



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Tuesday, April 25, 2017

9:00 AM

Council Chambers  
Administration Building

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		1
#3	MINUTES	3.1 Regular Council Meeting minutes held April 11, 2017 – to be adopted.	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	4.1 Bylaw 17-778 Road Closure	30
#5	DELEGATION	9:00 a.m. 5.1 Community Foundation of Northwestern Alberta	9
		9:30 a.m. 5.2 Fox Creek RCMP Presentation	28
#6	BYLAWS	6.1 Bylaw 17-778 Road Closure	30
#7	OLD BUSINESS		
#8	NEW BUSINESS	8.1 Greenview Canada 150 Grant Requests	41
		8.2 Valleyview Seed Cleaning Plant	92
		8.3 Appointment of Pest Inspectors	101
		8.4 Appointment of Weed Inspectors	104
		8.5 Greenview Mascot	107
		8.6 2016 Audited Financial Statements and Information Returns	163

8.7 McAusland Development Third Party Engineering Report 165

8.8 Expression of Interest Book Hiring Procedure 177

#9 COUNCILLORS  
BUSINESS & REPORTS

#10 CORRESPONDENCE

- 2017 Annual Woodlands Open House
- GPRC 2017 Convocation
- Redwillow Players Thank You Letter
- STARS
- Letter from the Town of Fox Creek

#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, April 11, 2017

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

**PRESENT**

Reeve	Dale Gervais
Deputy Reeve	Roxie Rutt
Councillors	Tom Burton
	George Delorme
	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	Lianne Kruger

**ABSENT**

Councillor	Dave Hay
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**#2:** MOTION: 17.04.135. Moved by: DEPUTY REEVE ROXIE RUTT  
**AGENDA** That Council adopt the April 11, 2017 agenda with addition:

- 11.2 Intergovernmental Relations
- 8.5 Advertise for Greenview Multiplex Advisory Citizens at Large

CARRIED

**#3.1** MOTION: 17.04.136. Moved by: COUNCILLOR LES URNESS  
**REGULAR COUNCIL** That Council adopt the Minutes of the Regular Council Meeting held on Tuesday,  
**MEETING MINUTES** March 28, 2017 as presented.  

CARRIED

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

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

There were no Public Hearings presented.

#5  
DELEGATIONS

**5.0 DELEGATIONS**

**5.1 FIBRE OPTIC INFRASTRUCTURE PRESENTATION**

GPTIX  
PRESENTATION

MOTION: 17.04.137. Moved by: COUNCILLOR DALE SMITH  
That Council accept the presentation from GPOptix, as information.

CARRIED

**5.3 KEYERA PRESENTATION**

KEYERA  
PRESENTATION

MOTION: 17.04.138. Moved by: COUNCILLOR TOM BURTON  
That Council accept the presentation from Keyera for information as presented.

CARRIED

Reeve Gervais recessed the meeting at 10:24 a.m.  
Reeve Gervais reconvened the meeting at 10:40 a.m.

**5.2 GRANDE PRAIRIE REGIONAL HOSPITAL FOUNDATION**

GRANDE PRAIRIE  
REGION HOSPITAL  
FOUNDATION

MOTION: 17.04.139. Moved by: COUNCILLOR TOM BURTON  
That Council accept the presentation from the Grande Prairie Regional Hospital  
Foundation for information as presented.

CARRIED

#6  
BYLAWS

**6.0 BYLAWS**

**6.1 BYLAW 17-781 RE-DESIGNATE FROM AGRICULTURE (A) DISTRICT TO INDUSTRIAL (I) DISTRICT**

BYLAW 17-781  
FIRST READING

MOTION: 17.04.140. Moved by: COUNCILLOR DALE SMITH  
That Council give First Reading to Bylaw No. 17-781, to re-designate a 1.44  
hectare ± (3.56 acre) parcel from Agriculture (A) District to Industrial (I) District  
within SE-17-66-21-W5, as per Schedule 'D' attached.

CARRIED

BYLAW 17-781  
PUBLIC HEARING

MOTION: 17.04.141. Moved by: COUNCILLOR TOM BURTON  
That Council schedule a Public Hearing for Bylaw No. 17-781 to be held on May  
23, 2017, at 10:00 a.m. to re-designate a 1.44 hectare ± (3.56 acre) parcel from  
Agriculture (A) District to Industrial (I) District within SE-17-66-21-W5, as per  
Schedule 'D' attached.

CARRIED

**6.2 BYLAW 17-780 TAX RATE**

BYLAW 17-780  
SECOND READING

MOTION: 17.04.142. Moved by: COUNCILLOR TOM BURTON  
That Council give second reading to the 2017 Tax Rate (Property Tax) Bylaw 17-780.

CARRIED

BYLAW 17-780  
THIRD READING

MOTION: 17.04.143. Moved by: DEPUTY REEVE ROXIE RUTT  
That Council give third reading to the 2017 Tax Rate (Property Tax) Bylaw 17-780.

CARRIED

#7  
OLD BUSINESS

**7.0 OLD BUSINESS**

There was no Old Business presented.

#8  
NEW BUSINESS

**8.0 NEW BUSINESS**

**8.1 GRANDE PRAIRIE REGIONAL COLLEGE - SPONSORSHIP**

GRANDE PRAIRIE  
REGIONAL COLLEGE  
SPONSORSHIP

MOTION: 17.04.144. Moved by: DEPUTY REEVE ROXIE RUTT  
That Council accept for information the Grande Prairie Regional College 2017 College Classic sponsorship request.

CARRIED

**8.2 DEBOLT SENIOR HOUSING**

DEBOLT SENIOR  
HOUSING

MOTION: 17.04.145. Moved by: COUNCILLOR TOM BURTON  
That Council direct Administration to send correspondence to the Grande Spirit Foundation supporting the restoration and continued sustainability of the DeBolt Senior Housing units.

CARRIED

**8.3 POLICY 4004 REVISION**

POLICY 4004

MOTION: 17.04.146. Moved by: COUNCILLOR TOM BURTON  
That Council approved the revision(s) to Policy 4004 Equipment Contractors Registry as presented.

CARRIED

#### 8.4 MUNICIPAL EXCELLENCE AWARDS

MUNICIPAL  
EXCELLENCE  
AWARD

MOTION: 17.04.147. Moved by: REEVE DALE GERVAIS  
That Council endorse a letter to the Town of Grande Cache in response to their decision to not take part in the Municipal Excellence Awards Application.

CARRIED

Reeve Gervais recessed the meeting at 12:01 p.m.  
Reeve Gervais reconvened the meeting at 1:07 p.m.

#### 8.5 CAO / MANAGERS' REPORT

CAO REPORT

MOTION: 17.04.148. Moved by: COUNCILLOR DALE SMITH  
That Council accept the CAO and Managers' Report, as information.

CARRIED

#### 8.6 ADVERTISE FOR GREENVIEW MULTIPLEX ADVISORY CITIZENS AT LARGE

GREENVIEW  
MULTIPLEX

MOTION: 17.04.149. Moved by: REEVE DALE GERVAIS  
That Council directs Administration to advertise for the two positions for Members at Large on the Greenview Regional Multiplex Advisory Board.

CARRIED

#9  
COUNCILLORS  
BUSINESS &  
REPORTS

#### 9.1 COUNCILLORS' BUSINESS & REPORTS

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

WARD 1

##### COUNCILLOR GEORGE DELORME

Councillor Delorme had nothing to report.

WARD 3

**COUNCILLOR LES URNESS** updated Council on his recent activities, which include:

Area Base Regulation Advisory Council Meeting  
Tri Municipal Industrial Development Meeting

WARD 7

**DEPUTY REEVE ROXIE RUTT** updated Council on her recent activities, which include:

DeBolt Senior's Residential Facilities Meeting

**WARD 5**                    **COUNCILLOR DALE SMITH** updated Council on his recent activities, which include:  
Policy Review Committee Meeting

**WARD 6**                    **COUNCILLOR TOM BURTON** updated Council on his recent activities, which include:  
Fox Creek Recreation Committee Meeting  
DeBolt Senior's Residential Facilities Meeting  
Community Planning Association of Alberta Executive Meeting  
Grovedale Senior's Residential Facilities Meeting  
Tri Municipal Industrial Development Meeting  
Community Planning Association of Alberta Scholarship Awards  
CARES Announcement  
South Peace Regional Archives Society Meeting  
Rising Above Banquet  
Policy Review Committee Meeting

**WARD 8**                    **COUNCILLOR BILL SMITH** updated Council on his recent activities, which include:  
Community Futures Training Workshop  
Grovedale Agricultural Society Meeting  
Grovedale Senior's Residential Facilities Meeting  
Tri Municipal Industrial Development Meeting

**WARD 4**                    **COUNCILLOR DAVE HAY**  
Councillor Hay was not in attendance.

**9.1 REEVE'S REPORT:**

**WARD 2**                    **REEVE DALE GERVAIS** updated Council on his recent activities, which include:  
Tri Municipal Industrial Development Meeting  
DeBolt Senior's Residential Facilities Meeting  
Golden Triangle Consortium Spring Meeting  
Fox Creek Recreation Committee Meeting  
CARES Program  
Rising Above Banquet

**#10**  
**CORRESPONDENCE**                    **10.0 CORRESPONDENCE**

MOTION: 17.04.150. Moved by: COUNCILLOR TOM BURTON  
That Council accept the correspondence as presented.

CARRIED

#11 IN CAMERA

**11.0 IN CAMERA**

IN CAMERA

MOTION: 17.04.151. Moved by: COUNCILLOR TOM BURTON  
That the meeting go to In-Camera, at 1:53 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the In Camera.

CARRIED

**11.1 PRIVILEGED INFORMATION**

*(FOIPP; Section 27(1))*

**11.2 INTERGOVERNMENTAL RELATIONS**

*(FOIPP; Section 21(1))*

OUT OF CAMERA

MOTION: 17.04.152. Moved by: COUNCILLOR DALE SMITH  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come Out of Camera at 2:35 p.m.

CARRIED

**12.0 ADJOURNMENT**

#12  
ADJOURNMENT

MOTION: 17.04.153. Moved by: DEPUTY REEVE ROXIE RUTT  
That this meeting adjourn at 2:35 p.m.

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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REEVE





# REQUEST FOR DECISION

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**SUBJECT:** Community Foundation of Northwestern Alberta  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** April 25, 2017      CAO: MH      MANAGER: KK  
**DEPARTMENT:** ECONOMIC DEVELOPMENT      GM: DM      PRESENTER:

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**RELEVANT LEGISLATION:**

**Provincial (cite) –N/A**

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

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**RECOMMENDED ACTION:**

**MOTION: That Council accept the presentation from Community Foundation of Northwestern Alberta as information.**

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**BACKGROUND/PROPOSAL:**

The Community Foundation of Northwestern Alberta has been the publisher of the annual Grande Prairie and Area Vital Signs publication for the past 6 years. Vital Signs examines the quality of life in Northwestern Alberta across a broad spectrum of metrics. Administration was contacted by Tracey Vavrek, CEO of Community Foundation of Northwestern Alberta to entertain the benefits of becoming a funding partner for this annual publication. Both the City of Grande Prairie and the County of Grande Prairie contribute annually and utilize the published information in strategic planning, applying for grants and making programming decisions for Economic Development, Recreation and FCSS departments.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of accepting the presentation is to update Council on services provided by Community Foundation of Northwestern Alberta.
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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no perceived disadvantages to accepting the presentation.
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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the option to approve or deny or change the request to provide funding towards this project.

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**FINANCIAL IMPLICATION:**

**Direct Costs: N/A**

**Ongoing / Future Costs: N/A**

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STAFFING IMPLICATION:

N/A

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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FOLLOW UP ACTIONS:

N/A

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ATTACHMENT(S):

Funding Request from Community Foundation of Northwestern Alberta

## REQUEST FOR FUNDING to the MD of Greenview

**PROJECT:** Grande Prairie and Area Vital Signs 2017

**FROM:** Community Foundation of Northwestern Alberta

Tracey Vavrek, CEO E: [tracey@buildingtomorrowtoday.com](mailto:tracey@buildingtomorrowtoday.com) P: 780.538.2820

### **ABOUT Vital Signs**

Vital Signs is public opinion and research project that examines the quality of life in Northwestern Alberta across a broad spectrum of metrics, which include:

- economy
- learning
- health & wellness
- housing
- gap between rich and poor
- getting around
- safety
- environment
- arts, culture & recreation
- belonging
- getting started

From 2011 to 2016, the Grande Prairie and Area Vital Signs project has targeted the local region predominantly within the County of Grande Prairie No. 1 and the City of Grande Prairie. Statistics and data were represented from the following geographical areas: County of Grande Prairie, City of Grande Prairie, Alberta Health Zone North, Athabasca-Grande Prairie-Peace River Economic Region, Alberta Transportation Region 8 and Division 19. Provincial and national comparisons were also presented.

### **INVITATION TO INCLUDE MD of GREENVIEW**

The MD of Greenview is an integral area within the Grande Prairie Area. As such, the Community Foundation of Northwestern Alberta extends an invitation to Greenview to participate in our Vital Signs project and highlight your region within our publication and in our project marketing and media materials. Our professional researcher and communications specialist will compile national, provincial and local statistics about your region, and work with stakeholders within the MD to identify key issues and priorities. The MD of Greenview would also be invited to have a seat on our Leadership Committee.

**AMOUNT REQUESTED:** The Community Foundation of Northwestern Alberta is requesting \$10,000 toward the production of our 2017 Vital Signs project. These funds will support the project, which includes survey development, promotion and distribution, statistical data collection, researcher and statistician, community consultation, report development and distribution, and a public awareness campaign.

## **Partnership with the national Vital Signs Project**

In addition, as part of the national Vital Signs program (through Community Foundations of Canada) the Community Foundation of Northwestern Alberta will work with a research company that will provide us with current data from Statistics Canada and a range of national data sources.

### **About Vital Signs:**

- By providing up-to-date local, provincial, and national statistics and data on a range of metrics, Vital Signs supports non-profits and community groups, businesses, educational institutions and governments with an informed planning tool that helps identify key priorities and identify opportunities for further action.
- Serves as a source of information about the Grande Prairie and Northwestern Alberta region for external stakeholders.
- Is a strategic tool to help assess priorities for upcoming years.
- Measures the health of and quality of life in local communities and the local region and identifies significant trends, emerging issues and progress on issues.
- Gathers valuable local data that exists in organizations and institutions around the region and brings it together in one easily accessible source so it can be shared and utilized by others.
- Presents updated information about our region in one accessible and understandable format for the average citizen.
- Is a one-stop source for statistics, and understanding – through trending – how we have improved or become worse in a particular area, and how we compare to the rest of the province or country.
- Encourages citizens to have informed conversations and take informed action to improve their communities and to influence local priority-setting and action.
- Informs the Community Foundation's ongoing work including its grant making, supporting donors' philanthropic decision-making and enhancing its ties to the community.
- Our 2017 report will also highlight a special section on rural and urban young people ages 15-24.

### **Some successes from our 2015 project:**

**Recruiting:** The Grande Prairie Public School District regularly use Vital Signs as a tool for their recruitment initiatives.

**Vaccination:** Vital Signs makes links between different issue areas. For example, Vital Signs reported on community connectedness and sense of belonging. Vital Signs also included a section on vaccination in our last survey. Findings uncovered that the less connected people felt to their community, the less likely they were to be vaccinated. AHS also learned that awareness about where to get immunized was directly influencing people's reasons or not getting immunized.

**Crime:** While our 2015 report presented detailed statistics on crime rates, we also balanced those statistics with the success that prevention programs, such as Rural Crime Watch, were having in the area.

**Funding opportunities:** Several non-profits have used the statistics presented in Vital Signs for the preparation of grants to quantify the need for programming in the local area.

**Seniors:** Stakeholders in the region have identified the lack of data available on seniors and the need for more information/data on our local seniors, in an effort to better understand the needs of this population and their quality of life. In this upcoming report, Vital Signs will work to provide a more comprehensive overview of this age-group.

**Who is involved?**

Vital Signs is coordinated by the Community Foundations of Canada and is conducted in communities' nation-wide. Since 2011, our local project has been managed by the Community Foundation of Northwestern Alberta and is guided by our Vital Signs Leadership Team, which includes community stakeholders and a representative from our municipal funders.

**Why the Community Foundation of Northwestern Alberta?**

Community foundations are well-suited to coordinate the Vital Signs project because of the broad role we play in our rural and urban communities. We work with a wide range of community groups – not just one charity or sector. We are a charity and the report is non-partisan.

**Access to statistics following release of the report**

Each Vital Signs report provides details of where the data was obtained, and links to a website if it was obtained online. This ensures that organizations can easily access updated statistics at any time.

**Our local Vital Signs history**

The Community Foundation of Northwestern Alberta (formerly CF of Greater Grande Prairie) has undertaken the following:

- 2011 – extended report
- 2013 – extended report
- 2014 – Youth and Young Adult Vital Signs
- 2015 – extended report
- 2016 – Sport and Belonging Project

Copies of the prior reports are available on the following link:

<https://www.buildingtomorrowtoday.com/leadership/vital-signs>



Grande Prairie and Area Vital Signs

Tracey Vavrek, CEO

(780) 538-2820

[tracey@buildingtomorrowtoday.com](mailto:tracey@buildingtomorrowtoday.com)

[www.buildingtomorrowtoday.com](http://www.buildingtomorrowtoday.com)

# CONNECT PEOPLE BUILD COMMUNITY FOR GOOD, AND FOREVER

- Community inspired
- Connect people with the community they care about
- Make our community stronger, now and forever
- Communities are complex
- Over 100 years of service



# WHY.... BECAUSE COMMUNITY MATTERS

- Build the regional savings account
- Fund community projects that create meaningful and lasting impact in communities
- Listen to our community





# LEADING CHANGE.... MAKING A DIFFERENCE

- Partner with people from all over Northwestern Alberta
- Building legacy funds in names of families, loved ones, corporations, service groups
- Focus on perpetuity - forever



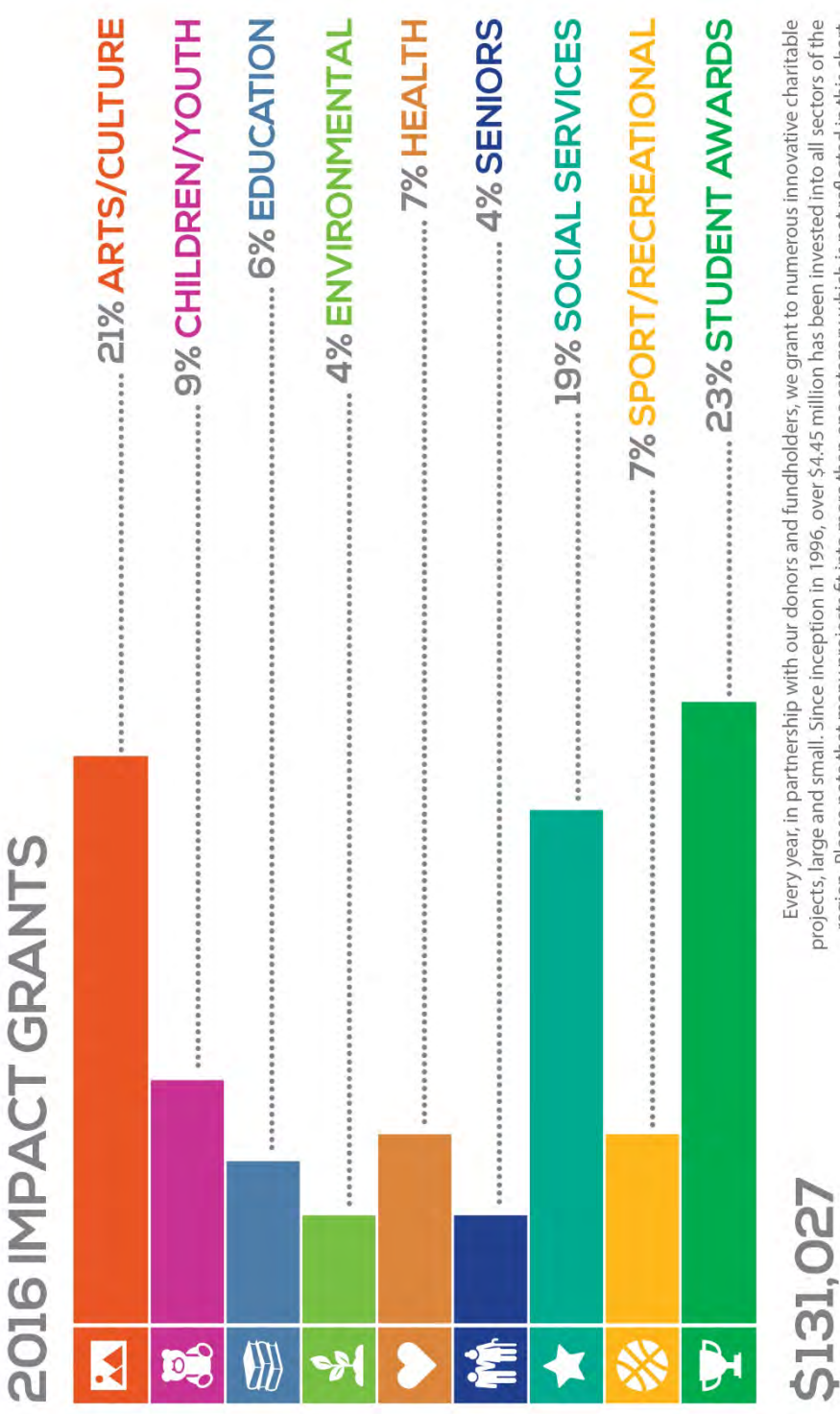
# YOUR COMMUNITY MAKES YOU AND YOU MAKE YOUR COMMUNITY

- Original capital is endowed
- Endowment fund generates income, forever
- Permanent, self-sustaining source of funding
- Impact of the revenue is felt throughout the whole community



# INVESTING IN COMMUNITY IS IMPORTANT

- Students can find the grants that help them succeed
- Charities are able to fund their latest projects
- To date \$4.45 million



# INVESTING IN COMMUNITY IS IMPORTANT

- Students can find the grants that help them succeed
- Charities are able to fund their latest projects



# VITAL SIGNS®

- Vital Signs® is a national program led by local Community Foundation's
- Leverage local knowledge to measure the vitality of our communities
- Identifies concerns, and supports action on issues that are critical to our quality of life

**VitalSigns®**



COMMUNITY  
FOUNDATIONS  
OF CANADA



**191**

# VITAL SIGNS® HELPS INFORMS DECISION MAKING

- Data collected from National Provincial, and local levels
- Knowing community needs - focus resources on the identified needs
- Valuable teaching tool & resource for policy makers and organizations



# VITAL SIGNS® USES MULTIPLE LENSES BY DELVING DEEP INTO 10 (plus) INDICATORS

- Builds a strong understanding of community issues and strengths
  - Gap Between Rich and Poor
  - Safety
  - Health & Wellness
  - Learning
  - Housing
  - Getting Started in Our Community
  - Arts & Culture
  - Environment
  - Work
  - Belonging and Leadership
- Community survey - perceptions do not match facts/statistics
- Vital Signs helps to understand perception and data

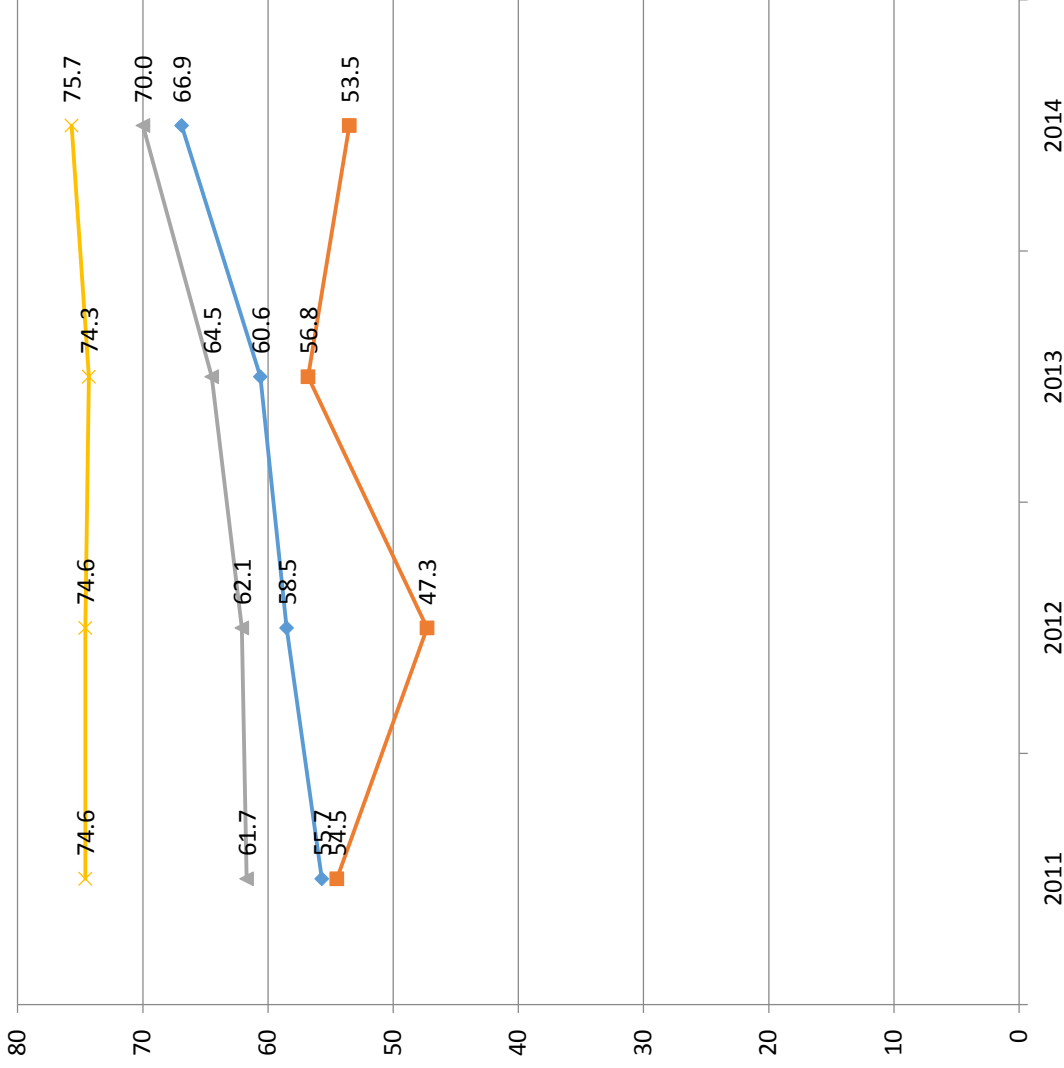
# VITAL SIGNS® REPORTS ON SENSE OF BELONGING

- Belonging is important to build safe, vibrant communities and it gives purpose to our lives
- About 1/3 of Canadians reported a weak sense of belonging to their communities
- 85% of Canadians agree participation in sport builds stronger communities
- Sports play a very important role in strengthening our communities





# VITAL SIGNS® EXAMINES IMMUNIZATION RATES



**Child Immunization by Age 2 YEAR**  
*DTa-p-IPV-HIB (Diphtheria, Tetanus, Pertussis, Polio and Haemophilus Influenza B) Dose 4 of 4*

*Correlation where weak sense of belonging – immunization rates lower*

- ◆— County of Grande Prairie (East)
- County of Grande Prairie (West)
- ▲— City of Grande Prairie
- ×— Alberta

# IMPACT OF VITAL SIGNS®

*"The Vital Signs reports are a valuable tool that we can use to reference when communicating with decision makers and community stakeholders about the benefits of sport and recreation. Research shows that when people are actively involved in sport or recreation, they are healthier with a greater sense of belonging which in turn, leads to a healthier community. A healthier community benefits EVERYONE which means no one escapes the benefits of sport and recreation!"*

**Germsheld**, Executive Director, Grande Prairie Sport Council

*"The Vital Signs document provides valuable feedback to school district staff re: the neighbourhoods in which we operate our schools, and it is a valuable source of information used in our strategic planning cycles. The breadth of detailed information about Grande Prairie found in Vital Signs is useful for both staff and families new to our District as well as providing educational stakeholders information about the context in which our District operates. Vital Signs allows us to celebrate what is great about our community and helps organizations like ours be part of a collective effort to continuously improve the overall quality of life in our community."*

**Alexander (Sandy) McDonald**, Superintendent of Schools – Grande Prairie Public School District

*"Catholic Family Services used Vital Signs as a key component in planning the future needs and direction of our organization. The statistics on community needs were an important tool to help provide direction on where to best direct our resources."*

**Catholic Family Services**

*"Our involvement in Vital Signs has given us the opportunity to share our health data to a wider and more diverse audience. Our health data is just a piece of the puzzle that leads to overall health and wellness, and Vital Signs supported increased linkage to other invaluable partners in our community. In October 2011 at the Grande Prairie Vital Signs launch, Alberta Health Services announced its Workplace Wellness Pilot to local businesses, based on data released in the Vital Signs report."*

**Donna Koch**, Executive Director, Population and Public Health, Addiction and Mental Health North Zone Alberta Health Services

# VITAL SIGNS® AND THE MD OF GREENVIEW

- Opportunities
  - Invite membership to the Vital Signs Committee
  - National wide attention – National project, through CFC linked to national media
  - Greater insight into the MD of Greenview for residents and external stakeholders
  - Access to a data-bank of national statistics and resources for the current economic plan
  - Work with local organizations within each municipality to highlight key areas using local statistics
  - Stakeholders – Government, non-profits, business and institutions use for decision making



# REQUEST FOR DECISION

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SUBJECT: **Fox Creek RCMP Presentation**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: April 25, 2017  
DEPARTMENT: CAO SERVICES

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MH  
GM:

MANAGER:  
PRESENTER:

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

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

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BACKGROUND/PROPOSAL:

Sergeant Warren Wright would like to update Council on Statistics within the Fox Creek area.

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BENEFITS OF THE RECOMMENDED ACTION:

N/A

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DISADVANTAGES OF THE RECOMMENDED ACTION:

N/A

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ALTERNATIVES CONSIDERED:

N/A

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FINANCIAL IMPLICATION:

There are no direct, ongoing or future costs to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

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**ATTACHMENT(S):**

- None



# REQUEST FOR DECISION

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SUBJECT: **2<sup>nd</sup> and 3<sup>rd</sup> Reading for Road Closure Bylaw 17-778**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: March 28, 2017 CAO: MANAGER:  
DEPARTMENT: INFRASTRUCTURE & PLANNING GM: GG PRESENTER: GG

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RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act, Section 22, Road Closures, Section 24, Closure of Unnecessary Roads, Section 606, Advertising Requirements*

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council give Second Reading to Bylaw 17-778, to close a portion of the West boundary of the “original government road allowance” adjoining the East boundary of the South East Quarter of Section 23, Township 69, Range 22, West of the 5<sup>th</sup> Meridian.**

**MOTION: That Council give Third Reading to Bylaw 17-778, to close a portion of the West boundary of the “original government road allowance” adjoining the East boundary of the South East Quarter of Section 23, Township 69, Range 22, West of the 5<sup>th</sup> Meridian.**

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BACKGROUND/PROPOSAL:

Greenview received a road closure request from a landowner on October 26, 2016 to close the existing undeveloped road allowance on the west boundary of SE 23-69-22 W5M. This road allowance is approximately 1.48 acres (.5998 ha) from the north quarter line to the south boundary of Township Road 693A (Valleyview Golf Course Road).

As per the real property report, the current landowner (SE 23-69-22 W5M), currently has a portion of a structure that is currently encroaching on the road allowance from the original development permit that was issued in 1988 for a bee extraction honey shop by the previous owner. In 2002, the current landowner submitted a development permit for an equine stable, indoor equipment storage, hay storage, equine exercise area, fenced area and a portable coverall shelter. It was approved.

The landowner is asking to close this undeveloped road allowance to provide additional land for corral space. Administration recommends that the additional property encompass from the north boundary of the east smoky utility right of way meeting the setback requirements from East Smoky Gas to the applicant’s north boundary of the quarter which would adjoin a portion of the West boundary of the undeveloped road allowance to the SE 23-69-22 W5M.

Currently, located on the east side of the undeveloped road allowance there are 2 subdivisions, with 2 separate landowners that share one driveway by an agreement. With a full road closure request it would eliminate the ability of the 2<sup>nd</sup> subdivision to build a driveway if it was ever necessary, by leaving the southern portion of the road allowance open, it allows for any potential future access to the second subdivision.

In December of 2016, Council made the following motions:

*MOTION: 16.12.554. Moved by: DEPUTY REEVE ROXIE RUTT*

*That Council endorse Administration's proposed process regarding undeveloped road allowance closures.*

*MOTION: 16.12.555. Moved by: COUNCILLOR LES URNESS*

*That Council have no initial opposition to the closure of the undeveloped road allowance located on the east side of SE 23-69-22 W5M moving forward.*

Administration has sent out adjacent landowner and utility referral letters on March 22<sup>nd</sup>, 2017 to obtain property owner input and provide an opportunity for the public to attend the public hearing. Of the 12 adjacent landowners, administration has received 5 returned notifications stating no concerns. To-date administration has received 7 referral letters stating no concern out of the original 10 utility referrals distributed.

The legal survey will have to be completed in order to have a confirmed acre size to finalize the price to the landowner.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of approving second and third reading of the Road Closure Bylaw 17-778 is it would allow Administration to move forward the Bylaw 17-778 to the Minister of Transportation for endorsement.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no perceived disadvantages to approving the second or third reading of Bylaw 17-778.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to not allow second and third reading of the bylaw, however this is not recommended by Administration due to the structure encroachment issue would remain unresolved.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** N/A

**Ongoing / Future Costs:** N/A

---

**STAFFING IMPLICATION:**

There are no additional staffing implications.

---

PUBLIC ENGAGEMENT LEVEL:

**INCREASING LEVEL OF PUBLIC IMPACT**

Involve

**PUBLIC PARTICIPATION GOAL**

Involve - To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

**PROMISE TO THE PUBLIC**

Involve - We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

---

FOLLOW UP ACTIONS:

Follow up actions will include:

- Notification to the applicant/landowner of the result of first, second and third reading.
- Documents to be sent to the Minister of Transportation for endorsement after third reading.
- Copy of the signed bylaw is returned to Alberta Transportation to register the bylaw.

---

ATTACHMENT(S):

- Schedule A – Application
- Schedule B – Location Map
- Schedule C – Referral Responses
- Schedule D – Bylaw No. 17-778





MUNICIPAL DISTRICT OF GREENVIEW No. 16 RECEIVED

OCT 26 2016

VALLEYVIEW

# MUNICIPAL DISTRICT OF GREENVIEW NO. 16

## MISCELLANEOUS WORK REQUESTS

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 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 Next Page, must be completed.

Name: Gordon Vivian Telephone No. 780 524 8181  
 Address: Box 472 Valleyview, Ab T0H 3N0

Location of Work to be Done  
 Part Lsd SE in Sec 23 Twp 69 Rge 22 W 5 M  
 Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan No. \_\_\_\_\_ Ward \_\_\_\_\_

### Please select type of work being requested

\*A separate form must be filled out for each type of request\*

- APPROACH New Installation: Residence  Field  (First approach to quarter only)  
 Field Upgrade/Repairs: Residence  Field
- DRAINAGE/ DITCHING (Along Municipal Roads)  BRUSHING (Along Municipal Roads)
- GRAVELLING  OTHER

### Description of work:

A request to removal of road allowance of 220 north of MD road 22A - WRSGC to intersect at Twp 693A to east boundary of property owned by Vivian Enterprises Inc. (VEI) And permitted use of VEI for horse turnout pens, + stable encroachment of part of R/W.

Should the space be insufficient please attach a list of additional information

**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 22 W. OF 5 MERIDIAN



TOWNSHIP  
69

31	32	33	34	35	36
			See 665		
30	29	28	27	26	25
			221A 693A		
19	20	21	22	23	24
18	17	16	15	14	13
7	8	9	10	11	12
6	5	4	3	2	1

Oct 24 / 16

Date

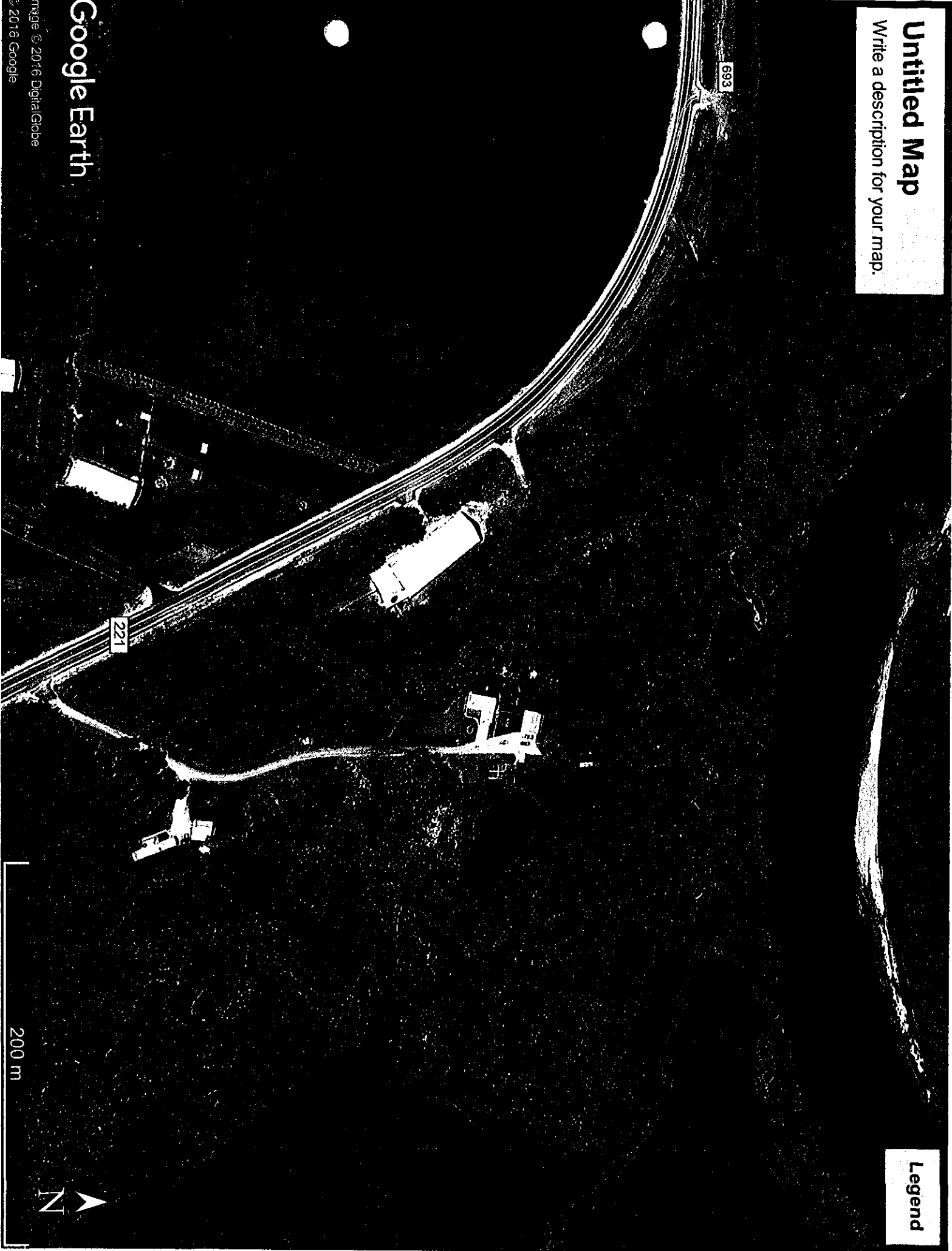
Signature of Applicant

Copies to: Manager, Operations  Roads Supervisor East  West

# Untitled Map

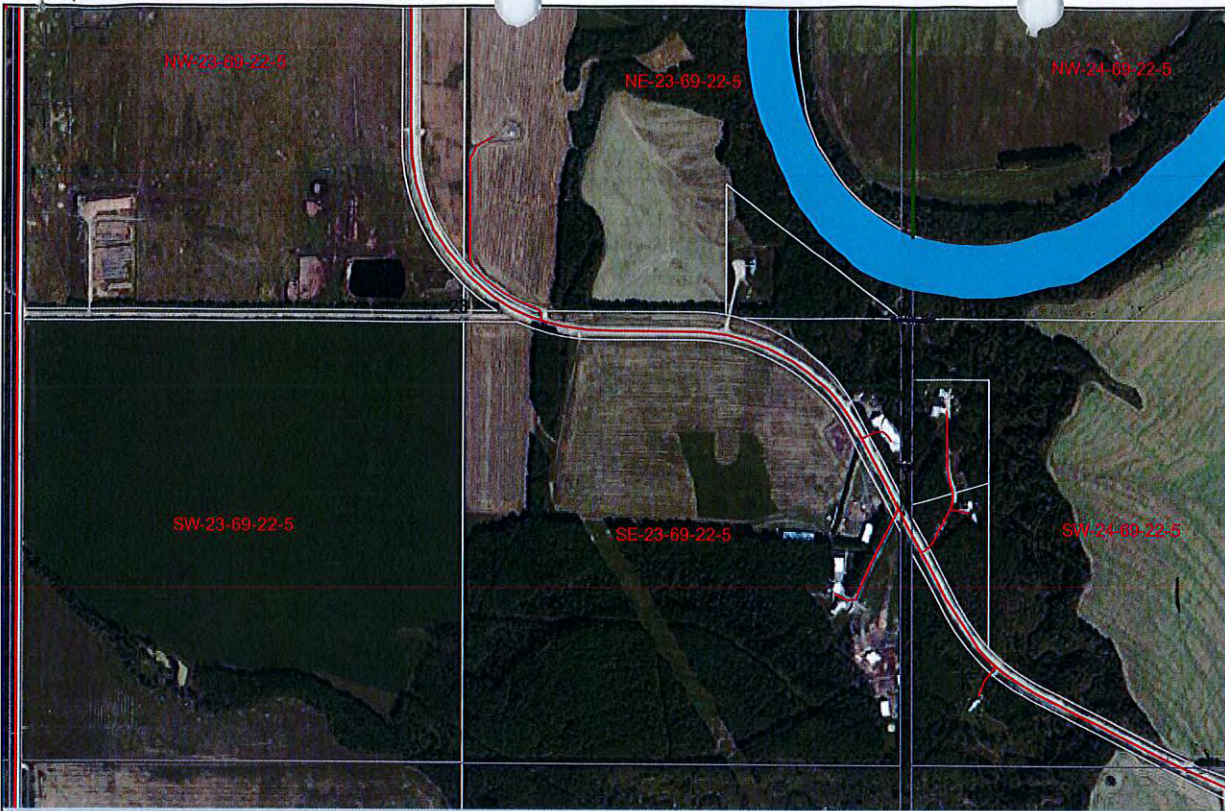
Write a description for your map.

Legend



Google Earth

Image © 2016 DigitalGlobe  
© 2016 Google



Current Scale 1: 11062



### LEGEND

- ▣ Roads
- ~ Fox Creek
- ~ Greenview
- ~ Private
- ~ Provincial
- ~ Valleyview
- ▣ MD Boundary
- ▲ Road Labels
- ▲ Map Labels
- Parks
- Hydro Features
- Grazing Reserves
- Indian Reserves
- ~ Section Grid
- ▲ Section Label
- ▲ Rural Legal Label
- ▣ Cadastre
- ▣ Industrial Accounts
- Rural Addresses (Uninstalled)
- ~ Road Allowance Licenses
- Dispositions Manager

## MD of Greenview

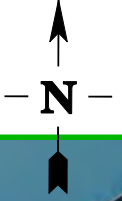


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# Municipal District of Greenview #16

Road Closure Request  
SE 23-69-22 W5M



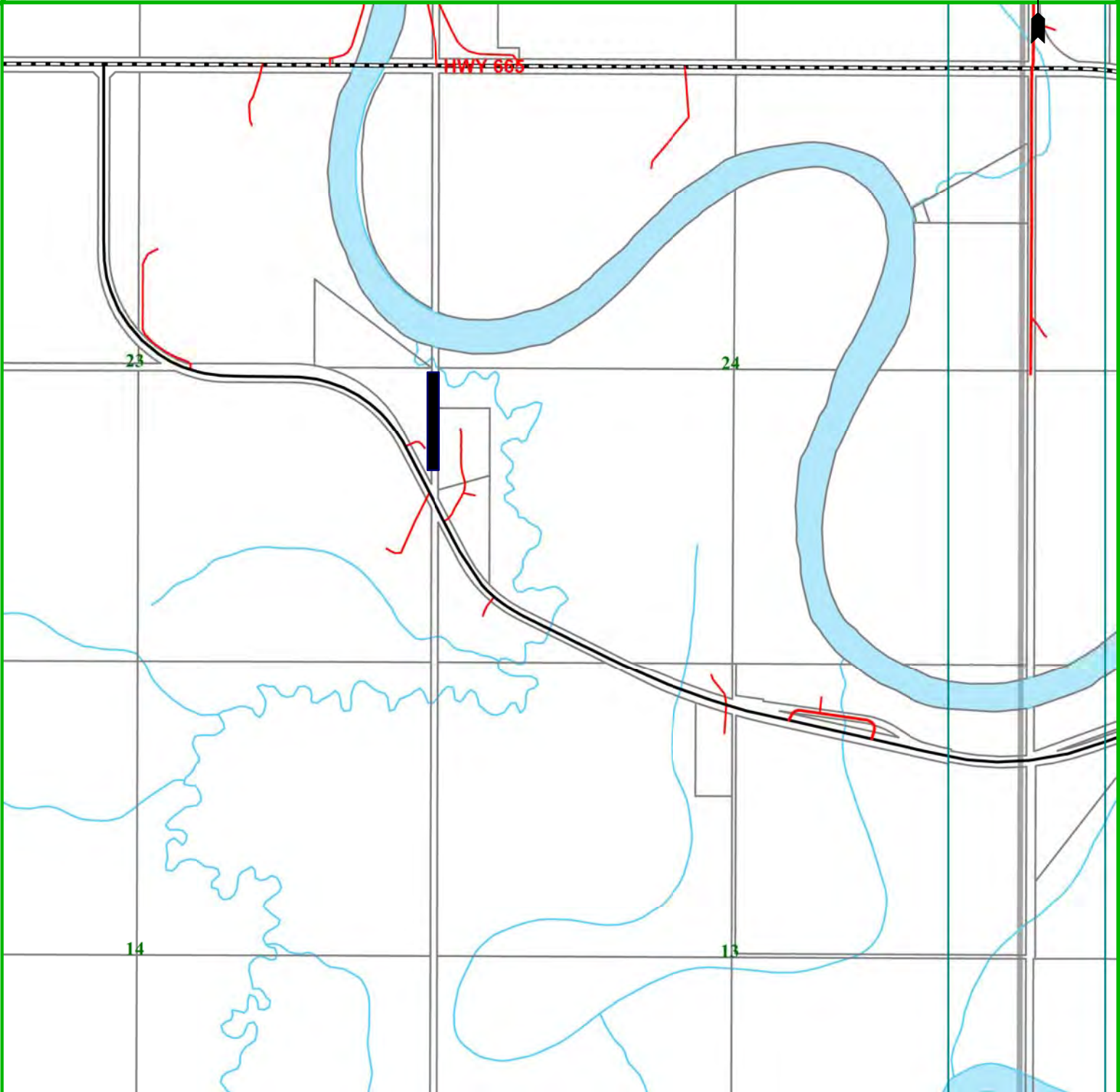
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# *Municipal District of Greenview #16*

Road Closure Request  
SE 23-69-22 W5M



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# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## BYLAW NO. 17-778

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

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of closing to public travel, and creating title to, Portions of a public highway in accordance with Section 22 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.**

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

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

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

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

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

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

**MERIDIAN 5 RANGE 22 TOWNSHIP 69**

**A PORTION OF THE WEST BOUNDARY OF THE ORIGINAL GOVERNMENT ROAD ALLOWANCE  
ADJOINING THE EAST BOUNDARY OF THE SOUTH EAST QUARTER OF SECTION 23 LYING WITHIN  
PLAN \_\_\_\_\_.**

**EXCEPTING THEREOUT ALL MINES AND MINERALS.**

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

Received first reading this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

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

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
**MINISTER OF TRANSPORTATION**

Received second reading this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Received third reading this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

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





# REQUEST FOR DECISION

---

SUBJECT: **Greenview Canada 150 Grant Requests**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 25, 2017 CAO: MH MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER: MH

---

RELEVANT LEGISLATION:

**Provincial** (cite) – *n/a*

**Council Bylaw/Policy** (cite) – *Policy CO 20 - Grants*

---

RECOMMENDED ACTION:

**MOTION:** That Council approve the Greenview Canada 150 Grant applications as follows:

---

BACKGROUND/PROPOSAL:

Canada will celebrate its 150<sup>th</sup> anniversary of Confederation on July 1, 2017. At the February 14<sup>th</sup> regular meeting, Council approved to allocate \$150,000 towards a special municipal Canada 150 Grant Program. There are two intakes for applications, with \$100,000 available for the April 10<sup>th</sup> deadline and \$50,000 available for the July 10<sup>th</sup> deadline.

The goal for this special grant program is to create opportunities for Greenview residents to participate in activities that contribute to building a sense of pride and attachment to Canada.

Greenview will support activities that:

1. Provide Greenview residents with **opportunities** to actively participate and/or celebrate together, promoting and building a deeper understanding of Canada, its people, and what it means to be Canadian.
2. **Encourage participation** in community initiatives, activities and events to mark the 150<sup>th</sup> anniversary of Confederation.
3. **Recognize and promote** exceptional Canadian people, places, and events that shape our communities, Greenview, and our country.
4. **Build** vibrant and healthy communities with the broadest possible engagement of all Canadians, including indigenous peoples, groups that reflect our pluralism, official language minorities, and youth.

A summary of the grant requests have been put together in a spreadsheet for Council's review. Administration has provided recommendations for each request for Council's consideration.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. Awarding the recommended grant applications will provide financial resources to various groups and organizations within Greenview supporting their celebration of Canada's 150<sup>th</sup> Anniversary.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no perceived disadvantages to the recommended motion.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may modify or deny any of the grant funding requests prior to recommending approval as presented.

---

**FINANCIAL IMPLICATION:**

At the February 14<sup>th</sup> regular meeting, Council approved to allocate \$150,000 towards a special municipal Canada 150 Grant Program, with funds coming from the 2017 Community Grant Budget, with \$100,000 available for the April deadline and \$50,000 available for the July deadline. Administration is recommending \$55,555.00 to be approved at this time, with the remaining funds added to the \$50,000 allocated for the July 10, 2017 intake.

**Direct Costs: \$55,555.00**

**Ongoing / Future Costs: \$94,445.00** *(available for July 10<sup>th</sup> intake)*

---

**STAFFING IMPLICATION:**

There is no anticipated implication on staff.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will contact all applicants in regards to Council's decision with a letter sent via email.

---

**ATTACHMENT(S):**

- Grant Request Spreadsheet
- DeBolt & District Pioneer Museum Application
- Grande Cache Chamber of Commerce Application
- Mountain Metis Nation Association Application
- Fox Creek Municipal Library Application
- Cranberry Rodeo Association Application
- Greenview Canada 150 Grant Fact Sheet



**MUNICIPAL DISTRICT OF GREENVIEW 16  
2017 PROPOSED CANADA 150 GRANT REQUESTS  
COUNCIL MEETING - APRIL 25, 2017**

	ORGANIZATION	REQUEST	PURPOSE	OBJECTIVES SUPPORTED	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION
1	<b>Fox Creek Municipal Library</b>	\$ <b>4,500.00</b>	Day of culture, art, and creativity - September 30, 2017	1. Provide Opportunities to participate and/or celebrate 2. Encourage Participation 3. Builds Vibrant and Healthy Communities	n/a	n/a	Administration recommends supporting this funding request. Note: Although not a registered society, they are registered under the Library Act.
2	<b>Cranberry Rodeo Association</b>	\$ <b>15,000.00</b>	Enhancing 2017 Rodeo to celebrate Canada's 150th Anniversary: Enhanced Grange Entry Parade Enhanced local event: rodeo/flat races 3) 3-night program of Chuck-wagon Racing 4) community supper and volunteer awards	1. Provide Opportunities to participate and/or celebrate 2. Encourage Participation	Yes - \$60,000 in 2014/2015 for purchase of new stands, tractor, and grounds maintenance	no - funds for grounds maintenance and operations designated to be used in 2017.	Administration recommends supporting this funding request.

	ORGANIZATION	REQUEST	PURPOSE	OBJECTIVES SUPPORTED	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION
3	Grande Cache Chamber of Commerce	\$ 68,600.00	1) purchase, construct, and erect business signage on Highway 40 (at both sides of town) 2)enable the Chamber to provide "store front" services 3) enable the Chamber membership to recognize the contribution of businesses to the community over the last 150-200 years	1. Provide Opportunities to participate and/or celebrate 3. Builds Vibrant and Healthy Communities	n/a	n/a	Although their purpose shows valuable ideas, items #1 & #2 do not align with the Grant guidelines. #3 aligns with the guidelines, however the application does not detail how the funds would be used within the parameters of the grant application. Administration recommends not supporting this funding request.
4	Debolt & District Pioneer Museum	\$ 30,000.00	Partnered with DeBolt Ag Society, East Smokey Rec Board, and DeBolt Rodeo Association to host Canada Day Celebrations in conjunction with annual Heritage Day Fair. Will showcase the culture and heritage from the community (food, old fashion carnival, on stage entertainment, BBQ, fireworks, etc) (If full grant approved - they will be able to make the entire event FREE to the public)	1. Provide Opportunities to participate and/or celebrate 2. Encourage Participation 3. Builds Vibrant and Healthy Communities	Yes - \$39,148 in 2017 for installation of Bathroom facility on museum grounds \$3,840.00 in 2017 for lawn maintenance	No - funds have just been received	Administration recommends supporting this event. <i>Note: the \$5,000 listed in the budget refers to fees charged at the rodeo, if full grant is approved, then there will be no fees charged, creating a free event for the public</i>
5	Mountain Metis Nation Association	\$ 13,100.00	Hold a Music Festival in Grande Cache Central Park (plus take local band to Whispering Pines Senior's Lodge for the afternoon to perform)	2. Encourage Participation	Yes - \$30,000 in 2017 for Hide a Way Camp upgrades \$16,000 in 2017 for Youth Summer Camps	No - projects not completed yet	Administration recommends supporting this event
<b>Total Grants</b>		<b>\$ 131,200.00</b>					Recommended Grants Total
Funds Available for April 10, 2017		\$100,000.00					Funds Available for April 10, 2017

	ORGANIZATION	REQUEST	PURPOSE	OBJECTIVES SUPPORTED	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION
							Remaining to carry over to July 10th

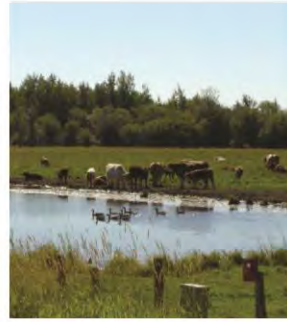
Note:

The Greenview 150 Canada Grant Budget is \$150,000.00  
 \$100,000 for April 10



# GREENVIEW CANADA 150 COMMUNITY GRANT

*Creating an opportunity for Greenview residents to participate in activities that contribute to building a sense of pride and attachment to Canada*



## GRANT APPLICATION FORM

*Please carefully review the Grant Application Instructions prior to completing the application.*

### Application Information:

Name of Organization:

Address of Organization:

Are you a registered society?  Yes  No

If Yes, what act are you registered under? \_\_\_\_\_ Registration No. \_\_\_\_\_

### Contact Information:

Name:

Title/Position:

Phone:

Email:

Purpose of Organization:

**Project Information:**

Project Name:

Which objective(s) does your project support?

- Provides Greenview residents with opportunities to actively participate and/or celebrate together, promoting and building a deeper understanding of Canada, its people, and what it means to be Canadian.
- Encourages participation in community initiatives, activities and events to mark the 150th anniversary of Confederation.
- Recognizes and promotes exceptional Canadian people, places, and events that shape our communities, Greenview, and our country.
- Builds vibrant and healthy communities with the broadest possible engagement of all Canadians, including indigenous peoples, groups that reflect our pluralism, official language minorities, and youth.

**Project Overview:**

Total amount requested?

What do you want to do with the funds?

How does your project align with the objective(s) you selected above?

How many people do you estimate will benefit from this grant?

What is the anticipated start date of your project?

What is your project completion date:  
(projects must be completed by December 31, 2017)



**Additional Information:**

Have you previously applied for a grant from Greenview?  Yes  No

List the last two grants your organization has received from Greenview

Amount \$ \_\_\_\_\_ Year \_\_\_\_\_

Purpose: \_\_\_\_\_

Amount \$ \_\_\_\_\_ Year \_\_\_\_\_

Purpose: \_\_\_\_\_

Have you provided Greenview with a final completion report for grant funds received?

Yes  No If no, why has the report not been filed?

*FORM A must be filled out with all grant applications*

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

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

**Applicant Information:**

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

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

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**Application forms and supporting documentation can be emailed to [tara.zeller@mdgreenview.ab.ca](mailto:tara.zeller@mdgreenview.ab.ca)**



## Canada 150 Grant application

### Set Up

Tents	\$3,025
Tables	\$250
Chairs	\$210
Delivery	\$260
Pickup	\$260
gst	\$200.25
Toilets	\$300
Wash Station	\$375
Décor	\$500
Total	\$5,380.25

### Food

Vendors	\$1,500	(varity of cultrual food tents)
Dinner	\$2,000	(hamburgers, chips)
Beverages	\$1,000	(pop, water, coffeer)
Total	\$4,500	

### Entertainment

Carnival	\$6,000	(various carnival acts)
Aboriginal Dancer	\$100	
Wagon Rides	\$550	
Craft	\$1,100	(tshirts)
	\$300	(paint)
Bouncey Castles	\$1,500	
Pioneer Clothes	\$0	
Demos	\$30	(butter making, beaver stretching, rope making)
Seniors Tea	\$30	
Loonie Dig	\$100	
Games	\$0	(kid races, horeshoes, ball games)
Bull Riding Event		
Stock Animals	\$8,500	
Prize Money	\$3,000	
Professional staff	\$2,100	
Insurance	\$375	
Prizes	\$200	
Parking and Signs	\$350	
Fire works	\$1,500	
Total	\$25,735	

**Inclusive Total** \$35,615.25

## Volunteer Expenses

60 Volunteers	10 hrs per person @ \$13 hr	\$7,800
BBQ'S	\$100 x 3 per day	\$300
Center w/ Kitchen	\$25 per hour + 100/ per day	\$200
Rodeo Grounds	\$500 per day	\$500
Legion Hall	\$25 per	\$25
Rodeo Judges	\$200per x2	\$400
Rodeo Annoncer	\$1000 per event	\$1,000
Tents	\$250 per x4	\$1,000
Ball Diamonds	\$500per day	\$500
	Total	\$11,725

**DeBolt and District Pioneer Museum – Proposed Budget for 2017**

General Account at end December	\$17,667.84
Casino Account at end of December	<u>\$18,927.43</u>
	\$36,595.27

**Proposed Income**

MD of Greenview operational Grant	\$15,000.00
MD of Greenview Maintenance grant	\$3,840.00
MD of Greenview Capital Grant	\$39,148.00
AMA Staffing Grant	\$9,995.00
History Book Sales	\$750.00
Gift Shop Sales	\$300.00
Rentals	\$1,000.00
Ticket Sales	\$700.00
Donations	\$5,000.00
Interest	<u>\$25.00</u>
	\$75,758.00

**Total Funds available for 2017** \$112,353.27

**Proposed Expenditures**

Wages – Managing Directors	\$17,860.00
Wages – Summer Visitors Guide	\$5,000.00
Revenue Canada deductions	\$2,000.00
Grounds maintenance /Weed control	\$6,000.00
Building repairs and Maintenance	\$6,000.00
Capital purchase bathroom	\$39,148.00
Utilities	\$7,000.00
Insurance	\$1,856.00
Conference	\$2,000.00
Postage, Printing, office supplies	\$300.00
Bank Charges/Accounting	\$2,000.00
GST	\$300.00
Memberships and Licensing Fees	\$165.00
Gift Shop/supplies	\$200.00
Advertising	\$200.00
Display/Exhibits Supplies/Collections	\$3,000.00
Programing	\$500.00

Total Expenditures \$91,229.00

Net Balance \$21,124.27

**Reviewed and approved Budget on March 28<sup>th</sup>, 2017 at regular meeting  
President, Fran Moore \_\_\_\_\_**

**Financial Statement for 01/11/2015 to 31/10/2016**  
**DeBolt and District Pioneer Museum Society**  
**Box 298 DeBolt Alberta**  
**T0H1B0**

**Assets as of October 31, 2016**

Accounts Receivable		\$ 1,068.78
Petty Cash		\$ 542.93
G.I.C.'s	-	\$ 17,172.45
General Account		\$ 9,521.74
-		
Purchase Prepayments		\$ 7.04
Casino Account	-	\$ 22,156.78
History Books	-	\$ 47,920.00
Buildings	-	\$ 313,000.00
Furnishings	-	\$ 13,100.00
Land (Legion & Church)	-	\$ 13,500.00
Equipment	-	\$ 12,699.00
Artifacts	-	Priceless (not replaceable)
<b>Total Assets</b>		<b>\$ 450,688.72</b>

**Liabilities as of October 31, 2016**

Accounts Payable		\$ 7.04
Account Payable: Receiver General		\$ 130.38
GST Refund		\$ -635.78
<b>Total Liabilities</b>		<b>\$ -498.36</b>

**DeBolt and District Pioneer Museum Society**  
**Financial Statement for the year 11/01/2015 to 31/10/16**

**Income:**

Gov' Grants	\$ 24,963.00
Casino	\$ 37,268.66
History Books Sales	\$ 1,615.00
Church/Legion Rent	\$ 570.00
Ticket Sales	\$ 437.00
Interest Earned	\$ 10.23
Donations	\$ 5,218.66
Gift Shop	\$ 174.80
Memberships	<u>\$ 9.00</u>

Total Income **\$ 70,266.35**

**Disbursements:**

Bank Service Charge	\$ 77.00
Wages for Employees	\$ 21,129.08
Travel & Training	\$ 668.94
Insurance	\$ 1,856.00
Accounting & Legal	\$ 1,662.50
Repairs & Maintenance: Equipment	\$ 700.00
Non-refundable 50% GST	\$ 319.42
Gift Shop Supplies	\$ 178.61
Office Supplies	\$ 988.46
Books Spirit of the Peace	\$ 720.00
Exhibits & Collections Supplies	\$ 858.77
Programming Expenses	\$ 1,770.26
Membership – Regional and Provincial	\$ 165.80
Advertising & Promotions	\$ 453.88
Telephone & Utilities	\$ 6,544.29
Business Fees & Licenses	\$ 50.00
Supplies: Cleaning & Maint	\$ 144.92
Inventory variance	\$
Repairs & Maintenance: Building \$ Grounds	<u>\$ 14,734.25</u>

Total Expense **\$ 53,022.18**

This Financial Statement requires signatures of two Executive Directors  
This financial statement has been reviewed and approved by:

\_\_\_\_\_  
Printed name and signature

\_\_\_\_\_  
Printed name and signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**DeBolt and District Pioneer Museum Society**  
**Financial Statement for the year 11/01/2015 to 31/10/16**

**Income:**

Gov' Grants	\$ 24,963.00
Casino	\$ 37,268.66
History Books Sales	\$ 1,615.00
Church/Legion Rent	\$ 570.00
Ticket Sales	\$ 437.00
Interest Earned	\$ 10.23
Donations	\$ 5,218.66
Gift Shop	\$ 174.80
Memberships	\$ 9.00

Total Income **\$ 70,266.35**

**Disbursements:**

Bank Service Charge	\$ 77.00
Wages for Employees	\$ 21,129.08
Travel & Training	\$ 668.94
Insurance	\$ 1,856.00
Accounting & Legal	\$ 1,662.50
Repairs & Maintenance: Equipment	\$ 700.00
Non-refundable 50% GST	\$ 319.42
Gift Shop Supplies	\$ 178.61
Office Supplies	\$ 988.46
Books Spirit of the Peace	\$ 720.00
Exhibits & Collections Supplies	\$ 858.77
Programming Expenses	\$ 1,770.26
Membership – Regional and Provincial	\$ 165.80
Advertising & Promotions	\$ 453.88
Telephone & Utilities	\$ 6,544.29
Business Fees & Licenses	\$ 50.00
Supplies: Cleaning & Maint	\$ 144.92
Inventory variance	\$
Repairs & Maintenance: Building \$ Grounds	\$ 14,734.25

Total Expense **\$ 53,022.18**

This Financial Statement requires signatures of two Executive Directors  
 This financial statement has been reviewed and approved by:

FRAN MOORE *Fran Moore*  
 Printed name and signature

President  
 Position

Dec 1, 2016  
 Date

Bernice Gerwatoski *B Gerwatoski*  
 Printed name and signature

Managing Director  
 Position

Dec 1, 2016  
 Date





Box 1342 Grande Cache, Alberta, T0E 0Y0, Canada  
Phone: 780-827-2696 E-mail: gcc@grandecachechamber.com

**Municipal District of Greenview**  
Box 1079  
Valleyview, AB  
T0H 3N0

February 25, 2017

**TO WHOM IT MAY CONCERN**

**Re: Letter of Intent  
Greenview Canada 150 Community Grant  
Operating Grant Application  
Grande Cache Chamber of Commerce**

The Grande Cache Chamber of Commerce has been in existence for over 30 years in the Community of Grande Cache as a volunteer, "not for profit" organization. Over the past decade, the Chamber has functioned as an organization with a fluctuating membership within the business community and has had a restricted capability to provide services in the community. Its main shortfall was not having a 'public' facility or 'storefront location'. The organization also does not have any employees to carry out the administrative function nor to provide many of the services it wishes to provide.

The Community of Grande Cache has suffered numerous economic set backs recently. The coal mine is not operating, the coal powered Power Plant is at risk, the oil / gas and forestry resource industries are suffering economically and under government caribou protection requirements, and the local business community have had additional hardships forced upon them, (increased minimum ages, carbon tax, limited Foreign work program assistance, rising costs and limited revenue due to population reduction). Our local "Shopping local" initiative and support for local community services, by the remaining residents is all that is keeping the community viable.

The Chamber would like to step forward and offer an opportunity to have the collective voice for the businesses of Grande Cache and a venue for the economic growth of the community to be displayed and demonstrated. This can be done with a visible location for visitors to the community to approach and discover what business services are available, what services are

needed, what the business opportunities are as well as what support services are offered to the entrepreneur and small business owner.

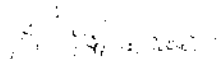
It is felt that the increased awareness of the Chamber and its services will encourage local business to support the effort of finding of a local solution to economic downturn, promote community pride and increase the public awareness of the economic opportunities and increase the involvement in local business in Grande Cache.

There are increasing efforts being made to encourage travel and traffic along our only Municipal highway #40 corridor. Tourism opportunities are increasing as more and more people visit the area. ***Probably the first businessman / tourist to visit our area and have an impact was Ignace Gaisson of the Hudson Bay Company who apparently purchased furs and built a "business related Cache" near Grande Cache, in 1820. This could be recognized as the start of business in Grande Cache.*** Since then many businesses have blossomed and bloomed over the last 150 – 200 years.

Promoting access to the local Chamber and its services by those visitors will begin the conversation around the economic benefits of moving to, living in and starting a business in Grande Cache. Chamber support for advertising local business will help with construction of local sign boards along the highway into our community.

This grant would assist the Chamber in providing economic support and services to the Community of Grande Cache, starting in 2017, the 150<sup>th</sup> Anniversary of Canada.

Sincerely,



R.C. Bambrick  
President  
Grande Cache Chamber of Commerce



# GREENVIEW CANADA 150 COMMUNITY GRANT

Creating an opportunity for Greenview residents to participate in activities that contribute to building a sense of pride and attachment to Canada



## GRANT APPLICATION FORM

Please carefully review the Grant Application Instructions prior to completing the application.

### Application Information:

Name of Organization:

**GRANDE CACHE CHAMBER OF COMMERCE**

Address of Organization:

**P. O. BOX 1342 GRANDE CACHE, ALBERTA T0E 0Y0**

Are you a registered society?  Yes  No

If Yes, what act are you registered under? Societies Act Registration No. 506255918

### Contact Information:

Name:

**RICHARD BAMBRICK**

Title/Position:

**PRESIDENT**

Phone:

**1 780 827 5060**

Email:

**ricqtar@telus.net**

Purpose of Organization:

The Grande Cache Chamber of Commerce is a volunteer organization that encourages and promotes free enterprise in the community and surrounding area of Grande Cache, Alberta. We provide services, support and advocacy for the business community and those who are considering the opportunities of entrepreneurship and business operators. We provide insight and support for the economic opportunities for new businesses coming to Grande Cache.

**Project Information:**

Project Name: **Grande Cache Support to Local Businesses**

Which objective(s) does your project support?

- Provides Greenview residents with opportunities to actively participate and/or celebrate together, promoting and building a deeper understanding of Canada, its people, and what it means to be Canadian.
- Encourages participation in community initiatives, activities and events to mark the 150th anniversary of Confederation.
- Recognizes and promotes exceptional Canadian people, places, and events that shape our communities, Greenview, and our country.
- Builds vibrant and healthy communities with the broadest possible engagement of all Canadians, including indigenous peoples, groups that reflect our pluralism, official language minorities, and youth.

**Project Overview:**

Total amount requested?

**\$68,600.00**

What do you want to do with the funds?

- #1 The funds would be used to purchase construct / erect signage on Highway 40 at the two primary entrances to the Community of Grande Cache. At present our community does not have these designated highway signs to indicate what businesses are in the community. Consequently visitors and tourists will drive through rather than stop.
- #2 The funds will enable the Chamber to provide "store front" services to local businesses, local entrepreneurs and new business to the community. The Chamber presently does not have a public access or business office nor a designated meeting place.
- #3 The funds will enable the Chamber membership to recognize the contribution of businesses to the community over the last 150 to 200 years

How does your project align with the objective(s) you selected above?

\* The Community is currently experiencing difficult economic times and support for the local 'existing' businesses is crucial for the long term viability of the community. Providing notice of business services available to the community is paramount for ensuring the viability of the community for next 150 years.

\* Recognition of the early businessmen of the community from the 1800's to the present day will help visitors and residents recognize the contribution of the local business to many community residents and organizations of Grande Cache.

How many people do you estimate will benefit from this grant?

The Community has over 250 store front and or "in home service" businesses, hiring numerous employees who will benefit from the influx of visitors and residents to their particular operations.

What is the anticipated start date of your project?

**June 1, 2017**

What is your project completion date:

(projects must be completed by December 31, 2017)

**Dec. 31, 2017**

**Additional Information:**

Have you previously applied for a grant from Greenview?  Yes  No

List the last two grants your organization has received from Greenview

Amount: \$ \_\_\_\_\_ Year: \_\_\_\_\_

Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Year: \_\_\_\_\_

Purpose: \_\_\_\_\_

Have you provided Greenview with a final completion report for grant funds received?

Yes  No  If no, why has the report not been filed?

No earlier grants obtained from MD of Greenview

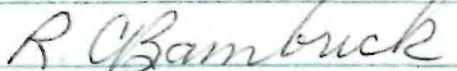
*FORM A must be filled out with all grant applications*

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

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

Applicant information:

Name: RICHARD BAMBRICK

Signature: 

Address: P. O. BOX 1342 GRANDE CACHE, ALBERTA T0E 0Y0

Telephone Number: 780- 827- 5060

Date: April 9, 2017

Application forms and supporting documentation can be emailed to [tara.zeller@mdgreenview.ab.ca](mailto:tara.zeller@mdgreenview.ab.ca)



**Grande Cache Chamber of Commerce  
Income Statement Jan 01, 2016 to Dec 31, 2016**

**REVENUE**

**REVENUE**

Chamber Membership Dues 1,200.00

**TOTAL REVENUE** 1,200.00

**TOTAL REVENUE** 1,200.00

**EXPENSE**

**OPERATING EXPENSES**

Accounting 25.00

Advertising & promotion 913.78

Bank charges & interest 85.40

Membership fees 377.81

Meeting & dinner expenses 659.71

Office & postage 471.13

**TOTAL EXPENSES** 2,532.83

**TOTAL EXPENSE** 2,532.83

**NET INCOME** -1,332.83

**Grande Cache Chamber of Commerce  
Balance Sheet As at Dec 31, 2016**

**ASSET**

**CURRENT ASSETS**

Cash On Hand	100.00	
CIBC Bank - (GCC)	9,218.88	
Cash: Total		<u>9,318.88</u>

<b>TOTAL CURRENT ASSETS</b>		<u><u>9,318.88</u></u>
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**CAPITAL ASSETS**

Office Furniture	681.45	
Office Furniture: Net		<u>681.45</u>

<b>TOTAL CAPITAL ASSETS</b>		<u><u>681.45</u></u>
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<b>TOTAL ASSET</b>		<u><u>10,000.33</u></u>
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**LIABILITY**

<b>TOTAL LIABILITY</b>		<u>0.00</u>
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**EQUITY**

**RETAINED EARNINGS**

Retained Earnings	11,333.16	
Current Earnings	-1,332.83	
<b>TOTAL RETAINED EARNINGS</b>		<u>10,000.33</u>

<b>TOTAL EQUITY</b>		<u>10,000.33</u>
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<b>LIABILITIES AND EQUITY</b>		<u><u>10,000.33</u></u>
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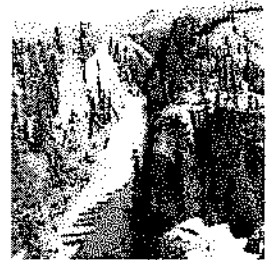
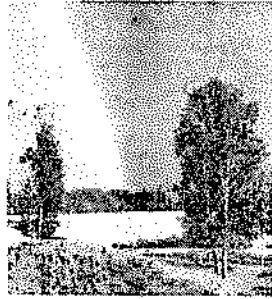
# Grande Cache Chamber of Commerce Comparative Income Statement

	Actual Jan 01, 2016 to Dec 31, 2016	Actual Jan 01, 2015 to Dec 31, 2015
<b>REVENUE</b>		
<b>REVENUE</b>		
Chamber Membership Dues	1,200.00	1,505.00
Donations	0.00	466.25
Fundraising Proceeds	0.00	5,069.70
<b>TOTAL REVENUE</b>	<u>1,200.00</u>	<u>7,040.95</u>
<b>TOTAL REVENUE</b>	<u>1,200.00</u>	<u>7,040.95</u>
<b>EXPENSE</b>		
<b>OPERATING EXPENSES</b>		
Accounting	25.00	0.00
Advertising & promotion	913.78	1,001.93
Bank charges & interest	85.40	89.72
Membership fees	377.81	0.00
Meeting & dinner expenses	659.71	178.97
Fundraising costs	0.00	5,678.50
Office & postage	471.13	149.63
Rental	0.00	185.00
Supplies	0.00	283.44
<b>TOTAL EXPENSES</b>	<u>2,532.83</u>	<u>7,567.19</u>
<b>TOTAL EXPENSE</b>	<u>2,532.83</u>	<u>7,567.19</u>
<b>NET INCOME</b>	<u>-1,332.83</u>	<u>-526.24</u>



# GREENVIEW CANADA 150 COMMUNITY GRANT

*Creating an opportunity for Greenview residents to participate in activities that contribute to building a sense of pride and attachment to Canada.*



## GRANT APPLICATION FORM

*Please carefully review the Grant Application Instructions prior to completing the application.*

### Application Information:

Name of Organization: **Mountain Metis Nation Association**

Address of Organization: **Box 1468 Grande Cache, Ab T0E 0Y0**

Are you a registered society?  Yes  No

If Yes, what act are you registered under? **Society Act** Registration No. **506192293**

### Contact Information:

Name: **Al Findlay**

Title/Position: **President**

Phone: **780-827-2002**

Email: **mna1994@telus.net**

Purpose of Organization:

To promote the cultural, economic, educational, political and social development of the Metis people.

**Project Information:**

Project Name:  
Musicfest 2017

Which objective(s) does your project support?

- Provides Greenview residents with opportunities to actively participate and/or celebrate together, promoting and building a deeper understanding of Canada, its people, and what it means to be Canadian.
- Encourages participation in community initiatives, activities and events to mark the 150th anniversary of Confederation.
- Recognizes and promotes exceptional Canadian people, places, and events that shape our communities, Greenview, and our country.
- Builds vibrant and healthy communities with the broadest possible engagement of all Canadians, including indigenous peoples, groups that reflect our pluralism, official language minorities, and youth.

**Project Overview:**

Total amount requested?

**\$13,100**

What do you want to do with the funds?

With the funds we would like to hold a music festival located at Central Park for the community of Grande Cache. On Sunday afternoon we would like for the Muskeg River Band to perform at Whispering Pine Lodge so our senior population can also take part in our Canada 150 Celebrations.

How does your project align with the objective(s) you selected above?

This project would allow the whole community, young and old to enjoy a fun filled day of music, free hot-dogs and refreshments in Central Park together celebrating Canada's 150th Birthday.

How many people do you estimate will benefit from this grant?

700 - 1,200

What is the anticipated start date of your project?

August 19, 2017

What is your project completion date:

(projects must be completed by December 31, 2017)

**August 20, 2017**

<b>Additional Information:</b>	
Have you previously applied for a grant from Greenview? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
List the last two grants your organization has received from Greenview	
Amount \$ <u>30,000</u>	Year <u>2017</u>
Purpose: <u>Hide A Way Camp upgrades</u>	
Amount \$ <u>16,000</u>	Year <u>2017</u>
Purpose: <u>Youth Summer Camp</u>	
Have you provided Greenview with a final completion report for grant funds received?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      If no, why has the report not been filed?	
<b>Projects not completed</b>	

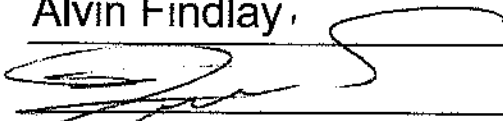
*FORM A must be filled out with all grant applications*

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

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

Applicant Information:

Name: Alvin Findlay,

Signature: 

Address: Box 1468 Grande Cache, AB T0E 0Y0

Telephone Number: 780-827-2002

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

Application forms and supporting documentation can be emailed to [tara.zeller@mdgreenview.ab.ca](mailto:tara.zeller@mdgreenview.ab.ca)



For Year Ending August 31

2016

Revenue

\$222,999.61

Total Revenue

\$222,999.61

Expenses

Utilities	\$ 9,115.13
Concession	\$ 9,181.66
Building Maintenance	\$ 3,807.85
Labour	\$ 11,765.30
Supplies	\$ 6,806.49
Insurance	\$ 16,934.00
Catering	\$ 4,791.00
Misc.	\$ 27,245.44
Rent	\$ 33,900.00
Accommodations	\$ 815.61
Consulting Fees	\$ 86,307.71
Homework Donations	\$ 5,000.00
Scholarships/Benevolents	\$ 2,142.50
Bank Fees	\$ 36.40
	<u>\$ 217,849.09</u>

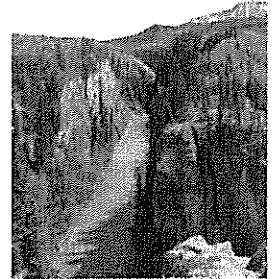
Profit

\$ 5,150.52



# GREENVIEW CANADA 150 COMMUNITY GRANT

Creating an opportunity for Greenview residents to participate in activities that contribute to building a sense of pride and attachment to Canada



## GRANT APPLICATION FORM

Please carefully review the Grant Application Instructions prior to completing the application.

### Application Information:

Name of Organization: Fox Creek Municipal Library

Address of Organization: 501 - 8 Street Fox Creek, AB T0H 1P0

Are you a registered society?  Yes  No

If Yes, what act are you registered under? Library Act Section 3 (4) Registration No. Corporation

### Contact Information:

Name: Leslie Ann Sharkey

Title/Position: Library Manager

Phone: 780-622-2343

Email: foxcreeklibrary@yahoo.com

Purpose of Organization: The Mission Statement of the Fox Creek Municipal Library is: To provide current and high interest material to the community of Fox Creek and surrounding area with an emphasis on stimulating children's interest and appreciation. Our goals include providing programs and materials to stimulate interest and appreciation for all ages. The library will accomodate adults, teens and children.

The library has been in operation since Feb. 5, 1970. Our budget for 2017 is \$107,355.00

<b>Project Information:</b>	
Project Name: Creation Location Celebrates Canada	
Which objective(s) does your project support?	
<input checked="" type="checkbox"/> Provides Greenview residents with opportunities to actively participate and/or celebrate together, promoting and building a deeper understanding of Canada, its people, and what it means to be Canadian.	
<input checked="" type="checkbox"/> Encourages participation in community initiatives, activities and events to mark the 150th anniversary of Confederation.	
<input type="checkbox"/> Recognizes and promotes exceptional Canadian people, places, and events that shape our communities, Greenview, and our country.	
<input checked="" type="checkbox"/> Builds vibrant and healthy communities with the broadest possible engagement of all Canadians, including indigenous peoples, groups that reflect our pluralism, official language minorities, and youth.	
<b>Project Overview:</b>	
Total amount requested? <b>\$4500.00</b>	
What do you want to do with the funds? We are planning a day of culture, art and creativity on Saturday, Sept 30. We are booking several artists, local and from afar to demonstrate and teach so that our community has the opportunity for hands on activities. We will need to pay a fee, mileage and lodgings for at least one of these, a chainsaw carver from Vancouver. Approximately 20 artists will be featured for adults, children and families and we will need to purchase supplies for our community members to work with. We would like to have an Artist's Reception to show our appreciation. Our library sponsors 2 sessions per year of a Family Lego Club and we want to construct a huge Canada flag out of red and white lego pieces (to be mounted in the library) as one of our activities on this day. And of course cake! You cannot have a celebration without cake!	
How does your project align with the objective(s) you selected above? This event including the building of the Canadian flag will give the opportunity to actively participate and celebrate together in these community initiatives and activities to mark the 150th Anniversary of our wonderful country, Canada.  This event will help build a vibrant, healthy community with engagement of all ages, including our indigenous peoples and those from other provinces and countries.	
How many people do you estimate will benefit from this grant? People of all ages with all degrees of experience. We did something similar awhile ago and had about 250 in attendance throughout the day. With this being a Canada 150 Celebration, I believe there will be a lot more.	
What is the anticipated start date of your project? It will be a one day project, Sept 30 but planning and booking has started already.	What is your project completion date: (projects must be completed by December 31, 2017)  We should have all reports completed by the end of October 2017



Additional Information:	
Have you previously applied for a grant from Greenview?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
List the last two grants your organization has received from Greenview	
Amount \$ _____	Year _____
Purpose: _____	
Amount \$ _____	Year _____
Purpose: _____	
Have you provided Greenview with a final completion report for grant funds received?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, why has the report not been filed?

FORM A must be filled out with all grant applications

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

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

Applicant Information:

Name:

Leslie Ann Sharkey, Library Manager - The Fox Creek Municipal Library

Signature:

*L. Sharkey*

Address:

Box 1078, 501 - 8 Street, Fox Creek, AB T0H 1P0

Telephone Number:

780-622-2343

Date:

March 30, 2017

Application forms and supporting documentation can be emailed to [tara.zeller@mdgreenview.ab.ca](mailto:tara.zeller@mdgreenview.ab.ca)

**FORM A – Project Funding Details**

<b>Project Funding Details - (list all funding sources for this project)</b>			
	Confirmed Amount	Pending Amount	Total Amount:
Greenview Canada 150 Grant Request		\$4500.00	
Organization's Cash Contribution	\$1500.00		
Other Funding Sources (please list):			
Dontated-In-Kind (labour, equipment, materials)			
Set up, take down, supervise, Artists Time	\$1000.00		
Venue	\$300.00		
	\$2800.00	\$4500.00	\$7300.00
<b>Total Project Funding:</b>			

<b>Anticipated Project Expenses - (detailed list of all expenses)</b>	
Expense Item:	Total Cost:
Artists's fees, travel, lodging (Ryan Cook)	3500.00
Local artists' fees and other expenses (artists reception)	1000.00
Art and Cooking supplies	1200.00
Lego pieces and baseplates for Canada Flag	900.00
Backing and frame for Lego Canada Flag	250.00
Celebration Cake and refreshments	150.00
Venue	300.00
<b>Total Project Funding: \$7300.00</b>	

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

2015

**TOWN OF FOX CREEK MUNICIPAL LIBRARY**

**STATEMENT OF RECEIPTS AND DISBURSEMENTS**

**AS AT DECEMBER 31, 2015**

**HORNE & CO.**

# HORNE & CO.

CHARTERED ACCOUNTANT

GEORGE A. HORNE, C.A.  
PROFESSIONAL CORPORATION

BOX 328  
4927 - 51 AVENUE  
WHITECOURT, ALBERTA T7S 1N5  
TELEPHONE: (780) 778-3091  
FAX: (780) 778-3072  
EMAIL: GAHORNE@TELUS.NET

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the Town of Fox Creek Municipal Library

### *Report on the statement of receipts and disbursements*

I have audited the accompanying statement of receipts and disbursements of the Town of Fox Creek Municipal Library for the year ended December 31, 2015. The statement has been prepared by management using the cash receipts and disbursements basis of accounting described in Note 1.

### *Management's Responsibility for the statement of receipts and disbursements*

Management is responsible for the preparation and fair presentation of this statement of receipts and disbursements in accordance with the cash receipts and disbursements basis of accounting, and for such internal control as management determines is necessary to enable the preparation of the statement of receipts and disbursements that is free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

My responsibility is to express an opinion on this statement of receipts and disbursements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the statement of receipts and disbursements is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement of receipts and disbursements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the statement of receipts and disbursements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the statement of receipts and disbursements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the statement of receipts and disbursements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### *Basis for Qualified Opinion*

In common with many non profit organizations, the organization derives revenue from various sources, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the organization and I was not able to determine whether any adjustments might be necessary to cash receipts and cash.

### *Qualified Opinion*

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, this statement presents fairly, in all material respects, the cash position of Town of Fox Creek Municipal Library as at December 31, 2015, and the receipts and disbursements for the year then ended in accordance with the cash receipts and disbursements basis of accounting described in Note 1.

### *Basis of Accounting*

Without modifying my opinion, I draw attention to Note 1 which describes the basis of accounting. The statement is prepared to provide information to the Board and may not be suitable for another purpose.

May 24, 2016  
Whitecourt, Alberta

*George Horne*  
CHARTERED ACCOUNTANT

**YOUR TRUSTED BUSINESS ADVISOR**

# **TOWN OF FOX CREEK MUNICIPAL LIBRARY**

## **NOTES TO THE STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDED DECEMBER 31, 2015**

### **NATURE OF BUSINESS**

The Town of Fox Creek Municipal Library is established under the Alberta Libraries Act Chapter L-11.

### **1. CASH RECEIPTS AND DISBURSEMENTS BASIS OF ACCOUNTING**

The cash basis of accounting is a method where the receipts are recorded during the period they are received and expenses are recorded in the period in which they are actually paid.



This statement is to be submitted by municipal and intermunicipal library boards serving fewer than 10,000 people. Boards serving more than 10,000 people may submit this form or their own financial report.

Return this completed form, or financial report (if applicable), signed by your reviewer, who is acceptable to council, along with your budget and your grant application form by mail, fax or email to:

Alberta Municipal Affairs  
Public Library Services Branch  
803 Standard Life Centre  
10405 Jasper Avenue  
Edmonton, Alberta T5J 4R7  
Phone: (780) 427-4871  
Fax: (780) 415-8594  
mari.scott@gov.ab.ca

Financial reporting requirements are set out in Section 9 of the *Libraries Act*:

[http://www.municipalaffairs.alberta.ca/public\\_library\\_legislation.cfm](http://www.municipalaffairs.alberta.ca/public_library_legislation.cfm)

## **2015 Statement of Receipts and Disbursements**

**Original, emailed or faxed copies will now be accepted.**

FINANCIAL REVIEW

For **Town of Fox Creek Municipal Library Board**

(Legal name of library board\*)

\*name must match legal library board name on application form

Completed by Financial Reviewer:

Print Name: Danielle Marinos

Signature: DMarinos

Date: June 12/16

Signature of person/firm approved as financial reviewer as per Section 9 of the *Libraries Act*

RECEIPTS FOR YEAR	Reporting period 2015
<b>Cash balance at beginning of year, January 1</b>	
01 Cash on hand	\$75.00
02 Total in current bank accounts	\$123,928.59
03 Total in savings accounts	
04 Term deposits	\$21,007.63
05 Other committed funds (e.g. trust funds and bequests)	\$1,232.03
<b>06 TOTAL OPENING CASH ON HAND (add lines 01 to 05)</b>	<b>\$146,243.25</b>
<b>Government contributions</b>	
07 Local appropriation (contribution of municipal council to the operation of library)	\$103,405.00
08 Provincial library operating grant	\$16,650.00
<b>Other government contributions</b>	
09 Directly from Municipal District (County)	
10 Directly from ID/Summer Village	
11 Cash transfer from Municipal District (County) library board	
12 Cash transfer from library system (do not include system book allotment account)	
13 School board, FCSS	
14 Employment programs	
15 Other grants (CFEP, CIP) please list	
15a <u>CIBC</u>	\$500.00
15b <u>Lethbridge Community Network</u>	\$2,378.88
15c <u>Lethbridge Community Network</u>	\$5,644.80
<b>Other revenue</b>	
16 Book sales	\$206.75
17 Fundraising (donations and other fundraising activities)	\$6,534.25
18 Fees and fines (card fees, fines, non-resident deposits)	\$162.96
18a Fees	
18b Fines	
19 Room rentals	
20 Other service revenue (e.g. photocopier, equipment rentals, contracts)	\$166.20
21 Interest	\$147.97
22 Transfers from reserve accounts	
23 Other income (please list)	
23a <u>Program revenue</u>	\$115.00
23b	
23c	
<b>24 TOTAL CASH RECEIPTS (add lines 07 to 23)</b>	<b>\$135,911.81</b>
<b>25 TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 24)</b>	<b>\$282,155.06</b>



CASH DISBURSEMENTS FOR YEAR		Reporting period 2015
<b>Staff</b>		
26	Salaries and benefits	\$82,686.97
27	Honoraria (volunteers)	
28	Moving expenses	
29	Course or conference fees	\$2,778.00
30	Travel and hospitality (staff)	
<b>31</b>	<b>TOTAL STAFF EXPENSES (add lines 26 to 30)</b>	<b>\$85,464.97</b>
<b>Library resources</b>		
32	Books (include freight and purchased cataloguing; do not include money you transfer to your library system, that information goes on Line 56)	\$8,582.67
33	Periodicals and newspapers	\$1,268.20
34	Audio-visual materials	\$330.28
35	Digital and electronic resources	
<b>36</b>	<b>TOTAL LIBRARY RESOURCES (add lines 32 to 35)</b>	<b>\$10,181.15</b>
<b>Administration</b>		
37	Audit and/or financial report	\$1,824.00
38	Board expenses (incl. honoraria, travel, course and conference fees)	\$2,025.38
39	Equipment rentals and maintenance	
40	Legal fees, bank charges, refunds and deposits (incl. GST)	\$126.34
41	Library supplies (incl. binding & repair)	\$395.86
42	Association memberships (do <b>not</b> include transfer payments to your library system)	\$170.00
43	Postage and box rental	\$432.25
44	Program expense (incl. publicity/advertising, equipment rental, volunteer appreciation, artist's fees)	\$4,047.10
45	Stationery, printing and copier supplies	\$1,089.20
46	Telephone and telecommunications, incl. internet connections	\$1,915.50
47	Other materials and supplies	\$1,756.06
48	Other expenses	
<b>49</b>	<b>TOTAL ADMINISTRATION EXPENSE (add lines 37 to 48)</b>	<b>\$13,781.69</b>

CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting period 2015
<b>Building costs</b>		
50	Insurance	
51	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	
52	Utilities	
53	Occupancy costs (to municipality)	
54	Rent (to private landlord)	
<b>55</b>	<b>TOTAL BUILDING EXPENSE</b> (add lines 50 to 54)	
<b>Transfer payments</b>		
56	Transfer to other library boards (please specify boards: may include municipal or library system boards)	
56a		
56b		
56c		
57	Contract payment for library service (e.g., payment to library societies)	
57a		
57b		
<b>58</b>	<b>TOTAL TRANSFER PAYMENTS</b> (add lines 56 and 57)	
<b>59</b>	<b>TOTAL OPERATING EXPENDITURE</b> (add lines 31, 36, 49, 55, and 58)	<b>\$109,427.81</b>
60	Loan interest and payments	
61	Transfer to other accounts (i.e., capital, operating reserves)	
<b>Capital expenditures</b>		
62	Building repairs and renovations (e.g., roof, carpet, partitions)	
63	Furniture and equipment	\$3,046.78
64	Other (please specify)	
64a	Laptops	\$6,667.83
64b		
<b>65</b>	<b>TOTAL CAPITAL EXPENDITURE</b> (add lines 62 to 64)	<b>\$9,714.61</b>
<b>66</b>	<b>TOTAL CASH DISBURSEMENTS</b> (add lines 59, 60, 61, 65)	<b>\$119,142.42</b>

Cash balance at end of reporting year		
67	Cash on hand	\$75.00
68	Total in current bank accounts	\$139,449.92
69	Total in savings accounts	
70	Term deposits	\$21,155.60
71	Other committed funds (e.g. trusts and bequests, reserves, capital)	\$2,332.12
<b>72</b>	<b>TOTAL CLOSING CASH ON HAND</b> (add lines 67 to 71)	<b>\$163,012.64</b>
<b>73</b>	<b>TOTAL CASH ACCOUNTED FOR</b> (add lines 66 and 72)	<b>\$282,155.06</b>

**Summary of cash receipts and disbursements statement**

For the year ended, December 31, 2015

	<b>Reporting Period 2015</b>
Total cash receipts for the year (from line 24)	\$135,911.81
<b>SUBTRACT</b> Total cash disbursements for the year (from line 66)	\$119,142.42
Net cash increase or (decrease) from operations	\$16,769.39
<b>ADD</b> Total opening cash on hand and in bank (from line 6)	\$146,243.25
<b>TOTAL CLOSING CASH ON HAND IN BANK</b> (from line 72)	<b>\$163,012.64</b>

**Please continue on to Page 7 if your municipality made any payments on behalf of the Library Board.  
Please have the municipal administrator fill out this form.**

**DIRECT PAYMENTS**

If the municipality pays costs in addition to its local appropriation (line 07) to the library board, this page should be completed by a municipal administrator. Include only that portion of the municipal expenditure that is paid on behalf of the library. These figures may be subject to audit. The figures in lines a. to m. should not be included in the library board's *Statement of Receipts and Disbursements* and/or financial statements.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)		Reporting Period 2015
a. Staff (salaries and benefits, moving expenses, course fees)		
b. Building maintenance (janitor, supplies, maintenance, and repairs)		
c. Insurance		
d. Utilities		746.14
e. Financial Report		
f. Rent (to private landlord)		
g. Telephone		
h. Other Expenses		
<b>I. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a to h)</b>		\$ 746.14
<b>Other expenditures paid by Municipality</b>		
j. Debenture interest and principal		
k. Capital or special grants (i.e., one-time grants)		
l. Library System appropriation (Contribution of your Municipal Council to your Library System)		103,405.00
<b>M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines j to l)</b>		\$ 103,405.00

I, Roy Dell, Administrator  
of Town of Fox Creek  
(name of municipality)

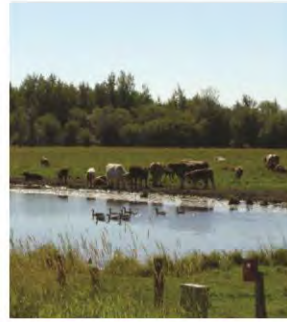
certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the  
Town of Fox Creek Municipal Library  
(name of Library Board)

Print Name: Roy Dell, Chief Administrative Officer  
Signed: [Signature]  
Date: May 25, 2016



# GREENVIEW CANADA 150 COMMUNITY GRANT

Creating an opportunity for Greenview residents to participate in activities that contribute to building a sense of pride and attachment to Canada



## GRANT APPLICATION FORM

Please carefully review the Grant Application Instructions prior to completing the application.

### Application Information:

Name of Organization:

Address of Organization:

Are you a registered society?  Yes  No

If Yes, what act are you registered under? \_\_\_\_\_ Registration No. \_\_\_\_\_

### Contact Information:

Name:

Title/Position:

Phone:

Email:

Purpose of Organization:

**Project Information:**

Project Name:

Which objective(s) does your project support?

- Provides Greenview residents with opportunities to actively participate and/or celebrate together, promoting and building a deeper understanding of Canada, its people, and what it means to be Canadian.
- Encourages participation in community initiatives, activities and events to mark the 150th anniversary of Confederation.
- Recognizes and promotes exceptional Canadian people, places, and events that shape our communities, Greenview, and our country.
- Builds vibrant and healthy communities with the broadest possible engagement of all Canadians, including indigenous peoples, groups that reflect our pluralism, official language minorities, and youth.

**Project Overview:**

Total amount requested?

What do you want to do with the funds?

How does your project align with the objective(s) you selected above?

How many people do you estimate will benefit from this grant?

What is the anticipated start date of your project?

What is your project completion date:  
(projects must be completed by December 31, 2017)

**Additional Information:**

Have you previously applied for a grant from Greenview?  Yes  No

List the last two grants your organization has received from Greenview

Amount \$ \_\_\_\_\_ Year \_\_\_\_\_

Purpose: \_\_\_\_\_

Amount \$ \_\_\_\_\_ Year \_\_\_\_\_

Purpose: \_\_\_\_\_

Have you provided Greenview with a final completion report for grant funds received?

Yes  No If no, why has the report not been filed?

*FORM A must be filled out with all grant applications*

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

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

**Applicant Information:**

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

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

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**Application forms and supporting documentation can be emailed to [tara.zeller@mdgreenview.ab.ca](mailto:tara.zeller@mdgreenview.ab.ca)**

**FORM A – Project Funding Details**

<b>Project Funding Details - (list all funding sources for this project)</b>			
	Confirmed Amount	Pending Amount	Total Amount:
Greenview Canada 150 Grant Request			
Organization's Cash Contribution			
Other Funding Sources (please list):			
Dontated-In-Kind (labour, equipment, materials)			
<b>Total Project Funding:</b>			

<b>Anticipated Project Expenses - (detailed list of all expenses)</b>	
Expense Item:	Total Cost:
<b>Total Project Funding:</b>	

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



## Cranberry lake Rodeo Association

## Balance Sheet

04/05/17

As of December 31, 2016

Accrual Basis

	Dec 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
BMO-Casino	1,691.17
BMO-Checking	25,735.84
<b>Total Chequing/Savings</b>	27,427.01
<b>Total Current Assets</b>	27,427.01
<b>Fixed Assets</b>	
<b>Bucking Shoots &amp; Groomer</b>	
Bucking Shoots & Groomer-Dep	-6,018.71
Bucking Shoots & Groomer-Orig	42,199.50
<b>Total Bucking Shoots &amp; Groomer</b>	36,180.79
<b>Building (Cover All)</b>	
Building (Cover All)-Orig Cost	8,400.00
Building (Cover All) -Dep	-1,198.05
<b>Total Building (Cover All)</b>	7,201.95
<b>Equipment</b>	
Equipment-Original Cost	15,500.00
<b>Total Equipment</b>	15,500.00
<b>Grounds Improvements</b>	
Grounds Improvements-Dep	-3,624.10
Grounds Improvements-Orig Cost	69,096.17
<b>Total Grounds Improvements</b>	65,472.07
<b>Office Furniture &amp; Equip</b>	
Office Furniture & Equip-Dep	-351.07
Office Furniture & Equip-Orig C	2,462.14
<b>Total Office Furniture &amp; Equip</b>	2,111.07
<b>Steer Riding Equipment</b>	
Steer Riding Equipment-Dep	-102.69
Steer Riding Equipment-Orig Cos	720.07
<b>Total Steer Riding Equipment</b>	617.38
<b>Total Fixed Assets</b>	127,083.26
<b>TOTAL ASSETS</b>	<b>154,510.27</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	611.57
<b>Total Accounts Payable</b>	611.57
<b>Total Current Liabilities</b>	611.57
<b>Total Liabilities</b>	611.57
<b>Equity</b>	
Opening Balance Equity	9.58
Retained Earnings	96,603.28
Net Income	57,285.84
<b>Total Equity</b>	153,898.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>154,510.27</b>

## Cranberry lake Rodeo Association

04/05/17

## Profit &amp; Loss

Accrual Basis

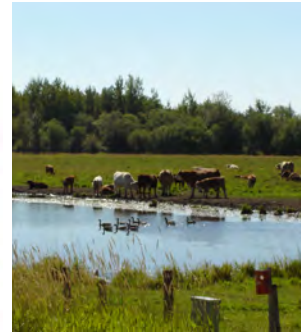
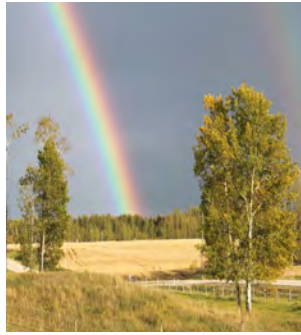
January through December 2016

	Jan - Dec 16
Ordinary Income/Expense	
Income	
General Income	
50/50	245.00
Beer Gardens	2,613.00
Gate Fees	1,651.00
Membership Fees	340.00
Other	8,141.84
Rodeo Dance	3,314.00
Silent Auction/Product/Serv	1,565.00
Spring Dance	13,099.05
Total General Income	30,968.89
Restricted Income	
Municipality of GV-Restricted	60,000.00
Total Restricted Income	60,000.00
Sponsorships	
General Support-Donations	3,440.00
Juniors Sponsorships	1,500.00
Locals Sponsorship	1,037.50
Majors Sponsors	6,000.00
Signs	4,500.00
Total Sponsorships	16,477.50
Total Income	107,446.39
Expense	
Advertising	9,187.50
Bank Fees	118.85
Contract Services	52.50
Dance Expense	6,166.47
Donations Expense	2,359.55
Facilities and Equipment	
Equip Rental and Maintenance	4,299.22
Rent, Parking, Utilities	140.00
Total Facilities and Equipment	4,439.22
Ground Improvements	101.64
Operations	
Printing and Copying	250.00
Total Operations	250.00
Other Types of Expenses	
Insurance - Liability, D and O	421.87
Total Other Types of Expenses	421.87
Rodeo	25,247.98
Utilities	1,814.97
Total Expense	50,160.55
Net Ordinary Income	57,285.84
Net Income	<b>57,285.84</b>



# GREENVIEW CANADA 150 COMMUNITY GRANT

*Creating an opportunity for Greenview residents to participate in activities that contribute to building a sense of pride and attachment to Canada*



*Canada's 150<sup>th</sup> anniversary of Confederation in 2017 is a historic moment with the power to bring people and places together as we dream big about our communities and our country.*

*It's a chance to encourage all Canadians to contribute to their communities in a way that will foster a greater sense of belonging, support meaningful reconciliation and leave a lasting legacy now and for future generations. It allows us to connect with our past, celebrate who we are, honour our exceptional achievements, and build a legacy for tomorrow.*

## WE WILL SUPPORT ACTIVITIES THAT ALIGN WITH ONE OF THE FOLLOWING OBJECTIVES:

1. Provides Greenview residents with **OPPORTUNITIES** to actively participate and/or celebrate together, promoting and building a deeper understanding of Canada, its people, and what it means to be Canadian.
2. Encourages **PARTICIPATION** in community initiatives, activities and events to mark the 150<sup>th</sup> anniversary of Confederation.
3. **RECOGNIZES** and **PROMOTES** exceptional Canadian people, places, and events that shape our communities, Greenview, and our country.
4. **BUILDS** vibrant and healthy communities with the broadest possible engagement of all Canadians, including indigenous peoples, official language minorities, and youth.

### Timelines:

*There will be 2 intakes for applications:*

- First intake: April 10, 2017 (\$100,000 available)
- Second Intake: July 10, 2017 (\$50,000 available)
- Funding notifications will be provided within 3 weeks of monthly deadline application submitted
- Greenview Canada 150 projects must be completed before December 31, 2017

### Funding Available:

A total of \$150,000 will be available to eligible groups and organizations within Greenview (including the Towns of Valleyview, Fox Creek, and Grande Cache).

### Eligible projects:

- Projects must support at least one of the four objectives
- Celebratory or commemorative activities and events
- Community building activities and events
- Sport and active-living activities and events
- Plaques, monuments, and permanent installations
- Ceremonies for site dedications
- Interpretive programming and tours
- Learning materials and activities
- Large-scale artwork projects
- New Canada 150 fairs and festivals
- Specific Canada 150 programming added to regular or recurrent fairs and festivals
- Project eligibility will be based on the standards set out in the Grant Application Instructions

### Ineligible projects:

- Projects that do not demonstrate any of the four objectives
- Ongoing projects
- Infrastructure projects
- Projects designed as fundraising purposes, or that generate a profit
- Any activity taking place outside of Greenview
- Ineligible projects as listed in the Grant Application Instructions

**Canada 150 presents a unique opportunity for Greenview to join all Canadians as we recognize this national milestone**

### For More Information or To Apply:

Greenview Canada 150 Grant Program ATT: Tara Zeller, Grande Cache Community Coordinator, Grande Cache Sub Office  
Phone: 780-524-6092 Email: tara.zeller@mdgreenview.ab.ca [www.greenview.ab.ca](http://www.greenview.ab.ca)



# REQUEST FOR DECISION

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**SUBJECT: Valleyview Seed Cleaning Plant**  
**SUBMISSION TO: REGULAR COUNCIL MEETING**      **REVIEWED AND APPROVED FOR SUBMISSION**  
**MEETING DATE: April 25, 2017**      **ACAO: DM**      **MANAGER: QFB**  
**DEPARTMENT: AGRICULTURE**      **GM: DM**      **PRESENTER: QFB**

---

**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – N/A**

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**RECOMMENDED ACTION:**

**MOTION: That Council authorize Administration to enter into an agreement with the Valleyview Seed Cleaning Cooperative Ltd. Board as to the dissolution and disbursement of assets of the Valleyview Seed Cleaning Cooperative Ltd.(VSCCL).**

**MOTION: That Council authorize Administration to transfer \$40,000.00 upset limit, to the 2017 Agriculture Services operating Budget to facilitate the VSCCL dissolution process, funds to come from the Operating Contingency Reserve Fund.**

---

**BACKGROUND/PROPOSAL:**

The Valleyview Seed Cleaning Cooperative Ltd. started up in 1972 with an agreement between the Province of Alberta, I.D. 16, and the members of the Cooperative. The Cooperative was to cost share with the Province and I.D. 16 the costs of establishing the plant. The VSCCL received \$68,000.00 from the two levels of government.

The Valleyview Seed Cleaning Cooperative Ltd. Board of Directors held a meeting on January 10, 2017 to discuss the future and/or dissolution of the facility. The following motion resulted:

*That the Valleyview Seed Cleaning Coop Ltd. Board of Directors authorize the Chairman to enter into an agreement with the MD of Greenview as to the dissolution of the Valleyview Seed Cleaning Coop Ltd. and the disposition of assets.*

The Valleyview Seed Cleaning Cooperative Ltd. Shareholders held a meeting on March 10, 2017 to discuss the future and/or dissolution of the facility. The following motions resulted:

*A Motion for Dissolution was presented and carried.*

*A Motion for Discharge of Assets was presented and carried.*

*A Motion for Filing of Article of Dissolution was presented and carried. A Motion for Statutory Declaration was presented and carried.*

*A Motion for entering into an Agreement with the MD of Greenview for Dissolution of VSCCL and disposition of Assets was presented and carried.*

As a side note Greenview's Assistant Manager of Agricultural Services is currently the Recording Secretary for the Valleyview Seed Cleaning Cooperative Ltd. Board.

Greenview Administration has determined the following:

The balance of outstanding taxes and utilities payable to the Town of Valleyview from 2013 – 2016 is approximately \$4,250.00.

Greenview has incurred approximately \$800.00 in miscellaneous expense to-date (advertisements, hall rentals, refreshments, etc.).

Further expenses in regards to the dissolution (currently \$1200.00 +) will occur (i.e. legal fees and other professional fees.).

Agriculture Services Administration time for this project is approximately 175 hours currently.

The salvage value of the equipment in the facility is estimated to be approximately \$10,000.00 (the facility is beyond repair).

The market value of the three acres of land is estimated to be \$150,000.00.

The estimated cost for demolition of the facility if determined to be a course of action, is estimated to be approximately \$50,000.00.

Due to a low volume of seed to be cleaned, the facility has proven to not be a profitable entity, hence the VSCCL has not cleaned any seed since early 2013.

Please note that there will be a clause in the agreement that states that Greenview will be reimbursed for expenses while facilitating and expediting the dissolution and disbursement process from the proceeds of disbursement.

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that an agreement between Greenview and the Seed Cleaning Cooperative Ltd. Board would clearly outline the process and any financial implications of the dissolution process. Currently the VSCCL has very limited funds, it is suggested that Greenview be reimbursed for any expenses incurred in the process upon the disbursement of all assets.

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that there will be unbudgeted expenditures to assist in the dissolution process.

---

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose to not enter into an agreement with the VSCCL for the purposes of dissolution and disbursement of assets. Administration is not recommending this course of action, as the VSCCL does not have the funding available to drive the process of dissolution forward to completion. This process has already been ongoing for approximately 5 years, and if Greenview chooses not to enter an agreement, the property is slated to go to public sale for Tax arrears to the Town of Valleyview one year from now. This may not provide the best return to the VSCCL for disbursement of assets.

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**FINANCIAL IMPLICATION:**

The balance of outstanding taxes and utilities payable to the Town of Valleyview from 2013 – 2016 is approximately \$4,250.00.

Greenview has incurred approximately \$800.00 in miscellaneous expenses to-date (advertisements, hall rentals, refreshments, etc.).

Further expenses in regards to the dissolution (currently \$1200.00 + other future expenses) will occur (i.e. legal fees and other professional fees).

The estimated cost for demolition of the facility if this is determined to be a course of action, is estimated at approximately \$50,000.00.

Funding for these costs would come from Operating Contingency Reserve.

**Direct Costs:** Tax and utility arrears; legal fees; other professional fees; general expenses (advertising, hall rental, refreshments); real estate fees (\$40,000.00).

**Ongoing / Future Costs:** Potential demolition of building, if a determined course of action (\$50,000.00).

---

**STAFFING IMPLICATION:**

Currently Agriculture Administration will require extra man hours to facilitate the dissolution process.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

If Council decides to approve the recommendation, then a formal agreement would be drafted and signed by both parties. Once this agreement is in place then Agriculture Administration would expedite the dissolution process and disbursement of VSCCL assets.

---

ATTACHMENT(S):

- March 10, 2017 Valleyview Seed Cleaning Cooperative Ltd. Shareholder Meeting Minutes
- Valleyview Seed Cleaning Cooperative Ltd. Tax Arrears Notice

**Minutes of a Shareholders Meeting of the  
Valleyview Seed Cleaning Cooperative  
Valleyview Ag Plex Hall  
March 10, 2017**

**#1  
CALL TO  
ORDER**

The meeting was called to order by Chairman Penson at 7:00 P.M. with the following present:

Directors: Chairman Doug Penson  
Gary Lilge  
Jeff Laughlin

Absent: Dale Smith  
Gerald Finster  
Ken James

Assistant Manager of Agricultural Services /  
Recording Secretary: Dave Berry

Manager of Agricultural Services: Quentin Bochar

Registration: Beverly Spence  
Tracy Mead

Members: Rod Klimp  
Don Bates  
Joan Bates  
Heather Penson  
Paul Loewen  
Steve Vetch  
Darren Dahm  
Travis Hatch

Members of the Public: Lawrence Holinaty

Chairman Penson called for a motion under By-Laws Of Valleyview Seed Cleaning Cooperative 3.07 (b) that the members present constitute Quorum, and as such, would proceed with the business of the meeting.

**#2  
QUORUM  
03.10.17.01**

**MOTION:** That the members present constitute a Quorum.  
**BATES/VETSCH CARRIED**

7:05 pm Chairman Penson asked Manager of Agricultural Services Quentin Bochar to Chair this meeting, Quentin Bochar took over as Chair

**#3  
ADOPTION OF  
THE AGENDA  
03.10.17.02**

**MOTION:** That the Agenda be adopted with the following changes:  
Motion for Quorum be item #2,  
Motion to adopt agenda be item #3,  
Add item 6(h) Appoint Auditor,  
Add item 6(i) Board allow Chair to enter agreement with MD Greenview regarding the dissolution and disposition of assets.  
**BATES/LAUGHLIN CARRIED**

The minutes of July 10, 2014 Valleyview Seed Cleaning Coop Shareholders meeting were reviewed.



**#4 TELEPHONE ATTENDANCE**  
**03.10.17.03** **MOTION:** As telephone attendance is not feasible at this venue, telephone attendance will not be available at this meeting.  
**LAUGHLIN/VETSCH** **CARRIED**

**#5**  
**ADOPTION OF THE MINUTES**  
**03.10.17.04** **MOTION:** That the minutes of the July 10, 2014 Shareholders meeting be adopted.  
**LILGE/DAHM** **CARRIED**

**#6**  
**BUISINES ARISIG FROM THE MINUTES**  
As there was no accountant appointed, the item of new business 6(h) was added to the agenda.

**#7**  
**NEW BUSINESS**

**#7(a)**  
**ELECTION OF OFFICERS**  
**ELECTION OF OFFICERS**  
Chair Bochar called for nominations for Directors.

Bates nominated the board as presently constituted with the exception of Gerald Finster, as Mr. Finster did not wish to let his name stand.

Chair Bochar called a second time for nominations for Directors, None were heard.

Chair Bochar called a third and final time for nominations for Directors, None were heard.

**03.10.17.05** **MOTION:** To appoint the Board of directors as presently constituted with the exception of Gerald Finster.  
**BATES/VETSCH** **CARRIED**

**#7(b)**  
**STATUS UPDATE**  
**Recording Secretary Berry** gave brief update on the status of the Valleyview Seed Cleaning Coop.

- Nov. 3, 2016 property inspection by Dave Berry, Doug and Heather Penson showed that the property was not sufficiently secured, that the roof is leaking and there was water in the basement.
- As a result, Greenview ASB staff installed a door lock, padlocks on both gates and purchased a sump pump and supplies to pump the water out of the cribs outside of the building so as to drain the water from the basement.
- After obtaining legal advice, the Annual Returns for 2014, 2015 and 2016 were submitted by secretary Berry to Corporate Affairs as well as a Change of Address form.
- The Valleyview Seed Cleaning Coop is owing the Town of Valleyview close to \$4,000.00 for taxes and utilities
- The seed Plant has experienced financial difficulties many times, as far back as 1992. There are many causes, most of which are out of our control. The Plant has not operated since 2013
- It would be very expensive, if not impossible, to repair the Seed Cleaning Plant and bring it up to code.



Valleyview Seed Cleaning Cooperative Director's Meeting  
March 10, 2017

**#7(h)**  
**APPOINT**  
**AUDITOR**  
**03.10.17.11**

**MOTION:** That the Board of Directors appoint a suitable auditor.  
**BATES/VETSCH** **CARRIED**

**#7(i)**  
**MD**  
**AGREEMENT**  
**03.10.17.12**

**MOTION:** That the Valleyview Seed Cleaning Coop Shareholders authorize the Chairman to enter into an agreement with the MD of Greenview as to the dissolution of the Valleyview Seed Cleaning Coop Ltd and the disposition of assets.  
**BATES/LAUGHLIN** **CARRIED**

**#8**  
**ADJORNMENT**  
**03.10.17.13**

That this meeting adjourn at 8:30 P.M.  
**JAMES/SMITH** **CARRIED**

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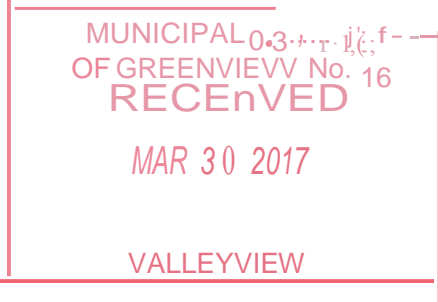
DOUG PENSON  
Chairman

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DAVE BERRY  
Asst. Manager of Ag. Services /  
Recording Secretary



BOX 270  
VALLEYVIEW, ALBERTA  
TOH 3N0  
PHONE: (780) 524-5150  
FAX: (780) 524-2727



March 29, 2017

Valleyview Seed Cleaning Co-op Ltd.  
Box 1079  
Valleyview, AB  
TOH 3N0

Dear Sir or Madam:

Re: PROPERTY TAXES ON LOT C, BLOCK -, PLAN 3275 TR  
4203 -40<sup>th</sup> AVENUE TAX ROLL #11910

As per Section 412(1) of the Municipal Government Act, your property has been placed on the tax arrears list and sent to Alberta Registries, Land Titles Office in Edmonton for filing of a tax recovery notification on your title.

For the tax recovery notification to be discharged from your property, all tax arrears must be paid in full. The current balance is \$4251.30-. Please note penalties are charged on the first of each month for any unpaid balance.

If taxes remain unpaid one year from this date, as per the Municipal Government Act, your property will be put up for sale by Public Auction to recover the tax arrears.

If you have any questions, please contact the undersigned.

Sincerely,

Shari Taylor  
Director of Administration



# REQUEST FOR DECISION

---

SUBJECT: **Appointment of Pest Inspectors**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: April 25, 2017  
DEPARTMENT: AGRICULTURE

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO: DM  
GM: DM

MANAGER: QFB  
PRESENTER: QFB

---

RELEVANT LEGISLATION:

**Provincial** (cite) – Agricultural Pests Act Chapter A-8 RSA 2000

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint: Dennis Haglund, Maureen Bly, Hazel Edwards, Amy Cymbaluk, Jennifer Hammel, Jesslyn Alguire, Hayden Grotkowski, and Glenn Allen as Pest inspectors for Greenview for the term of their employment.**

---

BACKGROUND/PROPOSAL:

Greenview Council is required to appoint Pest Inspectors under the Agricultural Pests Act A-8 on an annual basis. Administration is recommending that Council appoint the above mentioned people as Pest inspectors for Greenview.

The Pest Inspectors work from May to October, and will be responsible to inspect for the species listed in the Pest and Nuisance Control Regulation AR/184 2001. The Agricultural Pests Act Regulation has 40 species listed as either a declared pest or a nuisance pest. The past few years have had Greenview pest inspectors, inspecting for Black Leg of Canola, Club Root of Canola, Fusarium Head Blight, and Grasshoppers.

Section 10 of the Agricultural Pests Act provides as follows:

**Municipal Inspectors**

**10(1)** The local authority of a municipality shall appoint a sufficient number of inspectors to carry out this Act and the regulations within the municipality.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. To be compliant with the Agricultural Pests Act, Greenview is required to appoint a sufficient amount of individuals as pest Inspectors.
- 

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. They are no perceived disadvantages to Council accepting the recommended motion.
-

ALTERNATIVES CONSIDERED:

**Alternative #1:** Greenview Council may choose to not grant approval to the recommended motion. This would put Greenview in the situation of not having a sufficient number of pest inspectors appointed under the Agricultural Pests Act section 10.

**Alternative #2:** Greenview Council may choose to alter the recommended motion. This would also put Greenview in the situation of not having a sufficient number of pest inspectors appointed under the Agricultural Pests Act Section 10.

---

FINANCIAL IMPLICATION:

There is no extra cost associated with appointing Agricultural Services Staff as inspectors under the Agricultural Pests Act. Funding for the inspector positions comes out of the 2017 Agriculture Services Department Operating Budget.

**Direct Costs:** Funding for the pest inspector positions are included in the 2017 Agriculture Services Operating Budget

**Ongoing / Future Costs:** There are no ongoing or future costs to the recommended motion.

---

STAFFING IMPLICATION:

There is no additional staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Once council has approved the appointments, the employees will be able to inspect properties for agricultural pests.

---

ATTACHMENT(S):

- N/A



# REQUEST FOR DECISION

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<b>SUBJECT:</b>	<b>Appointment of Weed Inspectors</b>		
<b>SUBMISSION TO:</b>	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
<b>MEETING DATE:</b>	April 25, 2017	ACAO: DM	MANAGER: QFB
<b>DEPARTMENT:</b>	AGRICULTURE	GM: DM	PRESENTER: QFB

---

**RELEVANT LEGISLATION:**

**Provincial (cite)** – Weed Control Act Chapter W-5.1 SA 2008

**Council Bylaw/Policy (cite)** – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint: Dennis Haglund, Maureen Bly, Hazel Edwards, Amy Cymbaluk, Jennifer Hammel, Jesslyn Alguire, Hayden Grotkowski, and Glenn Allen as Weed inspectors for Greenview for the term of their employment.**

---

**BACKGROUND/PROPOSAL:**

Greenview Council is required to appoint Weed Inspectors under the Weed Control Act W-5.1 on an annual basis. Administration is recommending that Council appoint the above mentioned people as weed inspectors for Greenview.

The Weed Inspectors work from May to October, and will be responsible to inspect for the species listed in the Weed Control Regulation AR 19/2010. The weed inspectors have a list of 75 invasive species that are listed as either noxious or prohibited noxious categories.

Section 7 of the Weed Control Act provides as follows:

**Municipal Inspectors**

**7(1)** A local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is that Greenview will be compliant with the Weed Control Act.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no perceived disadvantages to Council accepting the recommended motion.



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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Greenview Council may choose to not grant approval to the recommended motion. This would put Greenview in the situation of not having a sufficient number of weed inspectors appointed under the Weed Act Section 7.

**Alternative #2:** Greenview Council may choose to alter the recommended motion. This would also put Greenview in the situation of not having a sufficient number of weed inspectors appointed under the Weed Act Section 7.

---

**FINANCIAL IMPLICATION:**

There is no extra cost associated with appointing Agricultural Services Staff as inspectors under the Weed Control Act. Funding for the inspector positions comes out of the 2017 Agriculture Services Department Operating Budget.

**Direct Costs:** Funding for the weed inspector positions are included in the 2017 Agriculture Services Operating Budget.

**Ongoing / Future Costs:** There are no ongoing or future costs to the recommended motion.

---

**STAFFING IMPLICATION:**

There will be no further costs to the weed inspector positions.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Once council has approved the appointments, the employees will be able to inspect properties for invasive species.

---

ATTACHMENT(S):

- None



# REQUEST FOR DECISION

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SUBJECT: **Greenview Mascot**

SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	April 18, 2017	ACAO: DM                      MANAGER: DC
DEPARTMENT:	CAO SERVICES	GM:                              PRESENTER: AP

---

RELEVANT LEGISLATION:

**Provincial (cite) –N/A**

**Council Bylaw/Policy (cite) –N/A**

---

RECOMMENDED ACTION:

**MOTION: That Council authorize Administration to purchase a mascot with an upset limit of \$8,000 with funds to come from the 2017 Communications Promotional Marketing budget.**

---

BACKGROUND/PROPOSAL:

Mascots are used by numerous organizations, governments, teams, and businesses to promote their brand and engage both adults and young audiences. Greenview has not had a mascot in the past, although neighbouring municipalities such as Grande Cache do.

The Communications Team has been asked to produce an installation for future parades and displays. A mascot has been identified as an interactive and multipurpose component of that project which will be available for outreach events throughout the year. The production timeline for a mascot costume will be shorter than for the parade float, and so it is recommended that Greenview proceed with developing the mascot as soon as possible so that it will be ready for use in 2017 summer outreach events.

A public survey regarding icons that represent Greenview was conducted in March 2017. The top category of animal, receiving 75 per cent of public support, was ungulates including moose/deer/elk. Based on this information we have received from the public, we have begun working with a designer on mascot concepts featuring this type of animal. Following discussions with the Agriculture and Recreation Services Departments, moose are recommended due to potential public concerns regarding elk predation or the sensitivity around caribou habitat.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of directing Administration to develop a mascot is that Greenview will be represented in a creative fashion that appeals to all ages and better engages children.
2. The benefit of directing Administration to develop a mascot is that the mascot can be used on promotional material that will help engage our audience.

3. Greenview typically provides at least two staff members at public events, depending on the size of the event. The benefit of directing Administration to develop a mascot is that we may have one staff member attend along with the mascot. Mascot services may be contracted out at a lower cost.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage of directing administration to develop a mascot is that funds could be used on other forms of marketing.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** An alternative action to having a mascot costume purchased is that no mascot is adopted. This is not recommended because we will continue experiencing challenges engaging children and families. This option would have no direct project cost but other methods would need to still be pursued to accomplish the same goals.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** Cost to design and purchase the mascot. To be funded from the Communications 2017 Promotional Marketing Budget. Three providers have given project estimates and projected lead times:

- 1) Bam Mascots from Mississauga estimates \$4,200 - \$4,900 and 8-9 weeks;
- 2) Sugar Mascot Costumes from Toronto estimates \$4,500 - \$5,500 and 10-12 weeks; or
- 3) Street Characters Mascots from Calgary estimates \$8,000 - \$9,000 and 6 to 8 weeks.

Due to timeline, price and lead time considerations it is recommended that Street Characters Mascots of Calgary be chosen as the mascot provider.

**Ongoing / Future Costs:** Cleaning and repair of the costume. Hiring of part time labour to staff the costume if no staff members are available.

---

**STAFFING IMPLICATION:**

Staff or contracted personnel will be needed to wear the costume when in use. Most public events take place out of regular working hours and will occur throughout Greenview, therefore overtime and travel costs will be necessary in most cases.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Consult

**PUBLIC PARTICIPATION GOAL**

Involve - To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

## **PROMISE TO THE PUBLIC**

Consult - We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision

An online survey was advertised through our website and social media channels. 153 individuals responded from throughout Greenview. Common symbols and preferred icons were identified and will be used to develop the mascot, parade float and further outreach materials.

Further engagement will take place to boost awareness and excitement for the mascot including a contest with Greenview area schools to name the mascot and suggest potential costumes.

---

### **FOLLOW UP ACTIONS:**

If Council supports the motion we will proceed with selecting the vendor and design for the mascot. Due to the production timelines (6 to 8 weeks), it is recommended that purchase contract be entered into as soon as possible so that the mascot will be ready for summer outreach events.

---

### **ATTACHMENTS:**

- 1) Street Characters' general information packet and portfolio
- 2) Sugar Mascots' moose mascot portfolio
- 3) Bam Mascots' general information packet and portfolio
- 4) Comparable mascots proof of concept document
- 5) Symbols of Greenview Survey results



**Creating a  
Street Character®  
For**

*Municipal District of Greenview*

**We Entertain the World by Creating the  
Absolute Best Mascots. Period.**



## WHY A STREET CHARACTER®?

Expertise in design and a working knowledge of durable, functional and safe costumes is what sets a Street Character apart from all other mascots.

Street Characters Inc®. was created when our founders were unable to locate a suitable supplier for their own character, “Harvey the Hound”, the first mascot of the National Hockey League (NHL). What sets us apart from other mascot companies is our solid understanding of what is required to design and build a high profile, highly active, sports mascots like Harvey. With a Street Character mascot, your team is assured of receiving the most functional, user-friendly character possible- for whatever you need it to do!

### **Every Street Character is built with:**

#### **Experience**

Street Characters has developed a reputation for being the world leader in mascot design. We have over 20 years of experience in mascot design and operations, and we have created several thousand Street Characters.

#### **Quality**

Street Characters are made of superior products designed for comfort, durability, and performer safety. Your Street Character comes with a limited lifetime guarantee against defects in materials and workmanship.

#### **Innovation**

Through customer input and feedback, we continually push the envelope of mascot design and construction.

#### **Individuality**

Your Street Character will be custom designed to your needs, and created by hand to ensure quality and detail.

**Every Street Character is unique.**

### **Investing in a Street Character is not an expensive proposition.**

If properly cared for and maintained, a Street Character mascot can be a part of your organization for many years. Priced competitively, each Street Character is custom designed specifically for the needs of each individual organization. Our continuing commitment to quality, comfort and safety ensures each of our clients receive full value for their investment in a Street Character.



# THE STREET CHARACTER PROCESS

Development of a successful Street Character program requires much more than making a costume and sticking someone inside. That is why Street Characters is committed to each client's entire mascot program, from conceptual design and manufacture to training and auditioning of actors.



There are several steps that we guide each client through in the process of creating a Street Character.

**Concept Design** - The first step is to determine what type of character is suitable for your organization. We will consult with you to find the best representation for you, whatever that creature may be. Then we set our artists to work to create a sketch of your Street Character.

**Quotation** - Once a concept has been designed, we will proceed with an outline of the standard features and specifications for your Street Character. This will help us determine a price.

**Production** - After we have agreed on a price, we will then send you a more detailed list of specifications for your approval and review.

This will be our "blueprint" for creating your Street Character in which we will discuss certain features like fur types and colors. At this stage we determine a date for completion and we will request a deposit for 50% of the price of your Street Character.

**Delivery** - Your Street Character is ready to go! We will load it into the two custom made carrying bags and ship your character to you. The balance of payment will be invoiced and due upon the receipt of your Street Character.



**Recruitment and Training** - Now that you have your very own Street Character, the highest quality and most functional mascot on the market, you will need a qualified performer to run your program. Street Characters Inc. offers guidance for choosing the right performer and we also offer optional programs to train performers how to entertain your fans and represent your organization properly. We also offer training for program managers and administrators.



# Training and Management Resources

Two of the most important aspects of a mascot program are to have a functioning mascot department and properly trained performers. Street Smarts gets you started right with our management manual and training DVD.

## Manual

**Street Smarts, The Guide For Mascot Management** is a comprehensive manual on mascot program operations. The authoritative reference for the mascot industry, Street Smarts tells you everything you need to know to set up a mascot program and manage it successfully.

### Street Smarts will teach you all about:

#### Getting Started

- creating a costume
- staffing requirements
- performer auditions
- program office set-up
- 8 ready to use management forms

#### Mascot Program Accounting

- developing a budget
- booking performances
- reference guide
- appearance fees

#### Marketing Your Mascot

- developing image guidelines
- selecting merchandise lines
- sponsorship opportunities
- advertising and promotional publications

#### Costume Care

- cleaning and maintenance
- costume storage

#### Other Street Smarts features:

- 150 pages
- fully illustrated
- fully indexed



## DVD

**Street Smarts Mascot Training DVD** is based on the experience of Glenn Street, one of the first mascots in professional sports, and the owner/creator of Street Characters.

This three-part DVD begins with basics of dressing in a costume and ends with entertaining the fans at major league ball games. This DVD will assist your mascot in getting the most positive attention to your business.



### DVD Part 1: Getting Started

Five new mascots are introduced to their job. The topics covered include:

- costume dressing
- basic mascot movements
- health and safety considerations
- general duties and responsibilities
- general security issues



### DVD Part 2: Basic Training

Five new mascots are coached in:

- body language gesturing
- creating a mascot personality
- working with children
- the duties of a spotter
- advanced mascot security
- basic sports awareness
- media awareness

### DVD Part 3: Your Mascot in Action

The final part presents a mascot's eye view on performing at sports and corporate venues.

# CHARACTER REFERENCES

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**Our client list is an extensive one, and it is growing all of the time.**

**Here is a partial list** of the more than 1000 organizations that are part of the Street Characters family.

## Baseball

Aberdeen Ironbirds (MILB)  
Amarillo Dillas (TLPBL)  
Anchorage Bucs (ABL)  
Bridgeport Bluefish (ALPB)  
Camden Riversharks (ALPB)  
Charleston Riverdogs (MILB)  
Chicago White Sox (MLB)  
Colorado Rockies (MLB)  
Detroit Tigers (MLB)  
Edinburg Roadrunners (TLPBL)  
Fort Wayne TinCaps (MILB)  
Gwinnett Braves (MILB)  
Lancaster JetHawks (MILB)  
Las Vegas 51's (MILB)  
Minnesota Twins (MLB)  
Nashua Pride (Atlantic League)  
New Britain Rock Cats (MILB)  
Oklahoma Red Hawks (MILB)  
Pittsburgh Pirates (MLB)  
River City Rascals (IPBL)  
San Francisco Giants (MLB)  
Sacramento Rivercats (MILB)  
Sioux Falls Canaries (IPBL)  
Tampa Bay Devil Rays (MLB)  
Texas Rangers (MLB)  
Tigres de Aragua (Venezuela Baseball)  
Tri-City Valley Cats (NYPL)  
Victoria Seals (Golden Baseball League)  
West Tenn Diamond Jaxx (Southern League)  
Wichita Wranglers (MILB)  
West Tenn Diamond Jaxx (MILB)  
Williamsport Crosscutters (MILB)

## Basketball

Alberta Northern Lights Basketball Wheelchair Society  
Idaho Stampede (NBA Development League)  
New York Liberty (WNBA)  
Sioux City Sky Force (CBA)





## Football

Arizona Cardinals (NFL)  
 B.C. Lions (CFL)  
 Calgary Stampeders (CFL)  
 Cleveland Browns (NFL)  
 Denver Broncos (NFL)  
 Detroit Lions (NFL)  
 Hamilton Tiger-Cats (CFL)  
 Houston Texans (NFL)  
 New England Patriots (NFL)  
 New Orleans Saints (NFL)  
 Philadelphia Eagles (NFL)  
 Pittsburgh Steelers (NFL)  
 Tennessee Valley Vipers (AF2)  
 Wilkes Barre Scranton Pioneers (AF2)

## Hockey

Alaska Aces (WCHL)  
 Brandon Wheat Kings (WHL)  
 Calgary Flames (NHL)  
 Calgary Hitman (WHL)  
 Carolina Hurricanes (NHL)  
 Cincinnati Cyclones (ECHL)  
 Colorado Avalanche (NHL)  
 Columbus Blue Jackets (NHL)  
 Dayton Gems (IHL)  
 Everett SilverTips (WHL)  
 Florida Everblades (ECHL)  
 Grand Rapids Griffins (IHL)  
 Hartford Wolfpack (IHL)  
 Kooteney Ice (WHL)  
 Lethbridge Hurricanes (WHL)  
 Los Angeles Kings (NHL)  
 Manitoba Moose (AHL)  
 Mississauga St. Michael's Majors (OHL)  
 Milwaukee Admirals (AHL)  
 New York Islanders (NHL)  
 Philadelphia Phantoms (AHL)  
 Portland Winterhawks (WHL)  
 Prince Albert Raiders (WHL)  
 Rapid City Rush (CHL)  
 Reading Royals (ECHL)  
 Red Deer Rebels (WHL)  
 Regina Pats (WHL)  
 San Diego Gulls (WCHL)  
 San Jose Sharks (NHL)  
 St Louis Blues (NHL)  
 Seattle Thunderbirds (WHL)  
 Saskatoon Blades (WHL)  
 Sault Ste. Marie Greyhounds (OHL)  
 Spokane Chiefs (WHL)  
 Swift Current Broncos (WHL)  
 Tampa Bay Lightning (NHL)  
 Tri-City Americans (WHL)  
 Vancouver Giants (WHL)  
 Youngstown Phantoms (USHL)



## Colleges /Schools

Appalachian State University  
Boston College  
California Institute of Technology  
Campbell University  
Canisius College (NCAA)  
Carnegie Mellon University (NCAA)  
Carthage College  
Central New Mexico Community College  
Coastal Carolina University  
Colorado University (NCAA)  
Curry College (NCAA)  
Dalhousie University  
Dana College  
Delaware Technical and Community College  
Drexel University (NCAA)  
Eastern Kentucky University  
Eastern Michigan University  
Georgetown University (NCAA)  
Iowa State University (NCAA)  
Lafayette College (NCAA)  
Lehigh University  
Loyola Marymount University  
Memorial University  
Mount Royal University  
New Jersey Institute of Technology  
Nicholls State University  
Northeastern (NCAA)  
Pace University  
Pepperdine University (NCAA)  
Ohio University  
Roanoke College

Robert Morris University  
Rockhurst University  
St. Louis College of Pharmacy  
Santa Clara University  
SAIT Polytechnic  
Shawnee State University  
Stevens Institute of Technology  
Stony Brook University  
Temple University  
Texas A&M International University  
Trine University  
Tulane University (NCAA)  
University of Alaska (Anchorage)  
University at Albany (NCAA)  
Uni. of Alabama at Birmingham (NCAA)  
University of California (Berkeley)  
University of Central Arkansas (NCAA)  
University of Central Florida  
University of Dayton (NCAA)  
University of Detroit Mercy (NCAA)  
University of Idaho  
University of Kentucky (NCAA)  
University of Massachusetts at Lowell  
University of Miami Ohio (NCAA)  
University of Nebraska (NCAA)  
University of Prince Edward Island  
University of Victoria  
University of Nevada Las Vegas  
Wichita State University  
Yale University





## Lacrosse

Calgary Roughnecks (NLL)  
Colorado Mammoth (NLL)  
Edmonton Rush (NLL)

## Soccer

Baltimore Blast (MISL)  
Club Deportivo Chivas USA (MLS)  
Colorado Rapids (MLS)  
Des Moines Menace (PDL)  
FC Dallas (MLS)  
FC Gold Pride (WPS)  
New Jersey Metro Stars (MLS)  
San Jose Earthquake (MLS)  
Washington Freedom (WUSA)  
Wilmington Hammerheads (USL)

## Other Sports Organizations

AVP Pro Beach Volleyball  
Evergreen Speedway  
Gulfstream Park  
Lonestar Park  
Milwaukee Mile Race Track  
NCAA Special Events  
Professional Bull Riders  
Sunland Race Track and Casino  
Texaco Havoline  
Grand Prix of Houston

## Community

Calgary Police Service  
Calgary Stampede  
Calgary EMS  
Calgary Search & Rescue  
Calgary Transit  
Royal Canadian Mounted Police (RCMP)  
Salvation Army Puerto Rico  
The Modesto Bee  
United Way

## Corporate

Alaska SeaLife Center  
Ampo Industries  
Avista Utilities  
Aspen Skiing Company  
Bauer Nike  
BC Ferries  
Canadian Pacific Railway  
Cathay Pacific Airlines  
Colorado State Parks  
Encana  
Fox Sports  
Grupo Bimbo  
Haggen  
Hershey's Chocolate  
Hot Dog On a Stick  
Husky Energy  
La-Z-boy Furniture  
M & T Bank  
Moore's Quality Snack Foods  
New Hampshire's Liquor Commission  
Quicken Loans  
Red Lobster Restaurants  
Safeway Canada  
Savanna Energy Services Corp  
SMED International  
Splashway Waterpark  
Texas Credit Union  
Thriftlodge Hotels  
Travelodge Hotels  
UAP/NAPA  
Visa USA  
Westfield Shopping Centers



# Extend Your Brand into Your Fan's Home

## With Custom Plush Dolls and Merchandise

### Dolls

We understand how important it is for you to maintain an image that a mascot reflects for your team, organization or corporation. We focus on increasing the advantages of having a mascot and have developed a way to enhance your brand through our custom mascot dolls.

Custom mascot dolls have many positive benefits to your organization. They will make your business more visible! They will grow your brand awareness by building goodwill and team loyalty, and also by creating a lasting image of your organization. Custom mascot dolls can be an additional source of revenue by selling them at fundraisers, as memorabilia, or to commemorate key events.



Pace University

Our dolls are completely customized to your specifications and can be created with any number of accessories, interchangeable outfits, poses, or materials—your imagination is the limit! The prototyping process ensures that you receive a product you are thrilled with, and our high standards ensure your dolls are safe, functional, and a proud representation of your brand.

We can bring your mascot character to life and help your fans take a piece of your team, organization or corporation home with them!



2008 Alberta Summer Games



University of Louisiana at Monroe

### Merchandise

Street Characters believes that no mascot program is complete without a merchandising program. With a merchandising program in place, you can generate added revenues and enhance your mascot's appeal with patrons and fans.

Street Characters can help you determine the best type of merchandise for your program.

Street Characters offers an extensive variety of products. Here are just a few of the products we offer in our merchandise program:

- Bobble Heads
- Foam Hats and Hands
- Noisemakers
- Key Chains
- Wrist Bands
- Banner Pens



Key Chains

**Please contact our sales team** to discuss how Street Characters custom mascot doll and merchandise program can help you effectively build your brand!

# WE CREATE FUN!

---

**We would like to thank you** for considering a genuine Street Character. We are proud of our reputation for producing the absolute best mascots possible.

**Investing in a Street Character** is not an expensive proposition. Priced competitively, each Street Character is custom designed specifically for the needs of each individual organization. Our continuing commitment to quality, comfort and safety ensures each of our clients receive full value for their investment in a Street Character. If properly cared for and maintained, a Street Character mascot can be a part of your organization for many years thus eliminating the expense and inconvenience of replacing inferior costumes every 2 - 3 years.

Street Characters is a recognized world leader in the design and manufacture of the highest quality, most functional and highly active mascots available. We will work closely with you at every stage of the process in creating a Street Character that will be perfect for your organization.

**Let us create some fun for you!** Call us anytime for more information on our products and services.



From concept  
to reality,  
we create fun!



**Toll free at**

**1-888-MASCOTS (1-888-627-2687)**

**VISIT OUR WEBSITE AT  
WWW.MASCOTS.COM**



Street Characters Inc.  
#2, 2828 - 18 Street NE  
Calgary, AB Canada T2E 7B1

1-888-MASCOTS (1888-627-2687)  
Fax: 403-250-3846  
Website: [www.mascots.com](http://www.mascots.com)  
E-mail: [sales@mascots.com](mailto:sales@mascots.com)

MASCOT SOLUTIONS

**Front Cover Characters:** Gaylord the Camel (Campbell University), Lincoln (Everett Silvertip, WHL), AVP Pro Beach Volleyball, Rudy Flyer (University of Dayton).

**Rear Cover Characters:** Professor Tuff Ted Puffin "Tuffy" (Alaska SeaLife Center), Boola the Bulldog (Yale University), Mississauga Maniac (Mississauga St. Michaels Majors), Gus Grenadier (Indiana University Southeast) .

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We Entertain the World by Creating the Absolute Best Mascots. Period.

1-888-MASCOTS



**From Concept**



**To Reality**



## Moose Mascots



### Building Your Custom Mascot

We build your custom-made mascot to your individual specifications as to meet your unique needs. Your mascot can be completely original or painstakingly replicated from a previous design. Each mascot is handmade by our team of highly experienced artisans in our studio. All of our creators – whether they be sports team, school or company mascots – are created by full-time employees who strive to exceed our established meticulous standards and expectations. Over the course of three decades creating custom mascot costumes we have developed a streamlined, efficient production process.

[Learn More](#)

*Next... Let's start talking about artwork for you!*



### Proudly Produced Mascots For:

Regina Paramedics  
 City of Ottawa Paramedics  
 York Regional Police  
 Vancouver Police

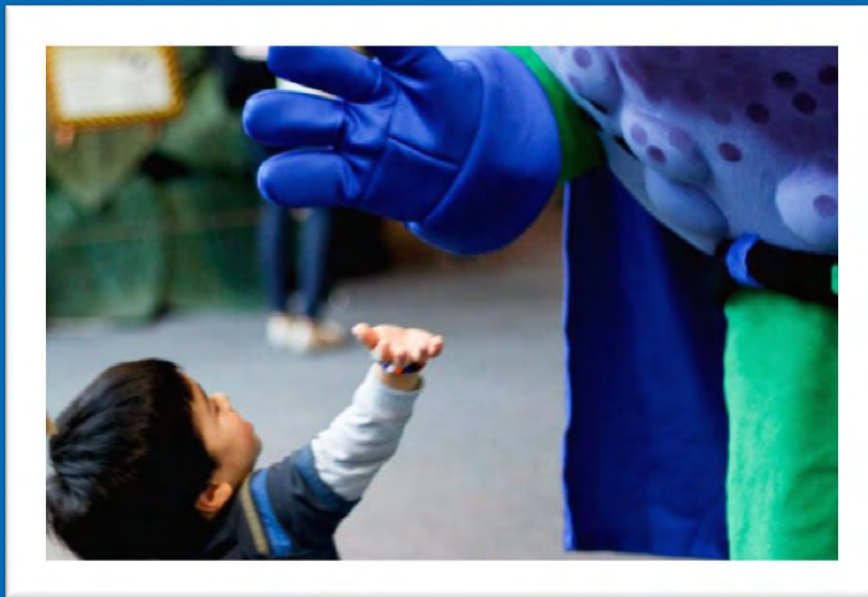
The Toronto Blue Jays  
 The Canadian Red Cross  
 TD Bank  
 Energizer

*recommend your company to anyone due to the great customer service, quality of the product and the very, very nice people who work there. Thanks again"*

**Dave Switzer, Vancouver Island University**



## *GENERAL INFORMATION*



## **COMPANY OVERVIEW**

Starting its operations in 2009, BAM Mascots Inc. has quickly grown into one of the busiest mascot manufacturers in North America. Our marketing research shows that we are the fastest growing mascot manufacturer on the continent, and with good reason. Leveraging the 25+ years' experience of our lead designers and head of production, BAM Mascots brings innovation, quality and service unmatched to its manufacturing practices.

Our lead designer, and company partner, has pioneered new techniques to create realistic-looking armor, animatronic mouths in mascots, and many other improvements/advancements in the world of mascots.

As much as the quality of the mascot is foremost in our company perspective, so too is customer service. We at BAM Mascots believe that our clients are more than just that; they are our partners in the development and life cycle of their characters.

The result is a mascot costume designed and manufactured to your specific requirements, as well as a manufacture process that promises lowest possible cost to you for excellent quality and durability. This is coupled with client service that elevates the client / supplier relationship to a new height in the world of mascot design and manufacture.

We at BAM! Mascots realize how important your decision to create a mascot is, and we welcome your careful scrutiny. We proudly stand behind all of our projects, and are confident that our knowledge and commitment to quality and customer satisfaction will furnish you with a superlative experience, both through the creation of your mascot, and in the years to come.

Once again, please let us take a moment to thank you for considering BAM! Mascots as your business partner for this project.

## PRICING

Pricing for an average mascot (and it's hard to be specific without an approved drawing) would likely fall between \$4800.00 and \$5700.00 (CAD).

This price range would include:

- manufacture
- fabric Scotchguard treatment
- ventilation system
- shipping to your door
- a custom-made storage/carry bag

## LEAD TIME

Currently, lead time for manufacture is at approximately 9 weeks – from the point that the deposit has been submitted, to the day the mascot is complete. Depending on location, shipping would be an additional 3 - 5 days.

## GENERAL PROCESS

If we fit into your parameters for timing and budget, and you would like to move forward with a quote, the first step would be to forward to us your artwork, photo of something similar and/or just simply your ideas (colors involved, facial expression, clothing, etc.).

Once we have a description of what your vision is, we can create a concept drawing so you can see what your character would look like as a wearable costume. This is prepared at no charge, nor obligation. If there are any changes or revisions to the drawing required, we are happy to make them, again, at no charge.

Along with the drawing, I would send you a quote with a detailed component breakdown, manufacturing specifics and payment details. If you then decide you want to use BAM as your mascot provider, we would ask for a 50% deposit. Once received, we move ahead into manufacturing.

## OPTIONS

**COOLING VEST-** An optional cooling vest can be provided for an additional **\$350.00**. This vest includes a set of cool packs that maintain a cool, constant 15C / 59F temperature for up to 2 1/2 hours, weigh less than 5 lbs., and recharge in minutes in ice water. Cool packs can be replaced without removing the vest.

### PROPS & ACCESSORIES

We can custom manufacture any sort of mascot props needed including items such as swords, shields, backpacks, briefcases, sunglasses, etc. Pricing is dependent upon each particular piece. Special projects such as puppets or golf club caps with the client's mascot likeness may be possible as well.

## PAYMENT TERMS

Mascot projects are booked into the production schedule once the deposit has been paid. Half of the mascot cost will be required as a deposit. The final 50% will be due upon approval of the final digital photos and must be received prior to shipping.

We accept the following methods of payment:

*Canadian and U.S. Clients:*

- **Credit card:**
  - **VISA or Master Card**
  - to place your order, just give us a call at 1-877-858-4226.
- Check:
  - *Please be aware that checks sent through regular post can take from one to three weeks or more to arrive cross-border*
  - Checks can be made payable to **BAM Mascots Inc.** and mailed to:
    - BAM Mascots Inc.
    - 3214 Wharton Way
    - Mississauga, Ontario
    - L4X 2C1
  - Wire Transfer: Please be aware that wire transfers can take several days to be completed

# WARRANTY

## REPAIR DUE TO MANUFACTURE DEFECT

- All repair work required due to manufacture defect is provided free of charge for one (1) year from receipt of the mascot
- If manufacture defects are reported within fourteen (14) days of receipt of the mascot, BAM Mascots Inc. will absorb all required shipping costs (within Canada and the US) to have the mascot shipped directly from, and after the repair is complete, directly to the client
  - If any repair is required after fourteen (14) days of receipt of the mascot, the client is responsible for all shipping costs
- After one (1) year from receipt of the costume, BAM Mascots Inc. will continue to offer free minor repairs due to manufacture related issues (i.e. seam tears, shoe sole repair, etc.) free of charge, though the client remains responsible for all shipping costs
- After one (1) year from receipt of the costume, all major repairs will be quoted on a case by case basis

## REPAIR DUE TO NORMAL WEAR / ACCIDENTAL DAMAGE / MISHANDLING OF THE MASCOT

- Any repairs required due to normal wear / accidental damage / mishandling of the mascot will be quoted on a case by case basis
- The client will be responsible for all shipping costs related to such repairs

## WARRANTY NOTES:

Major repairs are defined as any repair requiring more than \$25.00 in materials and / or more than 60 minutes to facilitate.

Minor repairs are defined as any repair requiring less than \$24.99 in materials and / or less than 60 minutes to facilitate.

Where possible, and if requested by the client, BAM Mascots will provide the client with minor repair instructions to allow the client to make minor repairs at the client's location.



















## REFERENCES and CLIENT LIST





## LIST OF REFERENCES

1. Gary Dukes, *Western Oregon University*      Wolf Mascot      503-838-8221  
[dukesg@wou.edu](mailto:dukesg@wou.edu)
2. Janet Smart, *LifePoint Inc.*      Boykin Spaniel Dog Mascot      800.462.0755  
[smartj@lifepoint-sc.org](mailto:smartj@lifepoint-sc.org)
3. Dan Payne, *Guaranteed Education Tuition*      Owl Mascot      360.753.7828  
[danp@wsac.wa.gov](mailto:danp@wsac.wa.gov)
4. Emily Plummer, *Seal Swim School*      Sammy the Seal Mascot      813-879-7946  
[Emily@SealSwimSchool.com](mailto:Emily@SealSwimSchool.com)
5. Danielle Hagen, *The ZAC Foundation*      Zeke Polar Bear Mascot      202.280.2003  
[danielle@nahigianstrategies.com](mailto:danielle@nahigianstrategies.com)
6. Lorna Denham, *Selwyn House School*      Gryphon Mascot      [lorna.denham@sympatico.ca](mailto:lorna.denham@sympatico.ca)
7. Kelly Somers, *Bluefield College*      Ram Mascot      [ksomers@bluefield.edu](mailto:ksomers@bluefield.edu)
8. Mike Baxter, *City of Tomball*      Rusty Rails      [MBaxter@tomballtx.gov](mailto:MBaxter@tomballtx.gov)
9. Alison Cremeans, *flexi USA*      Alcott Dog Character & props      513-874-5383 x120  
[alisonc@flexiusa.com](mailto:alisonc@flexiusa.com)
10. Nancy Lewis, *Carnegie Library of Pittsburgh*      Library Card Mascot      412.578.2607  
[lewisn@carnegielibrary.org](mailto:lewisn@carnegielibrary.org)
11. TeRoy Parker, *Hudson County Community College*      Colt Mascot      201.360.4195  
[tparker@hccc.edu](mailto:tparker@hccc.edu)
12. Tommy Jay, *MSCO*      Circuit Board Character      (914) 251-1500 x24  
[tommy@msco.com](mailto:tommy@msco.com)
13. John Lourenco, *Zip Creative*      Egg for Hellman's Mayonnaise      416-855-7632  
[john@zip-creative.net](mailto:john@zip-creative.net)
14. Marino Nardelli, *Quest Elementary*      "ConQuestador" Head      321-242-1411 ext 5604  
[nardellimar@gmail.com](mailto:nardellimar@gmail.com)
15. Janice King, *Ben and Jerry's Ice Cream*      Cow mascot      (802) 846-1543 x 7729  
[Janice.king@benjerry.com](mailto:Janice.king@benjerry.com)



# CLIENT LIST

(\* = Returning clients)

## *Current Clients*

*St. Joseph's College	*Crayola – The Crayola Experience
*Lakeview Health	*iManagement Consulting LLC
Pensacola State College	Cracked Innovations
SANDERS\WINGO Advertising	McAllen Convention Center
*A & W	University of Dubuque
Les Creations R.G. HEMM Inc.	Gymnastics Ontario
*Wheelhouse Creative (Bordas & Bordas)	T and B Books
Aspen Skiing Company	Greeley West High School
Southwestern Christian University	Fastenal
Fairlawn Public School	Denhospitality

## *2015*

Mi Express Care	Young Adult Cancer Canada
PARIS SAINT-GERMAIN Handball Club (France)	Solaris Hospice
Murray County Central Schools	Allegheny College
*Amerigroup	Gunderson High School
Villa Dental	Animart Inc.
Yes Prep Fifth Ward	Alan B. Shepard High School
*Bloomfield College	*Varsity Brands
*Mercy College	*Health Care Express
City of McAllen-Metro McAllen	*LifePoint, Inc.
Saddle Ridge Elementary	Poteet High School
Londonderry High School	Byrd Cookie Company Inc
Inland Empire 66ers Baseball Team	Woodbridge High School
Don't Forget to Brush Your Teeth Program	INDIANAPOLIS MOTOR SPEEDWAY
Soledad High School	Frost King
Sonny's Place	Pink Power Marketing LLC
Star Line Hydro-Jet Ferry	Idaho Parks & Recreation
City of Wichita Park & Recreation	York Yummies
*Cheerleading Company	Walhalla High School
"University of Alaska - UA College Savings Plan	Hershey High School
University of San Francisco School of Nursing	City of Las Cruces Parks & Rec Department
*Amerigroup	*Marquee

D.C. United  
MECU of Baltimore, Inc  
\*Nahigian ORDER #3  
El Centro College  
Hamilton Tiger Cats  
New Braunfels High School  
Brick Fest Live  
\*A& W  
\*Massachusetts Bay Transportation Authority  
Family Trust Federal Credit Union  
\*International Tennis Hall of Fame & Museum  
Integrated Designs  
\*American Chemical Society  
\*Linn County REC (Rural Electric Cooperative)  
\*Five Star Management Services (19 Ideas)  
Farragut High School  
\*(Variety) Entertainment Marketing Inc.  
Western Oregon University  
\*Hope Channel  
Kohn School  
El Paso Rhinos  
Illinois Wesleyan University  
AAA Construction Roofing & Restoration  
Cheyenne East High School  
Salisbury Composite High School  
KidCon  
Midlothian High School  
FOX Sports  
Tekk Solutions  
Sebring High School  
Family Days

Athens-Clarke County  
Multimedia Games ORDER #9  
Eastern Connecticut State University  
Southern School of Energy & Sustainability  
Toronto Paramedic Services  
Eastern Arizona College  
\*Cubesmart  
\*Virginia State Parks  
Poteet ISD  
Snapchat  
École Secondaire Catholique Sainte-Trinité  
Halstead & Associates  
L'Anse Creuse North  
Okanagan Sun Football  
Rockwall High School  
Herriman High School  
\*Multimedia Games  
\*TIGRES DE ARAGUA  
\*Toronto Paramedic Services Toronto  
\*Governors State University  
City of Houston  
Indiana Institute of Technology  
\*Wheelhouse Creative (for Bordas & Bordas)  
Tracy High School  
\*New Caney High School  
Central Bucks High School South  
MainStreet Family Urgent Care  
Cushing Academy  
Sage College  
Burlington Hydro / Lakeside Festival of Lights

## 2014

Rocky Mountain College  
Wenatchee Valley College  
Bemidji Axemen of the Indoor Football League  
Coastal Pines Technical College  
Fort Logan Northgate School  
SixAxis LLC  
\*Clarion University  
Fairlawn Public School  
MECU of Baltimore, Inc  
Becker College

Service Uniform  
\*Clarion University  
The Morgan School  
\*Bordas and Bordas Attorneys  
Kids Kingdom Daycare & Playcare  
Iberia Urgent Care  
\*Lake Trust Credit Union  
LifePoint, Inc.  
HomeAdvisor  
Madison Academy

John Wood Community College  
 William Morton Collegiate Institute  
 Athens-Clarke County Water Conservation Office  
 Valley Christian High School  
 Baker High School  
 Bloomfield College  
 Philly Founders  
 North Lake College  
 Russ Russell / Don Howard Studios  
 Minot State University  
 Arkansas School for Math, Sciences & the Arts  
 Bradford Area High School  
 Anoka High school  
 Starfish Aquatics Institute  
 Copiah Colonels School  
 Heidelberg University  
 Broome High School  
 PreciBake LLC  
 The Starboard  
 North Atlanta High School  
 BRANDWAVE INK, Inc.  
 \*A Plus Pediatrics  
 \*Multimedia Games ORDER #6, 7, 8  
 Gallaudet University  
 International Tennis Hall of Fame & Museum  
 \*Pixie Stuff ( Thumbs Up Johnnie )  
 New York Racing Association  
 \*iManagement Consulting LLC  
 Personal Care Home Health Services, Inc.  
 \*Keyano College  
 KSHE 95 | Real Rock Radio  
 Charles M. Russell High School  
 Herb Gillen Agency for Cristy's Pizza  
 Cheyenne East High School  
 Floral Park Memorial High School  
 Froco  
 Warehouse 21 for: Wyoming Lottery  
 Venables Bell for Phillips 66  
 \*Varsity Brands – National Cheerleaders Assn.  
 University of Jamestown  
 Auto Dealers Association of Greater Philly  
 Notre Dame of Maryland University  
 Kewanee High School  
 Montana State University Billings  
 Tulsa Oilers CHL team  
 D-50, Incorporated / The Diabetic Store, LLC  
 Claremore High School Student Council  
 \*Multimedia Games ORDER #9  
 \*Ryan Partnership for Laughing Cow Order #8  
 Fulton-Montgomery Community College  
 United Concordia  
 Powdersville High School  
 Tigres de Aragua Baseball Team, VENEZUELA  
 Cheerleading Company  
 Lower Lake High School  
 North Farmington HS  
 University of Wisconsin Manitowoc  
 Columbia Southern University  
 \*HealthCare Express  
 Elmira High School  
 Poteet High School  
 University Book Store  
 Erik Ramstad Middle School  
 Cologne Falcons (Cologne, GERMANY)  
 Forest Heights Collegiate Institute  
 Lake Lanier Island Resort  
 \*Multimedia Games ORDER #5  
 \*A & W  
 \*Smuggler's Notch Resort  
 Guaranteed Education Tuition Program  
 Glenstal Abbey School IRELAND  
 Racepoint Global  
 Crayola  
 Doctors Medical Center  
 Columbus Catholic High  
 \*HealthCare Express (order # 4)  
 Sydney Thunder AUSTRALIA  
 The Steward School  
 Nevada Ballet Theatre  
 Norfolk Southern Corporation  
 \*A & W  
 \*United World Sports  
 Sequoia Park Zoo  
 Millard South High School  
 Oromocto High School  
 Seal Swim School  
 V. Sue Cleveland High School  
 North Schuylkill High School

Mulesoft  
\*Lake Lanier Island Resort  
Virginia State Parks  
San Antonio Scorpions  
Austin Aces tennis team  
Doctors Medical Center  
\*Nahigian strategies, llc  
5th Business (for Enersource)  
International Tennis Hall of Fame & Museum  
Grandesign Alternative  
Kelsey-Seybold Clinic  
WFWA - PBS Fort Wayne  
North Atlanta High School  
New York State Fair

\*Yes Prep West  
\*HealthCARE Express  
Mountain America Credit Union  
Oak Park High School  
Central Utah Water Conservancy District  
Sturgis Brown High School  
Rogers Aquatic Center  
Peninsula High School  
ColdTree for: Patriot Buick GMC  
Royal Purple Raceway  
Ivanna Eudora Kean High School (IEKHS)  
McKesson Foundation/ Giving Comfort  
Washington Student Achievement Council  
19 IDEAS for Five Star Urgent Care

## 2013

Pelican's SnoBalls  
City of Mississauga  
\*The Adventures of Thumbs Up Johnny  
DreamSleep / MDF Enterprises, Inc.  
\*Jam Time  
Bradley-Bourbonnais Community High School  
West Memphis Police Dept.  
Miller Comprehensive High School (Regina)  
365 Media Ltd.  
Moose Jaw Military Family Resource Centre  
Kid Vids LLC  
The Woodstock All Stars  
Chowdafest  
Tacos El Gallito  
Mount Pleasant Chamber of Commerce  
\*Clarion University  
Lincoln Park Middle School  
\*iManagement Consulting LLC  
Alderson-Broadus University  
Battle River School Division  
Dr. Abraham P. Cano Freshman Academy  
Town of Wainwright  
Precision Physical Therapy  
Pasco High School  
Wilson Tobs Baseball Club

\*beats by dr. dre  
Subliminal Media Gp/Wicked Andy's Scare Shop  
Downers Grove South High School  
MDR - morehead | dots | rybak  
Clorox  
GW Graham Secondary  
DTD Products  
DooRight  
\*Fresno Monsters Hockey  
Lincoln Trail College  
North Idaho College  
Crittenden County High School  
Perry Meridian High School  
Virginia Wesleyan College  
\*King Technologies  
Hilltop High School  
Frenchies  
Jack Morton/Houston Area Chevy Dealers  
The Fuzzybeard Show  
\*Johnson & Wales University  
Vladimir Jones Advertising  
TAPS of Kansas City  
Harford Community College  
Rhino Realty  
\*Jammin Juniors

Newark Bears Baseball LLC  
Nahigian Strategies, llc  
MidWestOne Bank  
Travis Air Force Base Support Squadron  
Atlantic Coast High School  
Brad Farrow, DMD  
PepsiCo / 360 Graphics Design Firm  
Philadelphia Freedoms Pro Tennis team  
\*New England Revolution  
Lenox Propane  
STAR Education, Inc.  
\* (Marquee) Tao Group - New York  
me/CU  
\*Multimedia Games  
MJS Advertising / John Harvey Toyota  
Mayflower Mall  
The New School  
University of Maine at Augusta, Bangor Campus  
Risk Guru  
Pratt High School  
Mountain View High School  
Worcester Polytechnic Institute  
Ker's Wing House  
Garden City Community College  
\*Best Buy Canada Ltd.  
\*(add)ventures  
Father Michael Goetz Secondary School  
STAR Education, Inc.  
Saguaro High School  
Selwyn House School  
Nashville Zoo  
City of New Port Richey  
Central Catholic High School  
Amos Hiatt Middle School  
East River Coop  
Indiana University–Purdue University Fort Wayne  
Assiniboine Community College, MN  
Muskegon Lumberjacks - USHL  
\*Corus Entertainment / 99.3 The Fox  
Holy Trinity Catholic High School  
\*Yes Prep Southwest  
Southern Maine Community College  
Long Island Lizards  
Variety, The Children's Charity of Texas

Nepean High School  
(add)ventures  
The Potter's House of Denver Church  
Texas Direct Auto  
Destin Middle School  
\*Ryan Partnership  
Texell Credit Union  
Planet Honda NJ  
Patrick Henry High School  
Florida Weekly  
Murillo's Auto and Tire Service Inc  
Alvin High School  
\* Uswirl International  
Frosh Monster  
\*Ionia Free Fair  
KSHE 95 | Real Rock Radio  
\*U-Swirl  
Berkner High School  
Metro Christian Academy  
Steinert High School  
Warren Woods Tower High School  
Me/CU  
Bluefield College  
Alltech  
Powell County High School  
Mighty Wash  
Texas Motorplex  
Jack's Family Restaurants  
Johnson College  
Houma Christian School  
Lake Trust Credit Union  
\*YES Prep Public Schools - Brays Oaks Campus  
Seattle Pacific University  
Waldorf College  
Baptist Memorial Health Care Corporation  
\*McCain Foods USA Inc  
Lindsey Wilson College in Columbia, KY  
\*Soaring Eagle Waterpark & Hotel  
Lakeview Health  
Havre High School  
WTHR (Indiana)  
Burlington Youth Soccer Club  
\*Jammin Juniors  
Olentangy Liberty High School

B & D Burgers  
Memorial Hospital Miramar  
\*Amerigroup Corporation  
Clarion University  
Grand View University  
5 Star Therapy  
\*Simi Valley Ford  
Troy Buchanan High School  
Langara College  
Cubalmart  
Jungle Jake's  
BioPlus Specialty Pharmacy  
\*Space Coast Credit Union  
\*Jammin Juniors  
Long Island Lizards  
\*Ryan Partnership  
Panther Racing LLC  
Tanner Health System (Georgia)  
New Market Elementary  
Erie Explosion  
Havre High School

\*Jammin Juniors  
Panther Racing LLC  
Chicken of the Sea  
The Mississippi Press  
Colony High School  
Garber Automall  
Clackamas High School  
College of Central Florida  
Goldline Tax Service  
East Ascension High School  
Bootic  
\*National Cheerleaders Association  
\*Multimedia Games  
\*(add)ventures  
City of Tampa, Parks and Recreation Dept.  
Snow College  
BC Rugby  
Plaque Busters  
Holy Trinity Catholic High School  
Polydeck Screen Corporation (Spartanburg SC)

## 2012

Jaco's Bayfront Bar & Grill - Hobbs Automotive  
Yuba City High School  
Lethbridge Curling Club  
\*Smuggler's Notch Resort  
H.W. Longfellow School  
Cambrian Credit Union  
Miller Children's Hospital  
Ardrey Kell High School  
H.W. Longfellow School  
Concordia University  
Economic Development Center  
Greenville Road Warriors, ECHL  
LifeWay Church Resources  
J.P. Taravella High School  
Trent University  
Buhler High School (Kansas)  
The University of Northwestern Ohio  
Hastings College  
\*Moody Gardens Hotel and Convention Center  
The Idaho Public Aquarium

Windsor Express Basketball Team  
Brush High School  
Cold Lake Minor Hockey  
Missouri Baptist University  
Jump N Jack's Inflatable Fun & Party Center  
Chicken of the Sea  
Harlingen Consolidated School District  
Valley View Public School (Sudbury)  
\*Ryan Partnership  
Ransom Everglades School  
\*HealthCARE Express  
Jersey Baptist Church  
\*Amerigroup Corporation  
Miami Senior High School  
Brevard Community College  
Art Instruction Schools in Minneapolis  
St. Xavier High School  
Keyano College  
Santa Maria High School  
Ever Green Environmental

Steilacoom High School  
 Nerium International  
 \*Marquee Las Vegas  
 Bancroft and District Chamber of Commerce  
 Crested Butte Mountain Bike Asscoiation  
 Tweed Stampede Jamboree  
 Farmersville High School  
 flexi USA Inc.  
 \*California Family Fitness  
 \*Urenco  
 \*Smuggler's Notch Resort  
 The Wright Venue  
 Alliance Bank  
 Peco Foods  
 Voss Auto  
 \*Corus Entertainment  
 \*Tim Powers  
 \*iCIMS  
 Yo Wild Self-Serve Frozen Yogurt  
 Wrigley's / Cardenas Marketing Ntwk  
 Assiniboia Downs  
 Martensville High School  
 \*Soaring Eagle Waterpark & Hotel  
 \*The Adventures of Thumbs Up Johnnie  
 School District of the Menomonie Area  
 City of Tomball  
 Tulsa Zoo Management  
 Canterbury Park  
 \*Henry V Events  
 Splash Down Water Park  
 Irish Fair of Minnesota  
 \*Frames Bowling Lounge NYC  
 \*Ryan Partnership  
 \*Multimedia Games  
 95.9 The Fox  
 Memorial High School (Nova Scotia)  
 Boomtho Entertainment  
 Flin Flon School Division (Manitoba)  
 Taste of St. Louis  
 Frog Slap.com  
 City of Valdez  
 McFadden Gavender Advertising/Sweet Leaf Tea  
 Linn County REC (Rural Electric Cooperative)  
 Sutter Health

MISS DIG System, Inc  
 Joseph Lee Elementary School  
 Bishop Kelley High School  
 \*Space Coast Credit Union  
 Michael Issac.com  
 Bethune-Cookman University  
 MadDogs International  
 \*Ionia Drive-In Theater  
 North Newton Jr-Sr High School  
 Life Time Kids Triathlon  
 Urbana Police Division  
 Sifteo  
 Sugar Land Skeeters Minor League Baseball  
 Jacksonville High School  
 Shorecrest High School - Seattle  
 Fort Osage High School  
 Lake County High School  
 Chester Jr./Sr. High School  
 Arrowhead Advertising  
 Memorial Composite High School  
 \* Ben & Jerry's  
 Salsarita's  
 Chester Jr./Sr. High School  
 Lake County Speedway  
 Calvary Temple Worship Centre  
 Cuthbertson High School  
 \*YES Prep Public Schools, East End  
 Time for a Walk  
 Peak Kia / Sound Planet  
 Happy Traveler Kids  
 St. Patrick's Episcopal Day School  
 \*Marquee Las Vegas  
 Cockadoodle Donut  
 \*Frames Bowling Lounge NYC  
 The Alchemedia Project  
 Miramar College  
 Ad Works Corp  
 \*Marquee Las Vegas  
 Reynolds High School  
 Pena's Disposal  
 \*Quick Quack Car Wash  
 \*Monroe College  
 High Point Bank  
 Aquarion Water Company

Centre Camp  
Oscoda High School  
\*Smuggler's Notch Resort  
Bayer - Alka Seltzer  
Casady School  
\*Best Buy Canada  
U.S. Army - Bravo Company  
\*Lake Lanier Island Resort  
Skate Quest/Hardcore Hockey  
\*Zip Creative  
Stetson University Florida

Texas A&M University  
Chambersburg Upward Sports  
Spencerville High School  
Gymnastics BC  
Mayfield Secondary School (Caledon, ON)  
\*Multimedia Games  
Western New Mexico University  
\*iPlay America  
CARP America  
Century High School  
F.S. Lara Academy

## 2011

Heart & Stroke Foundation (Zip Creative)  
Uncle Ben's (Zip Creative)  
St. Petersburg High School  
Lockheed Martin  
Half Hollow Hills High School West  
Hutto Retirement Advisors  
Monroe College  
Pompano Beach High School  
South Florida Fair  
Muhlenberg County High School  
Jacksonville State University  
\*Moody Gardens Hotel and Convention Center  
St. Josephine Bakhita High School  
Hardeeville Catfish Festival  
Hunter College  
First Financial Credit Union  
Lincoln High School (CA)  
Carnegie Library of Pittsburg  
HG Studios  
St. Stephens Secondary School  
Oakwood University  
Sage Colleges  
Budgetmasters Insurance  
Plaque Busters  
\*Marquee Las Vegas  
Desert Oasis High School  
Bishop Feehan High School  
Stream Companies  
Bullard High School

McMurry University  
\*Texas State Technical College  
Big Dot of Happiness  
Wheeling Jesuit University  
Central Union High School  
Randy the Raindrop  
\*Frames Bowling Lounge NYC  
\*MDB (DC Lottery)  
Fayetteville Duck Derby  
\*Golden 1 Credit Union  
Mercy College  
Urenco  
Texas Legends  
Orange Sprocket / JavaMoose  
Wallabies  
North Forsyth High School  
Peekaboo Mobile  
Pine Jr./Sr. High School  
St. Vincent College  
Studios & Entertainment  
\*Golden 1 Credit Union  
Jamestown Arena  
Brandeis University  
McCarthy Pests  
Xactly Corporation  
Quick Quack Car Wash  
DCC Interactive Marketing Agency  
Old Cannery Furniture  
Maxx Merchants



Liberty High School  
Big Communications  
Simmons College  
Hudson County Community College  
Riverside City College  
Community School of Naples  
Marshawn Hunt  
\*iPlay America  
Illustrated Designs  
Memorial Medical Centre  
\*Lake Lanier Resort  
GET High School (Trempealeau High)  
WJ Mouat Secondary School  
Zest Social Media Solutions  
\*Burg Pediatric Dentistry  
Loveland Ski Resort  
Salvation Army  
Jones Lang LaSalle Americas / Harrisburg Mall  
Mancelona High School  
Shults Auto Group  
\*Ridler's Uptown HCR  
Capital Area Soccer League  
Corona Del Sol High School  
\*MSCO and Kitchen Brains  
NFI Consumer Products  
Patrick Fogarty Catholic Secondary School  
City of Abbotsford, British Columbia  
Onsite Lube

John F Kennedy Elementary School  
\*Mira Mesa High School  
Massachusetts Bay Transportation Authority  
\*United States Military Academy Company I-2  
Glier's Meats  
Maxwell Heights Secondary School  
Vanessa Johnson  
Stingrays Hockey  
Magnuson Ford  
\*Spartanburg Regional Healthcare System  
\*New England Revolution  
Strategy Creative Group / Quality Dialysis  
\*U-Swirl International - Zion & Zion  
\*Coqui the Chef  
Pollo Feliz  
Luckydogs Bakery  
Datz Marketing  
Wasatch High School  
\*Jammin Juniors  
\*Henry V Events  
The Dinosaur Place  
Ecole Secondaire Nouvelle Alliance  
Bellarmine University  
Sutter Health  
\*Spiceworks Marketing  
Go Touch Down Travel  
TLW Productions

## **2010**



Stryker Orthopaedics  
Convoy for Wishes  
Legacy High School  
Finch Brands Marketing  
St. Joan of Arc  
Cupertino High School  
Mosaic Marketing Com.  
Simi Valley Ford  
New Caney High School  
Carousel Health  
Continental Properties  
John F Ross High School  
EcoWater Canada

Woodside Middle School  
Kidiatric Therapy Services  
Mazama High School  
Pinellas Credit Union  
Baptist Children's Homes  
\*Elite Marketing Group  
\*Hellman's / Zip Creative  
Dawg FM / Sky Words Radio  
The Hope Channel  
\*Terry Trauma  
Quest Elementary School  
MS Soundworks  
Western Oregon Waste

Portage Collegiate Institute  
\*Coqui the Chef.com  
Dealzies.ca  
Reno High School  
Royal St. George's College  
Scarborough Lumber  
Keystone Professional Baseball  
Mazama High School  
\*Jammin Juniors  
Nipawin Junior Hawks  
Sublime Creative Agency  
\*Sports One  
New Holland Ford  
Worcester Polytechnic Institute  
\*Blackwell High School  
Lincoln University  
\*Texas State Technical College  
Seymour High School  
Choctaw High School  
One Block Off the Grid  
El Paso County Sheriff's Office  
Marshalltown High School  
Holland Central School District  
Benaroya Research Institute  
American Chemical Society  
Elkhorn South High School  
Fairgrounds Gaming and Raceway  
Finlay Auto Centre  
University of British Columbia  
Mattress Superstore  
\*Kabooms Amusement and Party  
Yorktown High School  
\*California Family Fitness  
Quinsigamond Community College  
Cedar Falls Utilities  
\*Best Buy Canada  
Ryan Partnership  
\*Mira Mesa High School  
Rudkin Productions  
Carmel Catholic High School  
FOCUS Swim Schools  
Alton Recycling  
ICE26  
\*Oglethorpe University

Lu and CO. Marketing  
Cypress Bay High School  
Delaney Bus Lines  
Bilbo's Adventures  
Trustco Bank  
\*Little Jonathan Inc.  
Niagara County Cmt. College  
Lynbrook High School  
Independence Bowl  
\*United States Military Academy  
\*Carousel Health  
Burg Pediatric Dentistry  
Fairfield University  
St. Mary's Catholic School  
Geneva All-Sports Boosters  
Centro Christiano Renacer  
YWCA  
The Fowler Group  
Migration Wiz  
Youth Educational Empowerment Program  
\*U-Swirl International  
Litos Strategic Communications / Willow  
Tree Poultry Farm  
Homestead High School  
Thermo Fisher Scientific  
San Angelo Standard-Times  
Chicagoland Speedway  
\*Ridler's Uptown HCR  
Saratoga Little League  
\*Henry V Events  
Chicagoland Speedway  
Promotions 1  
Bristol-Plymouth Regional Technical School  
United States Tournament of Dance  
Drape Kings  
Dante Alighieri Academy  
\*Jam Time  
Playnative LLC

## **\*Returning clients**

Organisation & Purpose	Defining Characteristics	Image	Awards/ Reception	Comparability
<p>Olympic Team- Canada</p>	<p>Red Antlers, Canada Jersey, Moose</p>		<p>Komak (2014 - Today)- Represented Canada at 2014 and 2016 Olympics. Positive reception in Sochi. Returned to represent in Brazil.</p>	<p>North American Audience &amp; Similar Character</p>
<p>MLB Team- Seattle Mariners</p>	<p>Jersey, Moose</p>		<p>1990 - Today. Featured on ballot for Mascot Hall of Fame 2006-2007. Mariners Fans Do a "moose call to show approval/disapproval.</p>	<p>North American Audience &amp; Similar Character</p>

NHL Mascot-  
Winnipeg Jets

Vintage Leather Bomber  
Helmet (representing  
aviation), Jersey, Moose



AHL/IHL Early 00's -  
2011. NHL 2011 -Today.  
Fan favourite- brought  
to NHL from AHL/IHL  
due to popularity

North American  
Audience & Similar  
Character

Olympic Mascots-  
Vancouver

Represent B. C via various  
mythical and cultural  
creatures. Plus MukMuk a  
marmot.



North American  
Audience, Incorporates  
Unique Regional  
Characteristic, Regional  
Representative

Municipal Mascot-  
Funabashi

Pear representing a  
popular local agricultural  
product.



Funnasshi- Arguably the  
most successful mascot  
in Japan. CD releases, tv  
spin offs, international  
tours, interviewed by  
CNN.

Regional Representative  
& Incorporates Unique  
regional Characteristic

Municipal/ Regional  
Mascot - Ehime  
Prefecture

Mandarin orange motif  
representing a popular  
agricultural product and  
local speciality designed in  
the form of a cute  
creature.



Mikyan- 2nd Place out of  
1699 mascots in the  
2015 Yuru Character  
Grand Prix (public  
voting). Third place  
2014.

Regional Representative  
& Incorporates Unique  
Regional Characteristic

Municipal/ Regional Mascot - Sano City, Tochigi Japan

Named after Sano city, the mascot is dressed as a samurai, features a bowl of noodles (ramen) as a hat, fried snack (kushi katsu) sword. The mascot also has SANO substituting as the bowl's decorative rim in English to promote the region to tourists.



Sanomaru- 1st place 2013 in Yuru Character Grand Prix

Regional Representative & Incorporates Unique Regional Characteristic

Municipal Mascot - Ainan Japan

Japanese river otter. Several regional products are incorporated: mandarin orange hat, pearl necklace, clam shell bag and bonito fish biting the tail.



Nashi- Consistently ranked high.

Regional Representation & Incorporates Unique regional Characteristic

Regional Mascot-  
Shimane Prefecture

Named as a combination of Shimane (the prefecture) and the Japanese word for cat. The mascot features a hat that is the roof of a notable shrine and tourist destination in the area. Izumo Taisha Shrine



Shimane- Top 10 since 2012 in Yuru Character Grand Prix. Notable due to success. This mascot has become widely recognised around Japan, and has brought attention to Shimane prefecture which has otherwise struggled. The prefecture is most famous for being the least popular tourist destination, eldest population and lowest population prefecture in Japan.

Regional Representation & Incorporates Unique Regional Characteristic

Municipal Mascot -  
Beppu, Japan. Main attraction  
hotsprings.

The name Beppuyon highlights the town of Beppu. The hot spring motif is present in the "steam" shaped ears, pokka dot towel scarf, and tail (not in photo) which represents the mineral crystals shape.



Beppuyon- "Public Relations Manager" of Beppu.

Regional Representative & Incorporates Unique Regional Characteristic



MUNICIPAL DISTRICT OF GREENVIEW No. 16



## Symbols of Greenview Survey

- A survey was conducted to determine what symbols best represented the M.D.
- There were approximately 150 respondents; 139 of which completely answered the survey.
- The survey was publicized via a Facebook campaign, website announcement and email mail outs.

# Report for Symbols of Greenview Survey

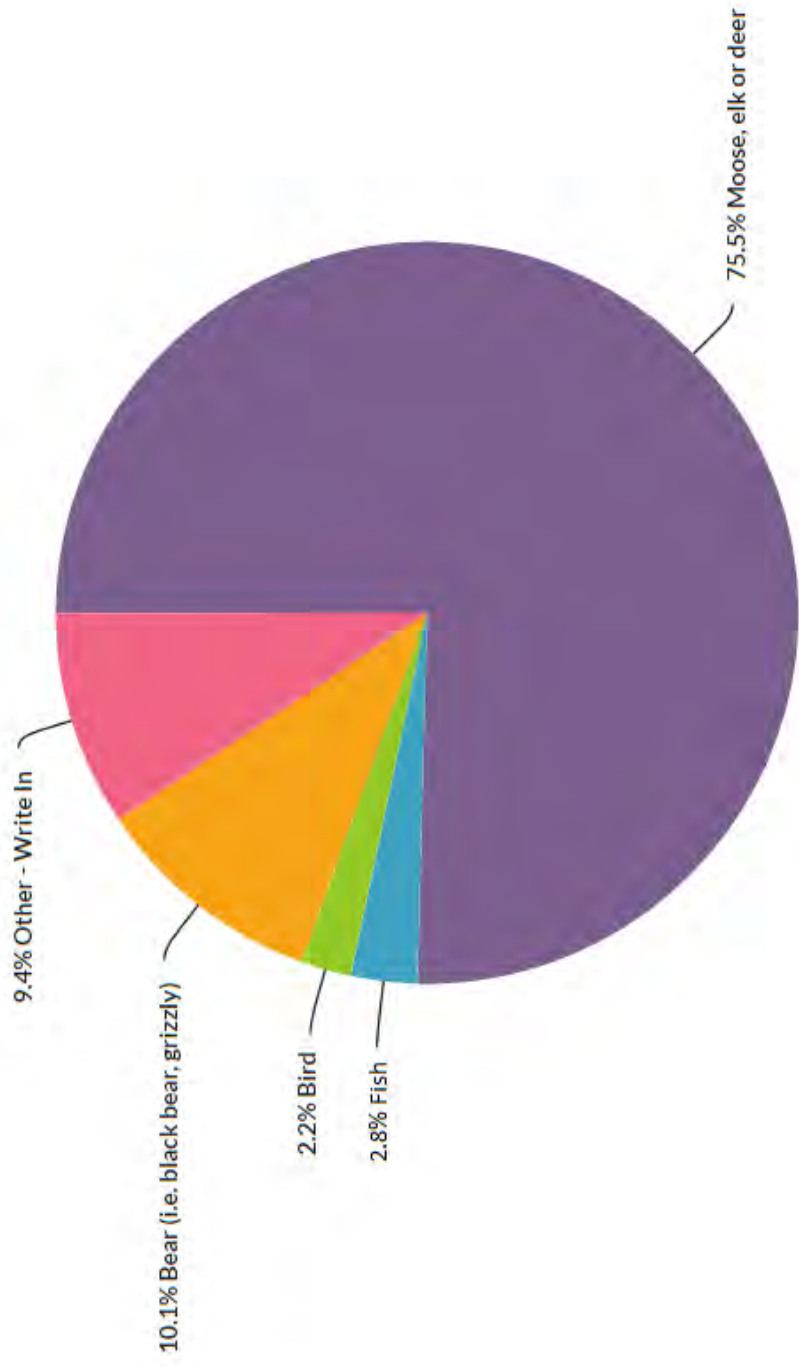
All Time ▾

## Response Counts



# Symbols of Greenview Survey

1. What type of wild animal best represents Greenview?

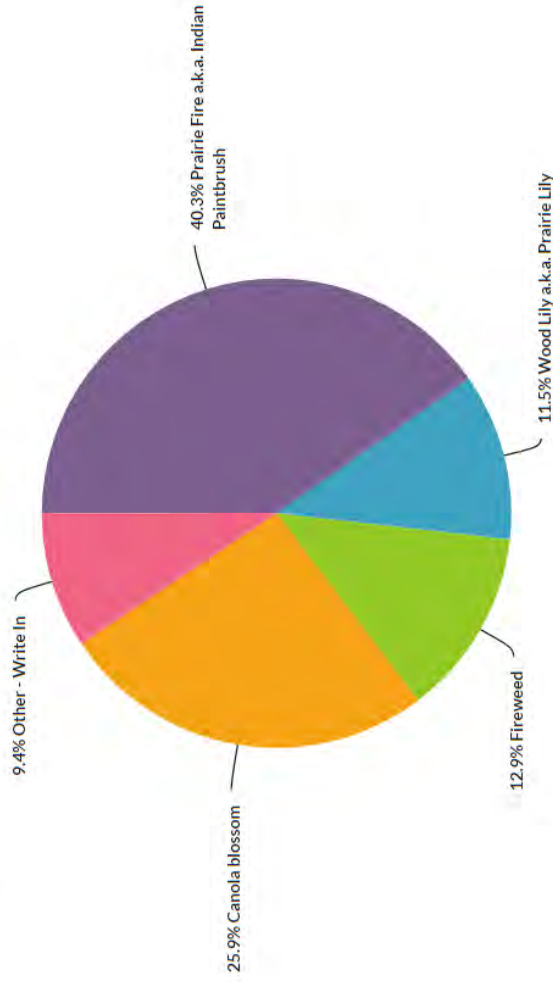


# Symbols of Greenview Survey

Value	Percent	Responses
Moose, elk or deer	75.5%	105
Fish (i.e. walleye, northern pike, rainbow trout, bull trout)	2.9%	4
Bird (i.e. red-tailed hawk, northern harrier, golden eagle, sharp tailed grouse, ross' goose)	2.2%	3
Bear (i.e. black bear, grizzly)	10.1%	14
<u>Other - Write In (click to view)</u>	9.4%	13
		<b>Total: 139</b>

# Symbols of Greenview Survey

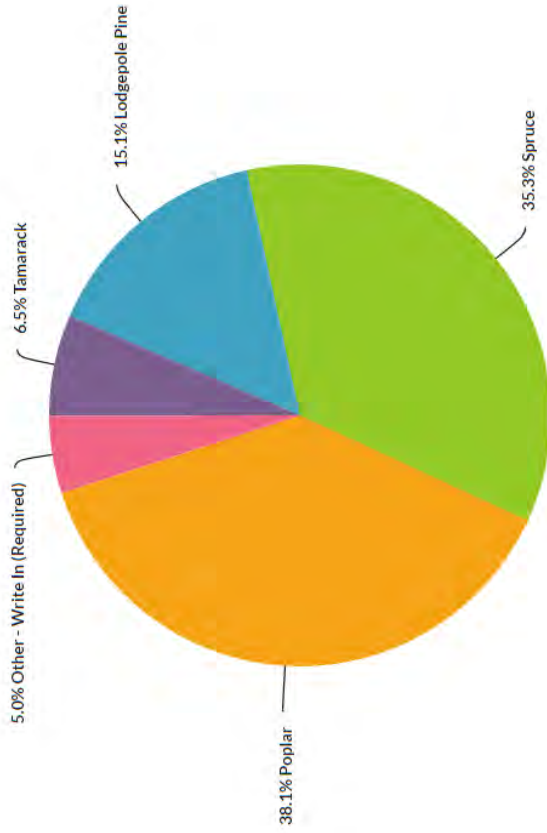
2. What flower best represents Greenview?



Value	Percent	Responses
Prairie Fire a.k.a. Indian Paintbrush	40.3%	56
Wood Lily a.k.a. Prairie Lily	11.5%	16
Fireweed	12.9%	18
Canola blossom	25.9%	36
Other - Write In (click to view)	9.4%	13

# Symbols of Greenview Survey

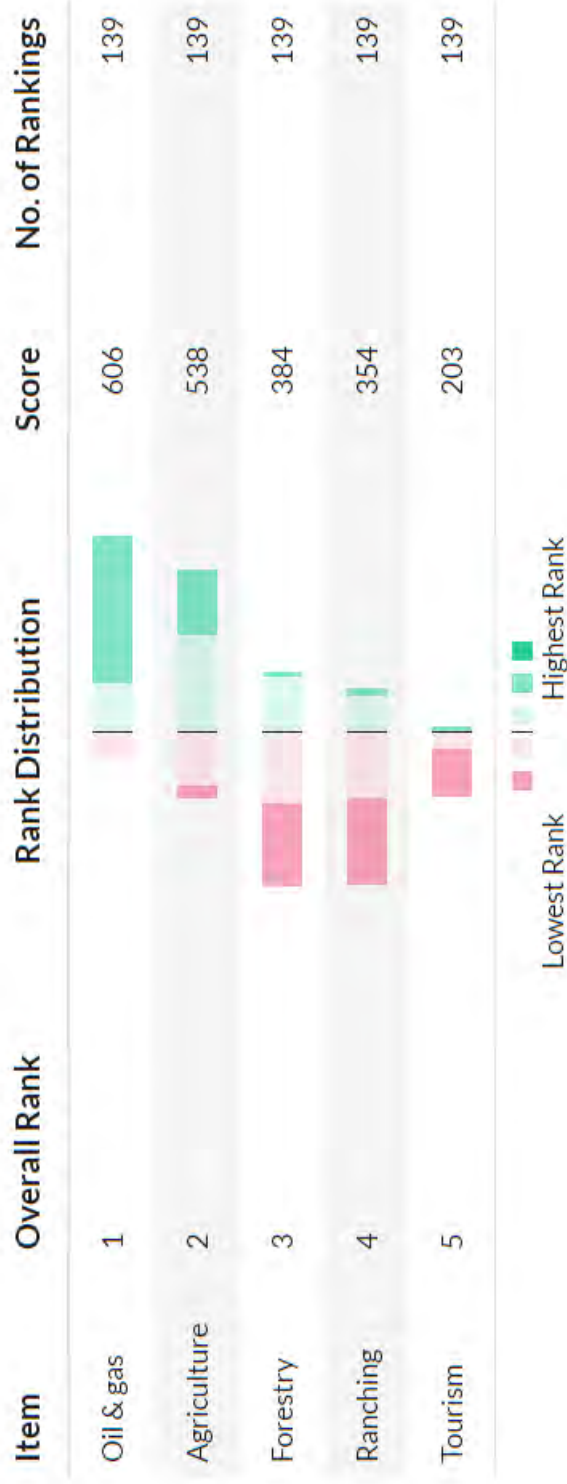
3. What tree species best represents Greenview?



Value	Percent	Responses
Tamarack	6.5%	9
Lodgepole Pine	15.1%	21
Spruce	35.3%	49
Poplar	38.1%	53
<a href="#">Other - Write In (Required) (click to view)</a>	5.0%	7

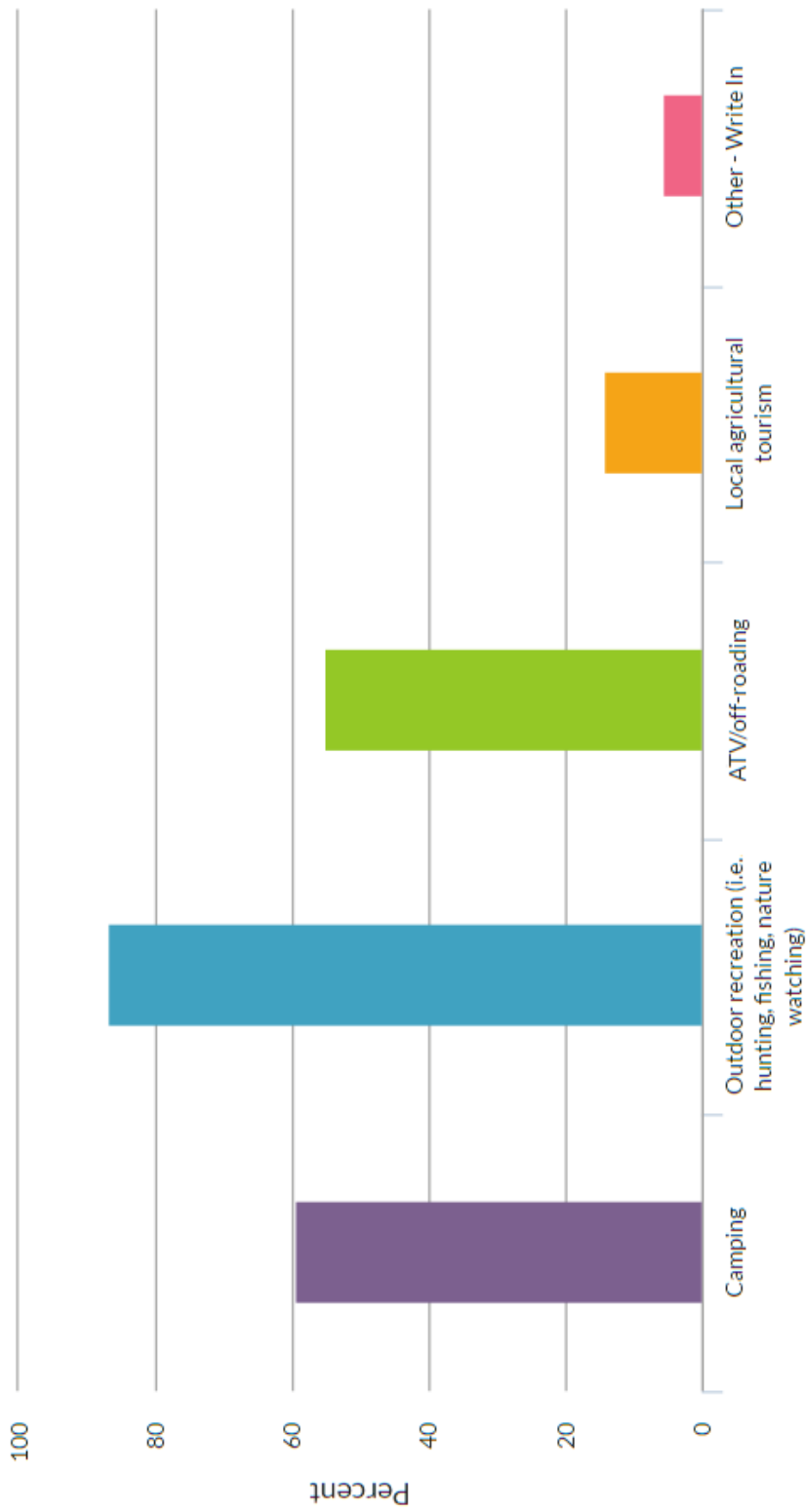
# Symbols of Greenview Survey

## 4. What industries best represent Greenview?



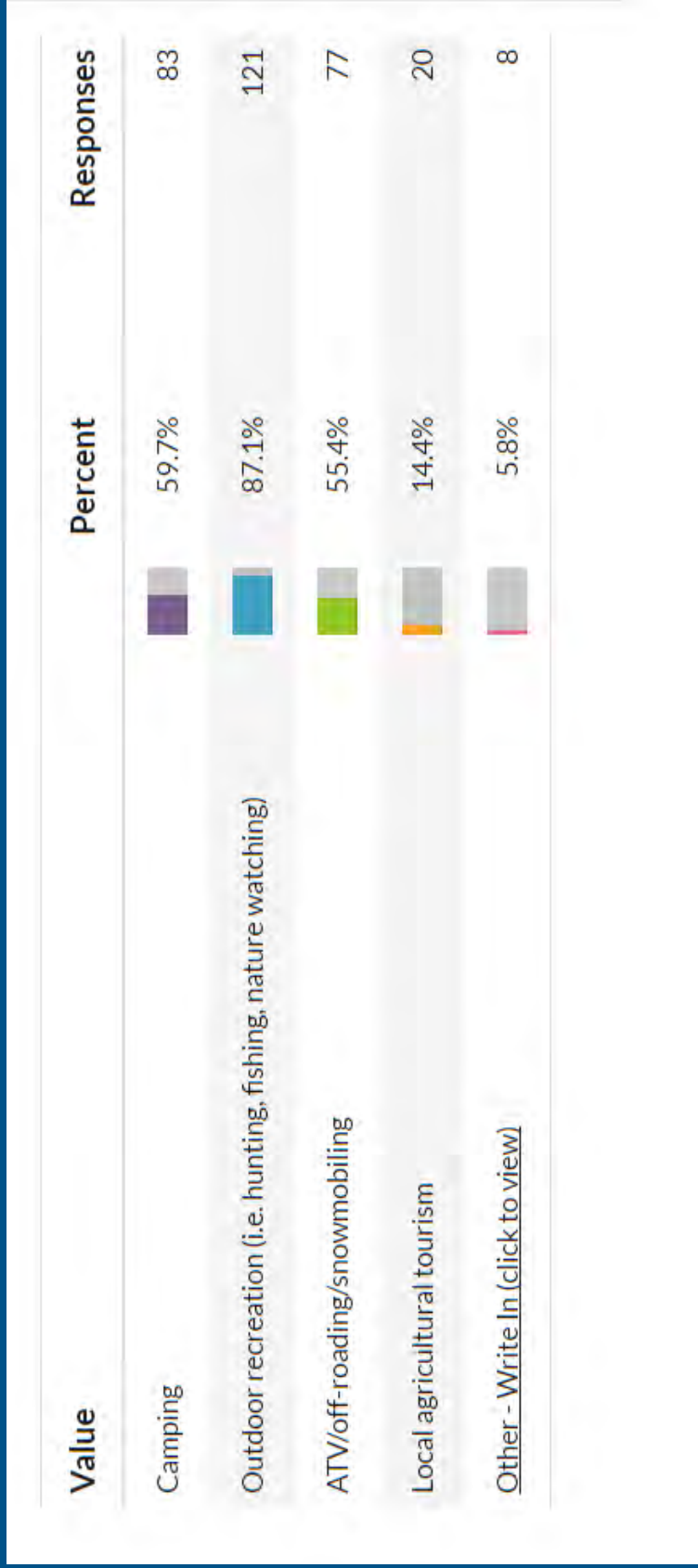
# Symbols of Greenview Survey

5. What are activities you think best represent Greenview? (You may choose more than one)





# Symbols of Greenview Survey



# Symbols of Greenview Survey

The most favorable responses per question:

1. Moose, elk or deer 75.5%
2. Prairie Fire /Indian Paintbrush 40.3%
3. Poplar 38.1% narrowly surpassing Spruce 35.3%
4. Oil and gas
5. Outdoor recreation (i.e. hunting, fishing, nature watching)



# REQUEST FOR DECISION

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SUBJECT: **2016 Audited Financial Statements and Information Returns**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 25, 2017 ACAO: DM MANAGER: DD  
DEPARTMENT: FINANCE GM: RO PRESENTER:

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RELEVANT LEGISLATION:

**Provincial** (cite) – MGA Sections 277(1) to Section 278(b) and Sections 281(1) to 281(4)

**Council Bylaw/Policy** (cite) – None

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RECOMMENDED ACTION:

**MOTION: That Council approve the 2016 Audited Financial Statements and the 2016 Financial Information Return as presented by Hawkings EPP Dumont Chartered Accountants for submission to the Minister of Alberta Municipal Affairs.**

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BACKGROUND/PROPOSAL:

Administration will not receive a copy of the financial statements until late on April 20<sup>th</sup>, which means Administration cannot provide background information at this time. The Audit Committee will meet on April 21<sup>st</sup> to review the statements with the Auditor.

The Auditor's representative Chris Pan, will be in attendance to present the 2016 Audited Financial Statements and Financial Information Returns to Council.

Note, Administration will focus on revising Greenview's Reserves Policy before September 2017.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the Financial Statements and Information Returns is that Administration can submit the information to the Minister of Alberta Municipal Affairs as legislated.
2. Reviewing the Audited Financial Statements with the Audit firm gives Council an opportunity to ask questions of the Auditor regarding the statements.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to following the recommended action.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative of not approving the Financial Statements and Information Return, this is not recommended by Administration due to the May 1<sup>st</sup> deadline to submit the information to the Minister of Alberta Municipal Affairs.

---

FINANCIAL IMPLICATION:

**Direct Costs:** \$30,000 approved in the 2016 Budget. This expense includes the audit firm visiting the Administration building and reviewing financial information along with Council minutes, agreements, legal issues and many questions for the finance team and managers.

**Ongoing / Future Costs:** Annual funding is required in order to complete Greenview's annual audited financial statement. The contract with Hawkings EPP Dumont Chartered Accountants expires in 2017, thus Administration will be drafting a Request for Proposal (RFP) for auditing services, with the future costs unknown at this time.

---

STAFFING IMPLICATION:

There are no staffing implications due to recommended action.

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PUBLIC ENGAGEMENT LEVEL:

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

The Audit firm will submit the approved financial statements and Information Returns to the Minister of Alberta Municipal Affairs by May 1<sup>st</sup>, 2017.

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ATTACHMENT(S):

- None (the Financial Statements will be sent in a separate email)



# REQUEST FOR DECISION

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SUBJECT: **McAusland Development Third Party Engineering Report**  
SUBMISSION TO: SPECIAL COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 25, 2017 CAO: MANAGER:  
DEPARTMENT: INFRASTRUCTURE & PLANNING GM: GG PRESENTER: GG

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RELEVANT LEGISLATION:

**Provincial** (cite) – NA

**Council Bylaw/Policy** (cite) – NA

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RECOMMENDED ACTION:

**MOTION: That Council accept the third party report completed by Helix Engineering as presented.**

---

BACKGROUND/PROPOSAL:

During the regular scheduled Council meeting on February 14, 2017 Council passed the following Motion:

**MOTION: 17.02.52.** *That Council direct Administration to submit a list of potential certified engineering firms to conduct a third party inspection for the McAusland Development, as well as a scope of work for the inspection to Council, with funds to come from the Council's Professional Services Budget.*

During the regular schedule Council meeting on February 28, 2017 Council passed the following Motion:

**MOTION: 17.02.64.** *That Council direct Administration to engage Helix Engineering for a third party review of the McAusland Development with funding to come from the Council's Professional Services Budget.*

The report completed by Helix Engineering as per Motion: 17.02.64 has been provided as an attachment. Administration has also provided the RFD from February 14<sup>th</sup> for a comparison between the two engineering reviews accompanied by an 11x17 overview of the project location as a reference.

Helix Engineering has included in their report all the identified deficiencies and have listed them from most critical to least as requested by Council.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefits to the recommendation will allow Council to review the results between the two consultants.
- 

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. No perceived disadvantages to the recommendation.
-

ALTERNATIVES CONSIDERED:

No alternatives to consider.

---

FINANCIAL IMPLICATION:

**Direct Costs:** No direct costs

**Ongoing / Future Costs:** No ongoing or future costs.

---

STAFFING IMPLICATION:

There are no staff implications resulting from the recommended action.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

No follow up actions required.

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ATTACHMENT(S):

- Third party report by Helix Engineering
- RFD from February 14, 2017
- 11x17 reference map

MD of Greenview  
Box 1079, Valleyview, AB. T0H 3N0

March 23, 2017  
File No: 2332-001

**ATTN: Grant Gyurkovits**

Dear Grant,

**RE: NW 33-69-6-W6M  
Private Development  
Plan 162 1185 Grovedale, Alberta, MD of Greenview**

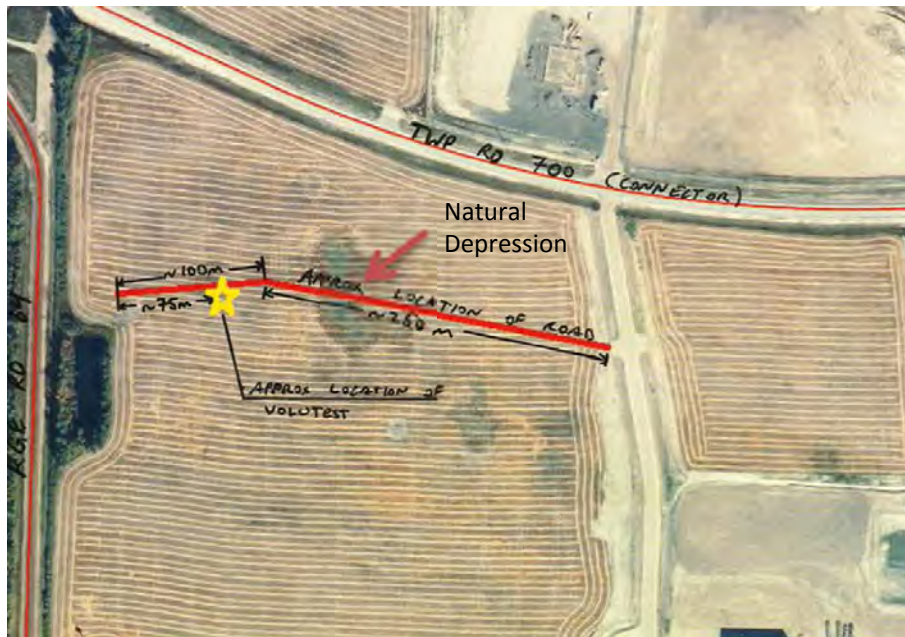
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We have reviewed the requests of MD of Greenview Council as per your March 3rd, 2017 email pertaining to the above noted development and offer the following.

Upon review of the provided information and a recent site visit to assess conditions, Helix Engineering has compiled a list of deficiencies for the development and internal roadworks construction. It should be noted that the site visit allowed limited access to road surfaces and ditch landscaping due to excessive ice and snow cover.

Review of the development conditions considered MD of Greenview Engineering Design and Construction Standards, Alberta Transportation Standard Specifications and general engineering best practices with consideration of as-constructed surveys provided by WSP. It was assumed based on provided information that the roadway is designated a Commercial/Industrial Local Road. Deficiencies in this regard in order of severity from most critical to least are as follows:

- 1) Ditch drainage appears to be directed to center portion of the roadway and diverted north through a 600mm CSP culvert to the SW corner of Lot 2, Block 1. Several concerns exist with the current drainage pattern:
  - a. Flow of water from a public right-of-way onto private property requires an easement or public utility lot and drainage design for the receiving parcel. Ie: Currently, drainage could be blocked by a private landowner, creating significant ponding issues within the MD of Greenview road allowance.
  - b. With increased development in the area, flooding/ponding concerns left unaddressed will have a more significant effect on adjacent properties.
  - c. Historical photos shown on the following page illustrate there is a natural depression in this location. Further study should be completed on the overall area drainage to ensure private properties and MD of Greenview road allowances have adequate drainage to accommodate major rainfall events.
  - d. This natural depression may hold a classification under the Alberta Wetland Policy. Should this be the case, Water Act approvals may be required to divert flows or modify natural drainage patterns.





- 2) Development has not provided quality control testing as per MD of Greenview standards. Evidence of subgrade preparation, moisture conditioning and density testing of subgrade and granular surface should be provided.
- 3) No design road structure or engineering detailed design drawings have been provided. Detailed engineering drawings should be completed to ensure MD of Greenview standards are met.
- 4) Finished Surface Width varies from 8.0m to 10.5 m. While the widest portions of the carriageway are likely adequate for industrial traffic, the sections less than 10.0m should be widened to meet MD of Greenview standards.
- 5) Backsloping of ditches extends into private property of future lots with no registered easements, in cases as much as 4.0m.
- 6) Constructed turn radius is below standard at the SE corner of Lot 2, Block 1 is 10.0m. Current standard is 15.0m which is typical industry practice for roadways expected to accommodate heavy industrial traffic.
- 7) Due to winter conditions during the site visit, culverts could not be inspected. Culverts should be constructed/graded to MD of Greenview standards and also have adequate capacity to accommodate design flows.
- 8) Approach radii do not meet minimum standard of 10.0m.
- 9) Approach widths exceed the municipal maximum of 10.0m. Current approach widths vary from 14.0m to 16.0m.
- 10) Minimum standard ditch grades of 0.5% not met in various locations.
- 11) Ditch bottom width does not meet MD of Greenview standards
- 12) Approaches visible in winter conditions do not appear to have adequate gravel surfacing.

Deficiencies #1-6 should be rectified immediately as they are critical to the overall operation and maintenance of the road surface and lot grading of the development. Items #7-12 are less critical, but would require minimal effort to complete and should be addressed as soon as possible. Under the direction of the MD of Greenview, all deficiencies noted could be easily rectified in the upcoming construction season.

If you require further discussion regarding the above, please contact.

Sincerely,

**Helix Engineering Ltd.**



Scott Roessler, P.Eng  
Project Manager, Director



# REQUEST FOR DECISION

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**SUBJECT:** Grovedale Commercial Development Deficiencies  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** February 14, 2017 CAO: MH MANAGER:  
**DEPARTMENT:** INFRASTRUCTURE & GM: GG PRESENTER: GG  
PLANNING/PLANNING & DEVELOPMENT  
**FILE NO./LEGAL:** LEGAL/POLICY REVIEW:  
**STRATEGIC PLAN:** FINANCIAL REVIEW:

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**RELEVANT LEGISLATION:**

**Provincial** (cite) = N/A

**Council Bylaw/Policy** (cite) – N/A

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**RECOMMENDED ACTION:**

**MOTION:** That Council accept the deficiencies report for the commercial development located on NW-33-69-6-W6 for information as presented.

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**BACKGROUND/PROPOSAL:**

At the regular Council meeting of January 10, 2017, Council carried the following motion:  
***“That Administration provide a deficiencies list for the McAusland development in Grovedale.”***

For Council’s benefit, Administration has prepared a large plan profile of the McAusland commercial development allowing for a visual understanding of the deficiencies with their locations identified on the plan profile.

The four lot subdivision plan profile has a length of 380 meters of constructed roadway which included the tie-in to phase 1 at the East end of the existing development. The plan profile includes Greenview’s portion of constructed roadway from Range Road 64 to the tie-in point at the west end 0+100 of the developer’s road. The developer was responsible to match Greenview’s road top elevations at this tie-in point.

In the bottom left hand corner of the plan profile is a list of as-constructed deficiencies. These deficiencies are numbered which correspond to the deficiency numbers on the access road layout at the top.

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There are two typical cross sections drawings on the plan profile. The Subdivision Standard box represents Greenview's standard plan profile for any 10 meter wide industrial or commercial road. The As-Constructed box represents what was surveyed, thus creating the as-constructed plan profile by the developer.

The bottom middle of the plan profile includes the north and south ditch elevation profiles that represents the entire 380 meters of the developer's road.

Administration has provided explanations (**Exp.**) for the items noted on the profile plan deficiency list:

Some deficiencies may be noted as **Not Identified**; meaning that without the proper approved plan profile and onsite inspection report, it is virtually impossible to know what was constructed thus leaving Greenview unable to identify these deficiencies and being able to relay these deficient items at the last meeting with the developer when deficiencies were discussed.

Many of the outlined deficiencies could have potentially been avoided if a plan profile was drafted and approved by Greenview, with the guidance and support of the hired consultant.

**1) Connecting Road North radius substandard – May need cut-off for culvert extension.**

**Exp.** Developer constructed the north side of the east entrance at 10 meter radius verses 15 meter radius. This narrows the corner for truck movement entering the subdivision forcing then into oncoming traffic to keep their wheels out of the ditch. To resolve this deficiency, the developer will need to extend the culvert to the north to construct a 15 meter turning radius. Once completed the contractor will need to provide a minimum 4:1 back slope of the ditch, if the developer cannot provide a 4:1 back slope then the developer will need to corner cut the north lot to achieve the proper back slope.

**2) Curve lacks super elevation (60km design speed)**

**Exp.** Developer would need to reconstruct the curve to meet the Standard Specifications for Highway Construction of Alberta Transportation, which are used by Greenview. Super elevation is used on curves to help guide a vehicle into the curve instead of pushing it out of the curve as a normal elevation would do.

**Deficiency Not Identified**

**3) Road Top width less than specification (10.0 meter minimum)**

1+000 to 1+140 - Road top less than 9.0 meters.

**Exp.** 140 meters of gravel road top does not meet the Subdivision Standard of the Typical Road Cross Section of 10.0 meters in width.

1+140 to 1+190 – Road top less than 10.0 meters.

**Exp.** 50 meters of gravel road top does not meet the Subdivision Standard of the Typical Road Cross Section of 10.0 meters in width.

**4) 1+300 Culvert Installed with 0.02m drop.**

**Exp.** Less than 0.05m drop tends to silt the culvert outlet over time which reduces water flow. Ditch grades and culverts with 0.05 or greater create enough velocity to help flush silt buildups out of the culvert outlets.

**5) 1+020 to 1+300 LT ( North side) Construction limits outside of Right of Way.**

**6) 1+020 to 1+150 RT ( South side) Construction limits outside of Right of Way.**

**7) 1+200 to 1+370 RT ( South side) Construction limits outside of Right of Way.**

**Exp.** Between both sides of the constructed road there is a total of 760 meters of property frontage. Five hundred (580) meters of road construction is built outside of the road allowance on private land.

This locates the back slope of the ditch on private property. If the landowner wanted to install a fence, it would have to be placed further back from the property line or the fence could legally be installed in the back slope of the ditch resulting in several maintenance concerns.

**8)** 1+024 Entrance RT (South side) wider than specification.

**9)** 1+024 Entrance RT (South side) West radius 8.0 meters.

**10)** 1+024 Entrance RT (South side) East radius 9.0 meters.

**11)** 1+192 Entrance RT (South side) wide than specification.

**12)** 1+092 Entrance RT (South side) West radius 6.0 meters.

**13)** 1+192 Entrance RT (South side) East radius 9.0 meters.

**14)** 1+192 Entrance RT (South side) is 22.0 meters from the side yard property line.

**Exp.** The approach into this lot does not meet Greenview's standard for Industrial access of 10.0 meter wide surface with a radius of 10.0 meters on either side. Greenview's standard for the installation of an approach is 30.0 meters from the side yard property line. **Note,** Industry standard practise is to locate both approaches across from one another, not offset as has been developed.

**15)** 1+212 Entrance LT (North side) wider than specification.

**16)** 1+212 Entrance LT (North side) West radius 8.0 meters.

**17)** 1+212 Entrance LT (North side) East radius 6.0 meters.

**Exp.** The approach into this lot does not meet Greenview's standard for Industrial access of 10.0 meter wide gravel surface with a radius of 10 meters on either side. **Note,** Industry standard practise is to locate both approaches across from one another, not offset as has been developed.

**18)** As noted in #14 & #15 Greenview would have preferred to see the industry standard practise used on two approaches being directly across from each other and not offset from each other.

**19)** 1+300 Entrance RT (South side) wider than specification.

**20)** 1+300 Entrance RT (South side) West radius 6.0 meters.

**21)** 1+300 Entrance RT (South side) East radius 7.0 meters.

**Exp.** The approach into this lot does not meet Greenview's standard for Industrial access of 10.0 meter wide gravel surface with a radius of 10 meters on either side.

**22)** Side slopes do not meet 4:1 specifications. **Deficiency Not Identified**

**Exp.** Throughout the road construction, the side slopes on the North & South side of the project are inconsistent as shown in the cross sections. This type of side slope inconsistency forces the ditch line to meander inside and out of the right of Way on to private property.

**23)** Ditches do not meet 3.0 meter wide specification. **Deficiency Not Identified**

**Exp.** Standard ditch bottoms are to be constructed flat to a constant width of 3.0 meters. If the ditch bottom is sloped to the inside or outside of the ditch this will create premature erosion at the toe of the slide slope or back slope of the ditch. This will also affect culvert placement and cause water to pool and backup in the ditch bottom. This type of ditch bottom width inconsistency will also force the ditch bottom to meander inside and outside of the Right of Way on to private property.

**24)** Road top and ditch profiles are rough and inconsistent as per profile drawing.

**Exp.** The inconsistent road surface could be improved over time with constant grading and additional gravel. The ditch profile would have to be survey staked and regraded to create a uniform grade line within the Right of Way.

**25)** No records of compaction testing on embankments below 0.2 meters from final grade. **Deficiency Not Identified**

**Exp.** Greenview requires testing of 98% compaction at optimum moisture throughout the embankment to within 0.3 meters of final grade to where compaction is required at 100% at optimum moisture content. Greenview has no record of this testing being completed to date.

**26)** No record of gravel type used or quantity. **Deficiency Not Identified**

**Exp.** Greenview requires proof of in spec gravels and quantity used as per Greenview's standards.

**27)** No record of seeding, seed type used, or bag tags submitted. **Deficiency Not Identified**

**Exp.** Greenview requires the developer to provide the seed bag tags on an approved seed mixture and fertilizer meeting the required application rates. Seed application rate 56Kg's per hectare and a 112Kg's per hectare of fertilizer.

**28) Exp.** This deficiency item has been removed from the deficiencies list as the developer has installed the subdivision signage as of January 31, 2017.

Administration has also provided the cross sections of the subdivision road. These will identify what was built versus what would have been constructed using a design profile approved by Greenview.

The noted deficiencies listed would have been identified using the identical process in a tendered contract being administered by a consultant for Greenview or with a developer's project and a Developer's Agreement in place. Greenview requires the developer's consulting engineer to follow the identical procedure in identifying deficiencies.

In both scenarios above when all noted deficiencies have been completed through a construction completion inspection, the warranty period commences.

Once the warranty period has expired and the final acceptance inspection is passed with no additional deficiencies identified, the final acceptance certificate can be issued ending the warranty period with all remaining security or hold backs refunded back to the developer or contractor. The infrastructure then becomes property of Greenview.

In closing, I would like to draw Councils attention to the plan profile "picture" showing the defined storm-water ditch created during the construction of this development. The stormwater ditch flows across private property in a south easterly direction that ties onto phase 1.

Prior to the construction of this development Greenview did not receive, nor would have approved the concept plan for the stormwater design for this development. Administration would have also not approved a stormwater ditch to be directed off Greenview's intended Right of Way onto private property when other

options could have been designed to eliminate this inconvenience for the land owners. Thus Greenview having to put a caveat on title for a future stormwater easement.

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**OPTIONS/BENEFITS/DISADVANTAGES:**

**OPTIONS:** Council can accept the report or request further information and table this item.

**BENEFITS:** NA

**DISADVANTAGES:** NA

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**COSTS/SOURCE OF FUNDING:**

There is no cost associated with the recommended motion.

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**ATTACHMENT(S):**

- 11x17 plan profile
- Access road cross sections
- Land elevation grades









# REQUEST FOR DECISION

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**SUBJECT:** Expression of Interest Book Hiring Procedure  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** April 25, 2017      CAO: MH      MANAGER:  
**DEPARTMENT:** INFRASTRUCTURE & PLANNING      GM: GG      PRESENTER: GG

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**RELEVANT LEGISLATION:**

**Provincial (cite) – NA**

**Council Bylaw/Policy (cite) – NA**

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**RECOMMENDED ACTION:**

**MOTION: That Council provide direction regarding the guidelines for Administration to craft a policy for the hiring process in the use of the Expression of Interest book.**

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**BACKGROUND/PROPOSAL:**

Administration has requested clarity when hiring from the Expression of Interest (EOI) book to assist in the procedure of hiring contractors that responded to Greenview's public advertisement in the local newspapers and radio.

Administration has created a list of questions that will assist in discussions with Council to aid in crafting a Policy for clarification and set procedures during the hiring process from the EOI book. During the course of the discussion it is anticipated that further questions will arise and that, as part of the discussion Administration will present Council with several scenarios and seek Council's opinion on how those scenarios would be resolved.

The feedback and answers provided by the members of Council will be used to craft a policy accordingly. As part of the discussion, Staff will also advise Council on possible staffing implications associated with various directions being taken.

As a note, the EOI book is utilized (or potentially utilized) by multiple Greenview staff within multiple departments including Construction, Operations, Ag Services, Recreation, Facility Maintenance and Environmental Services.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The Benefit to the recommendation is that Administration should have clarity and direction in when creating the policy for hiring equipment from within the Expression of Interest book.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no perceived disadvantages associated with the recommendation.

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council could decide not to create a policy for hiring contractors.

**Alternative #2:** Council could leave the hiring responsibility for staff to Administer.

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FINANCIAL IMPLICATION:

**Direct Costs:** There are no direct costs associated from the recommendation.

**Ongoing / Future Costs:** There are no future costs associated from the recommendation.

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STAFFING IMPLICATION: Dependent upon the directions of Council.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

Using that framework outline the proposed level of public engagement associated with the recommended action.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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FOLLOW UP ACTIONS:

Policy drafted for the Policy Review Committee.

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ATTACHMENT(S):

- EOI Discussion Questions

## **EOI Discussion Questions:**

1. What defines a Greenview Business?
  - Mailing address/PO Box?
  - Tax Roll?
  - Location of residence and/or location of business/equipment?
  - Will Valleyview, Fox Creek & Grande Cache be considered part of Greenview?
  - Other?

Consideration: All of the above methods contain flaws. There is no single perfect method to define a Greenview business or that would prevent a contractor from circumventing the system.

2. Do Greenview businesses get priority when hiring?
  - How will Greenview businesses with equipment based outside of Greenview be treated?
  - When will outside contractors be hired?
3. Does Greenview treat the contractor's lists similar to a "batting order" in baseball? I.E. Once you have had your turn, you return to the bottom of the list.
  - Will late additions to the list be accepted?
  - Will there be one list covering all of Greenview or will there be different lists based on geography/wards/location to work, etc.?
4. Does Greenview hire only one piece of equipment from one company first and does that company then move to the bottom of the list?
  - If there are separate/multiple lists are contractors allowed to be on both and if so, does being offered work on one list move the contractor to the bottom of all lists?

Consideration: Multiple supervisors wanting to hire equipment may produce confusion or add additional constraints in attempting to maintain the list order.

5. When is a contractor considered to have had their turn?
  - Does Greenview make a call for a piece of equipment and give a maximum period of time to respond? If so, what is the length of time?
  - If no response, does that contractor move to the bottom of the list?
  - When a call is made with no answer do we leave a message?
6. Will the list be followed in cases of emergency?

7. Will Greenview place a work cap on contractors (days, dollars, tonnes hauled, hours, etc.)?
- Is Council's goal to allow for equality of opportunity (everyone has equal opportunity to do work), or equality of result (everybody has roughly the same amount of work)?
  - Does this mean that Greenview will change out road building contractors, haulers, etc. such as FTR road stabilization project or other longer duration projects?

Consideration: Separate from this decision, Greenview will already have to re-assess how some longer-term and/or larger projects are conducted given legislation/agreements such as the New West Partnership Trade Agreement.

8. If Greenview hires an operator that cannot fulfill the duties required as determined by Administration, they will be sent home. Will they be considered for future work?
- Who will determine operator quality?
  - If a company continues to send unqualified operators, when does Greenview disqualify the company?

Consideration: A report card system is already being put in place by Administration as a way of documenting contractor performance/concerns/issues, etc.

9. If an Operator is removed from a site for conduct related reasons (verbally abusive, complaining, etc.) will they or the company be considered for hire again?
- What constitutes conduct related reasons?
  - If so, what timeframe will they be banned for?
  - If the individual is an Operator employed by a company, will the company be given the opportunity to replace that Operator and keep their equipment working on the job?

Consideration: Some Operators are employees working for the company owner. Others are Owner/Operators. Will they be treated the same regarding removal from site? If companies are allowed to replace Operators while keeping equipment on site this means that an Owner removed for conduct (or other reasons) would be allowed to keep their equipment working on a job even though they were removed.

10. If a piece of equipment continues to break down, when do we send it home?
- Is that contractor replaced with another contractor?
11. How many absent/tardy days without notice or reason does Greenview allow?
- Does missing safety meetings, job orientations, late starts, etc. qualify under this heading?

12. If an Operator or Company leaves for other employment, will Greenview still consider that company for any future job?
  - If so, will there be a length of time that Contractors will not be considered for work?
  
13. Are there other times when a contractor will be banned from participating in the EOI book (other than if they are involved in legal action versus Greenview)?