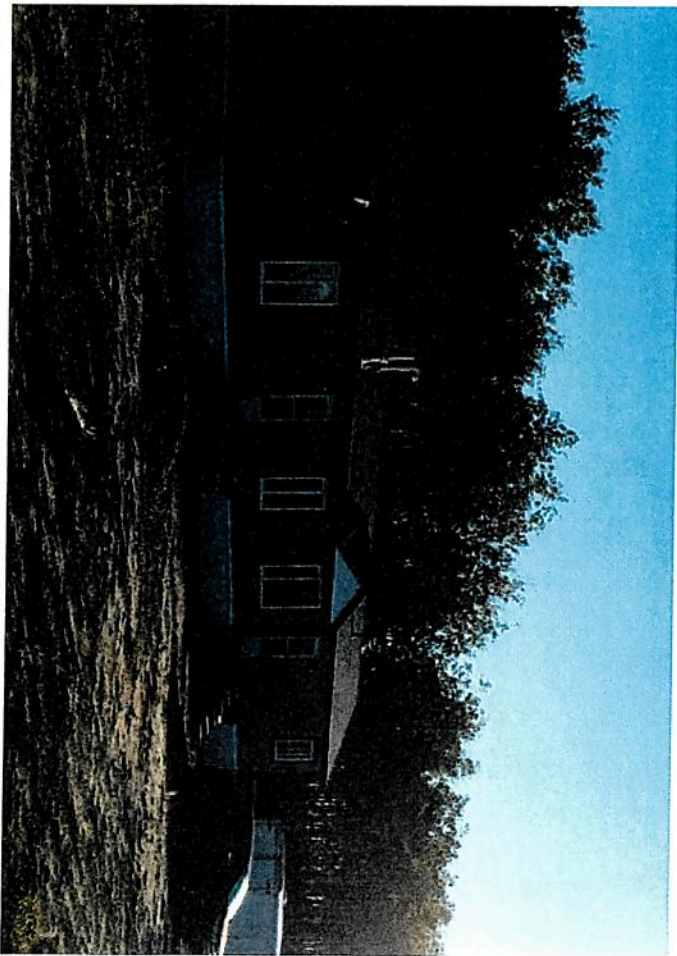
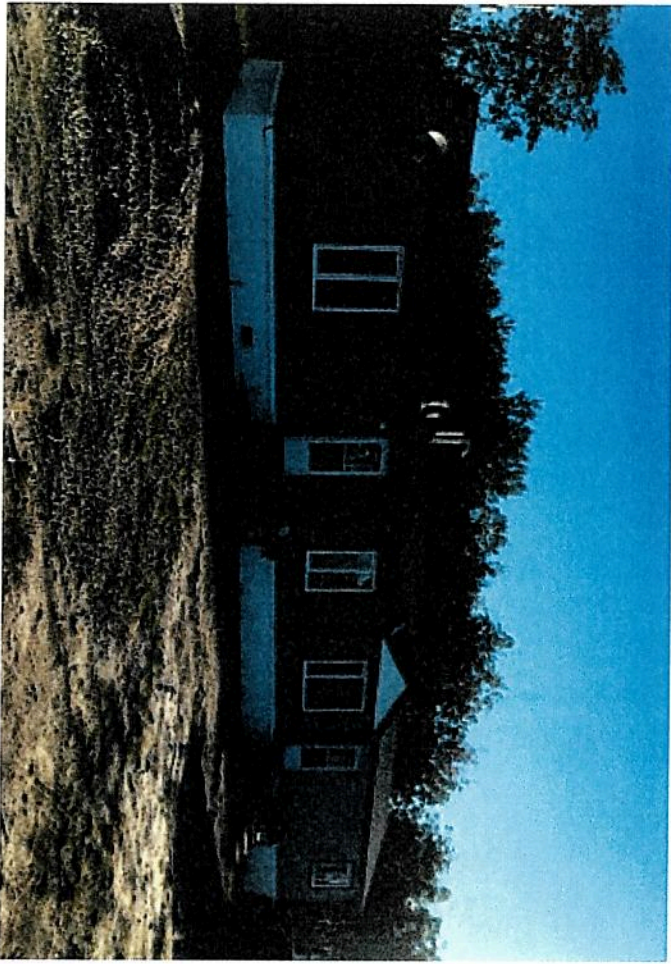
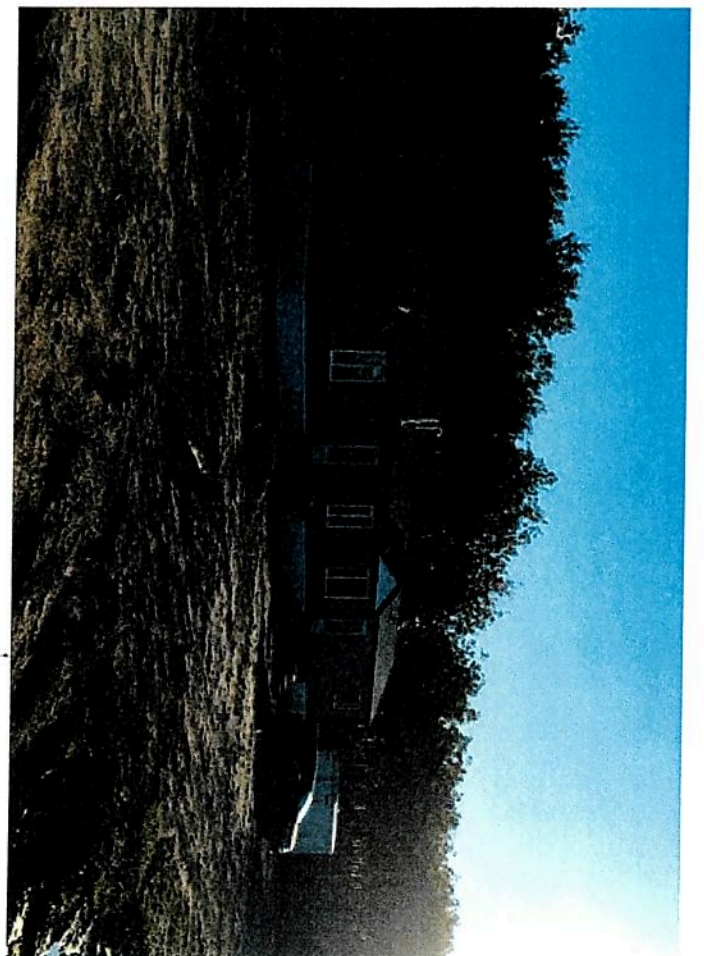
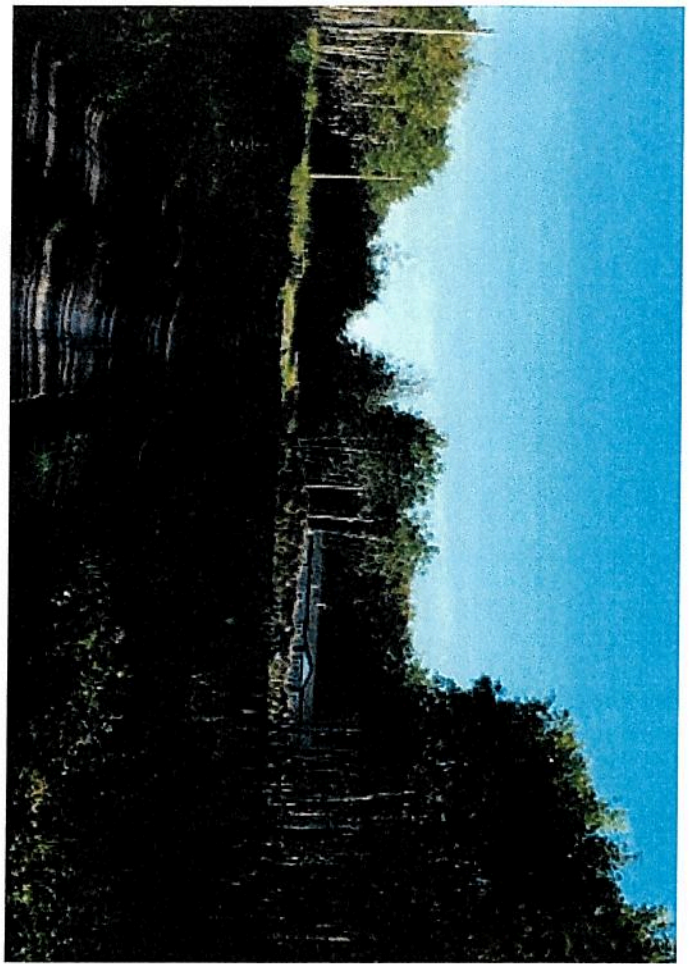
The above children will remain at St. Stephen's School and have been registered for the 2016-2017 school year which will commence on September 1<sup>st</sup>, 2016.

If you have any further questions feel free to contact the school at 780-524-3562.

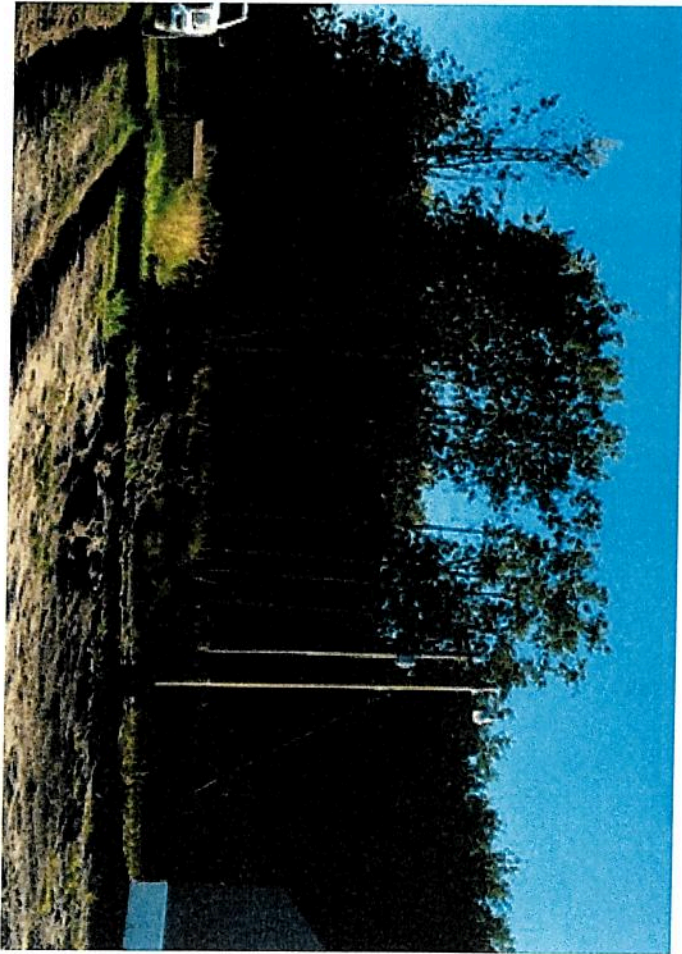
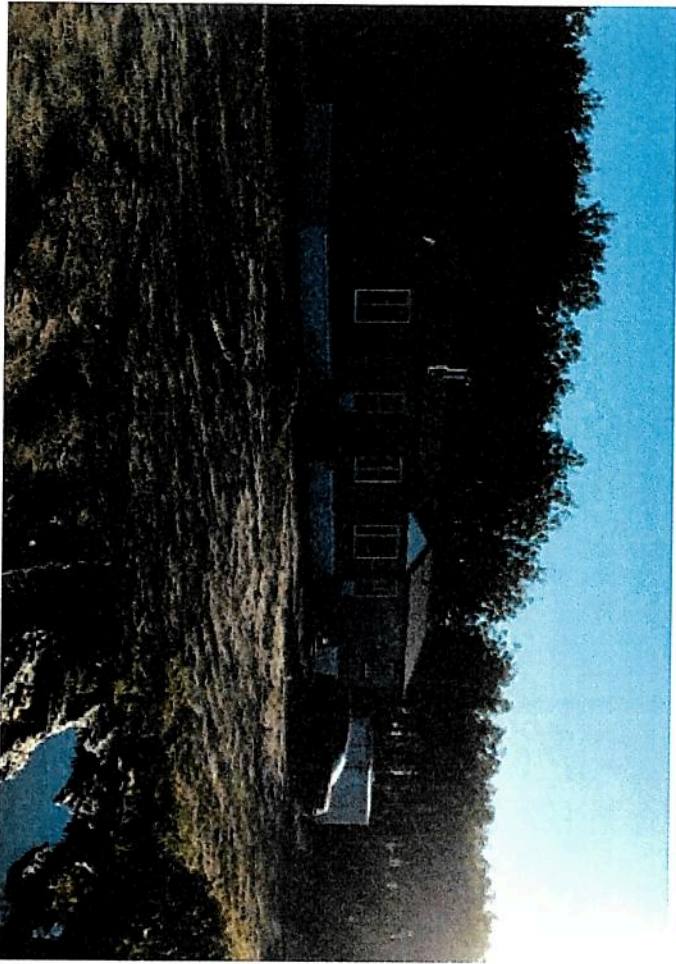
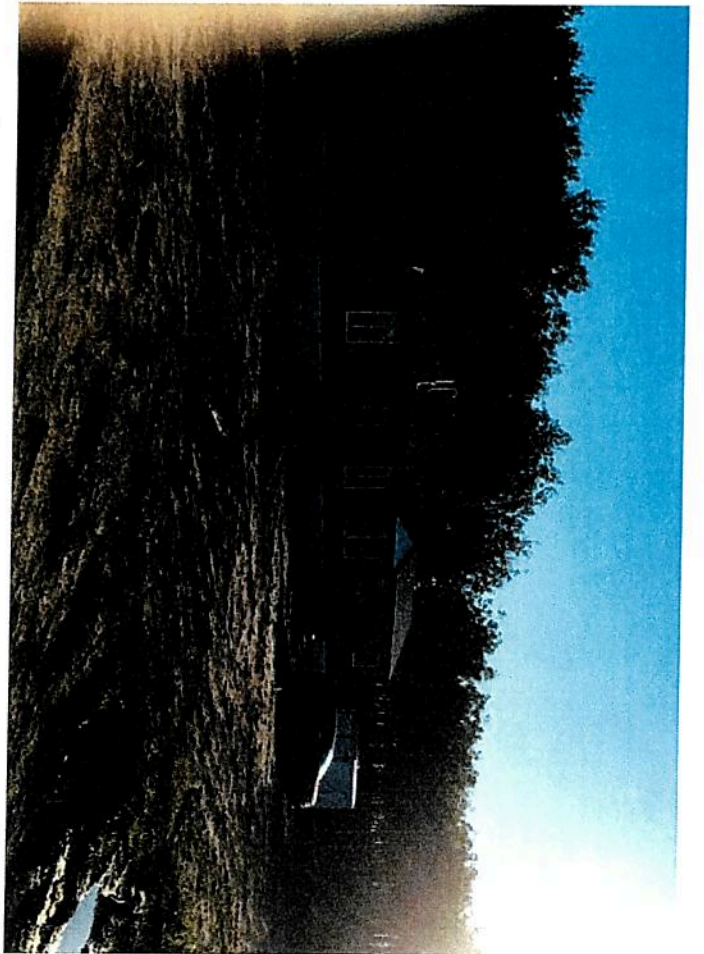
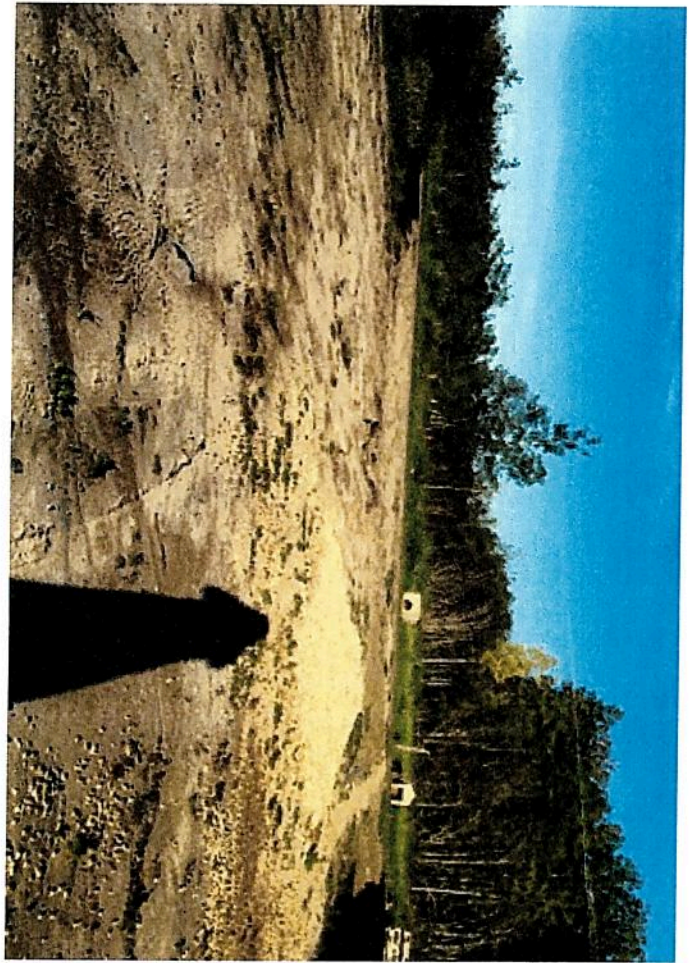
Sincerely,

Jodie Chisholm  
Principal









**Title: SECURITY DEPOSITS FOR ACCESS CONSTRUCTION TO PROPOSED RESIDENTIAL DEVELOPMENTS**

**Policy No: 4001**

**Approval: Council**

**Effective Date: November 26, 2013**

**Supersedes Policy No: (EES 22)**



## **MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

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

**Policy Statement:** The Municipal District of Greenview No. 16 (Greenview) is committed to providing access to residential developments when feasible. To protect the best interests of the Greenview road networking system it is appropriate to confirm that the proposed access will be utilized for its intended purpose of providing access to residential development in order to justify the construction of the proposed access. Deposits will be collected from applicants in order to demonstrate commitment to residential development.

**Purpose:** The purpose is to establish a process whereby security deposits are required from applicants for the construction of residential access roads in order to ensure the obligations of the developer are fulfilled.

### **Principles:**

1. Where Council approves a request for the construction of road access on a road allowance to unoccupied lands for the purpose of proposed residential development, the applicant will provide security in the form of cash/certified cheque or Irrevocable Letter of Credit to ensure that the residential development takes place.
2. The security deposit shall be 20% of the estimated cost of access construction, up to a maximum of \$50,000. The amount of the deposit may be varied if there are other considerations provided by the landowner (such as borrow material) that give value to the project.
3. The security deposit will be returned or refunded to the applicant, without interest, if permanent residency is established within three years of the date of approval of access construction. Where this has not been met, or the property has been sold prior to the fulfillment of this condition, the security will be forfeited.
4. Construction of an access road will not commence until the specified security has been provided by the applicant and an agreement outlining terms and conditions has been entered into by the applicant.



5. Dedication of road widening, as determined by the General Manager, Infrastructure & Planning, will be required on land owned by the applicant adjacent to or abutting the access construction project.
6. Payment of the security deposit must be received within ninety (90) days from Council approval to construct, and prior to the project proceeding.

**Regulations:**

1. None.

**Approved: 13.11.644**





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## ROAD CONSTRUCTION REQUEST

Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33 (c) 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 Public Works and Transportation Program. If you have any questions about the collection, please contact the Freedom of Information and Protection of Privacy Coordinator at 780-524-7600.

All requests submitted on this application will be investigated and submitted for consideration and/or priority rating. In order for your request to be properly investigated and considered, the following details and location sketch, on the reverse side, **must be completed**.

Name:	<u>Amanda Gladue/Russell Standingbird</u>		Telephone No.	<u>(780) 524-9788</u>
Address:	<u>P.O. Box 1416 Valleyview, Alberta T0H 3N0</u>			<u>(780) 524-9215</u>
Location of Work to be Done				
Legal:	<u>1/4</u>	Sec <u>SW 4</u>	Twp <u>70</u>	Rge <u>23</u> W of <u>5</u> <sup>th</sup> M
unknown Lot		Block	Plan No.	Ward
<u>Twp Rd. 700 Rge Rd. 234</u>				

### Please answer the following

Road required for: Farmland Access ☐ Residential Purposes ☒ Or Both ☐

If for residential purposes; do you live on the land? Yes ☐ No ☒

If no, where do you presently live? Sturgeon Lake Reserve #467

When will you reside on the land? Currently reside on site.

Have you applied for power? ☒ Gas? ☒ Phone? ☐ Development Application? ☐

Would the proposed road be on a school bus route? Yes ☒ No ☐

How have you been getting to this land? use of public road, granted

What is the condition of the present access? Good ☐ Fair ☒ Poor ☐ None ☐

Date land acquired? \_\_\_\_\_

### For Residential Access requests:

Are you willing to provide a Security deposit as per policy "Security For Access Construction To Proposed Residential Development" Yes ☒ No ☐

### For Farmland Access requests:

How many acres are in crop? \_\_\_\_\_ Cleared? \_\_\_\_\_ Hay? \_\_\_\_\_

### ROAD RECONSTRUCTION

Location: SW-5-70-23-W5 between SW 4-70-23-S Twp Rd. 700, Rge Rd. 234

Deficiencies Observed: When it rains road becomes very rough, rutting, etc. no access

### PAVING REQUEST

Location: \_\_\_\_\_

Reason: \_\_\_\_\_

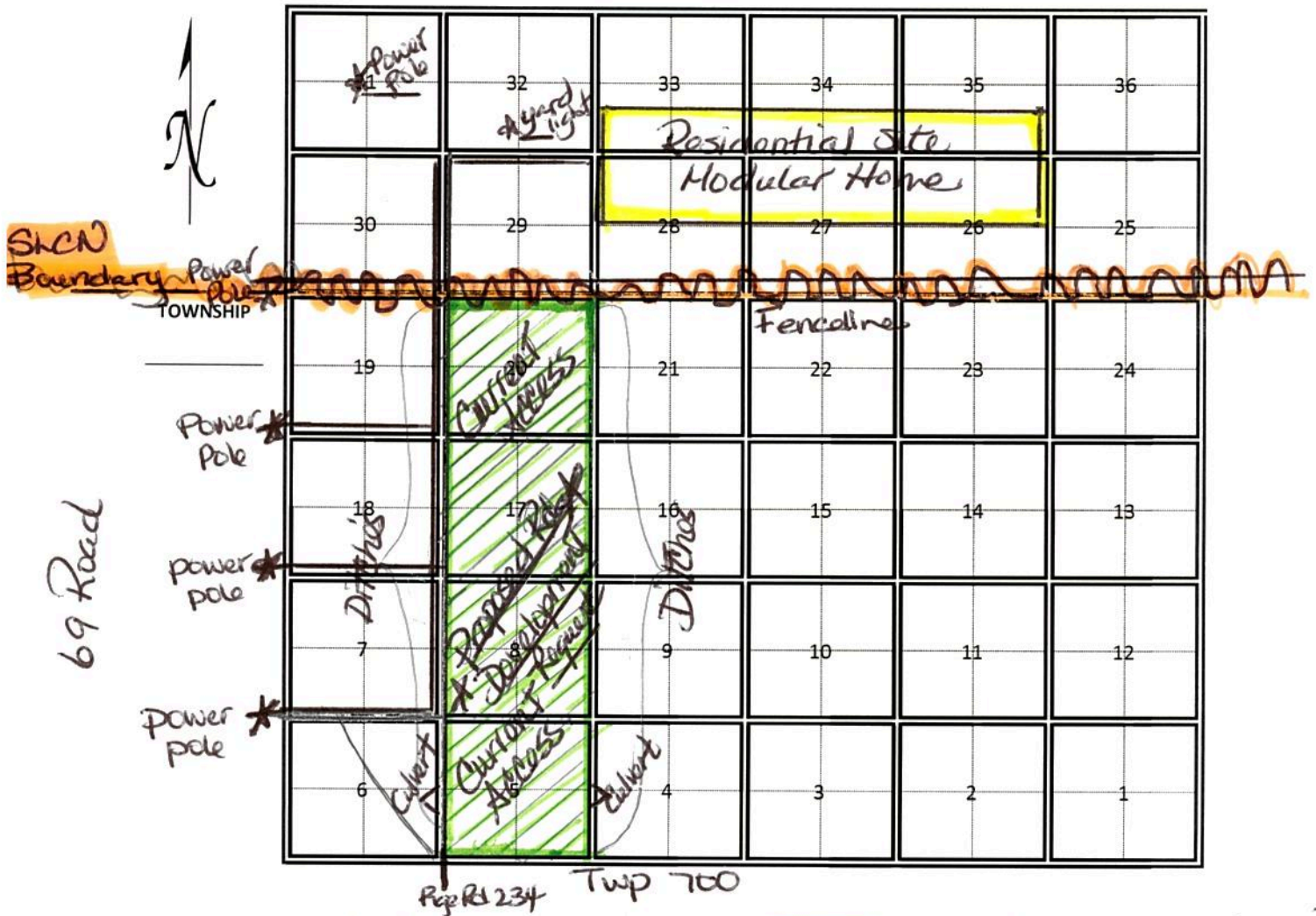
COMMENTS/ ADDITIONAL INFORMATION:

We currently have been using public road for access. since we relocated to new site. In general access good, however when it rains the road becomes hard to access and don't want to damage the current state of road any more than need be.

**Note:** The location sketch below must be completed for all request types.

Please indicate details such as low areas, muskegs, drainage ditches, bridges, culverts, pipelines, power lines, existing or proposed buildings, and current access.

RANGE 234 W. OF 5 MERIDIAN



RpR 234 Twp 700

2016/07/18  
Date

Signature of Applicant

Copies to: Manager, Operations ☐ Roads Supervisor East ☐ West ☐





# REQUEST FOR DECISION

---

SUBJECT:	<b>County of Grande Prairie Technical Rescue and Dangerous Goods Service Agreement</b>		
SUBMISSION TO:	Regular Council Meeting	REVIEW AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 11, 2016	CAO: MH	MANAGER: JF
DEPARTMENT:	Community Services, Protective Services	GM: DM	PRESENTER: JF
FILE No./LEGAL:		LEGAL/POLICY REVIEW:	
STRATEGIC PLAN:		FINANCIAL REVIEW:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act RSA 2000, M26*

**Council Bylaw/ Policy** (cite) – *County of Grande Prairie Bylaw 2924*

---

## RECOMMENDED ACTION:

**MOTION:** That Council directs administration to enter into an Agreement with the County of Grande Prairie to provide technical rescue and dangerous goods services within Greenview.

---

## BACKGROUND / PROPOSAL:

Administration is requesting that Greenview enter into an agreement with the County of Grande Prairie to provide technical rescue and dangerous goods services within Greenview. Dangerous goods responses material (hazmat) responses occur very rarely but require highly trained personnel and specialized equipment that the County of Grande Prairie has available. The proposed agreement would initiate hazmat response service from the County of Grande Prairie Regional Fire Service providing response for dangerous chemical spills and releases such as biological, chemical and radiological incidents within Greenview.

The County of Grande Prairie has agreed to provide a one-day training session at each of the fire stations within Greenview to train the firefighters with identifying hazardous products and support them with hazmat personnel during incidents. Greenview Protective Services presently are not equipped or trained to handle high risk hazmat responses that may occur throughout Greenview.

Many communities with hazmat response teams have invested over a million dollars in equipment, vehicles and training to deal with these types of incidents.

The County of Grande Prairie will provide the hazmat service to Greenview for a fee consistent with their Fire Bylaw #2924. Greenview has the option to recover the cost from the applicable party responsible for the hazmat incident.

Greenview presently has not had to deal with any hazmat incidences within Greenview, however Alberta Transportation has had numerous incidents within their jurisdiction.

The proposed agreement has been reviewed by Greenview's legal counsel.

---

OPTIONS – BENEFITS / DISADVANTAGES:

**Options** - That Council has the option to alter, approve or decline entering into a Fire Service Technical Agreement with the County of Grande Prairie for hazardous materials response.

**Benefits** – The benefit is that Greenview will have access to qualified responders with the respective equipment when dealing with high risk hazmat incidents.

**Disadvantages** – There are no perceived disadvantages to entering into an agreement with the County of Grande Prairie to provide technical rescue and dangerous goods services within Greenview.

---

COSTS / SOURCE OF FUNDING:

The cost associated with the service provided from the County of Grande Prairie Regional Fire Service will be cost recoverable from the responsible parties.

Costs associated with the Training/Orientation component will be included in the proposed operating budget.

---

ATTACHMENT(S):

- County of Grande Prairie Bylaw 2924
- Technical Services Agreement

**BY-LAW 2924 OF THE  
COUNTY OF GRANDE PRAIRIE NO. 1**

**BEING A BYLAW OF THE COUNTY OF GRANDE  
PRAIRIE NO. 1, IN THE PROVINCE OF ALBERTA, TO  
PROVIDE FOR MEDICAL AND FIRE EMERGENCY  
RESPONSE SERVICES WITHIN THE COUNTY OF  
GRANDE PRAIRIE NO. 1.**

**“WHEREAS** the Section 7 of the *Municipal Government Act*, Chapter M-26, RSA, 2000 and amendments thereto, provides that the Council of a municipality may pass a by-law for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;”

**“AND WHEREAS** the *Forest and Prairie Protection Act*, Chapter F-19, RSA 2000, and amendments thereto, contemplate that the County of Grande Prairie No. 1 (the “County”) will provide fire protection and prevention services within its boundaries, and further provides that the County and its officials or employees will have certain duties and powers in regard thereto;”

**“AND WHEREAS** the Council of the County of Grande Prairie No. 1 wishes to continue a fire protection and prevention service and to recover a portion of the costs of doing so;”

**“AND WHEREAS** the Council of the County of Grande Prairie No. 1 acknowledges that the provision of fire and emergency response services is dependent upon a number of factors including the infrastructure and resources which may be available for such services, competing demands upon such resources, and the large geographic size of the County, and that in the result, the County is unable to provide fire and emergency response services in the same manner or to the same standards which may be available in other jurisdictions, or to provide such services in the same manner or to the same standards in all areas of the County, or to all people within the County.”

**“NOW, THEREFORE,** the Council of the County of Grande Prairie No. 1, duly assembled, does hereby enact as follows:

**1. DEFINITIONS:**

In this Bylaw words and phrases shall be construed as follows:

- 1.1. “Ambulance” means a vehicle designated to respond to emergency medical incidents which is equipped and operated in accordance with the applicable legislation and regulations of the Province of Alberta.
- 1.2. “Ambulance Service Provider” means the company or companies authorized by Council pursuant to Article 4 herein to provide ambulance service on behalf of the County of Grande Prairie No. 1.
- 1.3. “Apparatus” means any vehicle or equipment operated for any purpose by the County Emergency Response Service CGPFS) or by an Ambulance Service Provider whether on land, water or in the air.
- 1.4. “Approved Fire Pit” means a barbecue or fire pit, or a smudge fire container, that is:
  - i) a minimum of three (3) meters clearance from buildings, property lines, and combustible material;
  - ii) constructed of bricks, cement blocks, heavy gauge metal or other suitable non-combustible components;
  - iii) designed for a fire within a non-combustible container provided by the County within a designated public park where burning for cooking and warming is permitted;

- iv) any other portable device or chimenea style device.
- 1.5. "Burnable Debris" means all inflammable waste other than Prohibited Debris and includes but is not limited to:
- i) straw and stubble;
  - ii) leaves and tree prunings;
  - iii) brush and fallen trees on newly cleared land or associated with logging operations;
  - iv) used power, telegraph and telephone poles that do not contain wood preservatives;
  - v) wooden materials from the construction or demolition of buildings which do not contain wood preservatives or paint products;
  - vi) solid waste from sawmills or planing mills with an annual production of less than 9,500 cubic meters of lumber;
  - vii) solid waste from post and pole operations that does not contain wood preservatives;
  - viii) solid waste from tree harvesting operations.
- 1.6. "CGPFS" means County of Grande Prairie Fire Services.
- 1.7. "Council" means the Council of the County of Grande Prairie No. 1.
- 1.8. "County" means the County of Grande Prairie No. 1.
- 1.9. "Chief Administrative Officer" means the County Administrator.
- 1.10. "Consumer Fireworks" are commonly referred to as low hazard fireworks generally used for recreation. Examples include, but are not limited to, showers, golden rain, lawn lights, pinwheels, roman candles, volcanoes, and sparklers. These are classed as type F.1 explosives in the Regulation.
- 1.11. "Director of Community Services" means that person or their designate responsible for overseeing the operations of the Community Services Department.
- 1.12. "Display Fireworks" are commonly referred to as high hazard fireworks generally used for public displays by trained professionals. Examples include, but are not limited to: rockets, serpents, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, bombardos, waterfalls, fountains, batteries, illumination, set pieces, pigeons, and firecrackers. They are technically called "Fireworks" in Subdivision 2 of Division 2 in the Regulation.
- 1.13. "Emergency" means any situation to which the CGPFS or an Ambulance Service Provider has responded whether there is a real or perceived danger to the safety, health or welfare of a person, property or the environment.
- 1.14. "Equipment" means any tool, contrivance, device or material used by the CGPFS or an Ambulance Service Provider to mitigate an Incident or other Emergency whether that tool, contrivance, device or material is owned, conscripted or hired by the CGPFS or Ambulance Service Provider.
- 1.15. "Fire Ban" means a Provincial Ministerial Order or an order by a member of the County Fire Chief's Office. The County Fire Chief's Office may, at their discretion, cancel any or all fire permits, prohibit the lighting or requiring the extinguishing of a fire.
- 1.16. "Fire Chief" means the person appointed as head of the County's Fire Service Department.

- 1.17. “Fire Chief’s Office” means the Fire Chief and other Fire Service Staff members.
- 1.18. “Fire Guardian” means a person named or appointed as fire guardian pursuant to Section 4 of Forest and Prairie Protection Act; and includes County Councillors, Community Peace Officers and County Fire Service Personnel.
- 1.19. “Fire Permit” means a permit issued by a Fire Guardian pursuant to the *Forest and Prairie Protection Act* or this Bylaw or both allowing for the setting of outdoor fires, structure fires, incinerator fires, or discharging fireworks within the County.
- 1.20. “Fire Season” means from 1<sup>st</sup> April to 31<sup>st</sup> October, annually, unless otherwise directed by the Province of Alberta.
- 1.21. “Fire Protection” means that level of response to an Emergency or Incident as may be mandated by Council from time to time, including but not limited to, issues concerning fire prevention, fire suppression, pre-fire planning, fire investigation, Dangerous Goods response, public education and information, training or other staff development and advising.
- 1.22. “Fire Service” means a private, municipal or provincial fire fighting department or service with whom the County has entered into an agreement for the provision of Fire Protection services within any portion of the County.
- 1.23. “Fireworks” means the fireworks listed in Class 7, Division 1, Division 2, Subdivision 1 and 2 in Section 14 of the *Explosive Act (Canada)* and Regulations.
- 1.24. “Incident” means a fire, or a situation where a fire or explosion is imminent or any other situation presenting a danger or perceived danger to life, health or property, and to which the CGPFS or an Ambulance Service Provider has responded.
- 1.25. “Incident Commander” means the Member on site at an Incident or Emergency who is responsible for CGPFS emergency response service actions and resources at that Incident or Emergency.
- 1.26. “Light” means to start, ignite or kindle a fire, to maintain or to do any other action that allows a fire to progress and continue to burn.
- 1.27. “Medical Co-Responder” means a Member of CGPFS or a person employed with a Fire Service who is trained in emergency medical services at a level as may be determined by Council from time to time and who provides services to the County within the Medical Co-Response Program.
- 1.28. “Medical Co-Response Program” means the emergency medical response program set out in Article 4, which is designed to facilitate the timely response of medically trained personnel to medical emergencies within the County.
- 1.29. “Member” means any person duly appointed as a Member of the CGPFS or an Ambulance Service Provider as the context may require whether that Member is full time, part time, paid or volunteer and includes members of a Fire Service or a Peace Officer dispatched to assist at the mitigation of an Incident or Emergency or any persons asked or conscripted to assist with the mitigation of an Incident or Emergency.
- 1.30. “Occupant” means any person other than the registered owner who is in possession of the property including, but not restricted to, a lessee, licensee, tenant, or agent of the owner.

- 1.31. “Open Fire” means all outdoor fires except unintentional vehicle fires, unintentional structural fires or small incinerator fires as described in Article 10.6 herein.
- 1.32. “Owner” means:
- i) The person as registered on title at the Land Titles Offices;
  - ii) A person who is recorded as the owner of the property on the assessment roll of the County.
- 1.33. “Peace Officer” means a member of the Royal Canadian Mounted Police; a Peace Officer appointed pursuant to the Alberta Peace Officer Act; a By-law Enforcement Officer employed by the County of Grande Prairie No. 1.
- 1.34. "Prohibited Debris" means any matter that, when burned, may result in the release to the atmosphere of dense smoke, offensive odors or toxic substances and includes but is not limited to:
- i) animal manure;
  - ii) pathological waste;
  - iii) non-wooden material;
  - iv) waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives;
  - v) combustible material in automobile bodies;
  - vi) tires;
  - vii) rubber or plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;
  - viii) solid waste from sawmills or planing mills with an annual production in excess of 9,500 cubic meters of lumber;
  - ix) used oil;
  - x) wood or wood products containing substances for the purpose of preserving wood; or
  - xi) any other waste defined as Prohibited Debris under the *Environmental Protection and Enhancement Act*, Chapter E-12, RSA, 2000 and its Regulations from time to time.
- 1.35. “Running Fire” means a fire burning without being under the proper control of any person.
- 1.36. “Subdivision” means the division of a parcel of land by an instrument and “subdivide” has a corresponding meaning.
- 1.37. “Violation Ticket” means a violation ticket as defined in the *Provincial Offences Procedure Act*, Chapter P-34, RSA, 2000.

## 2. INTERPRETATION

- 2.1. In this Bylaw wherever the singular is used it also means the plural and wherever the masculine is used it also means the feminine, as the context requires.
- 2.2. Where there is any conflict between the provisions of this Bylaw and any other bylaw of the County, the provisions of this Bylaw shall prevail.
- 2.3. The Recitals to this Bylaw form a part of this Bylaw.



### **3. ENACTMENT**

- 3.1. The Council of the County of Grande Prairie No. 1 hereby authorizes and enacts as follows:
- i) The Municipal Fire Department of the County of Grande Prairie No.1 is hereby continued and established as the County of Grande Prairie Fire Service (CGPFS);
  - ii) The fire and emergency related services contemplated herein shall be provided in accordance with the provisions of this bylaw.

### **4. EMERGENCY MEDICAL SERVICES**

- 4.1. The Grande Prairie Regional Emergency Medical Services (AHS) shall be the Ambulance Service Provider for the County and such service shall be provided in accordance with the terms of any agreement between the County and AHS and this Bylaw.
- 4.2. No other person or entity shall provide Ambulance services within the jurisdiction of the County without the express written permission of the County. This section does not apply to:
- i) Ambulance services operating on behalf of the Crown in right of Canada or the Province of Alberta;
  - ii) A private and non-commercial Ambulance service used exclusively by employees of the owner or operator of the Ambulance;
  - iii) An Ambulance service located outside of the County when it is transporting patients under a transfer agreement with the Province of Alberta or from the scene of an emergency medical incident located outside the County to a location within the County.
- 4.3. In the event of an Emergency, and notwithstanding anything in this Bylaw, Council in its discretion may provide Ambulance services or authorize more than one Ambulance service provider to provide service in a given area until such time as the Emergency has been mitigated or Council otherwise determines.
- 4.4. Council may direct the development of a Medical Co-Response Program whereby Members of CGPFS or a Fire Service provide assistance to the Ambulance Service Provider on emergency medical Incidents where the County feels such a program will help the Ambulance Service Provider provide timely assistance to persons in need of emergency medical care.
- 4.5. Any agreement to provide a Medical Co-Response Program shall contain a provision requiring the party supplying the Medical Co-Responders to provide the County with:
- i) The name of the Medical Director under whose medical control the services will be delivered; and
  - ii) Proof in a form acceptable to Council that the Medical Director meets all legislated requirements in Alberta for Medical Directors; and
  - iii) Proof of liability insurance and Worker's Compensation coverage for all personnel providing Medical Co-Responder service.

### **5. COUNTY FIRE RESPONSE SERVICE**

- 5.1. The County Fire Service shall consist of the Fire Chief, Members, buildings, Apparatus, and Equipment as is deemed necessary by Council to safeguard the

safety, health and welfare of people and to protect people, property and the environment at any level of service as may be directed by Council from time to time.

- 5.2. The Fire Chief may divide the County into districts with resources so located as deemed necessary for the control and prevention of fires and other Emergencies.
- 5.3. Fire Protection in a district may be provided by a Fire Service with whom the County has entered into an agreement for the suppression of fires and mitigation of other Emergencies.

## **6. JURISDICTION**

The limits of the jurisdiction of the CGPFS, its Members, Equipment and Apparatus will extend to the area and boundaries of the County and no part of the aforementioned shall be used beyond the limits of the County without the express authorization of a written agreement providing for the supply of fire fighting services outside the County or upon the express permission of the Fire Chief or his designate.

## **7. FIRE CHIEF**

- 7.1. Council shall appoint the Fire Chief on the recommendation of the Chief Administrative Officer or his designate.
- 7.2. The Fire Chief shall report to the Director of Community Services.
- 7.3. The Fire Chief, subject to the policies of the County and subject to approval by Council, develop rules, regulations, policies and guidelines for the management and operation of the CGPFS. The Fire Chief may delegate any such responsibilities to a Deputy Fire Chief or another officer of the CGPFS.
- 7.4. The Fire Chief or his designate shall have control, direction, and management of any CGPFS Apparatus, Equipment, or personnel assigned to an Incident or Emergency.
- 7.5. Under the authorization of the Director of Community Services, subject to the budget and policies of the County, and upon authorization of the Chief Administrative Officer or his designate, the Fire Chief may appoint such other officers or members of CGPFS as deemed necessary.

## **8. POWERS**

- 8.1. The Fire Chief or his designate or an Incident Commander on site at an Incident or Emergency attended by the CGPFS, is empowered to:
  - i) Cause a building, structure or thing to be pulled down, demolished or otherwise removed if deemed necessary to prevent the spread of fire to other buildings, structures or things;
  - ii) Enter premises or property where the Incident or Emergency occurred and to cause any Member, Apparatus or Equipment of the CGPFS to enter, as is deemed necessary, in order to combat, control, mitigate or investigate the Incident or Emergency;
  - iii) Establish boundaries or limits at his discretion and keep persons from entering or remaining within the prescribed boundaries or limits unless those persons are authorized to enter or remain by the Incident Commander;
  - iv) At his discretion, call upon Peace Officers to enforce restrictions on persons entering or remaining within the boundaries or limits outlined in (iii) above or to assist in enforcing any other provision of this Bylaw;

- v) Enter, pass through or over buildings or property adjacent to an Incident or Emergency and to cause Members of the CGPFS and the Apparatus and Equipment of the CGPFS to enter or pass through or over the building or property, where he deems it necessary to gain access to the Incident or Emergency or to protect any person or property;
  - vi) Obtain assistance from other officials of the County as he deems necessary in order to discharge his duties and responsibilities under this Bylaw and such assistance shall be provided forthwith.
- 8.2. The Fire Chief or his designate or the Incident Commander at an Incident is empowered to compel persons who are not Members to assist in extinguishing a fire, removing furniture, goods and merchandise from any building on fire, or in danger thereof and in guarding and securing same and in demolishing a building or structure at or near the fire or other Incident.
- 8.3. The Fire Chief or his designate, or an Incident Commander at an Incident or Emergency is empowered to commandeer privately owned Equipment and operators which he considers necessary to deal with the Incident or Emergency and to authorize payment for that Equipment and operators at rates not to exceed those established by guidelines as may be approved by Council from time to time.
- 8.4. The Fire Chief or his designate is empowered to access any available water supply as deemed necessary for firefighting purposes.

## 9. FIRE PERMITS

- 9.1. In addition to any permits required under the *Forest and Prairie Protection Act*, fire permits may be required under this Bylaw.
- 9.2. An application for a fire permit for an outdoor fire, or a structure fire shall be made to a Fire Guardian verbally or in writing. The Fire Guardian shall receive and consider the application and may refuse issuance of permit on reasonable and probable grounds that a public interest risk or nuisance exists for the proposed fire.
- 9.3. When issuing the fire permit, a Fire Guardian may issue the fire permit unconditionally and/or may impose conditions.
- 9.4. Fire Permits issued pursuant to this Bylaw are valid for such periods of time as shall be determined and set by the Fire Guardian issuing the permit. The fire permit shall have endorsed thereon the period of time for which it is valid.
- 9.5. When an emergency or a potential emergency exists, the Fire Chief or his designate shall be empowered to suspend all structure fires, incinerator fires, outdoor fires, any outdoor camping fire lit for cooking or warming purposes, or the discharge of fireworks, within all or portions of the County for such a period of time and on such conditions as may be determined by the Fire Chief or his designate.
- 9.6. Upon receiving notice of the suspension or cancellation of a fire permit, the person concerned shall immediately extinguish any fire set, or cease any activity as described in said permit.
- 9.7. An application for a fire permit to discharge consumer fireworks shall be made to the Fire Chief's office verbally or in writing. The Fire Chief shall receive and consider the application and may refuse issuance of permit on reasonable and probable grounds that a public interest risk exists for the purposed permit. There shall be **NO** fee for this permit. A copy of the permit shall be attached as Appendix "B".
- 9.8. A Display Fireworks Supervisor shall apply for a permit in writing to the Fire Chief's Office at least fourteen (14) days before the intended of the fireworks display. The fee for this permit shall be One Hundred (\$100.00) Dollars. A copy of

this permit shall be attached as Appendix “B”.

9.9. The permit application shall include all of the following information:

- i) The name, address and signature of the person or persons sponsoring the fireworks display;
- ii) The name, certification number and signature of the fireworks supervisor;
- iii) The name of the person that is conducting the fireworks display;
- iv) The date and time of the purposed display;
- v) A detailed description of the purposed display;
- vi) The exact location planned for the fireworks display including a diagram of the grounds on which it will be held, showing the point from where the fireworks will be discharged, the location of the highway, railroad, overhead wires and obstructions, buildings and other structures, and the lines behind which the audience will be restrained;
- vii) Written consent from the owner of the property on which the fireworks display will be held;
- viii) Written consent from the property owners in the immediate vicinity where the display will be held;
- ix) The manner and place of storage of all fireworks prior to, during and after the display;
- x) The name and address of the vendor or vendors that supplied the fireworks used in the fireworks display;
- xi) Proof of General Liability insurance with coverage of at least \$1,000,000 per occurrence in a form acceptable to the County Fire Chief;
- xii) Any other information requested by the Fire Chief’s Office.

9.10. A fire permit to sell, offer for sale, store for the purpose of sale of fireworks shall be obtained from the Fire Chief or his designate. The fee for this permit shall be One Hundred (\$100.00) Dollars. A copy of this permit is attached as Appendix “A”.

9.11. A person wishing to purchase fireworks in the County of Grande Prairie must first obtain written permission to discharge, issued by the Fire Department of the Municipality where the fireworks will be discharged.

9.12. A fire permit shall not be transferable.

9.13. Notwithstanding any provisions within this Bylaw, the Fire Chief may issue a fire permit at his discretion and may designate any part of Grande Prairie County as a “Restricted Burning Area”.

## **10. GENERAL PROHIBITIONS**

10.1 No person shall light an outdoor fire, a structure fire, or discharge fireworks without a fire permit if a fire permit is required under this bylaw.

10.2 No person shall sell, offer for sale, store, give away, distribute, discharge, or set off fireworks without a fire permit.

10.3 No person shall sell Consumer “Low Hazard” Recreation fireworks within the County to any person under the age of 18 years.

10.4 When a fire is lit under the circumstances described in section 10.1, the owner or occupant of the property or the person having control of the property upon which such fire is set shall:

- i) Extinguish the fire immediately; or
- ii) If unable to extinguish the fire immediately, report the fire to the Fire Department; and

- iii) Be liable to prosecution under conviction and/or cost incurred by County to respond, suppress and extinguish the fire at the discretion of the County.
- 10.5 No person shall, either directly or indirectly, personally or through an agent, servant or employee ignite a fire and let it become a running fire on any property or allow a running fire to pass from his or her own property to another property.
- 10.6 No person shall light an outdoor fire, a structure fire, an incinerator fire, smudge fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times.
- 10.7 No person shall light an outdoor fire, a structure fire, incinerator fire, smudge fire, barbecue /fire pit, or portable appliance not fueled by propane or natural gas, during a municipal or provincial fire ban.
- 10.8 No person shall burn or permit the burning of Prohibited Debris.
- 10.9 No person shall obstruct a Peace Officer, Fire Guardian, Member of the Fire Chief's Office or firefighters in the performance of their duties. Obstruction will include, but not limited to, failure to provide access to property and failure to provide information as to the identity of individuals.
- 10.10 No person shall disclose false information when applying for a fire permit.
- 10.11 No person shall allow any fire to give off a dense smoke or offensive odors.
- 10.12 Any person who lights a fire or discharges fireworks for the purpose described in this bylaw is responsible to ensure that it is conducted in a safe manner.
- 10.13 No person shall damage, destroy or unlawfully remove Apparatus or Equipment belonging to CGPFS or an Ambulance Service Provider.
- 10.14 No person shall obstruct a Member or any person from carrying out duties imposed by this Bylaw or by the Fire Chief or his designate, an Incident Commander or the person responsible for the actions and resources of an Ambulance Service Provider.
- 10.15 No person shall falsely represent themselves as a CGPFS member, a member of a Fire Service or a member of an Ambulance Service Provider or wear or display a badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
- 10.16 No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any Incident or Emergency scene, fire alarm, fire hydrant, cistern or body of water designated, or deemed appropriate, for firefighting purposes or any connections provided to a fire main, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
- 10.17 No person shall obstruct or otherwise interfere with access roads or streets or other approaches to a hospital, health center or other medical facility or to park a vehicle in location designated for Ambulance parking.
- 10.18 No person shall park in any area designated for firefighter or fire department parking only or in a designated fire lane or thoroughfare.
- 10.19 No person shall use or tamper with a fire hydrant or other source of water designated specifically for fire fighting without first receiving permission from an official of the County or the Fire Chief.
- 10.20 No person shall intentionally make or cause to be made a false alarm whether or not the CGPFS, a Fire Service or an Ambulance Service Provider makes or attempts to make an emergency response.

## 11. PROHIBITIONS ON BURNING

- 11.1 No person shall set, permit or maintain any Open Fire such that smoke emitted from that fire impairs visibility on a highway or, in the sole opinion of the Fire Chief or his designate, becomes a nuisance or safety concern on adjacent property. The person who set, permitted or maintained such an Open Fire shall extinguish the fire immediately upon the order of the Fire Chief or his designate.
- 11.2 No person shall set, permit or maintain an Open Fire or any other fire, on any land designated as “Non-Permitted Areas” pursuant to the *Forest and Prairie Protection Act* or upon land owned, occupied, or under their control within the County, unless
- i) During fire season as determined by the County of Grande Prairie in the case of that geographical area known as the County White Area, verbal notification has been given to the Fire Chief or his designate prior to burning. The Fire Chief or his designate may request that a site inspection be performed before open burning commences in the County White Area.
  - ii) In the case of that geographical area known as the County Green Area;
    - a) during the fire season as determined by the Province of Alberta, a Permit in a form required by the Province has been issued by a fire guardian appointed by the Province prior to burning;
  - iii) In the case of that geographical area known as the County Red Area, a Permit has been issued by the Fire Chief or his designate;
  - iv) In the case of that geographical area known as the County Yellow Area;
    - a) during the fire season as determined by the County of Grande Prairie, a permit in a form required by the County has been issued by a fire guardian appointed by the County prior to burning.
- 11.3 No person located in a Hamlet or Subdivision shall burn household refuse unless a permit has been obtained from the Fire Chief. No person located in any other area so designated by the County shall burn household refuse in any container other than an approved small incinerator. For the purposes of this section, an approved small incinerator shall be of a type and design approved and registered by County, provided that all approved small incinerators will be kept in good repair and shall be kept and used only on the premises of the owner.
- i) Burning in approval recreational fire pits or burn barrels located within a Hamlet where a fire permit has been obtained from the Fire Chief or his designate may be permitted.
  - ii) Burning in approved recreational fire pits or burn barrels located within a Subdivision where a fire permit has been obtained from the Fire Chief or his designate may be permitted.
  - iii) For the purpose of this Bylaw a Subdivision shall mean an area of land divided up into building lots containing more than five (5) adjoining residences.
- 11.4 No person shall maintain or neglect to extinguish a fire that is threatening to spread to property that is not their own.
- 11.5 Unless permitted in writing by the Fire Chief or his designate, in his sole discretion, Open Fires shall be prohibited at all times within the following areas:

All those lands contained within the perimeters described as follows:

Commencing at the Wapiti River, northerly along the west boundary of Sections Fifteen (15), Twenty-Two (22), Twenty-Seven (27) and Thirty-Four (34) all in Township Seventy (70) Range Six (6) West of the Sixth (6<sup>th</sup>) Meridian, thence easterly along the south boundary of Section Three (3) Township Seventy One (71)

Range Six (6) West of the Sixth (6<sup>th</sup>) Meridian to the intersection with the southwest corner of the Southwest Quarter of Section Two (2) Township Seventy One (71) Range Six (6) West of the Sixth (6<sup>th</sup>) Meridian, thence northerly along the west boundary of the Southwest Quarter of Section Two (2) Township Seventy One (71) Range Six (6) West of the Sixth (6<sup>th</sup>) Meridian, thence easterly along the north boundary of the Southwest Quarter of Section Two (2) Township Seventy One (71) Range Six (6) West of the Sixth (6<sup>th</sup>) Meridian, thence southerly to the north west corner of the westerly subdivision parcel in the Southeast Quarter of Section Two (2) Township Seventy One (71) Range Six (6) West of the Sixth (6<sup>th</sup>) Meridian, thence easterly along the north boundary of the two subdivision parcels in the Southeast Quarter of Section Two (2) Township Seventy One (71) Range Six (6) West of the Sixth (6<sup>th</sup>) Meridian thence southerly along the east boundary of the easterly subdivision parcel in the Southeast Quarter of Section Two (2) Township Seventy One (71) Range Six (6) West of the Sixth (6<sup>th</sup>) Meridian to the intersection with the north boundary of Secondary Highway 668, thence easterly along the north boundary of Secondary Highway 668 to a point of intersection with the west boundary of Section One (1) Township Seventy One (71) Range Six (6) West of the Sixth (6<sup>th</sup>) Meridian, thence northerly along the west boundary of Section One (1) Township Seventy One (71) Range Six (6) West of the Sixth (6<sup>th</sup>) Meridian, thence easterly along the north boundary of Section One (1) Township Seventy One (71), Range Six (6) West of the Sixth (6<sup>th</sup>) Meridian to a point of intersection with the west boundary of Bear Creek, then southeasterly along the west boundary of Bear Creek to the point of intersection with the Wapiti River; thence westerly along the south boundary of the Wapiti River to the point of commencement, and as more particularly shown in Red on the attached Schedule "A".

## **12. PERMITTED BURNING**

- 12.1 Except within that area described in Article 11.5 above and notwithstanding Article 11.2 above, a permit shall not be required under this Bylaw to conduct:
- i) burning in fireplaces in or attached to dwellings as provided by legislation;
  - ii) burning in campgrounds and parks where fireplaces, stoves and fire pits are provided by or approved by the County;
  - iii) burning in a small incinerator for which a permit to construct and license to operate has been issued pursuant to the applicable legislation;
  - iv) burning of a smudge fire confined within a non-combustible receptacle that is set on land of 0.5 hectares or more, for the purpose of repelling insects or preventing frost in an orchard or garden;
  - v) burning by the CGPFS for the purpose of training its Members, reducing fire hazard through controlled burning or by the County for the purpose of thawing ground;
  - vi) burning in approved recreational fire pits in the areas known as the County White and Green areas;
  - vii) burning in burn barrels in the areas known as the County White and Green areas.
- 12.2 During a fire ban, all the fires described in Article 12.1 may be banned at the discretion of the Fire Chief's Office.

## **13. FIRE CONTROL ORDERS**

- 13.1 For the purpose of fire control, the Fire Chief or his designate, shall make recommendations to the Chief Administrative Officer, or his designate, and, upon his authorization, may issue a fire control order which may:

- i) suspend or cancel within any or all parts of the County all County issued Permits and verbal permissions allowing Open Fires, and
  - ii) prohibit or ban the setting or require the extinguishing of any Open Fire within the County including any fire listed or contemplated in Article 10.5 above; and,
  - iii) prohibit the starting or maintaining of any oilfield open pit flaring fire or attach precautionary requirements and conditions to such flaring fires.
- 13.2 A Fire Control Order made pursuant to this Article shall be broadcast at least twice a day for not less than two consecutive days by radio, television or other electronic media outlets which, in the opinion of the Chief Administrative Officer or the Fire Chief or their designates, are likely to bring the matter to the attention of the general public. A Fire Control Order may also be published in print media where the Chief Administrative Officer or the Fire Chief or their designate, deems it appropriate.
- 13.3 In an area affected by a Fire Control Order, every person shall immediately proceed to extinguish every Open Fire or banned fire enumerated which has been set, permitted or maintained by them, or which has been set, permitted or maintained under their authority, or which has been set, permitted or maintained on land occupied or owned by them.
- 13.4 All fire fighting costs incurred by the CGPFS in extinguishing or fighting an Open Fire or any fire that has been banned by a Fire Control Order may be recovered.
- 13.5 Where a person causes a fire to which CGPFS or the County responds, that person is responsible for all direct and indirect costs incurred by the County in extinguishing that fire.
- 13.6 Where a person:
- i) fails to obtain a Permit or verbal authority as required under this Bylaw prior to setting or causing a person to set an Open Fire; or
  - ii) obtains a Permit or a verbal authority as provided for in this Bylaw but fails to follow the provisions of the Bylaw and those conditions outlined on the Permit or in the verbal authority; or
  - iii) fails to extinguish an Open Fire when required to do so upon the demand of the Fire Chief or his designate or a Peace Officer;
- and CGPFS extinguishes the fire or the fire grows beyond the control of the person and an Incident or Emergency to which CGPFS responds occurs, then such person shall be liable to pay all direct and indirect costs incurred by the County in extinguishing the fire.

#### **14. PENALTIES AND OFFENCES**

- 14.1 Any person who fails to comply with any provisions contained in this Bylaw is guilty of an offence and is liable, on a conviction, to a fine of not less than Two Hundred Fifty Dollars (\$250.00) or such other amount as may be specified in this Bylaw and not exceeding \$10,000.00, and to imprisonment to term of not more than one year, or both.
- 14.2 Where a person contravenes this Bylaw, the specified penalty payable is prescribed in Schedule “B”.
- 14.3 A Peace Officer is authorized to enforce this Bylaw under Section 7 of the *Municipal Government Act* and may, under Part 2 of the *Provincial Offence Procedures Act (Alberta)*, issue a violation ticket.
- 14.4 In the case of an offence that is of a continuing nature, a contravention constitutes a



separate offence in respect of each day or part of a day on which it continues.

- 14.5 Where the Fire Department has taken any action whatsoever for the purpose of extinguishing a fire, responding to a fire call or incident in the County, or for the purpose of preserving life or property from injury or destruction by fire or other incidents on property within the County, including any action taken by the Fire Department on a false alarm, the Fire Chief or CAO may, in respect of any cost incurred by the Fire Department in taking such action, charge these costs to the owner or occupant of the property in respect of which the action was taken.
- 14.6 The cost for Fire Department services rendered shall be determined by the Fire Chief or the CAO. In the event that the owner or the occupant shall feel aggrieved by any action taken by the Fire Chief or CAO pursuant to Section 14.1, he or she shall have a period of thirty (30) days from the date of mailing of the notice to appeal to Council the action. The decision of Council on any such appeal shall be final and binding upon the owner or occupant of the property.
- 14.7 In respect of any costs or fees levied or charged under this Bylaw:
  - i) The County of Grande Prairie may recover such costs or fees as an amount due and owing to County of Grande Prairie pursuant to Section 552 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26; and
  - ii) In default of payment, where permitted by the *Municipal Government Act* R.S.A.2000, Chapter M-26 Section 533(1)(c), add the amounts due to the tax roll of the property in question;
- 14.8 If a Violation Ticket is issued in respect to an offence which provides for a voluntary payment equal to a specified fine, the person who committed the offence may plead guilty to the offence and make a voluntary payment equal to the specified fine without the necessity of appearing in Court.

## 15. ENFORCEMENT

- 15.1 The Fire Chief or his designate or a Peace Officer is hereby authorized to enforce any provision of this Bylaw, and in the event of an Incident or Emergency, may enter onto premises or property, and may make such inquiries or demands as may be necessary for those purposes.

## 16. INDEMNITY

- 16.1 A Member of CGPFS or a Peace Officer acting in good faith and without malice in the discharge of his duties under this Bylaw, shall not render himself liable personally and is hereby relieved from all personal liability for any damage that may occur to persons or property as a result of any act required or by reason of any act or omission in the discharge of those duties.
- 16.2 The County shall defend any suit, action or claim, commenced against a Member wherein it is alleged that the Member acted in a negligent manner during the course of the Member's duties (whether by commission or omission). Unless directed to the contrary by the member affected in writing, the County shall defend any such suit, action or claim until the final determination of the proceedings, a negligent act or omission, brought against a Member until final determination of the proceedings.

## 17. FEES AND COSTS

- 17.1 Council may, from time to time set a fee for any service provided by CGPFS.
- 17.2 The fee shall be subject to interest rates as may be established by the County from time to time respecting outstanding accounts.
- 17.3 The fee shall become a debt due and owing the County.

- 17.4 In the case of response services provided to an Incident or Emergency, other than a medical Incident or Emergency, on lands within the County where fee and interest charges are unpaid after three (3) months from the date an invoice is issued, the County Administrator or his designate is authorized to place the aforesaid fee and interest charges against the tax roll of the parcel of land on which the Emergency or Incident occurred.
- 17.5 The Fire Chief may establish fees based on a cost recovery basis for all consumable materials used by the CGPFS as per County Policy.
- 17.6 A copy of the set fees shall be included as Schedule “C”.

## 18. REPORTING

- 18.1 The Owner or authorized agent of a property damaged by fire shall immediately report the particulars of the fire to the County in a manner and form satisfactory to the Fire Chief or his designate.
- 18.2 The Owner or authorized agent of any property containing a dangerous goods product or products, which sustain accidental or unplanned release, shall immediately report such a spill or release to the County in a manner and form satisfactory to the Fire Chief or his designate. For the purpose of this Article, “dangerous goods” means any material or substance that may constitute an immediate or long term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment and includes those products, substances and organisms covered by any applicable Federal or Provincial environmental legislation.

## 19. SEVERABILITY

- 19.1 Should any section or part of this Bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

## 20. RESCINDING OF PREVIOUS BYLAWS

- 20.1 Bylaw Number 2682 and Bylaw Number 2713 in this regard are hereby rescinded

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_ A.D. 2012.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
COUNTY ADMINISTRATOR

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_ A.D. 2012.

\_\_\_\_\_  
REEVE

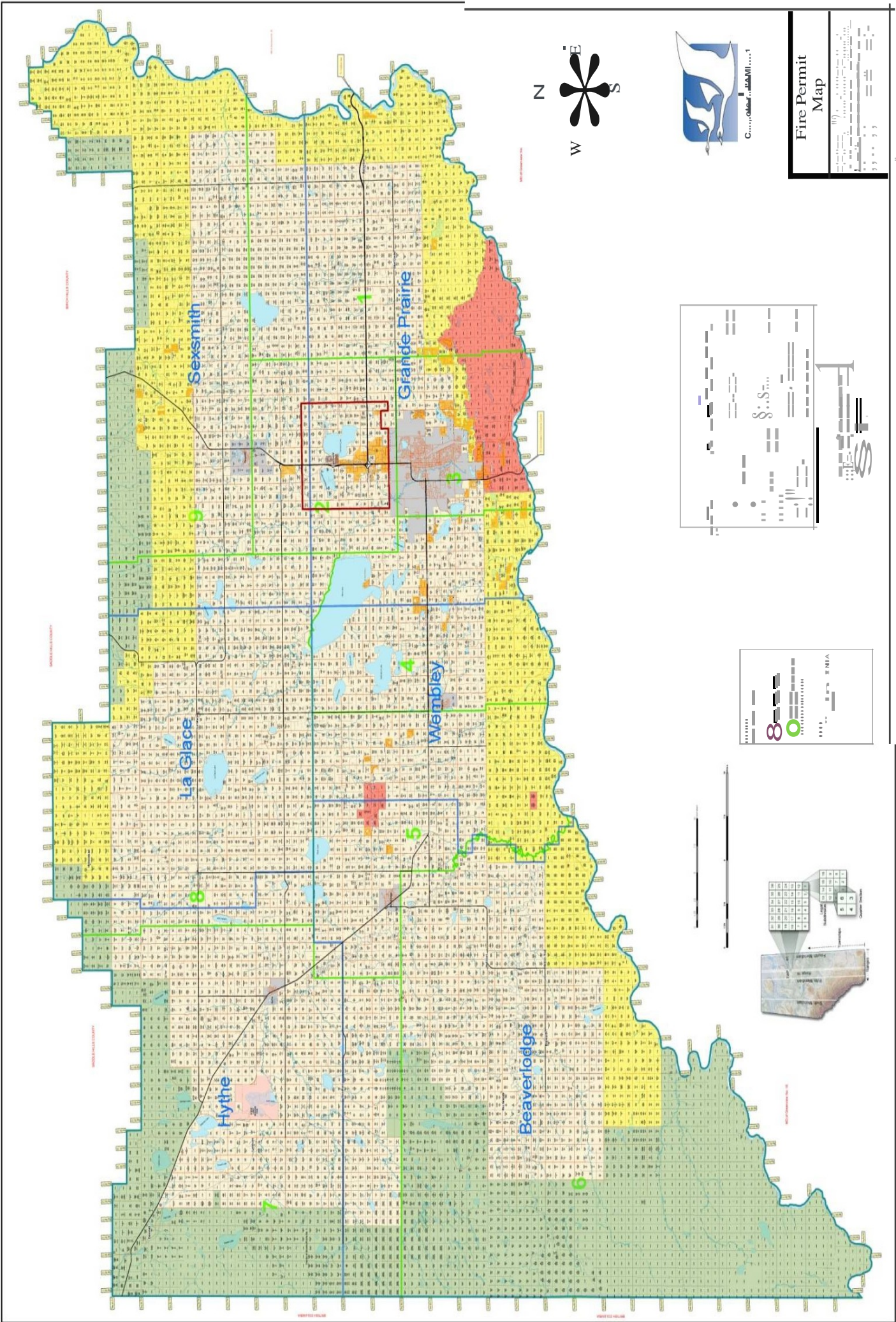
\_\_\_\_\_  
COUNTY ADMINISTRATOR

READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_\_DAY OF \_\_\_\_\_  
A.D. 2012.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
COUNTY ADMINISTRATOR

Scale bar and north arrow



**Fire Permit Map**

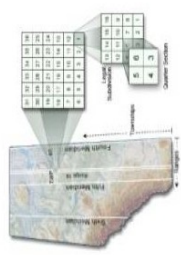
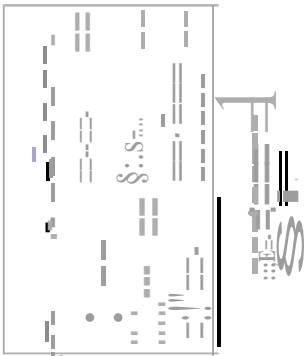
Scale: 1:50,000

Map Date: 2011

Map Author: City of Grande Prairie

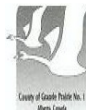
Map Reviewer: City of Grande Prairie

Map Approved: City of Grande Prairie





FIRE PERMIT



[! 1

(FREE)

GP 01053

Issued under authority of the Forest and Prairie Protection Act and Regulations.

THIS PERMIT AUTHORIZES:

NAME: \_\_\_\_\_ PHONE# \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE#-----

ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

To kindle fires on the following land(s): LSD / % SEC \_\_\_\_\_ sEc. \_\_\_\_\_ TWP. \_\_\_\_\_ RGE. \_\_\_\_\_ WEST of \_\_\_\_\_ MER.

Use the following for GPS, multiple or other land locations:

\_\_\_\_\_ Disposition Type \_\_\_\_\_

For the purpose of burning: please select one

- ☐ bales
- ☐ machine-piled brush piles
- ☐ a smudge
- ☐ Other \_\_\_\_\_
- ☐ in a burn barrel
- ☐ old buildings
- ☐ swaths
- ☐ \_\_\_\_\_
- ☐ dry grass/stubble
- ☐ root piles/root rows
- ☐ for a sweat lodge
- ☐ \_\_\_\_\_
- ☐ hand-piled brush piles
- ☐ slab piles
- ☐ windrows
- ☐ \_\_\_\_\_
- ☐ in an incinerator
- ☐ in a smokehouse
- ☐ yard clean-up/debris
- ☐ Sketch/photo attached

☐ Permit denied due to current site conditions. \_\_\_\_\_

Section 4 (Regulations): Every person who sets a fire under authority of a permit shall

- (a) keep the permit at the site of the fire;

(b) produce and show the permit to an officer on request;

(c) keep the fire under control;

(d) extinguish the fire before expiration of the permit or upon cancellation of the permit;

(e) have a responsible person in attendance at the fire at all times, except as may be otherwise authorized by a forest officer.

And the following conditions apply:

- ☐ Burning not permitted with winds over \_\_\_\_\_ km/hr.
- ☐ Adequate water supply required in order to control and/or extinguish.
- ☐ Adequate fire equipment required in order to control and/or extinguish.
- ☐ Ignition requirements: \_\_\_\_\_
- ☐ No more than \_\_\_\_\_ piles are to be burning at any time.
- ☐ Spread debris upon completion of burning and cold-trail for hot spots to ensure holdover fires have been completely extinguished.
- ☐ Burn barrel/incinerator to be maintained in good working condition.
- ☐ Contact local road authority for proper signage prior to ignition. Phone: \_\_\_\_\_
- ☐ Other conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Effective: \_\_\_\_\_ Expires: \_\_\_\_\_ Date Issued: \_\_\_\_\_

I have read and understand the responsibilities imposed on me by Section 4 of the Forest and Prairie Protection Regulations, Part 1 and the conditions contained in this permit.

Countersigned by

\_\_\_\_\_  
Permittee Name (Print)

\_\_\_\_\_  
Fire Guardian Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

A fire permit is valid only for the period for which it is issued.

WARNING

Failure to follow the above conditions may result in a fine and/or imprisonment and/or recovery of suppression costs.

NOTICE

To report a wildfire, call 911

CAUTION

Fires may smoulder long after a fire appears to be out. Cold trail for hot spots amongst the ashes for any remaining holdover fires.

Note: This permit is not valid unless countersigned and may be cancelled at any time.

See reverse

Extracts from the Forest and Prairie Protection Act of Alberta RSA 2000, Chapter F-19 2003.

- 19(3) A fire permit is valid only for the period for which it is issued.  
(4) A forest officer or fire guardian issuing a fire permit may endorse on the permit any special fire control conditions with which the applicant must comply in addition to this Act and the regulations.  
RSA 1980 cF-14 s19
- 20 A fire permit may be suspended or cancelled at any time by a forest officer or a fire guardian and on receiving notice of the suspension or cancellation the person concerned shall immediately extinguish any fire set pursuant to the person's permit.  
RSA 1980 cF-14 s20
- 21(1) For the purpose of fire control the Minister may, by order,  
(a) suspend or cancel within any part or all of Alberta all fire permits, or  
(b) prohibit the lighting or require the extinguishing of a fire set other than under the authority of a fire permit.  
(2) An order made pursuant to subsection (1) must be immediately published at least twice a day for not less than 2 consecutive days by the radio and television stations or through such other means of communication that are considered by the Minister most likely to bring the matter to the attention of the public.  
(3) In an area affected by an order made pursuant to subsection (1), every person shall immediately proceed to extinguish every open outdoor fire lit by the person or under the person's authority and every fire located on land occupied or owned by the person.  
RSA 2000 cF-19 s21:2003 c20 s17
- 22 No person shall  
(a) light an outdoor fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times,  
(b) light an outdoor fire when any fire hazard or burning hazard is conducive to a fire readily escaping out of control,  
(c) fail to take reasonable steps to control a fire for the purpose of preventing it from spreading onto land other than the person's own,  
(d) deposit, discard or leave any burning matter or substance in a place where it might ignite other matter and result in a fire, or  
(e) conduct in a forest protection area any activity that involves the use of fire or that might reasonably be expected to cause a fire, unless the person exercises reasonable care to prevent a fire from occurring.  
RSA 2000 cF-19 s22:2003 c20 s18

What you need to know

In the forest protection area, fire permits are required during the fire season, (April<sup>1</sup><sup>51</sup> - October 31<sup>51</sup>). The fire season may be extended if the risk or danger of wildfire exists.

What you can't burn

- Preserved wood
- Material from automobile bodies and tires
- Rubber or plastic and any material that contain rubber or plastic
- Used oil
- Animal manure
- Pathological waste

Safe Burning Practices

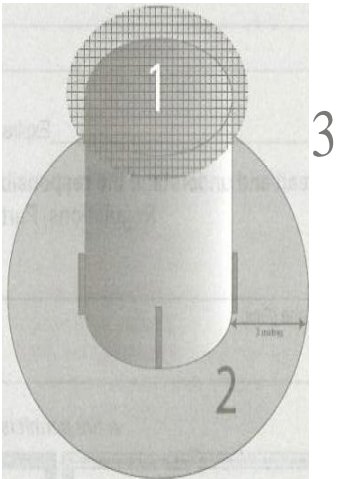
- A fire permit is a legal document that authorises a person to burn at a time specified on the permit. By obtaining a fire permit, you have indicated your intention to burn and are responsible for conducting the burn in a safe manner.
- Check all burning for hold-over fires.
- Walk the burn area.
  - Probe the burned area to ensure there are no hot spots. Spread and/or stir the debris.
  - Water down and extinguish hot spots.
- Cold trail the site. A process by which one carefully inspects for hold-over fires with hand and/or probe for heat and/or embers. If any are found, extinguish and ensure perimeter and burnt areas are cold to touch.

Fire bans

When conditions are extremely hot and dry, a fire ban can be issued. When this occurs your fire permit will be suspended or cancelled and your fire must be extinguished.

Preparation and maintenance of burn barrels and incinerators

1. Always cover your burn barrel/incinerator with 6 mm (1/4") or smaller metal mesh screen.
2. Clear away any debris for at least 3 meters (10 feet) around your burn barrel/incinerator and work up the area to expose the soil.
3. Position your burn barrel/incinerator at least 30 meters (100 feet) away from any structures or standing timber.



Adhere strictly to the conditions stated on your fire permit. Under the Forest and Prairie Protection Act, you may be held responsible for fire suppression costs or any penalties that occur as a result of burning without a permit, or failing to comply with the conditions stated on your fire permit.

**SCHEDULE “B”**

WHEREAS, under the provisions of Section 44 of the *Provincial Offence Procedures Act*, and under the provisions of Section 7 of the *Municipal Government Act*, Council may by By-Law provide for the payment of Violation Tickets or Summons out of Court.

A notice of Form (commonly called a Violation Ticket) may be issued by a Peace Officer to any person charged with a breach of any provisions of this Bylaw and the hereto mentioned Acts shall apply in regards to the payment.

Section	Charge	First Offence	Second Offence	Third Offence
10.1	Light an outdoor fire, structure fire, discharge fireworks without a fire permit if a permit is required under this bylaw.	\$ 250	\$ 500	\$ 5,000
10.2	Sell, offer for sale, store, give away, distribute, discharge, or set off fireworks without a fire permit.	\$ 250	\$ 500	\$ 5,000
10.3	Sell Consumer ‘Low Hazard’ Recreation fireworks to any person under the age of 18.	\$ 250	\$ 500	\$ 5,000
10.5	Either directly or indirectly, ignite a fire and let it become a running fire on any property or allow a running fire to pass from his/her property to another property.	\$ 500	\$ 1,000	\$ 5,000
10.6	Light an outdoor fire, structure fire, incinerator fire, or smudge fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times.	\$ 500	\$ 1,000	\$ 5,000
10.7	Light an outdoor fire, structure fire, incinerator fire, smudge fire, barbecue/fire pit, or portable appliance not fuelled by propane or natural gas during a municipal or provincial fire ban.	\$ 500	\$ 1,000	\$ 5,000
10.8	Burn or permit the burning of Prohibited Debris.	\$ 500	\$ 1,000	\$ 5,000
10.9	Obstruct a Peace Officer, fire guardian, member of the Fire Chief’s office or firefighters in the performance of their duties.	\$ 500	\$ 1,000	\$ 5,000
10.10	Disclose false information when applying for a fire permit.	\$ 500	\$ 1,000	\$ 5,000
10.11	Allow any fire to give off dense smoke or offensive odours.	\$ 500	\$ 1,000	\$ 5,000
10.12	Failure to light a fire or discharge fireworks in a safe manner.	\$ 500	\$ 1,000	\$ 5,000
10.13	Damage, destroy, or unlawfully remove apparatus or equipment belonging to the Fire Service or an Ambulance Service Provider.	\$ 500	\$ 1,000	\$ 5,000
10.14	Obstruct a member or any person from carrying out duties imposed by this Bylaw or by the Fire Chief or his designate, an Incident Commander or the person responsible for the actions of an Ambulance Service Provider/	\$ 500	\$ 1,000	\$ 5,000
10.15	Falsely represent themselves as a member of a Fire Service or wear or display a badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.	\$ 500	\$ 1,000	\$ 5,000
10.16	Obstruct or otherwise interfere with access roads or streets or other approaches to an Incident or Emergency scene, fire alarm, fire hydrant, cistern or body of water designated	\$ 500	\$ 1,000	\$ 5,000

	or deemed appropriate for firefighting purposes or any connections to a fire main, standpipe, sprinkler system, cistern or other body of water designated for firefighting purposes.			
10.17	Obstruct or otherwise interfere with access roads or streets or other approaches to a hospital, health centre or other medical facility or to park a vehicle in a location designated for ambulance parking.	\$ 500	\$ 1,000	\$ 5,000
10.18	Park in an area designated for firefighter or fire department parking only or in a designated fire lane or thoroughfare.	\$ 500	\$ 1,000	\$ 5,000
10.19	Use or tamper with a fire hydrant or other source of water designated specifically for firefighting without first receiving permission from an official of the County of the Fire Chief.	\$ 500	\$ 1,000	\$ 5,000
10.20	Intentionally make or cause to be made a false alarm whether or not a Fire Service or an Ambulance Service Provider makes or attempts to make an emergency response.	\$ 500	\$ 1,000	\$ 5,000
11.1	Set, permit or maintain any open fire such that smoke emitted from that fire impairs visibility on a highway or, in the sole opinion of the Fire Chief or his designate, becomes a nuisance or safety concern on adjacent property.	\$ 500	\$ 1,000	\$ 5,000
11.4	Maintain or neglect to extinguish a fire that is threatening to spread to property that is not their own.	\$ 500	\$ 1,000	\$ 5,000
11.5	Set or permit an open fire in the prohibited fire area described in this bylaw, unless permitted in writing by the Fire Chief or his designate.	\$ 500	\$ 1,000	\$ 5,000



SCHEDULE “C”

Part 1	
Fire Inspection and Investigation Services	Fee
a) All Fire Inspection Services including but not limited to; Inspection, Certification, Examination, Approval, Calculation, Reporting, Review, Requests or measures of compliancy are subject to an hourly charge per Member per hour plus expenses	\$75.00
b) Fire Rescue Standby Service required as a condition of the issuance of the permit or where the Fire Prevention Officer has determined that there is sufficient risk to the safety of people or property to merit on scene Fire Rescue Services	Charges as per Part 3 of Schedule C
c) Knox® Fire Department Key Box	\$95.00
d) Mileage	\$2.25/km
e) Security for site of Investigations and Inspections as determined by the Fire Service	Cost +15%
<i>*Non-Profit food outlets and/or those food outlets operating at registered not for profit festivals or events will be exempt from the Special Event Food Outlet Inspection fee.</i>	

Part 2	
Permits	Fee
1. Recreational Burning Permit (Back Yard Fire Pit) per year	No Charge
2. Open Burning Permit, per event	No Charge
3. Permits related to fireworks and pyrotechnic devices:	
a) Permit for sale of fireworks and pyrotechnic devices: per location, per year;	\$100.00
b) Permit for display of high hazard fireworks: per permit, per event;	\$100.00
c) Permit for the display of Low Hazard fireworks, per event	No Charge
<i>*Non-Profit entities and/or displays operating at a registered not for profit festivals or events will be exempt from the Permit for the use of pyrotechnic devices fee.</i>	

Part 3	
Fire Rescue Fees	Fee
1. Fire Rescue Response to False Alarms:	No charge
a) For the first response related to malfunctioning Fire Safety Installations or other safety monitoring devices, at the same premises responded to during each calendar year.	
b) Second (2 <sup>nd</sup> ) response to a False Alarm	
c) Third (3 <sup>rd</sup> ) and each subsequent response to a False Alarm	\$500.00
2. Engines, Tenders, Rescue, Ladder, boat: per Apparatus, per hour or portion thereof	\$500.00
3. Utility Vehicles, Squad, Brush truck, Trailers, Fire Prevention Vehicles, Mobile Command Post, 4 x 4 mobile pumps, Quads, Skidoos and any other unspecified Apparatus: per Apparatus, per hour or portion thereof	\$350.00
4. Dangerous Goods Apparatus:	\$1200.00
a) per Apparatus, for the first sixty minutes or portion thereof, plus expenses, and a 15% handling charge for all materials and supplies	

b) per Apparatus, for each subsequent sixty minutes or portion thereof, plus expenses, and a 15% handling charge for all materials and supplies	\$700.00
5. Costs related to operational staffing: per Member, per hour or portion thereof	\$125.00

Part 4	
Administration	Fee
1. Request for the Administrative Service of a Member (including Witness Interviews)	\$125.00
a) per Member, per hour or portion thereof plus expenses (2 hour minimum charge)	
b) Plus: thereafter, per Member, per sixty minutes or portion thereof;	\$90.00
c) Plus: actual expenses incurred	
2. Reports ( <i>Via Subpoena Only per FOIPP Legislation</i> )	
a) Requested copies of CGPFS Run Reports, Dangerous Goods Reports, Fire Investigation Reports, or Patient Care Reports, related to a specific Incident, including letters of summary and all services associated with providing the requested information:	
i) Per report, up to two hours research and preparation;	\$160.00
ii) Plus: thereafter, per sixty minutes or portion thereof;	\$80.00
b) Duplication of photographs:	
i) Hardcopy Photograph	\$40.00
a. Up to 5 photographs;	\$10.00
b. Each additional photograph;	
ii) Digital Photograph	
a. Up to 20 digital photographs	\$55.00
b. Each additional photograph	\$5.00
3. Environmental Enquiries per location	\$75.00

MEMORANDUM OF AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2015

BETWEEN: **MUNICIPAL DISTRICT OF GREENVIEW No. 16**

4806 – 36 Avenue  
Valleyview, Alberta  
T0H 3N0  
(Hereinafter referred to as the “MD OF GREENVIEW”)

OF THE FIRST PART

-and-

**THE COUNTY OF GRANDE PRAIRIE No.1**

10001 – 84 Avenue  
Clairmont, Alberta  
T0H 0W0  
(Hereinafter referred to as the “COUNTY OF GRANDE PRAIRIE”)

OF THE SECOND PART

RE: **“TECHNICAL RESCUE AND DANGEROUS GOODS SERVICES”**

**WHEREAS** MD of Greenview and the County of Grande Prairie wish to enter into an agreement for technician level technical rescue and dangerous goods services;

**AND WHEREAS** The County has the necessary technical rescue and dangerous goods equipment and trained staff to provide such services and herein agrees to provide services when called upon;

**AND NOW THEREFORE THE PARTIES** to this Agreement, in consideration of the mutual promises and covenants herein after contained, agree as follows:

1. **In this Agreement, the following words and terms shall have the following meanings:**

- a. “Assistance” shall mean firefighting, fire protection or other resources available pursuant to this Agreement. Assistance may relate to incidents which the Requesting Party does not attend or does not believe it will attend, or incidents which the Requesting Party does attend, but believes it would be prudent to require further or other forces for firefighting/protection purposes.
- b. “Claims” shall mean any and all manner of action or actions, cause or cause of action, suits, proceedings, demands, debts, dues, sums of money, costs, expenses and damages of every nature and kind arising at law, equity, statute or otherwise which any party has, had, or may have.
- c. “Effective Date” shall mean \_\_\_\_\_, 2016.

- d. "Equipment" shall mean firefighting vehicles, apparatus and other equipment.
- e. "Personnel" shall mean firefighters, fire officers, hazardous material technicians / specialist and rope rescue technicians.
- f. "Consumables" shall mean tools, equipment and products once used cannot be recovered.
- g. "Requesting Party" shall mean a party to this Agreement which requests Assistance from another party to this Agreement.
- h. "Responding Party" shall mean a party to this Agreement which responds to the request for Assistance made by a Requesting Party.

## 2. **TECHNICAL RESCUE AND DANGEROUS GOODS RESPONSE INFORMATION**

- a. The MD of Greenview, if and when in need of aid to respond to a technician level technical rescue or a technician level dangerous goods emergency call, may request services from the County of Grande Prairie, subject to the following conditions:
  - i. The County of Grande Prairie Regional Fire Service agrees to provide technician level technical rescue and dangerous goods response to the MD of Greenview, subject to the availability of County of Grande Prairie equipment, manpower and current County emergencies.
  - ii. MD of Greenview agrees to provide support to technician level technical rescue and dangerous goods responses within the boundaries of the MD of Greenview.
  - iii. When providing technician level technical rescue and dangerous goods response, the following command and control structure will apply:
    - 1. The first Party to arrive at the scene of an incident shall assume incident command;
    - 2. In the event that a Responding Party is the first to arrive at the scene of an incident, the Responding Party will assume incident command until such time as the Requesting Party arrives and is ready to assume incident command; and
    - 3. Commands and requests of an incident commander shall be communicated in accordance with command structure of the department to whom the commands or requests are directed.
    - 4. To ensure optimal service to the MD of Greenview a unified command structure should be strived for drawing on the strengths of both response groups.
  - iv. All incoming support (personnel and equipment) shall report to the Incident Commander for direction and assignment of duties.
  - v. This Agreement only applies within the boundaries of the MD of Greenview.
- b. Any invoice for the technician level technical services will be billed to the MD of Greenview in accordance with the County of Grande Prairie No.1 Fire Bylaw 2924.

## 3. **IDENTIFICATION AND INDEMNIFICATION**

- a. For the purpose of giving notice under this Agreement, the address of The MD of Greenview shall be:

**MUNICIPAL DISTRICT OF GREENVIEW**

Box 1079  
Valleyview, Alberta  
T0H 3N0  
PHONE: (780)524-7600  
Fax : (780)524-4307

The address of the County of Grande Prairie shall be:

**THE COUNTY OF GRANDE PRAIRIE**

10001 – 84 Avenue  
Clairmont, Alberta  
T0H 0W0  
PHONE: (780) 532-9722

FAX: (780) 539-9889

- b. Under the terms referenced in this Agreement, the performance of the Responding Party and its obligations hereunder are subject to the availability of equipment and personnel at any time.
- c. **INDEMNIFICATION:**
- i. The Requesting Party will indemnify and hold harmless the Responding Party, their employees, volunteers or agents, from any and all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Requesting Party or their employees, volunteers or agents, in the performance of this Agreement.
  - ii. Such indemnification shall survive this Agreement.
  - iii. The Responding Party shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by anyone in the performance of the Agreement.
  - iv. Notwithstanding section 3(c)(iii) hereof, each Party to this Agreement indemnifies and saves harmless the other Party and the other Party's employees, volunteers or agents from the Indemnifying Party's own gross negligence, and the gross negligence of their employees, volunteers or agents in the performance or purported performance of this Agreement.

4. **GENERAL INFORMATION:**

- a. This Agreement may only be amended by the mutual written consent of the Parties hereto.
- b. Upon signing of this Agreement, any previous agreement for technician level technical rescue or dangerous goods response between MD of Greenview and the County of Grande Prairie is rescinded and of no further force or effect.

- c. Subject to section 4(d), this Agreement expires on December 31, 2018. However, the Parties may review and renew this Agreement, in writing, or enter into a new agreement, should they mutually choose to do so.
- d. Either Party may terminate this Agreement by giving the other Party ninety (90) days' notice in writing of its intention to terminate this Agreement, in which case, this Agreement will automatically terminate upon the expiry of the ninety (90) day notice period.
- e. The Parties to this Agreement will work together to raise the level of dangerous goods training and promote public education in regard to technical rescue awareness and firefighting issues.
- f. The Parties hereto shall, at their own respective cost and expense, maintain in full force and effect during the term of this Agreement, liability general insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.
- g. The County of Grande Prairie endeavors to provide an orientation consisting of one, 10 hour day a year at each of the Fire Departments located within the MD of Greenview at their respective stations to a maximum of 5 presentations per calendar year. The County of Grande Prairie will provide 2 Technician Staff, the dangerous goods response unit with support vehicle, and appropriate props and training materials necessary to complete the orientation. The orientation will be billed on a cost recovery basis for lodging, consumables and fuel with staff and equipment billed at a rate of \$2000/day for each orientation.
- h. Any information in regard to this agreement or any action related to this agreement that is to be published via media release or statements by incident command or public information officers not related to immediate public safety must be approved by both parties before release.

**IN WITNESS WHEREOF** the Parties hereto have affixed their hands and corporate seals.

**MUNICIPAL DISTRICT OF GREENVIEW**

---

**CAO**

---

**REEVE**

**THE COUNTY OF GRANDE PRAIRIE**

---

**CAO**

---

**REEVE**



# Manager's Report

**Function:** Infrastructure & Planning

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

**Date:** 10/11/2016

---

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

- Attended Capital budget presentations to Council.
- Reviewed Operational budgets with Managers of Environmental Services, Facility Maintenance, Planning & Development, Operations Services and CAO.
- Attended project status meeting with Associated Engineering.

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

- The Forestry Trunk Road Simonette Hill project is going well with traffic utilizing the detour while the new road is being constructed. The detour road has been holding up very well. There has been some minor surface slides on the back slope which can be expected, as the remainder of the water drains off after being saturated for 25 plus years. We will continue to monitor and touch up as required. We have laid out the neo-web product on the hill and are adding surfacing gravel.
- A Day labor crew is working on the Forestry Trunk road km between km 50-70 are completing surfacing gravel compaction works, with the final product looking and performing very well.
- The crew is receiving multiple compliments from industrial users travelling on this section of road.
- We are finalizing the design and regulatory approvals and consultations processes for the Forestry Trunk road Economy Creek project.
- Dechant Construction working on Range Road 230 project will receive their Construction Completion Certificate (CCC). The remaining items are seeding and harrowing works.
- Twp. 672 Landfill Connector road is awaiting final approval from Alberta Environment and Parks (AEP) and an onsite inspection.



- Day labor is continuing to work on the repairs to roads and infrastructure due to the wet season we have had. Work has been completed to Range Road 220 slide and culvert replacement SE of Valleyview on RR 220.
- Day labor completed the temporary residential access along Range Road 224 to Garrett's residential approach.
- Day labor crew is working on the Township 721A access road regrade, towards the DeBolt Public Services Building (PSB). We have received the plan from OPUS for the Grovedale PSB for review.
- The Old High Prairie Road phase 1, 2 & 3 open house was held September 8, 2016.
- We have received a draft tender to review for bridge maintenance work on BF 74433 & BF 77070. This will be advertised for tender and awarded in October.
- We had a fencing contractor out to Gordey Drainage to install new fencing as per agreement with landowner, Clarke's. The contractor has some work to do to get Construction Completion Certificate (CCC) and may be asked to completed some repair work caused by the June flooding.

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

- General Maintenance on Maintenance Task List.
- Monthly inspection and maintenance on all Greenview facilities.
- Check Fire Extinguisher, check Eye Wash Stations and First Aid Kits.
- Cutting grass at all of our facilities.
- Collected all Fire Pumps and Fire Pump Trailers throughout Greenview.
- Security Cameras at OPS, FSO, FCSS, Grande Cache Sub-Office and Grovedale Shop A+B. is ongoing.
- Card readers at OPS, FSO, FCSS, Grande Cache Sub-Office and Grovedale Shop A+B is ongoing.

#### **Administration Building**

- The Installation of a heat trace system main entrance and at the north end of the building will resolve the snow and ice sliding off the roof in winter months.
- We replaced existing security cameras and are installing new card reader software in the server room.

#### **Pioneer Centre**

- Finished the landscaping around sitting bench on Alberta Ave and First Street and remainder of landscaping at the Pioneer Center.

#### **Medical Clinic**

- Started to build a new fifth doctors area (two exam rooms and one doctor office) building walls, install drywall, patching and sanding, change electric, millwork in two exam rooms and office area, plumbing of three wash sinks and painting. We anticipate the project will be completed on Oct.14/16.

#### **Regional Landfill**

- Completed an inspection at the site and recorded any needed repairs, the report was sent it to Gary Couch.

#### **Public Service Buildings**

- Alfred is involved with the new Public Service Buildings and Colleen is involved with the landscaping.



## **Manager Operation, Gord Meaney**

### **West Sector**

- Completed guide rail repair and clean-up on the FTR.
- Airth Pit reclamation completed for this year.
- Continue clearing of damaged trees in ROW.
- Beaver control is on-going.
- Working on sign repairs.
- Continuous road maintenance with graders.

### **East Sector**

- Start crushing program in SML 060085 in Fox Creek area.
- Gravelling is complete at Sunset House and Ridgevalley.
- Repairs to pavement and sub-grade on RR 262 Ridgevalley is complete.
- Haul gravel and culverts to DeBolt fire hall.
- Repair and haul gravel to turn-a-round at the Regional Land Fill.
- Mowing Grande Cache, Valleyview and the FTR.
- Brushing south Valleyview and Sunset House.
- Sign repairs in various areas.
- Working on beaver control issues.
- Dealing with misc. requests. Repair slide on Twp. 702.
- Haul fill and gravel to slide repair on RR 220.
- Regular road maintenance with graders.

### **Shop**

- Windshield repair quote was awarded to Barks Body Works Ltd.
- Vehicle and equipment units being donated to the Town of Fox Creek were prepped for and picked up.
- Continue with video training on the Snap-On Diagnostic System.
- Regular maintenance and repair on the entire fleet.

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

### **Water and Distribution**

- Little Smoky water distribution is substantially complete and operational. We have had great reviews from customers on pressure and quality. A new distribution pump had to be replaced, as the second one had failed.
- The Crooked Creek water transmission line is completed with minor landscaping to be finished when conditions are dry.
- Ridgevalley Water Treatment Plant tenders have closed and awarding will be recommended to council soon.
- Grovedale test well is waiting on weather and availability to drill final well.
- Sweathouse Waterpoint required excavation to repair a broken heat trace wire. Cleanup remains.
- Repairs to a minor water leak in the Ridgevalley distribution system will be completed promptly.
- Maintenance of all water valves and verification of locations and mapping in hamlets.
- Completed Operational and Capital budgeting for department.

### **Wastewater**

- The Septage Receiving Station for Grovedale is progressing well and on schedule
- Awaiting surveying at Industrial Lagoon site. Clearing scheduled for early 2017.
- Entire gravity sewer system in Ridgevalley and DeBolt were flushed and inspected last week. Low pressure systems remains to be flushed.
- Locating and repairing all manholes in all hamlets.
- Wastewater Lagoon effluent annual release is scheduled to begin this week.

### **Solid Waste**

- Sweathouse and Sunset house Transfer stations cement pads and safety rails are now completed and worked out very well with a number of compliments on looks and functionality. We will be completing the same work at Little Smoky starting this week.
- Upgrade of Sturgeon Heights transfer station has been delayed. Awaiting updates from the consultant.
- Attended the Recycle Council of Alberta's annual fall conference. Learned of some new recycle methods used by other municipalities throughout the province.
- Just finishing the final sites for metal clean up and salvaging.
- Two new gates remain to be installed, all other transfer stations gates have been completed. Fencing has started as well.

## **Manager Planning & Development, Sally Rosson**

- Planning Staff attended the Alberta Development Officers (ADOA) conference held in Lloydminster. Staff were updated of the number of changes with modernized MGA (Bill 20) that will require municipalities to work together through municipal partnerships to deliver more effective efficient services to their communities within a specified time frame. There will be mandatory long term inter-municipal funding agreement to ensure municipalities work together to provide core services. New requirements for off-

site levies to also include fire halls, police stations, community recreation facilities and libraries with contributions from new development who receives 30% or more benefit of the new facility. Up and coming clean technology predicting changes in next 5 to 10 years including future premium electric transportation such as Tesla motors and the advancements of technology and the effects on municipal infrastructure.

- Working with Big Mountain developers for their submission of the storm water management plan prior to their subdivision proceeding.
- Court of Appeal Application has been made by a landowner on a subdivision and development decision. The court date for permission to appeal has been scheduled for October 13, 2016 in Edmonton.
- The following new Applications were received in the various categories for the month of September 2016:

Business Licenses:	One
Development Permit Applications:	Sixteen
Lease Referrals	Four
Land Use Amendments (re-designation):	One
Subdivision Applications:	Five



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** Community Services

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

**Date:** 10/4/2016

---

### **General Manager Community Services, Dennis Mueller**

- Administration has been dealing with small issues regarding the Valleyview multiplex construction project, however the overall project is proceeding along well.
- Administration is presently making amendments to the Fox Creek Multiplex and Fire Hall agreements as per the applicable changes that were adopted at the September 27, 2016 Council Meeting.
- The response from the community groups to provide financial statements for the grant funding they received from Greenview has been excellent to date.

### **Agricultural Services Manager, Quentin Bochar**

#### **Problem Wildlife Officer and Pest Program**

- As of October 3, 2016, 168 beaver control efforts to protect municipal infrastructure and control flooding on agricultural properties have been conducted, the efforts will continue until freeze up.
- Public inquiries regarding the continuation of the Wolf Harvest Bounty incentive have been fielded, with information provided to those inquiring that the program will be active until the additional funding provided runs out or the end of 2016, whichever comes first.
- The Manager of Agricultural Services is working with the Resource Manager, Alberta Environment and Parks to facilitate a meeting between Greenview, Alberta Environment and Parks and the public regarding elk depredation and crop/feed losses.
- Agricultural Services is in the process of creating a list of potential land owners in the affected elk depredation area that are willing to be included in the novel pilot project from Alberta Conservation Association (ACA) to get in touch with hunters to harvest elk on their property.

- The Agricultural Department is currently creating some problem wildlife public awareness/education programming for Greenview residents.

#### **Outdoor Recreational Facility Maintenance Program**

- The four sites that are currently being managed at this time are:
  - Swan Lake
  - Grovedale Fish Pond
  - Kakwa River Campground
  - Southview Rest Area
- Facility improvements including signage, kiosks, fire pits, picnic tables, etc. for these four sites are scheduled to be conducted in the fall.
- Facility improvements that include a new floating dock are scheduled for Grande Cache Lake.

#### **Vegetation Management Program**

- Approximately 2200 km of roadside spraying has been completed, this accomplishment is in target with the 2200 km planned projection for the year.
- The brush spray program to date has completed approximately 190 Ha.
- The spot spray program to date has completed approximately 60 Ha.
- Weed inspections:
  - Approximately 4700 weed inspections have been conducted in Greenview with 1650 locations having weeds detected.
  - Approximately 1156 inspections were conducted in Valleyview with 144 locations having weeds detected.
  - Approximately 988 inspections were conducted in Fox Creek with 108 locations having weeds detected.
- The Agricultural Service Department estimates that the weed inspection program to date is approximately three to four weeks behind schedule due to the unfavorable weather conditions that occurred this spring/summer/fall within Greenview.

#### **North American Invasive Species Managers Association (NAISMA) Conference**

- The Manager of Agriculture Services attended the NAISMA Conference in Salt Lake City, UT on September 26-29, 2016. The following schedule of events ensued at the conference:
- September 26, 2016
  - Attended the Weed Free Forage and the Weed Free Gravel Committee Meeting
    - Listened to the various reports from various jurisdictions regarding the weed free programs.
  - Attended the Weed Free Train the Trainer Session

- Learned the up to date standards and weeds that are part of these programs.
- September 27, 2016
  - Goats Rue Biology and Control Session
    - Information was provided that Goats Rue is a weed of concern in Idaho and Montana and has the potential to invade Alberta's eastern slopes.
    - This plant contains a poisonous alkaloid that kills sheep, goats, and cattle.
    - Goats Rue has a similar appearance to the American Vetch.



- Local Weed Problems Tour
  - Wasatch Mountains State Park in Utah has a very severe leafy spurge problem, they have been using a combination of back pack and aerial spraying with helicopters, as well as bio-control agents to combat the weed throughout this rough terrain.
  - Heber Valley, Utah has a severe problem with Common Burdock, Canada Thistle, Leafy Spurge, and a weed called Teasel.



- Sundance, Utah has problems with weed control in the resort area, due to a mixture of municipal, state, and private ownership as well as a faction that does not condone weed control.



- Last Stop was Utah Lake (3<sup>rd</sup> largest lake, West of the Mississippi River) State Park where a huge Phragmites problem exists and is impacting animal habitat, shoreline stabilization and water conservation.



- September 28, 2016
  - Federal Agency updates:
    - Bureau of Land Management – responsible for 246 million acres of public land. They are currently in the middle of a spatial mapping project to identify areas of focus, approximately 79 million acres are infested with invasive species.
    - US forest Service – currently their biggest problem is invasive grasses in the national forests. They discussed the 200,000 acres of national forest infested with feral hogs and identified their efforts of control.
    - National Park Service – discussed their role with invasive plant management and restoration in the National Parks. Approximately 1.5 million acres are infested with invasive species (2.6% under control and treating 364 different species across the US.).
    - U.S. Fish and Wildlife Service – 55 million acres in national wildlife refuge system and 500 million acres in the two coastal national monuments (Pacific and Atlantic).
  - Update on the EDDMaps (Early Detection and Distribution Mapping System) Program
    - Designed by Chuck Barger from the University of Georgia.
    - The EDDMaps is the basis that most modern invasive species mapping systems are created and the standard utilized across North America.
  - Selecting Inventory Targets and Methods for Mapping
    - Uses a mapping system to identify areas in which invasive species are not present.

- Inventory planning is utilized to identify the species to target, the areas and method that it will be conducted.
- NAISMA Annual General Meeting
  - New Board of Directors was selected and includes one director from Alberta and one from British Columbia.
- Concurrent Sessions:
  - Attended sessions on a new invasive called Cheat Grass that has the potential to invade AB. The session included the integrated management approach; Cheat Grass management and ecology and the inter agency cooperation.
- September 29, 2016
  - North American BioControl Consortia Updates from CABI (Centre for Agriculture and Biosciences International) and BBKA (Biotechnology and Biological Control Agency)
    - Updates were provided on the biocontrol agents for 14 invasive species.



Example of a highway sign in Montana

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

- The second HEART Conference was held in Valleyview September 13<sup>th</sup> and 14<sup>th</sup> at the Memorial Hall and proved to be an excellent learning opportunity for the 150 attendees. The conference proved to be an excellent learning opportunity for the 150 people who attended. The conference provided elected officials, community members, educators, and social services agencies with information on domestic violence, gender stereotypes, socialization of men and boys, and cultural sensitivity training. The feedback from participants was excellent and the HEART team was pleased to achieve the conference goals.
- The Green View FCSS Manager currently sits on the Provincial FCSS Directors Network Committee, and is a Regional Representative for the Northwest Programs. At the last Family and Community Support Service Directors Network Committee Meeting held September 29 & 30, the Green View FCSS Manager was nominated from the committee to be a Director Representative on the FCSSAA (Family and Community Support Services Association of Alberta) Board. This opportunity will not only expand learning opportunities but will create a direct link to the Provincial Government and ensure a voice represents the rural FCSS perspectives.
- Several FCSS staff will attend the Psychological First Aid Training held in McLennan on October 4<sup>th</sup>. The goal of the training is to provide support for front line staff with assisting people in need after a disaster or an emergency situation.
- The first draft of the new Emergency Social Services Response Plan is now available. This draft is the blueprint for Greenview's most up to date information and instructions on conducting an emergency social service response.
- Green View FCSS's Older Adult Information Day is scheduled October 6<sup>th</sup> in Grovedale and October 7<sup>th</sup> in Valleyview. Presentations include updates on senior's benefits and supports, elder abuse, assisted living supports, end of life planning, as well as an update on the Seniors Housing complex currently under construction in Valleyview.
- The FCSSAA (Family and Community Support Services Association of Alberta) Conference, which is attended by board and staff members, will be in Edmonton at the Fantasyland Hotel November 23<sup>rd</sup> – 25<sup>th</sup>.

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

- Grovedale Public Service Building commissioning of the mechanical components has commenced. The electrical commissioning is scheduled for October 3<sup>rd</sup> at which time the identified deficiencies will be forwarded to Southwest Design & Construction for appropriate follow up action. The kitchen cabinets at both sites are in the process of being built to the specifications in the contract. The build will take up to two months to complete at no additional cost to Greenview.

- The construction of the DeBolt Public Service Building is approximately 4 to 6 weeks behind the Grovedale building.
- Administration has a meeting on October 5<sup>th</sup> with Field Engineering and Associates and Southwest Design and Construction to address deficiencies and to acquire a firm occupancy date for the Grovedale and DeBolt Public Service Buildings.
- The Protective Service Manager spoke with the District Commander for Grande Prairie on September 29<sup>th</sup> to acquire the expected posting date for the Valleyview Enhanced Policing position. The signed agreement was sent to the Solicitor General last month for this position and to date Greenview Administration has not received a response. The District Commander will contact K Division in Edmonton to acquire an update on this posting.
- The Greenview Fire Services Coordinator has been asked by the Office of the Fire Commissioner to sit on the committee that will decide the distribution of the Fire Service Training Program Grant. The grant is an annual program with \$500,000.00 in funding distributed throughout the province to support local fire training initiatives.
- Greenview has forwarded an expression of interest to the FRIAA Grant Program for the funding of a Table Top Exercise to be centered on a wildfire event. We have begun the application process with Forest Resource Improvement Association of Alberta (FRIAA) and have asked for \$8,000.00 to design and complete the exercise.
- The Alberta Municipal Health and Safety Association COR (certificate of recognition) allows auditors to assist other municipalities audit as part of the Peer Program. Greenview's Safety Officer recently assisted the City of Grand Prairie with their external COR audit. The experience provided an opportunity to learn from another municipality, network with neighboring municipalities and gain a greater understanding in the auditing process.
- Our annual Greenview internal safety audit was completed on September 26<sup>th</sup> and was a success for the safety program. The COR program is administered by WCB (Alberta Workers' Compensation Board) and based on the safety performance and the use of AMHSA's (Alberta Municipal Health and Safety Association) Audit Tool may provide WCB premium discounts. The new audit tool used this year had additional requirements for site hazard assessments and contractor safety which Greenview had implemented. Greenview staff have been diligent in 2016 to ensure the new requirements were in practice. Some positive indicators in Greenview's safety program include the enthusiasm that Greenview staff exemplify in their respective work areas, the participation in the new contractor management systems and the efforts to provide relevant documentation. The audit process includes a requirement to implement an action plan after the AMHSA quality audit review is complete. The expectation is for Greenview to continually improve its safety program so that more time will be expended to preventative measures and planning rather than incident management.

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

### **Community Walking Trails - Ridgevalley**

- Administration is currently focused on confirming project details such as trail locations, planned user types and land agreements in order for the project development to be implemented for the summer of 2017. The community seems very supportive of the walking trail infrastructure that Greenview has planned for their community.

### **Grande Cache Lake Day Use Area**

- Greenview is now formally the leaseholder to the Grande Cache Lake Day Use Area. Administration will work to complete as many of the budgeted 2016 upgrades as possible. Administration will also be renewing the lease that has come up for renewal during the transfer process.

### **Alberta Environment and Parks Meeting**

- Administration met with representatives from Alberta Environment and Parks (AEP) on September 23, 2016 to further develop working relationships and discuss current and future projects which concern both Greenview and the Province. Specific projects were discussed as outlined below in addition to operational aspects such as education and enforcement at the applicable sites.

#### **JOHNSON PARK**

The Department Miscellaneous Lease (DML) will be formally issued between September 26<sup>th</sup> and October 7<sup>th</sup>. At this point Greenview is lawfully permitted to begin cleanup, mowing and brushing of the site. A development permit application for the development of the road and day use infrastructure will be submitted.

Other points of discussion regarding Johnson Park include:

- Confirming the Johnson Park project is a multi-phase development plan.
- The park save at approximately 142.5 hectares.
- Confirmation that it is not for the proposed use of motorized ATV.

#### **KAKWA FALLS ROAD**

AEP heard about Greenview's interest in the "Kakwa Falls Road and wanted to clarify some items. The following are the basic points discussed.

- Greenview has identified a strategic area between Two Lakes and Lick Creek Staging Area.
- AEP indicated tourism in the area declined in the mid-90s.
- Parks has received public backlash in prior years. Plans to develop this recreation area have ignited heated discussions between detractors and supporters.
- The second recently developed trail is not suitable for quad transit.
- The first section was built by Weyerhaeuser in the early 2000s. It is a well-built road; very solid.
- The Swan City Snowmobile Club has been working with Parks to maintain the trails, but a plan is required for installing additional stalls.
- Parks would support a project to enhance the road between Two Lakes and Lick Creek.



**SOUTHVIEW  
and KAKWA  
RIVER  
DIVESTMENT**

Administration sent a letter in August requesting the divestment of the Kakwa River and Southview Recreation areas from the Parks Act, the following discussions were conducted:

- Parks will respond shortly to Greenview's divestment request, likely indicating they will move forward with the divestment.
- The next step is for Greenview to apply for a DML.
- As part of the DML process, Greenview will contact Resources Management with regards to wildlife within this area.
- Greenview will likely expand the currently lease slightly to meet future expansion goals.
- A DML will be issued following the leasing procedure.

**SIMONETTE  
RIVER  
DIVESTMENT**

The divestment of the Simmonette River Provincial Recreation Area include a similar approach that was discussed for Kakwa and Southview.

- This project is in the concept stage at the moment, but Parks indicated they are open to the idea.
- This is a flooding zone.
- Parks indicated tourism in the area has been declining since the mid-90's

**HWY 669  
BRIDGE  
OVER THE  
LITTLE  
SMOKY**

- Greenview Council is interested in formally developing a recreation area on the site, including a boat launch.
- As a first step, Resources Management will inspect the informal boat launching area and site.
- Provincial Land Management staff will investigate whether a previous DRS (Disposition Reservation) may exist on the area and identify any potential conflicts.
- Greenview will then apply for a DML to utilize the site as a day use area.
- A separate DML will need to be applied for in order to formalize the boat launch.

**HWY 43  
BRIDGE  
OVER THE  
SMOKY**

- Greenview Council is interested in formalizing a boat launch in this area as well.
- The Province has been considering enforcement plans in this busy area. A Seasonal Conservation Officer has been hired to increase public education.
- The project should include a fenced parking area similar to Magoo's Landing east of the Weyerhaeuser bridge.
- If the project goes ahead, Greenview will need to commit to providing enforcement.
- If crown land is required Greenview will then apply for a DML to utilize the site.
- A separate DML will need to be applied for in order to formalize the boat launch.

**VALLEYVIEW  
WILDERNESS  
PARK ALONG  
THE LITTLE  
SMOKY**

- Greenview is interested in developing and managing a Valleyview Recreation Corridor that would include the areas of Conroy Pit, Sunset Trails, 8-Mile Road and Hunter's Paradise.
- The project design could be based on the Eagle Point Provincial Park concept.
- Provincial Land Management staff will search for individual dispositions previously granted in the area.
- At this point it would likely be quicker if Greenview applied for separate dispositions over time.

**GROVEDALE  
WALKING  
TRAILS**

- The project is to build a trail route between the O'Brien Provincial Park and Nighthawk Ski Hill.
- Land Management would prefer ownership of this section of trail by Greenview.
- Greenview Council is in favor of creating walking trails on new water pipeline routes.
- The first project of this nature will start with the Landry Heights Water System construction likely by the end of 2017.

**DINO  
TRACKS**

- Greenview has signed a MOU with Grande Cache Coal to develop the dinosaur tracks sites located on mine property.
- There is potential for commercialization of the project in 1 or 2 years.
- The area was designated as a protected historical site in 2006.
- AEP is favorable of the idea of working with Greenview and Grande Cache Coal to revise the reclamation certificates for the hauls roads and mine sites from a natural standard to a recreation or tourism standard as part of a 25 year development plan.

**OTHER  
PROSPECTS**

The Province presented for consideration two development prospects:

- Day use area across from the O'Brien Provincial Park.
  - The Province and Aquatera would provide support for developing the site.
  - This project will require cut and removal of trees on the centre of the site.
  - The site will have to be designed to permit foot traffic only.
- Cutbank River (Highway 40)
  - The Province is encouraging the development of this area for family recreation.
  - The site would have to be expanded.
  - Administration will work with AEP on these projects as Administration work priority allows.



Administration has been working closely with DeBolt community representatives on assisting with the completion of a playground grant proposal to be submitted to Greenview. Some details include:

### **Playground**

- The community has decided that the new playground should be located on the museum grounds which is currently Greenview owned property.
- They have currently requested a quote from 2 different companies, however, on their behalf, we have requested a 3<sup>rd</sup> from another company to see if Administration can get them a better price.
- The museum has requested that the existing playground on the grounds remain until a new one is in place or at minimum close to installation.
- The museum has removed the existing slide for safety reasons.
- Administration has tentatively negotiated linking the museum and new playground with a walking trail connection to the nearby walking trail currently being proposed to the community. The community walking trail is currently being reviewed by the DeBolt Ag. Society.

### **Bathroom Request**

- The museum has requested assistance with establishing a stand-alone bathroom facility on the museum grounds. At this time they were advised to look into submitting a separate grant proposal. Of particular note, there is no sewer infrastructure on the grounds therefore, we have provided them information on the single and double vault bathroom system which is to be reviewed and taken forward on their own accord at this time.

### **Winnie Moore Park**

- While working with the museum on the aforementioned, it has been brought to our attention that the swings may be unsafe at the Winnie Moore Park. A field visit was completed and we are currently making plans to remove the chains/swings from the frame. No further plans at this location are in place at this time.

## **Economic Development Officer,**

### **Branding and Image Building**

- The Branding and Image Building proposals have been short listed with interviews planned for the second week of October. The final Request for Decision will be submitted to Council by October 30<sup>th</sup>, 2016.

### **Business Incubator Project**

- An application for funding for the Regional Business Incubator project has been submitted to the provincial government via Grande Prairie Research Innovation Network, response to the application is anticipated by January 2017. The incubator project will provide the opportunity to locate an incubator environment that will provide like-minded businesses with the opportunity to not only

access this unique location but also have access to mentors and industry professionals through a grant /subsidy program. The incubator will assist businesses in the development of product, assist with establishing their business and with accessing capital funding. Greenview is participating in this initiative with the search of business participation from businesses within Greenview.

- 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.

#### **Grande Prairie Hospital 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 October 14, 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.

#### **Fox Creek**

- The Fox Creek Operators Group Annual Community Day will be held on October 5, 2016
  - The Economic Development Officer will be in attendance at the event.

#### **Events and ongoing projects**

- Geothermal workshop – Sept 28, 2016
- Greenview Industrial Area project– Terms of Reference development.
- Fox Creek Residential and Industrial project reviews.
- Dinosaur Tracks Project –public members have not applied for the roles on the steering committee board.
- Introductory Meeting with the Minister of Economic Development was held on October 3, 2016.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** Corporate Services

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

**Date:** 9/30/2016

---

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

At this time of the year the focus is capturing and coordinating the next three years' Capital Plans and Operational budgets to create a consolidated budget for Council. As Council is aware, we have completed the Capital Plans and during presentation with Council, confirmed which of the proposed capital projects Council approved. Any project that was accepted by Council during the presentations will be included and incorporated into the final consolidated budget presentation to Council November 22<sup>nd</sup>.

The proposed 2017 – 2019 operational budget will be released to Council on October 26 with initial presentations to Council on November 1 & 2. Following which Corporate Services will complete the requested changes from Council and provide Council with the final Capital and Operational Budget on November 16. Administration is hoping the 2017 consolidated budget will be approved at the Regular Council meeting on November 22<sup>nd</sup>, 2016 and acknowledge the 2018 and 2019 budgets for information.

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

Donna continues to complete daily demands of efficiently running the finance department. She takes care of the vehicle and registration needs. Along with the constant reviewing and posting of AP, AR, Cash Receipt and Tax batches and adjusting GL entries. She assists other departments when required.

### **Human Resources – Recruitment & Retention, Sandra Rorbak**

Positions filled since last report: 1) The Transfer Station Attendant position has been filled. There are currently no positions at the offer stage since last report. The open competitions this month include: 1) Development Officer with Planning & Development, 2) Project Engineer with Infrastructure & Planning Department. Unfortunately, there was one resignation submitted since last period, it was the Communications Assistant.

**Information Systems, Shane Goalder**

Shane was busy with the installation of new office printers, laptop and desktop computers. He also created a new user – our newly hired Transfer Station Attendant for the Puskwaskau area. All required work has been completed on the 10 Year Capital Plan and the 3 Year Operational Budget & of courses, all other IT support as required and requested.



*A GREAT PLACE TO LIVE, WORK AND PLAY*

# CAO's Report

**Function:** CAO

**Date:** October 11<sup>th</sup>, 2016

**Submitted by:** Mike Haugen

---

## **Budget**

Much of staff time from the previous report has been spent in budget preparation. Staff continue to prepare this document for presentation to Council.

## **“Deep Dive” Geothermal Project**

I attended the presentation of the Deep Dive Geothermal study of which Greenview was a funder. While in attendance I also spoke on Greenview's behalf as part of the Municipal Panel.

The initial report is encouraging for Greenview and the potential development of geothermal energy. Administration is working with the author of the report to arrange a presentation to Council at an upcoming Council Meeting or Committee of the Whole.

## **Upcoming Dates:**

Nov 15-17      AAMDC Convention