



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

Monday January 8, 2018

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 December 11, 2017 to be adopted | 3 |
| | 3.2 Business Arising from the Minutes | |
| #4 | PUBLIC HEARING | |
| | 4.1 Bylaw 17-787 Re-designate from Rural Commercial (RC) District to Industrial (I) District | 11 |
| #5 | DELEGATION | |
| | 5.1 Development Permit Presentation | 18 |
| | 5.2 Crooked Creek Community Recreation Club Delegation | 24 |
| #6 | BYLAWS | |
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| #7 | OLD BUSINESS | |
| #8 | NEW BUSINESS | |
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| | 8.2 Request to Waive Additional Fees for Development Permit D17-328 | 78 |
| | 8.3 Co-Mingled Recycling Bins Located in Grande Cache Co-ops and Enterprises | 88 |

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| 8.11 Northlands Sno-Goers Sponsorship | 164 |
| 8.12 Grande Cache Golf & Country Club | 167 |
| 8.13 Little Smoky Cemetery Appointment | 188 |
| 8.14 Joint Council Meeting | 191 |
| 8.15 CAO / Managers' Report | 193 |

#9 COUNCILLORS
BUSINESS & REPORTS

#10 CORRESPONDENCE

- Highway 43 Functional Planning Study
- Alberta Health Services – 2017-2020 Health Plan and Business Plan
- Municipal Affairs – Builder Licensing Program
- Municipal Affairs – Eligible MSI Projects
- RPAP – Register for the RPAP 2018 Community Conference
- Northland School Division Appointed Elected Official
- Valleyview & District Recreation Board Meeting Minutes

#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, December 11th, 2017

1: Reeve Dale Gervais called the meeting to order at 9:02 a.m.
CALL TO ORDER

PRESENT

| | |
|--------------|-----------------|
| Reeve | Dale Gervais |
| Deputy Reeve | Tom Burton |
| Councillors | Shawn Acton |
| | Winston Delorme |
| | Roxie Rutt |
| | Bill Smith |
| | Dale Smith |
| | Les Urness |

ATTENDING

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

ABSENT

#2: MOTION: 17.12.520. Moved by: COUNCILLOR BILL SMITH
AGENDA That Council adopt the December 11th, 2017 Regular Council Agenda as presented.

CARRIED

#3.1 MOTION: 17.12.521. Moved by: DEPUTY REEVE TOM BURTON
REGULAR COUNCIL That Council adopt the minutes of the Regular Council Meeting held on Monday
MEETING MINUTES November 27th, 2017 with corrections.

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 **5.0 DELEGATIONS**
DELEGATIONS

5.1 NORTHERN ALBERTA VITAL SIGNS PRESENTATION

NORTHERN
ALBERTA VITAL
SIGNS
PRESENTATION

MOTION: 17.12.522. Moved by: DEPUTY REEVE TOM BURTON
That Council accept the presentation from Northern Alberta Vital Signs for
information, as presented.

CARRIED

5.2 SYNERGY ALBERTA PRESENTATION

SYNERGY ALBERTA
PRESENTATION

MOTION: 17.12.523. Moved by: COUNCILLOR ROXIE RUTT
That Council accept the presentation from Synergy Alberta for information, as
presented.

CARRIED

5.3 GROVEDALE DAYCARE PRESENTATION

GROVEDALE
DAYCARE

MOTION: 17.12.524. Moved by: COUNCILLOR BILL SMITH
That Council accept the presentation from the Grovedale Daycare for
information, as presented.

CARRIED

MOTION: 17.12.525. Moved by: COUNCILLOR BILL SMITH
That Council direct Administration investigate the cost of a stick built building for
the Grovedale Daycare to be brought back for the January 15th, 2018 Committee
of the Whole Meeting.

CARRIED

#6
BYLAWS

6.0 BYLAWS

There were no Bylaws presented.

#7
OLD BUSINESS

7.0 OLD BUSINESS

There was no Old Business presented.

#8
NEW BUSINESS

8.0 NEW BUSINESS

8.1 ENVIRONMENTAL SERVICES COUNCIL ORIENTATION

ENVIRONMENTAL
SERVICES COUNCIL
ORIENTATION

MOTION: 17.12.526. Moved by: DEPUTY REEVE TOM BURTON
That Council accept the Environmental Services Council Orientation
presentation, as information.

CARRIED

8.2 CONSTRUCTION & MAINTENANCE COUNCIL ORIENTATION

**CONSTRUCTION &
MAINTENANCE
COUNCIL
ORIENTATION**

MOTION: 17.12.527. Moved by: COUNCILLOR ROXIE RUTT
That Council accept the Construction & Maintenance Council Orientation presentation, as information.

CARRIED

8.3 OPERATIONS – COUNCIL ORIENTATION

**OPERATIONS
COUNCIL
ORIENTATION**

MOTION: 17.12.528. Moved by: COUNCILLOR LES URNESS
That Council accept the Operations Council Orientation presentation, as information.

CARRIED

8.4 2017 3RD QUARTER ACTUAL TO BUDGET FINANCIAL REPORT

**2017 3RD QUARTER
ACTUAL TO
BUDGET FINANCIAL
REPORT**

MOTION: 17.11.484. Moved by: COUNCILLOR SHAWN ACTON
That Council accept the 2017 Third Quarter Actual to Budget Financial Report as information.

CARRIED

8.5 GREENVIEW EMPLOYEES HEALTH & WELLNESS

**GREENVIEW
EMPLOYEES
HEALTH &
WELLNESS**

MOTION: 17.12.529. Moved by: COUNCILLOR ROXIE RUTT
That Council approve a wellness subsidy for permanent Greenview staff based on a 50% subsidy of the cost an adult membership at the Greenview Regional Multiplex.

MOTION: 17.12.530. Moved by: REEVE DALE GERVAIS
That Council table motion 17.12.529. until more information can be brought forward.

CARRIED

8.6 COUNCIL EXPENSE CLAIMS

**COUNCIL EXPENSE
CLAIMS**

MOTION: 17.12.531. Moved by: COUNCILLOR SHAWN ACTON
That Council direct Administration to include Councillor Expense Claims on future Regular Council Meeting Agendas under Member's Business.

DEFEATED

MOTION: 17.12.532. Moved by: REEVE DALE GERVAIS

That Council direct administration to disclose some Council expense claim information in Members Business at Regular Council meetings.

Reeve Gervais requested a recorded vote

For: Reeve Dale Gervais, Councillor Les Urness, Councillor Shawn Acton and Councillor Dale Smith

Opposed: Deputy Reeve Tom Burton, Councillor Bill Smith, Councillor Roxie Rutt, Councillor Winston Delorme

DEFEATED

8.7 REGIONAL COLLABORATION GRANT REALLOCATION

REGIONAL
COLLABORATION
GRANT
REALLOCATION

MOTION: 17.12.533. Moved by: DEPUTY REEVE TOM BURTON

That Council direct Administration to make application to the Government of Alberta to reallocate the Regional Collaboration Grant of \$250,000.00 held in partnership with the Towns of Grande Cache, Valleyview, and Fox Creek towards the updating of the Intermunicipal Development Plans currently existing between the parties, pending agreement by the respective Towns.

CARRIED

8.8 EVERGREENS FOUNDATION – 2016 CAPITAL REQUISITION

EVERGREENS
FOUNDATION –
2016 CAPITAL
REQUISITION

MOTION: 17.12.534. Moved by: DEPUTY REEVE TOM BURTON

That Council authorize Administration to forward the 2016 Capital Requisition to the Evergreens Foundation for the Parkland Lodge in the amount of \$942,293.97, with funds to come from the Community Services Budget.

CARRIED

MOTION: 17.12.535. Moved by: COUNCILLOR DALE SMITH

That Council direct Administration to transfer \$942,293.97 from the Operating Reserve to the Community Services Budget.

CARRIED

8.9 EAGLES NEST HALL REPORT

EAGLES NEST HALL
REPORT

MOTION: 17.12.536. Moved by: COUNCILLOR WINSTON DELORME

That Council accept the report on the Eagles Nest Hall in Grande Cache for information, as presented.

CARRIED

8.10 WATER NORTH COALITION APPOINTMENT

WATER NORTH
COALITION
APPOINTMENT

MOTION: 17.12.537. Moved by: COUNCILLOR DALE SMITH
That Council appoint Councillor Dale Smith and Deputy Reeve Tom Burton as the alternate to the Water North Coalition.

CARRIED

8.11 GREENVIEW OFFICES AND OPERATIONS CLOSURE

GREENVIEW
OFFICES &
OPERATIONS
CLOSURE

MOTION: 17.12.538. Moved by: COUNCILLOR ROXIE RUTT
That Council approve closing all Greenview Offices and Operations to the public on December 28th and 29th, 2017.

CARRIED

8.12 2018 MARKET (COLA) ADJUSTMENTS

2018 MARKET
ADJUSTMENT

MOTION: 17.12.539. Moved by: COUNCILLOR ROXIE RUTT
That Council approve a 1.3% Market (COLA) adjustment for staff and Council effective January 1, 2018.

CARRIED

8.13 SECURITY CAMERAS

SECURITY
CAMERAS

MOTION: 17.12.540. Moved by: COUNCILLOR SHAWN ACTON
That Council approve the additional funds needed to cover the extra works completed on capital project FM17003 in the amount of \$21,760.38 to come from the Capital Infrastructure Reserve.

DEFEATED

8.14 OIL CITY EQUIPMENT SALES LTD. – REQUEST TO WAIVE PENALTY

REQUEST TO
WAIVE PENALTY

MOTION: 17.12.541. Moved by: COUNCILLOR DALE SMITH
That Council deny the request from Oil City Equipment Sales Ltd. to waive the 2017 penalty on tax roll 309308 in the amount of \$515.47.

CARRIED

8.15 2018 CONSOLIDATED BUDGET APPROVAL

2018
CONSOLIDATED
BUDGET
APPROVAL

MOTION: 17.12.542. Moved by: DEPUTY REEVE TOM BURTON
That Council approve the 2018 Consolidated (Operational and Capital) Budget as amended.

CARRIED

MOTION: 17.12.543. Moved by: COUNCILLOR DALE SMITH
That Council accept the 2019 and 2020 Consolidated (Operational and Capital)
Budgets as information as presented.

CARRIED

8.16 CAO/MANAGERS' REPORTS

CAO REPORTS

MOTION: 17.12.544. Moved by: COUNCILLOR DALE SMITH
That Council accept the CAO Report for information, as presented.

CARRIED

MOTION: 17.12.545. Moved by: COUNCILLOR ROXIE RUTT
That Council approve a wellness subsidy for permanent Greenview staff based
on a 50% subsidy of the cost an adult membership at the Greenview Regional
Multiplex.

DEFEATED

#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 8

COUNCILLOR BILL SMITH updated Council on his recent activities, which include:
Greenview Budget Presentation

MOTION: 17.12.546. Moved by: COUNCILLOR BILL SMITH
That Council direct Administration to add the Snow Plow Policy to the priority
listing for the Policy Review Committee.

CARRIED

WARD 6

DEPUTY REEVE TOM BURTON updated Council on his recent activities, which
include:
Land Use Bylaw Open House
Weyerhaeuser Meeting (International Paper)
Greenview Budget Presentation
Grande Prairie Regional Recreation Meeting

WARD 5

COUNCILLOR DALE SMITH update to Council on his recent activities, which
include:
Land Use Bylaw Open House
Heart River Housing Finance Committee Meeting

Greenview Budget Presentation
Heart River Housing Conference Call
Munis 101

WARD 7 **COUNCILLOR ROXIE RUTT** updated Council on her recent activities, which include:
Land Use Bylaw Open House
Greenview Budget Presentation
Grand Spirit Foundation Meeting

WARD 4 **COUNCILLOR SHAWN ACTON** updated Council on his recent activities, which include:
Greenview Budget Presentation
Greenview Regional Waste Management Commission Meeting

WARD 3 **COUNCILLOR LES URNESS** updated Council on his recent activities, which include:
Valleyview Cemetery Meeting
Greenview Budget Presentation
Greenview Multiplex Board Meeting
Greenview Regional Waste Management Commission Meeting

WARD 1 **COUNCILLOR WINSTON DELORME** updated Council on his recent activities, which include:
Greenview Budget Presentation
Met with Managers and Presidents of Coops and Enterprises

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

WARD 2 **REEVE DALE GERVAIS** updated Council on his recent activities, which include:
Land Use Bylaw Open House
Harry Grey Municipal Government Day
Golden Triangle Consortium Meeting
Greenview Budget Presentation
Peace Country Historical Society Book Launch
Multiplex Board Meeting
Met with Premier Peat Moss
South Peace Archives Meeting

#10
CORRESPONDENCE **10.0 CORRESPONDENCE**

MOTION: 17.12.547. Moved by: COUNCILLOR ROXIE RUTT
That Council accept the correspondence for information, as presented.

CARRIED

#11 IN CAMERA

11.0 IN CAMERA

MOTION: 17.12.548. Moved by: COUNCILLOR LES URNESS
That the meeting go to In-Camera, at 4:10 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 DISCLOSURE HARMFUL TO PERSONAL PRIVACY
(FOIPP; Section 17)

MOTION: 17.12.549. Moved by: DEPUTY REEVE TOM BURTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come Out of Camera at 4:11 p.m.

CARRIED

MOTION: 17.12.550. Moved by: REEVE DALE GERVAIS
Council approve a retirement recognition gift of \$1,000.00 for an employee that has served Greenview for 31 years.

CARRIED

12.0 ADJOURNMENT

#12
ADJOURNMENT

MOTION: 17.12.551. Moved by: COUNCILLOR ROXIE RUTT
That this meeting adjourn at 4:12 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE



Land Use Amendment Bylaw No. 17-786 Background Information

PROPOSAL

The application for Land Use Amendment A17-005 has been submitted by Beairsto & Associates Engineering Ltd., on behalf of 563588 Alberta Ltd., to re-designate a 5.44 hectare ± (13.44 acre) parcel from Rural Commercial (RC) District to Industrial (I) District within NW-33-69-6-W6, Plan 162 1185, Block 2, Lot 2, in the Grovedale area, Ward 8. The proposed rezoning would allow for the subsequent development of a trucking operation upon obtaining a development permit

BACKGROUND AND DISCUSSION

The amendment area is outside the Hamlet of Grovedale, and is within an existing subdivision. Access to the parcel is from an internal subdivision road with an approach to be constructed at the time of development. Within the Grovedale Area Structure Plan, the area is designated as 'Potential Commercial Development'. The Land Use Bylaw designates the subject site as being districted as Rural Commercial (RC).

The amendment is proposing to change the designation from Rural Commercial (RC) to Industrial (I). The future intent is to develop a trucking operation on the land. While the proposal aligns with the Grovedale Area Structure Plan, the current land use designation in the Land Use Bylaw does not allow for a trucking operation, therefore the applicant has applied to change the current land use designation.

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT

On September 6, 2017 a copy of the application was circulated to Greenview's internal departments. No concerns were received.

On September 6, 2017 copy of the application was circulated to the following external referral agencies: Alberta Culture and Tourism; Alberta Environment and Park; Alberta Transportation; Alberta Municipal Affairs; ATCO Electric; East Smoky Gas Coop; Peace Wapiti School Division and Telus Communications. No concerns were received.

On December 12, 2017 a copy of the application was circulated to adjacent landowners within 800 metres of the property. No concerns were received.

Application and Sketch



LAND USE AMENDMENT APPLICATION – FORM A
MUNICIPAL DISTRICT GREENVIEW No. 16
RECEIVED
AUG 11 2017

Municipal District of Greenview
 4805-36 Avenue, Box 1079, Valleyview AB T0H 3N0
 T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608
www.mdgreenview.ab.ca

FOR ADMINISTRATIVE USE

| | |
|-----------------------------------|-----------|
| LUB MAP NO. | BYLAW NO. |
| APPLICATION NO. A17-005 | |
| RECEIPT NO. 230652 | |
| ROLL NO. 318204 | |
| RFLA RATING N/A | |

| | | |
|---|---|--------|
| NAME OF APPLICANT(S) BRUCE C. E. TATRIE, A.L.S. | | |
| ADDRESS 10940 92 AVENUE | | |
| GRANDE PRAIRIE, AB. | | |
| POSTAL CODE T8V 6B5 | TELEPHONE (Res.) 780-532-4919 | (Bus.) |
| EMAIL brucet@baseng.ca | | |

Complete if Different from Applicant

| |
|---|
| NAME OF REGISTERED LANDOWNER(S) 563588 ALBERTA LTD. |
| PASTURE RATING 33 |

Legal description of the land affected by the proposed amendment

| | | | | | | | | |
|------------------------|------------------|-------------------|-----------------|----------------|----|---|-------------------|-----------------|
| QTR./L.S. NW | SEC 33 | TWP. 69 | RG. 6 | M. 6 | OR | REGISTRATION PLAN NO. 1621185 | BLOCK 2 | LOT 2 |
|------------------------|------------------|-------------------|-----------------|----------------|----|---|-------------------|-----------------|

Land Use Classification for Amendment Proposed:

| | |
|-----------------|--------------|
| FROM: RC | TO: I |
|-----------------|--------------|

ABANDONED WELL SEARCH SEP 1/17

Reasons Supporting Proposed Amendment:

| |
|--|
| TO ACCOMMODATE THE PROPOSED USE |
|--|

Physical Characteristics:

| | | |
|----------------------------------|-------------------------------|----------------------------|
| Describe Topography: FLAT | Vegetation: OPEN FIELD | Soil: LOAM AND CLAY |
|----------------------------------|-------------------------------|----------------------------|

Water Services:

| | |
|------------------------------|------------------------|
| Existing Source: WELL | Proposed Water Source: |
|------------------------------|------------------------|

Sewage Services:

| | |
|---------------------------------------|--------------------|
| Existing Disposal: CONTAINMENT | Proposed Disposal: |
|---------------------------------------|--------------------|

Approach(s) Information:

| | |
|----------------------|-----------|
| Existing: YES | Proposed: |
|----------------------|-----------|

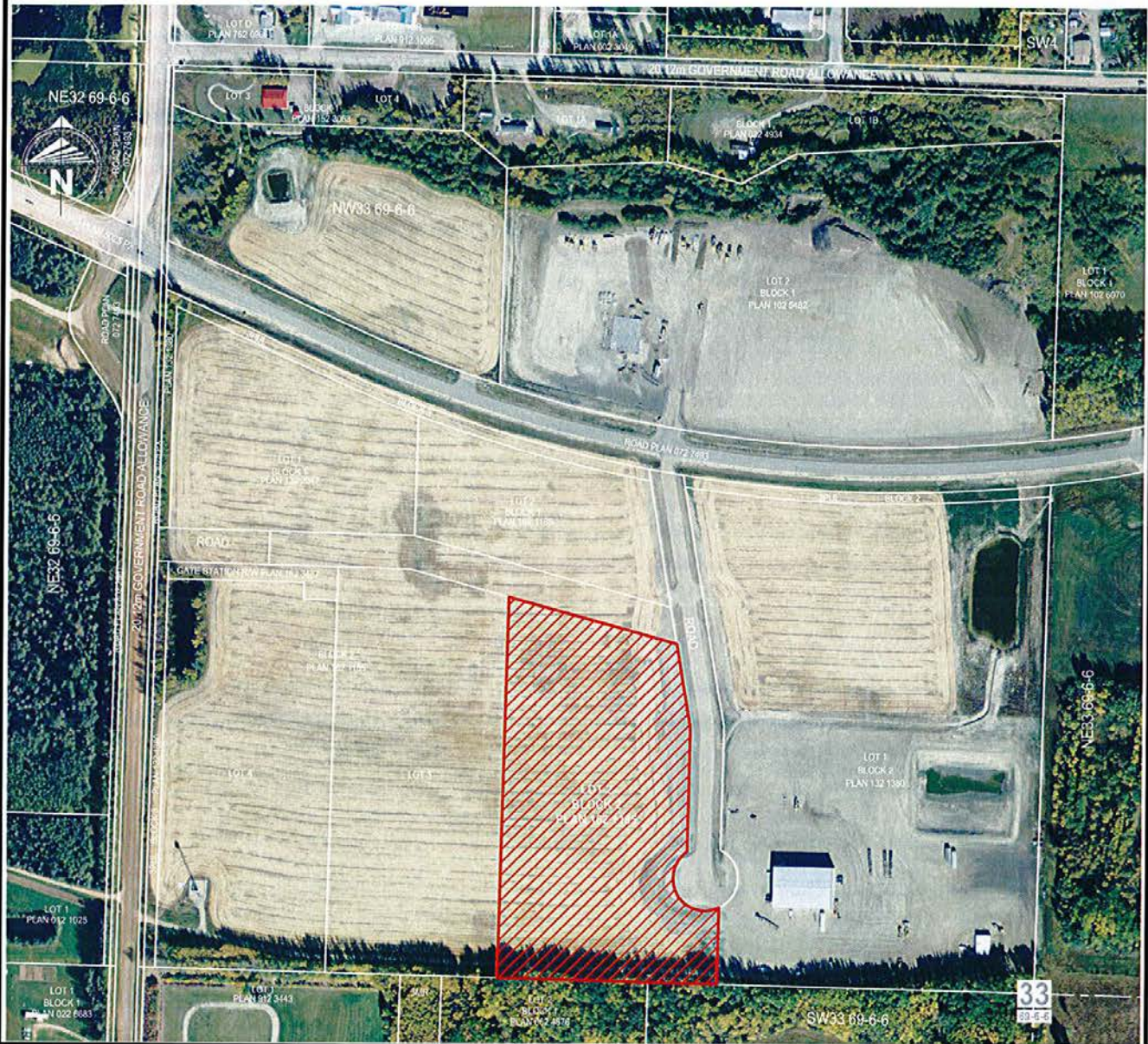
I / We have enclosed the required Application Fee of \$ 800.00.

Date: **AUGUST 1, 2017** Applicant(s) *[Signature]*

Date: **August 1 / 2017** Registered Landowner(s): *[Signature]*

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

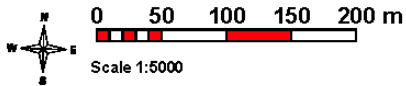
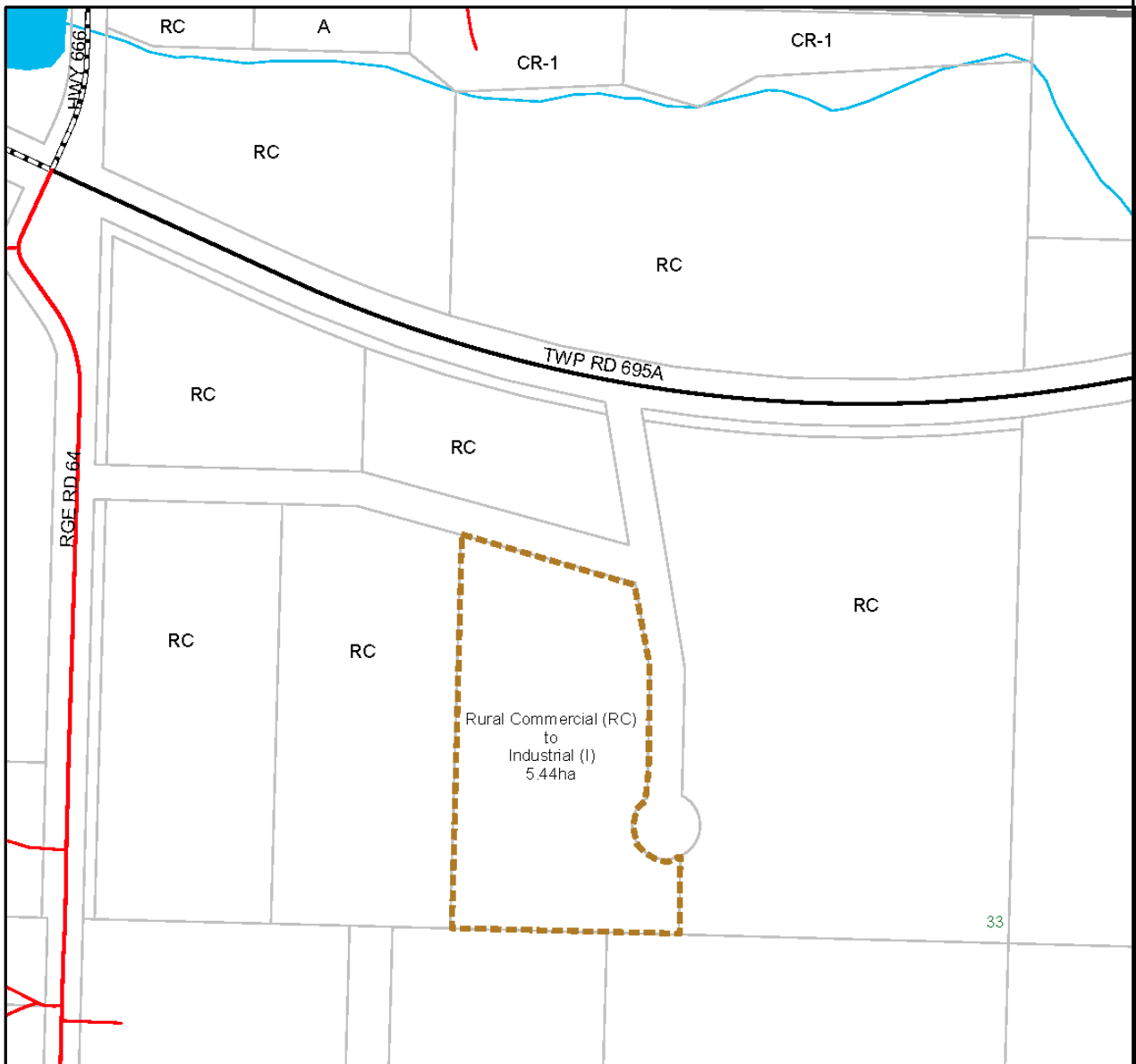
Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33 of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality,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











| PROJECT DETAILS | | REVISIONS | |
|--|-----------------------------|-----------|----------------|
| SURVEYOR: | BRUCE C. E. TATTRIE, A.L.S. | 1 | AUGUST 1, 2017 |
| PROJECT: | BOB BIEGEL | | |
| DRAFTED BY: | DVT / JSL | | |
| CHECKED BY: | BRUCE TATTRIE | | |
| DATE: | DECEMBER 20TH, 2016 | | |
| SCALE: 1:5000 on 11"x17" page, 1:2500 on 24"x36" page | | | |
| J:\JOBS\2016\16GLML7199\CAD\DRAWING\TE\R00\16GLML7199-TE01-R01.DWG | | | |

Land Use Amendment - Municipal District of Greenview No. 16

NW SEC 33 TWP 69 RGE 6 W6M



Legend

| | | | |
|---|--------------------|------|-------------------------|
|  | Land Use Amendment | A | Agriculture |
|  | Lot Number | CR-1 | Country Residential One |
|  | Block Number | I | Industrial |
|  | Plan Number | RC | Rural Commercial |
|  | Rivers / Creeks | | |
|  | Water Bodies | | |
|  | Cadastre | | |
|  | Municipal Boundary | | |

LAND USE BYLAW MAP 114

Municipal District of Greenview No.16

Bylaw No.

Adopted by Council the xxth Day of Month, 201x

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



Owner Location Map

FILE NO. A17-005

LEGAL LOCATION: NW-33-69-6-W6, PLAN 162 1185, BLOCK 2, LOT 2

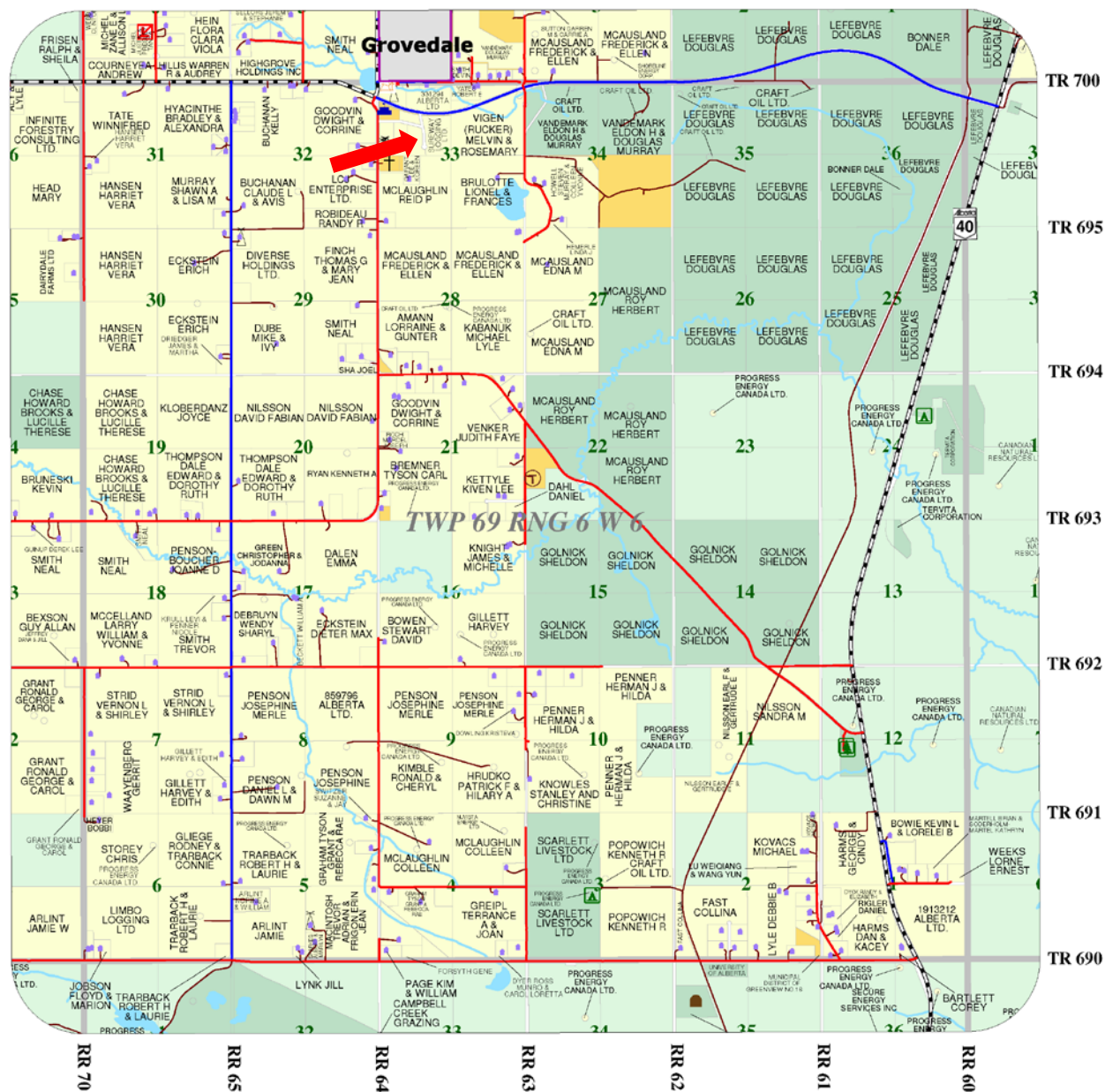
APPLICANT: BRUCE TATTRE, A.L.S. (BEAIRSTO & ASSOC.)

LANDOWNER: 563588 ALBERTA LTD.

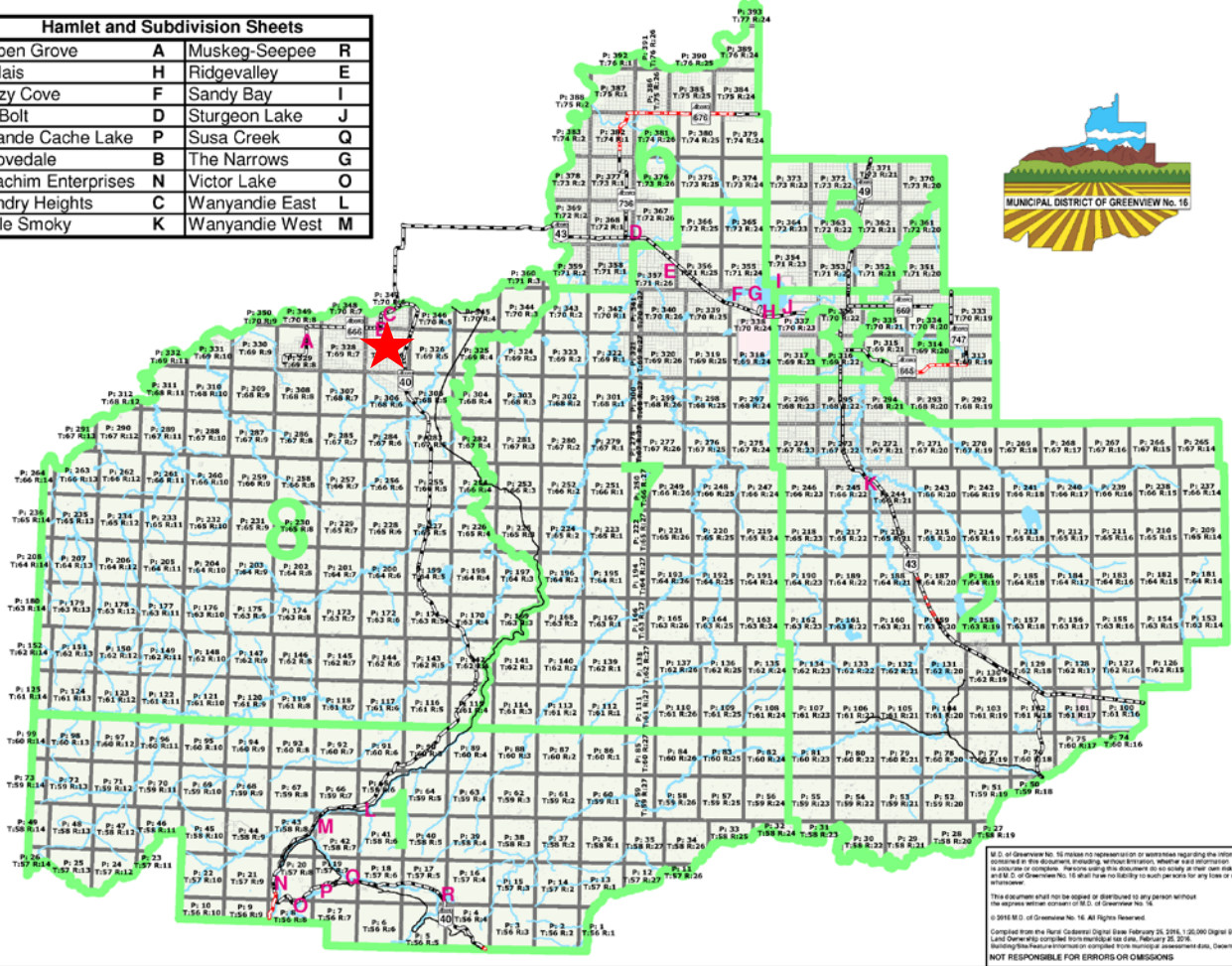
Township 69, Range 6



M.D. of Greenview No. 16



| Hamlet and Subdivision Sheets | | |
|-------------------------------|---|------------------|
| Aspen Grove | A | Muskeg-Seepee R |
| Calais | H | Ridgevalley E |
| Cozy Cove | F | Sandy Bay I |
| DeBolt | D | Sturgeon Lake J |
| Grande Cache Lake | P | Susa Creek Q |
| Grovedale | B | The Narrows G |
| Joachim Enterprises | N | Victor Lake O |
| Landry Heights | C | Wanyandie East L |
| Little Smoky | K | Wanyandie West M |



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Compiled from the Natural Resources Digital Base February 26, 2016, 1:20:00 Digital Base. Land Owner who compiled from municipal base date, February 26, 2016. Bounding Data Feature information is compiled from historical assessment data, December 31, 2015.

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



REQUEST FOR DECISION

| | | | |
|------------------------|--|--------------------------------------|---------------|
| SUBJECT: | Development Permit Presentation | | |
| SUBMISSION TO: | REGULAR COUNCIL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | January 8, 2018 | CAO: MH | MANAGER: |
| DEPARTMENT: | PLANNING & DEVELOPMENT | GM: GG | PRESENTER: LD |
| STRATEGIC PLAN: | Development | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the presentation from Trenton Hatch for information as presented.

BACKGROUND/PROPOSAL:

Trenton Hatch will be making a presentation to Council asking for the additional fee of \$1000.000 and accrued interest to be waived for the failure to obtain a development permit prior to construction because he was unaware he needed to obtain permits for his development. All required provincial permits were obtained.

The development was observed while doing a site inspection on adjacent lands in 2016, and the additional fee issued when it was determined that a development permit had not been acquired for the change of use from shop to residential, the addition(s) to the existing residence, and the development of a garage.

To be consistent with Greenview's Schedule of Fees Bylaw, an invoice was issued to the landowner in January 2016. Subsequent to follow-up correspondence, the landowner met with Greenview administration in May 2017, requesting that the fee be waived. He was advised that the request must be received in writing and on October 16, 2017, a development permit application and a letter was received from the landowner requesting that the additional fees be waived (see Schedule 'A' attached).

The applicant is disputing the \$1,000.00 fee imposed as per the attached written submission because he was unaware of the need to obtain a development permit from Greenview. All required provincial permits were obtained.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update on the developer's perspective and circumstances with respect to developing without a permit.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the recommended motion for information.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no 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:

Administration will notify the landowner of the decision of Council.

ATTACHMENT(S):

- Schedule 'A' – Letter from Trenton Hatch and Development Permit Application D17-328

Schedule 'A' – Letter from Trenton Hatch and Development Permit D17-328

Box 178
Crooked Creek Alb
T0H 0Y0
(403)934-4411

Sep 20th, 2017

In regards to: Non compliance with land use bylaw 03-396

LOCATION: NW-34-70-25-W5, PLAN 0941489,BLOCK 1,LOT 1

Municipal District Of Greenview No.16
Box 1079, 8406-36 Ave
Valleyview, AB T0H-3N0
Tel (780)524-7600

To: Sally Ann Rosson (Manager of Development)

First off I would like to apologize for such a late response to the letter you had sent out back on May 31, 2017 in reference to the meeting that we had at your office discussing the converting of the shop to an addition to our residence and building the walk way between the two and all happing prior to the passing of additional fee requirements and in utilizing existing structures that already had the purpose of a residence. The points that were discussed in our meeting are as follows. Since we had moved on to our property back in May of 2008 our water source and food, our main breaker box, phone line junction box and at the time the time the only source of natural gas heat on the property was located in the building in question. The building in question was located in adjacent to our house about 12ft away so instead of continuing to walk outside between the two we decided to attach the two buildings, this process started back in 2012. I hope this is sufficient if not please feel free to contact me at any point.

Thank you for your time, and I appreciated the opportunity to discuss this matter with you

Trent Hatch





DEVELOPMENT PERMIT APPLICATION – FORM A
 Municipal District of Greenview No. 16
 4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0
 T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608
 www.mdgreenview.ab.ca

FOR ADMINISTRATIVE USE
 APPLICATION NO. 317-328
 DATE RECEIVED October 20, 2017
 ROLL # 317372

L.D.

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

APPLICANT INFORMATION COMPLETE IF DIFFERENT FROM APPLICANT

| | | | |
|--|---|---|--|
| NAME OF APPLICANT <u>TRENTON BONNIE HATCH</u> | | NAME OF REGISTERED LANDOWNER or LEASEHOLDER <u>SABIE</u> | |
| ADDRESS <u>Box 178</u> | | ADDRESS | |
| CROOKED CREEK, AB | | | |
| POSTAL CODE <u>T0H 0X0</u> | TELEPHONE (Res.) <u>780-452-3910</u> | (Bus.) <u>403-934-4411</u> | |
| E-MAIL: | | E-MAIL: | |

LAND INFORMATION

Legal description of proposed development site:
 QTR./LSY NW SEC. 34 TWP. 70 RGE. 25 M. 5 OR REGISTERED PLAN 0944189 BLK. 1 LOT 1 OR "MLL/MSL/LEASE NO."

Size of the proposed development:
 LENGTH 70 ft m WIDTH 70 ft m Number of: _____ ACRES OR HECTARES

Description of the existing use of the land: RESIDENTIAL

DEVELOPMENT INFORMATION

Describe the proposed development on the land: DETACHED GARAGE - BREWERWAY BETWEEN HOUSE: SHOP, CONVERSION OF SHOP TO RESIDENTIAL

Check (x) any proposed development(s) not identified above:
 Signs Culvert(s)/Road access point(s) Public Use(s)
 Dwelling unit(s) Accessory structure(s) / use(s) Other (specify) _____
 Home occupation(s) Commercial or industrial structure(s) / use(s)

Indicate the proposed setback from the property line:
 FRONT YARD 35 ft m REAR YARD 280 ft m SIDE YARD (1) _____ ft _____ m SIDE YARD (2) 960 ft m

The land is adjacent to: A Highway _____ A District Road _____ LOC # _____

Estimate the project:
 A. COMMENCEMENT DATE JAN 2012 D/M/Y B. COMPLETION DATE DEC. 31/17 D/M/Y C. COMPLETED PROJECT COST \$ 37,000.00

Attached is: (a) SITE PLAN: Yes No (b) FLOOR PLAN Yes No (c) CROWN LAND ACCESS MAP Yes No
 If located in Crown Land area, Road Access Map must be provided.

RURAL ADDRESS SIGNAGE

DO YOU HAVE A RURAL ADDRESS?: YES ADDRESS: 25263 TWP RD 710 NO \$50.00 FEE

A \$50.00 RURAL ADDRESS SIGNAGE FEE IS REQUIRED FOR NEW RESIDENTIAL DEVELOPMENT.

DECLARATION

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

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

Date Oct. 20/17 SIGNATURE OF APPLICANT [Signature]
 Date Oct. 20/2017 SIGNATURE OF REGISTERED LAND OWNER / LEASEHOLDER [Signature]

FOR ADMINISTRATIVE USE

LAND USE CLASSIFICATION: _____
 FEE ENCLOSED: YES NO AMOUNT: \$ 50.00 RECEIPT NO. 232625

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





Pic#1 Pin inside Power Pole / Pic #2 – Standing at pin and shooting to north, pole is not directly in line with power pole by pin / Pic #3 – Garage (see distance from tree north of power pole in pic#2)



REQUEST FOR DECISION

SUBJECT: Crooked Creek Community Recreation Club Delegation
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 8, 2018 CAO: MH MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the presentation from the Crooked Creek Community Recreation Club as information, as presented.

BACKGROUND/PROPOSAL:

The Crooked Creek Community Recreation Club submitted a grant application requesting \$524,800.00 capital funding to replace the refrigeration plant from R22 to ammonia, re-gyprock the inside of the plant room and put up a dividing wall between the water system and the plant, and to install a dehumidifier at the Ridgevalley Arena.

Council abstained from approving the grant request until the Crooked Creek Community Recreation Club could come forward as a delegation.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have the knowledge to make the decision to approve or deny the grant application from the Crooked Creek Community Recreation Club.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the recommended motion for information.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no 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:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Crooked Creek Recreation Club Grant Application



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

MUNICIPAL DISTRICT
OF GREENVIEW No. 16
RECEIVED
OCT 13 2017
VALLEYVIEW

GRANT APPLICATION

Organization Information:

Name of Organization: Crooked Creek Community Recreation Club
Address of Organization: Box 91, Crooked Creek, AB T0H 0Y0
Contact Name and Phone Number: Jennifer Scott - 780-518-7580
Position of Contact Person: Board Member - Director

Purpose of organization:

To operate and maintain the Redger valley area for various clubs (Hockey, Figure Skating, Ringette) as well as the community and school skating. We also rent out space for other activities.

What act are you registered under? Society - not profit Registration No. 500053608

Grant Information:

Total Amount Requested _____ \$524,800.00
Operating _____ Capital _____

Proposed Project: - To replace refrigeration plant from R22 to amonia.
- To rework the inside of the play room and put up a dividing wall between the water system and plant.
- To install a dehumidifier.

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

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



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

Additional Information:

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

Yes No

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

1. Amount \$ 55,000 Year 2017

Purpose: Operating

2. Amount \$ 50,000 Year 2016

Purpose: Operating

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

Yes No

If no, why has the report not been filed?

We are still working on some of the projects from our last Capital Grant.

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

Yes No

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

If yes; who, purpose and amount?

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

We have done a campaign of advertising signs for the boards in the area. To this point we have 11 advertisers @ \$500.00 per year.

Crooked Creek Community Recreation Club – Form B Capital Grant Application

- \$354, 800.00 Plant is at the end of expected life cycle.
Plant uses R22 freon for its cooling agent, which is no longer manufactured.
Exchanger Unit is developing leaks from corrosion, this unit will need replacing as it is not rebuildable.
Compressor is in need of a rebuild, which is why we keep losing freon.
Rebuilding is also not an option as our existing equipment is not compatible with an ammonia system, which is the new standard in compressor cooling agent.
- \$ 20,000.00 The building housing the Plant needs to be re-gyprocked and insulated, due to years of leaking brine and water damage.
A dividing wall needs to be erected to separate electrical hot water system from the ammonia plant.
The natural gas furnace in the Plant room will have to be replaced by an electric furnace and moved to the other side of the wall.
- \$130, 000.00 Dehumidifier should be installed for air quality control as per recommendation from Alberta Health Services.
- \$ 20, 000.00 Electrical hook ups, Gas/Plumbing/Pipe Fitting, Removal of old plant and refrigerant.

\$524, 800.00

It will take 3 month to have the package made up, we would like to start the install as soon as the ice is out in April 2018. Completed by August 2018.

Gateway Mechanical Services – Installed the original Plant in 1989 and still have the plans from then. Their quote is attached.

Mid Point Mechanical Services – A verbal quote of \$600,000.00 was for a new stand alone type refrigeration system, which required a \$50,000.00 Engineer Study. Their quote for a dehumidifier was \$150,000.00. I have asked them for a quote for replacing the compressor, exchanger, condenser fans and replacing the R22 with Ammonia as above with Gateway, but have not yet received one.




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

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

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

Applicant Information:

Name: JENNIFER SCOTT

Signature: 

Address: R.R. #1 CROOKED CREEK, AB T0H 040

Telephone Number: 780-518-7580

Date: OCTOBER 12, 2017



GATEWAY MECHANICAL SERVICES INC.

"With GATEWAY, it's personal."™

ICE RINK DIVISION

14605 – 118 Ave, Edmonton, AB Canada T5L 2M7 Ph. 780-449-0990 Toll Free 800-414-0990 www.gatewaymechanical.ca

VANCOUVER • NANAIMO • VERNON • CALGARY • LETHBRIDGE • MEDICINE HAT • RED DEER • EDMONTON • EDSON • GRAND PRAIRIE • WINNIPEG

PROPOSAL

DATE - June 26, 2017

PROJECT NAME - Crooked Creek Arena

ATTENTION: Danny Scott

OVERVIEW OF SCOPE :

To supply and install:

- **Field constructed ammonia refrigeration plant**
- **Electromechanical controls with electronic thermostat**
- **Charge with fluids**
- **Commissioning and operator training**
- **Connect to existing brine piping in the compressor room**
- **Interconnecting piping as required**
- **Air cooled condenser with required accessories for proper operation**

DESIGN CRITERIA

| | |
|--|----------------------------|
| No. of months of rink operation | 6 months |
| Ice Surface Size - Rink 1 | 85 ft x 200 ft |
| Primary Refrigerant | Ammonia |
| Secondary Refrigerant | Brine (CaCl ₂) |
| Total Refrigeration Capacity | 58 Tons |
| Evaporating temperature | 10 ⁰ F. |
| Condensing Temperature | 85 ⁰ F. |
| No. Of Compressors | 1 |
| Design Ambient Conditions - Dry Bulb | 65 ⁰ F. |
| Brine Flow - Cooling Floor (per floor) | 600 usgpm |
| Cooling Brine Temperature - Supply | 17 ⁰ F. |
| Size of mains (each floor) | 6 inch |
| Floor Pipe Spacing - Cooling | 4 inch |
| Main Voltage | 480/3/60 |
| Control Voltage | 120/1/60 |

PROPOSAL DETAILS

Refrigeration Compressor

Mycom "4B" compressor to be installed as follows:

Suction Temp.: 10 F.

Condensing Temp.: 85 F

| COMPRESSOR | MODEL | CAPACITY | R.P.M | BHP | MOTOR HP |
|--------------|-------|----------|-------|-----|----------|
| Compressor 1 | N4B | 58 tons | 1200 | 72 | 75 |

The above compressor shall include closed glycol cooling on the cylinder heads and oil cooler. The glycol shall be circulated through a fluid cooler circuit in the adiabatic condenser and temperature will be controlled by a thermostatic three way mixing valve.

SHELL AND TUBE CHILLER

Carbon Steel Shell and Tube chiller, ASME designed complete with horizontal steel surge drum, relief valve, liquid level control, isolation valves mounted on a steel stand.

- Quantity: One
- Capacity: 60 tons
- Brine out: 17 F.
- Suction temp: 10 F.
- Brine flow: 600 gpm

COOLING BRINE PUMPS

- Armstrong (or equal) brine pump, complete with 20HP motors to provide 600 usgpm flow at 50 ft.
- Pumps to be an "All Iron" centrifugal pump, complete with mechanical seal, stainless steel shaft sleeve, ball bearing mounted shaft and closed impeller.
- A 6 inch supply and return (PVC) will be brought to each pump from the existing mains

CONTROL PANEL

To be a pre-wired control panel, complete with breakers, contactors, overloads, relays, time delays, hand/off/auto switches and pilot lights. Compressor safety, failure controls and individual refrigerant gauges to be mounted on the control panel. The large compressor starter will be solid state ramp starters ("soft starts") and all others across the line starters. A refrigerant leak detector is included, remote mounted. Panel will be "UL Rated" before it leaves the fabrication shop, eliminating the requirement for job site inspection and approval.

ADIABATIC CONDENSER

- Manufacturer – Guntner
- Design Dry Bulb Temperature: 65°F.
- Condensing temperature: 85°F
- Tower fan H.P.: To be determined
- ½" water supply line to be installed from water supply within the mechanical room area

VALVES

Brine Valves -

All brine valves 2 inch and larger, shall be butterfly style, all ferrous construction. All brine valves smaller than 2 inch, shall be all iron body ball valves.

Refrigerant Valves

All refrigerant valves shall be globe valves. One inch and smaller, shall be threaded; valves larger than one inch to be welded. All valves shall be of the same manufacture, specifically designed for refrigerant use.

PIPING

All refrigerant and brine piping shall meet or exceed the ASME B31.5 Refrigeration Pressure Piping and ASHRAE Safety Codes as well as local qualified welding procedures.

SECONDARY FLOOR CHARGE

Calcium Chloride mixed to a 1.2 specific gravity with a freezing point of approximately -5° F. will be used for the cooling floor. This solution would be inhibited with a non toxic, environmentally friendly additive. Top up as required to existing brine.

LEAK DETECTOR

Supply only of an industrial quality leak detector with LED readout of the refrigerant in ppm. Detector has a single point electrical contact to turn on emergency fan. Detector will also shut down refrigerant system equipment when the maximum ppm. setting is reached. Mounting of detector and installation of sensor and 1/60/120 volt power supply by others.

DELIVERY

Delivery of the ice plant equipment requires 8-12 weeks from the time the contract with Gateway is signed, deposit funds received and shop drawings approved. Installation time on site after the equipment arrives is typically 8 weeks.

MISCELLANEOUS ITEMS INCLUDED

- Complete package unit and components will be painted before site arrival and all exposed piping will be repainted after installation.
- All package components will be factory insulated as necessary.
- Thermometers will be installed on supply and return brine lines and pressure gauges will be supplied on all pumps.
- All brine and refrigerant piping to be labeled for easy identification, complete with directional arrows to indicate flow.

- Brine balance tanks would be polyethylene translucent material piped to the system using PVC piping.
- All freight, hoisting, rigging and installing costs of the equipment is included.
- **Gateway** provides a one (1) year Parts and Labor Warranty on all products. Consequential damages arising from any warranty claim are not included.
- Shop drawings will be provided as details are finalized and contract has been awarded.
- Included is training of maintenance personnel regarding routine service and operation.
- Operating and maintenance manuals provided.
- **Gateway** will be present during installation of first ice.

ITEMS NOT INCLUDED IN BASE PROPOSAL

- Class T mechanical room upgrades
- Power supply to the mechanical room
- Condenser water treatment
- Brine and/or Glycol chemical treatment (inhibitors) after initial charge
- Seismic restraints, seismic calculations or stamped seismic engineering drawings
- Bonding or Special Insurance
- Structural stand and piles for the condenser stand if required
- Power upgrades if required
- Water supply to the compressor room if not existing

PRICING

| |
|-------------------------------------|
| TOTAL PRICE.....\$354,800.00 |
|-------------------------------------|

All prices are quoted in Canadian Dollars.

Quotation valid for 60 days.

PAYMENT SCHEDULE:

- Payable simultaneously with placing of order - 25%
- Payable at delivery of equipment - 50%
- Payable when rink operational - 25%

thank you for the opportunity to provide the above quotation. Should you require further information or explanations, please feel free to contact us. We look forward to meeting and discussing our proposal together.

Sincerely,

Lance Kuperis, CET

GATEWAY MECHANICAL SERVICES INC.

Gateway Mechanical "Nobody Knows Ice Better!"

From: Lance Kuperis <lkuperis@gatewaymechanical.ca>

To: dasco2314 <dasco2314@aol.com>

Subject: 2 of 2 emails

Date: Mon, Sep 18, 2017 3:13 pm

Attachments: A10 - Sample Drawing.pdf (169K), 21646274-01 SUBMITTAL 12-13-16 (dragged).pdf (49K)

Danny – here is the larger unit. Allow \$65k shipped to your door. Again – double for installed price to get you in the ballpark.

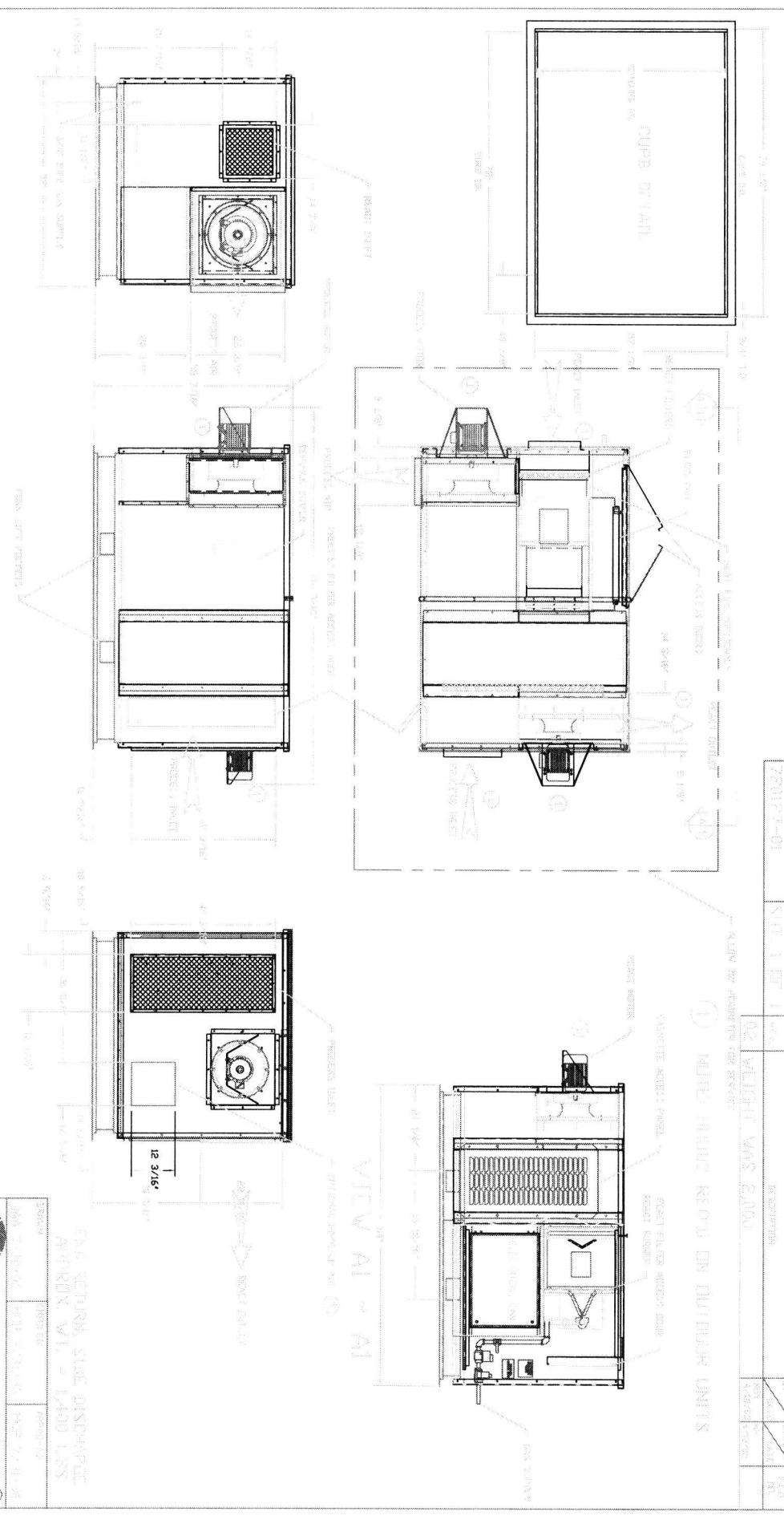
Thanks,

Lance Kuperis, CET
Technical Sales, Industrial Refrigeration
Gateway Mechanical Services
Ph 403.265.0010
Cell 403.333.2493
Fax 403.265.1293
lkuperis@gatewaymechanical.ca



4001 16A Street S.E.
Calgary, Alberta
T2G 3T5

| EQUIPMENT DATA SHEET | |
|--|------------------------|
| MANUFACTURER | MUNTERS DRYCOOL |
| MODEL NUMBER | Model Number - A10G |
| DESIGN DATA | |
| OUTSIDE AMBIENT (DB / GR-LB) | 78 / 74 |
| SUPPLY AIRFLOW (SCFM) | 2,500 |
| SUPPLY FAN | |
| SIZE | 13"x90% |
| TYPE/CLASS | BAF / II |
| AIR VOLUME (SCFM) | 2,500 |
| TOTAL STATIC PRESSURE (WG") | 3.95 |
| EXTERNAL STATIC PRESSURE (WG") | 1.50 |
| FAN RPM | 3500 |
| MOTOR HP | 3 |
| REACTIVATION FAN | |
| SIZE | 12"x100% |
| TYPE/CLASS | BAF / II |
| AIR VOLUME (SCFM) | 682 |
| TOTAL STATIC PRESSURE (WG") | 3.07 |
| FAN RPM | 3500 |
| MOTOR HP | 2 |
| REACTIVATION HEATER | |
| TYPE OF GAS | NG |
| CAPACITY INPUT MAX (BTUH) | 200,000 |
| STAGES OF CAPACITY | MODULATING |
| GAS SUPPLY PRESSURE REQUIRED | 6-15" WG |
| GAS PRESSURE AT PILOT | 3.5" WG |
| PRESSURE DROP ACROSS BURNER | 0.7" WG |
| DESICCANT WHEEL | |
| MOISTURE REMOVAL (LB / HR) | 44 |
| NET MOISTURE REMOVAL EFFICIENCY (BTU/LB) | 2,664 |
| HEAT TRANSFER EFFICIENCY (BTU/LB) | 1,780 |
| PRESSURE DROP PROCESS (WG") | 1.85 |
| PRESSURE DROP REACTIVATION (WG") | 1.88 |
| FILTERS | |
| TYPE | 30% PLEATED DISPOSABLE |
| ELECTRICAL | |
| SYSTEM VOLTAGE (V/P/H) | 460/3/60 |
| CONTROL CIRCUIT VOLTAGE | 120 V |
| SUPPLY MOTOR AMPS (HIGH) | 3.6 |
| REACTIVATION MOTOR AMPS | 2.6 |
| DESICCANT WHEEL MOTOR AMPS | 0.65 |
| CONTROL TRANSFORMER AMPS | 0.35 |
| UNIT FLA | 7.2 |
| UNIT MCA | 8.1 |
| UNIT MOP | 10 |



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**CROOKED CREEK COMMUNITY
RECREATION CLUB**

**FINANCIAL STATEMENT
DECEMBER 31, 2016**

Unaudited

Review prepared by:


Jennifer Scott


Laura Gerwatoski

CROOKED CREEK COMMUNITY RECREATION CLUB

BALANCE SHEET
December 31, 2016
Unaudited

ASSETS

CURRENT:

| | | | |
|------|---------------------|----|--------|
| Cash | General Account | | |
| | Casino Account | \$ | 15,343 |
| | Accounts Receivable | \$ | 2,278 |
| | | \$ | 19,182 |
| | | | <hr/> |
| | | \$ | 36,803 |

LIABILITIES

CURRENT:


| | | | |
|------------------|--|----|-------|
| Accounts Payable | | \$ | 4,064 |
| | | | <hr/> |
| | | \$ | 4,064 |

MEMBERS EQUITY

| | | | |
|---------------------|--|----|--------|
| ACCUMULATED SURPLUS | | \$ | 32,739 |
| | | | <hr/> |
| | | \$ | 32,739 |

On behalf of the
Crooked Creek Community Recreation Club

Director 

Director 

CROOKED CREEK COMMUNITY RECREATION CLUB
 STATEMENT OF REVENUE & EXPENDITURES
 YEAR END DECEMBER 31, 2016

Unaudited

| | |
|-------------------------------|------------|
| REVENUE | |
| Casino Income | |
| Grants | \$ - |
| Kitchen Rent | \$ 51,200 |
| Ice Rental - Private | \$ 1,524 |
| Public Skating | \$ 1,179 |
| Skate Sharpening | \$ 772 |
| Shinney | \$ 420 |
| Signs | \$ 2,572 |
| East Smoky Skating Club | \$ 1,749 |
| East Smoky Minor Hockey | \$ 6,200 |
| Dividends/Refunds | \$ 24,240 |
| Accounts Receivable | \$ 345 |
| Bank Interest-General Account | \$ 19,182 |
| -Casino Account | |
| | \$ 109,383 |
| EXPENSES | |
| Office | |
| Insurance | \$ 462 |
| Cleaning Supplies | \$ 1,948 |
| Utilities | \$ 1,496 |
| Diesel/Gas/Oil/Propane | \$ 33,568 |
| Water/Kitchen | \$ 486 |
| Wages & Deductions/WCB | \$ 11,400 |
| Repairs & Maintenance | \$ 39,455 |
| Ice Plant | \$ 21,529 |
| Parts/Tools | \$ - |
| New Renovations | \$ 41 |
| Accounts Payable | \$ 14,667 |
| Party Supplies | \$ 4,064 |
| Bank fees-General | \$ 728 |
| Bank fees-Casino | \$ 17 |
| Miscellaneous | \$ 39 |
| | \$ 803 |
| | \$ 130,703 |
| OPERATING SURPLUS (DEFICIT) | -\$ 21,320 |

CROOKED CREEK COMMUNITY RECREATION CLUB
YEAR END DECEMBER 31, 2016
Unaudited

ACCOUNTS RECEIVABLES

| | | |
|-------------------------|----|--------|
| East Smoky Skating Club | \$ | 2,840 |
| East Smoky Minor Hockey | \$ | 15,640 |
| Kitchen Rent | \$ | 387 |
| Upstairs Rent | \$ | 5 |
| Shinney | \$ | 310 |

\$ 19,182

ACCOUNTS PAYABLE

General

| | | |
|----------------|----|-------|
| Telus | \$ | 91 |
| East Smoky Gas | \$ | 832 |
| Propane | \$ | 91 |
| Enmax | \$ | 3,050 |

\$ 4,064



REQUEST FOR DECISION

SUBJECT: Bylaw No. 17-787 Re-designate from Rural Commercial (RC) District to Industrial (I) District

| | |
|---|---|
| SUBMISSION TO: REGULAR COUNCIL MEETING | REVIEWED AND APPROVED FOR SUBMISSION |
| MEETING DATE: January 9, 2017 | CAO: MH MANAGER: SAR |
| DEPARTMENT: PLANNING & DEVELOPMENT | GM: PRESENTER: LL |
| STRATEGIC PLAN: Development | |

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000.

Council Bylaw/Policy (cite) – Municipal Development Plan 15-742, Grovedale Area Structure Plan 04-432 and Land Use Bylaw 03-396.

RECOMMENDED ACTION:

MOTION: That Council give Second Reading to Bylaw No. 17-787, to re-designate a 5.44 hectare ± (13.44 acre) parcel from Rural Commercial (RC) District to Industrial (I) District within NW-33-69-6-W6, Plan 162 1185, Block 2, Lot 2.

MOTION: That Council give Third Reading to Bylaw No. 17-787, to re-designate a 5.44 hectare ± (13.44 acre) parcel from Rural Commercial (RC) District to Industrial (I) District within NW-33-69-6-W6, Plan 162 1185, Block 2, Lot 2.

BACKGROUND/PROPOSAL:

The application for Land Use Amendment A17-005 has been submitted by Beairsto & Associates Engineering Ltd., on behalf of 563588 Alberta Ltd., to re-designate a 5.44 hectare ± (13.44 acre) parcel from Rural Commercial (RC) District to Industrial (I) District within NW-33-69-6-W6, Plan 162 1185, Block 2, Lot 2, in the Grovedale area, Ward 8. The proposed rezoning would allow for the subsequent development of a trucking operation upon obtaining a development permit.

ATCO Electric, ATCO Pipelines, East Smoky Gas and Greenview Environmental Services and Construction and Maintenance have no concerns with the application. No concerns were received from adjacent landowners.

Administration has reviewed the land use amendment application, and the proposal meets the requirements of the Municipal Government Act, Municipal Development Plan and the Grovedale Area Structure Plan. Administration is satisfied that the proposal addresses all legislative requirements for re-designation, and is recommending that Council give Second and Third Reading to Bylaw 17-787.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that this development is located in an area suitable for industrial development and poses minimal conflicts with surrounding land uses. The draft Grovedale Area Structure Plan outlines this area as suitable for future light industry.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that industrial development may conflict with surrounding land uses. This is not believed to be a large concern in this instance.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw 17-787 for further discussion or information.

Alternative #2: Council has the alternative to deny the request completely and not allow the rezoning. The proposed zoning is contemplated within the existing legislation and does not, in and of itself, represent an issue from Administrations perspective.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

Staff functions associated with the recommended motion are part of staff's normal anticipated duties.

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 notify the landowner of the decision of Council.

ATTACHMENT(S):

- Schedule 'A' – Application and Sketch
- Schedule 'B' – Owner Location Map
- Schedule 'C' – Farmland Report and Map

- Schedule 'D' – Municipal Government Act, RSA 2000, s. 230 and s. 692(1)–(9)
- Schedule 'E' – Municipal Development Plan 15-742, s. 6.0 and s. 10.3.1 (a)-(g)
- Schedule 'F' – Grovedale Area Structure Plan 04-432, s. 2.5
- Schedule 'G' – Land Use Bylaw 03-396, s. 11.5 Industrial (I) District
- Schedule 'H' – Bylaw No. 17-787

Schedule 'A' – Application and Sketch



LAND USE AMENDMENT APPLICATION – FORM A
MUNICIPAL DISTRICT OF GREENVIEW
 Municipal District of Greenview
 4805-36 Avenue, Box 1079, Valleyview AB T0H 3N0
 T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608
www.mdgreenview.ab.ca

AUG 11 2017

FOR ADMINISTRATIVE USE

| | |
|-----------------------------------|-----------|
| LUB MAP NO. | BYLAW NO. |
| APPLICATION NO. A17-005 | |
| RECEIPT NO. 230652 | |
| ROLL NO. 318204 | |
| RFLA RATING N/A | |

| | | |
|---|---|--------|
| NAME OF APPLICANT(S) BRUCE C. E. TATRIE, A.L.S. | | |
| ADDRESS 10940 92 AVENUE | | |
| GRANDE PRAIRIE, AB. | | |
| POSTAL CODE T8V 6B5 | TELEPHONE (Res.) 780-532-4919 | (Bus.) |
| EMAIL brucet@baseng.ca | | |

Complete if Different from Applicant **PASTURE RATING 33**

| |
|---|
| NAME OF REGISTERED LANDOWNER(S) 563588 ALBERTA LTD. |
| |

Legal description of the land affected by the proposed amendment

| | | | | | | | | |
|------------------------|------------------|-------------------|-----------------|----------------|----|---|-------------------|-----------------|
| QTR./L.S. NW | SEC 33 | TWP. 69 | RG. 6 | M. 6 | OR | REGISTRATION PLAN NO. 1621185 | BLOCK 2 | LOT 2 |
|------------------------|------------------|-------------------|-----------------|----------------|----|---|-------------------|-----------------|

Land Use Classification for Amendment Proposed:

ABANDONED WELL SEARCH SEP 1/17

| | |
|-----------------|--------------|
| FROM: RC | TO: I |
|-----------------|--------------|

Reasons Supporting Proposed Amendment:

| |
|--|
| TO ACCOMMODATE THE PROPOSED USE |
|--|

Physical Characteristics:

| | | |
|----------------------------------|-------------------------------|----------------------------|
| Describe Topography: FLAT | Vegetation: OPEN FIELD | Soil: LOAM AND CLAY |
|----------------------------------|-------------------------------|----------------------------|

Water Services:

| | |
|------------------------------|------------------------|
| Existing Source: WELL | Proposed Water Source: |
|------------------------------|------------------------|

Sewage Services:

| | |
|---------------------------------------|--------------------|
| Existing Disposal: CONTAINMENT | Proposed Disposal: |
|---------------------------------------|--------------------|

Approach(s) Information:

| | |
|----------------------|-----------|
| Existing: YES | Proposed: |
|----------------------|-----------|

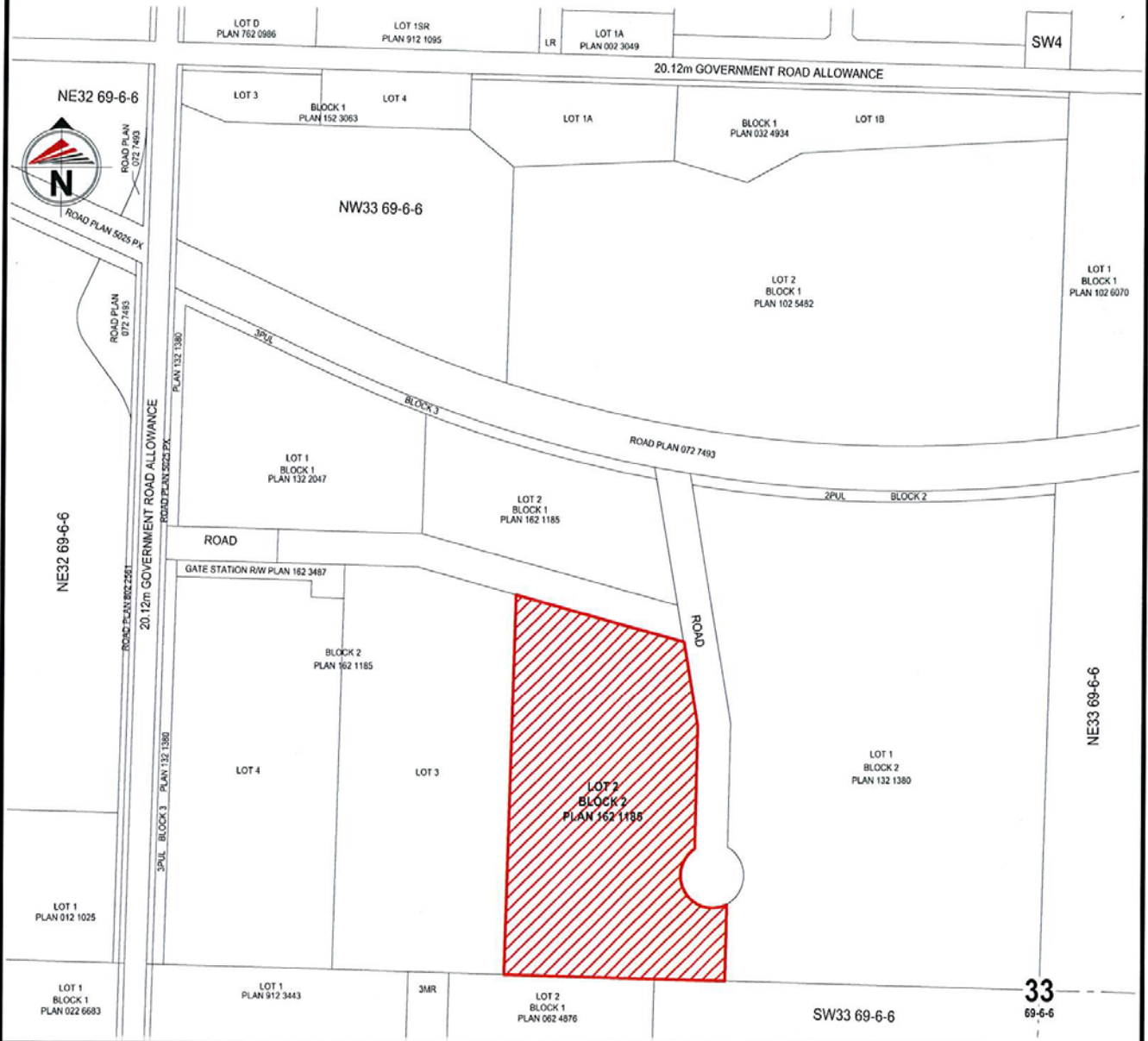
I / We have enclosed the required Application Fee of \$ 800.00.

Date: AUGUST 1, 2017 Applicant(s) *[Signature]*

Date: August 1 / 2017 Registered Landowner(s): *[Signature]*

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

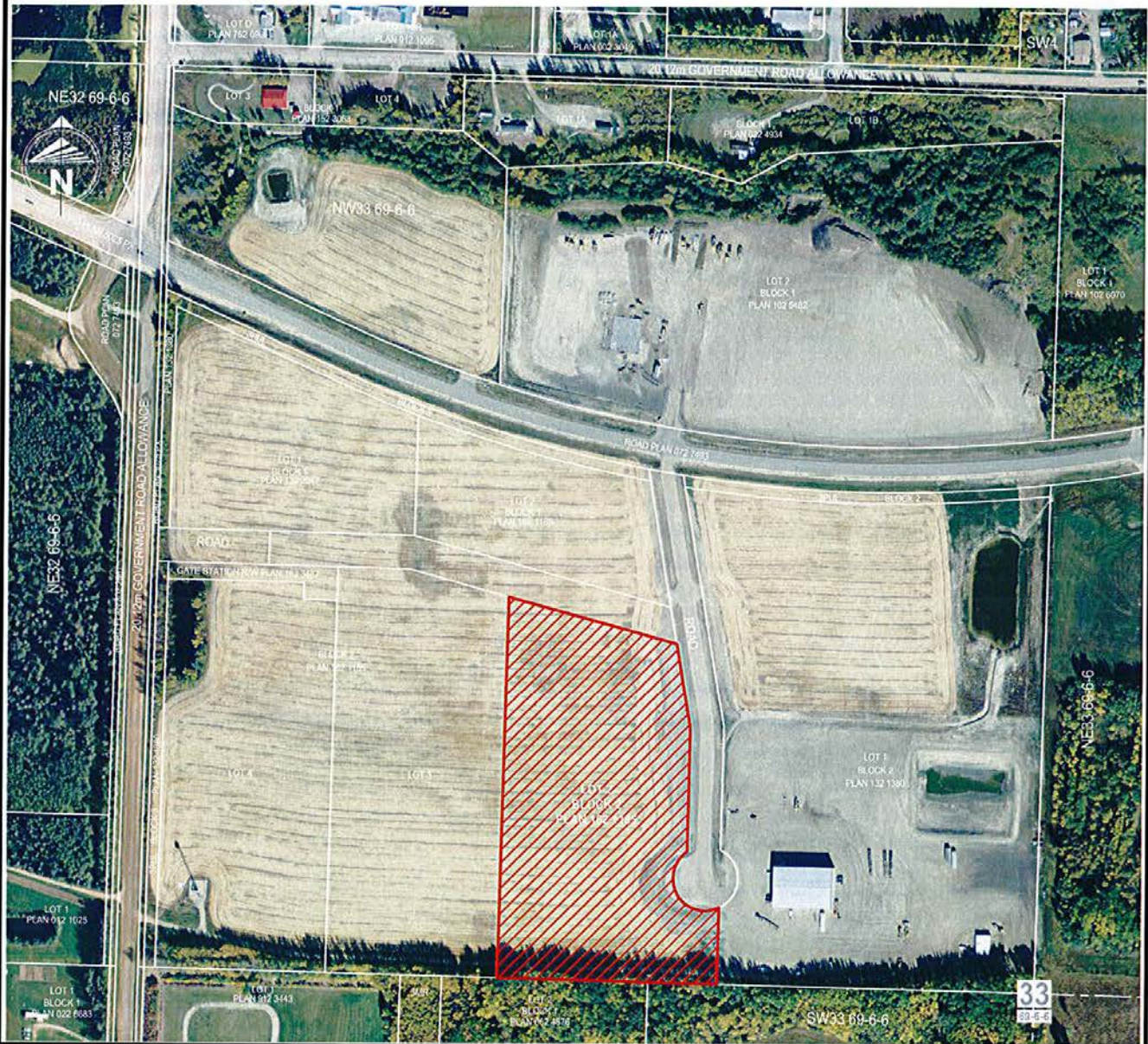
Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33 of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality,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



MD OF GREENVIEW NO. 16
REZONING PLAN
SHOWING PROPOSED REZONING OF
LOT 2, BLOCK 2, PLAN 162 1185
ALL WITHIN THE
N.W. 1/4 SEC. 33, TWP. 69, RGE. 6, W.6M.

LAND DEALT WITH BY THIS
PLAN IS SHOWN OUTLINED THUS: ———

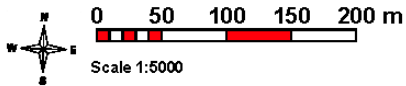
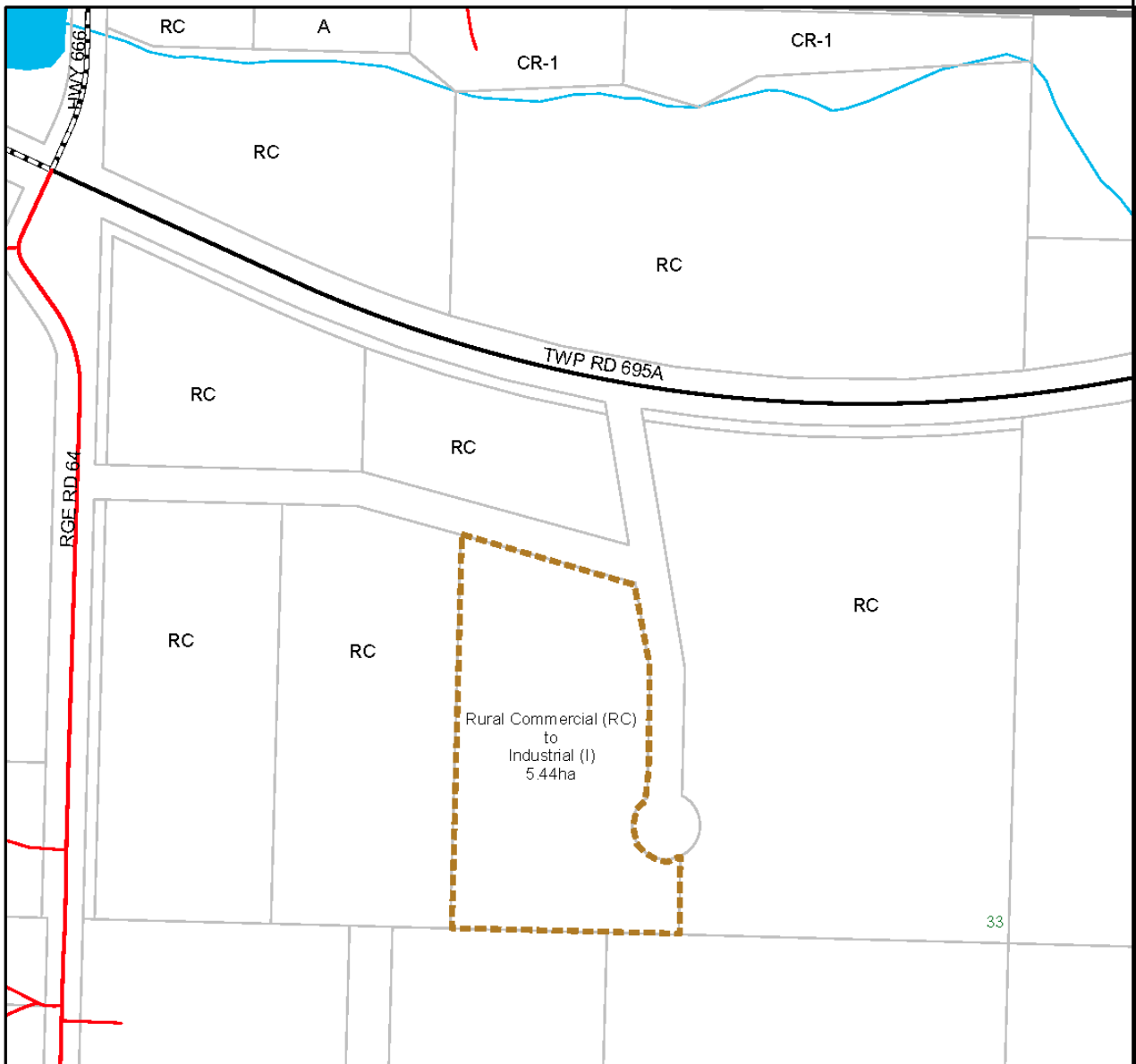
*NO FIELD SURVEY WAS UNDERTAKEN TO PRODUCE THIS PLAN



| PROJECT DETAILS | | REVISIONS | |
|--|-----------------------------|-----------|----------------|
| SURVEYOR: | BRUCE C. E. TATTRIE, A.L.S. | 1 | AUGUST 1, 2017 |
| PROJECT: | BOB BIEGEL | | |
| DRAFTED BY: | DVT / JSL | | |
| CHECKED BY: | BRUCE TATTRIE | | |
| DATE: | DECEMBER 20TH, 2016 | | |
| SCALE: 1:5000 on 11"x17" page, 1:2500 on 24"x36" page | | | |
| J:\JOBS\2016\16GLML7199\CAD\DRAWING\TE\R00\16GLML7199-TE01-R01.DWG | | | |

Land Use Amendment - Municipal District of Greenview No. 16

NW SEC 33 TWP 69 RGE 6 W6M



Legend

| | | | |
|--|--------------------|------|-------------------------|
| | Land Use Amendment | A | Agriculture |
| | Lot Number | CR-1 | Country Residential One |
| | Block Number | I | Industrial |
| | Plan Number | RC | Rural Commercial |
| | Rivers / Creeks | | |
| | Water Bodies | | |
| | Cadastre | | |
| | Municipal Boundary | | |

LAND USE BYLAW MAP 114

Municipal District of Greenview No.16

Bylaw No.

Adopted by Council the xxth Day of Month, 201x

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



Schedule 'B' – Owner Location Map

FILE NO. A17-005

LEGAL LOCATION: NW-33-69-6-W6, PLAN 162 1185, BLOCK 2, LOT 2

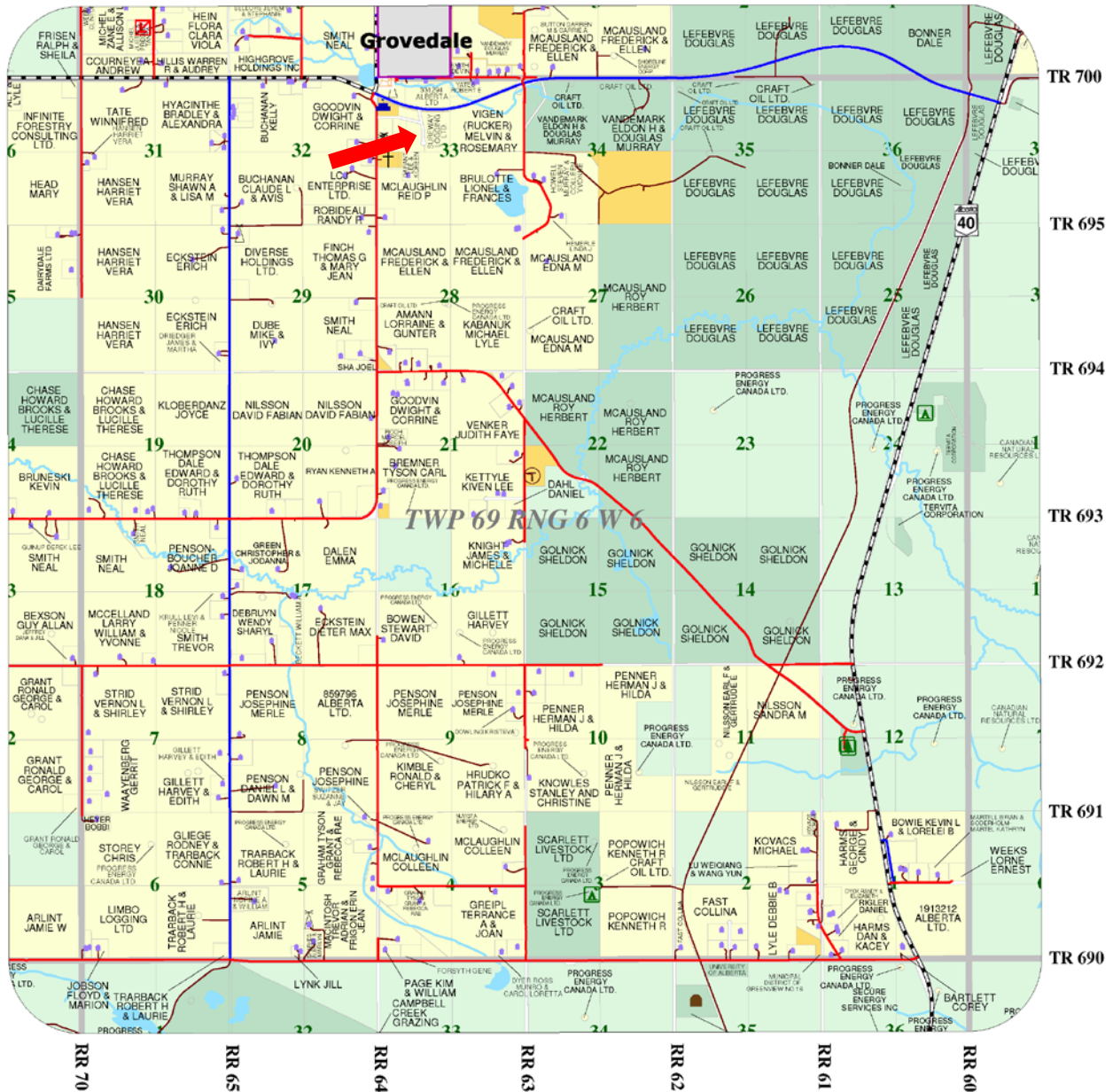
APPLICANT: BRUCE TATTRE, A.L.S. (BEAIRSTO & ASSOC.)

LANDOWNER: 563588 ALBERTA LTD.

Township 69, Range 6



M.D. of Greenview No. 16



Schedule 'C' – Farmland Report and Map

FILE NO. A17-005

LEGAL LOCATION: NW-33-69-6-W6, PLAN 162 1185, BLOCK 2, LOT 2

APPLICANT: BRUCE TATTRIE, A.L.S. (BEARSTO & ASSOC.)

LANDOWNER: 563588 ALBERTA LTD.



Farmland Calculation Report

Year of General Assessment: 2016

| | | | | |
|--|------------------|----------------|---------------|------|
| Roll: 318204 | Alt. Key: | GRANDE PRAIRIE | 12 miles | 96% |
| Legal: 1621185 2 2 NW-33-69-6-6 | | | Access: | 100% |
| Agroclimatic Zone: 21 2H-PR | Photo:69065 | Type: | Net Location: | 96% |

| | | | | | | | |
|--------------|---------------------|-------------------|---------------|-----------------|----------|------|----------|
| No: 1 | 13.42 Acres | Soil: 80 | Pasture | Dryland Pasture | | | |
| | | | | | %Fld | NPR | ICP |
| | 10 Soil Group | 62 GL | | | 50 100% | 0.0 | 0.0 |
| | 82 Improved | 11 10-12 Ac/AU | | | 50 100% | 33.0 | 0.0 |
| | 99 Description | 22 Obstacles/Size | | | 50 100% | 0.0 | 0.0 |
| | | | | | | 33.0 | 0.0 |
| | Group ID: 138043346 | | 13.42 Acres x | 350.0 Acres x | 1.0000 x | | 33.0 % = |

| Areas | Asmt Code | Areas |
|---------------------|-----------|--------------------|
| Parcel: 13.42 Acres | 300 100% | Arable Dry: 0.00 |
| @ F/L Rates: 13.42 | | Arable Irr: 0.00 |
| | | Pasture Dry: 13.42 |
| | | Pasture Irr: 0.00 |
| | | Waste: 0.00 |



Schedule 'D' – Municipal Government Act, RSA 2000

Public Hearings

When to hold public hearing

230(1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,

- (a) before second reading of the bylaw, or
- (b) before council votes on the resolution.

(2) If a public hearing is held on a proposed bylaw or resolution, council must conduct the public hearing during a regular or special council meeting.

(3) A council may by bylaw establish procedures for public hearings.

(4) In the public hearing, council

- (a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and
- (b) may hear any other person who wishes to make representations and whom the council agrees to hear.

(5) After considering the representations made to it about a proposed bylaw or resolution at a public hearing and after considering any other matter it considers appropriate, the council may

- (a) pass the bylaw or resolution,
- (b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
- (c) defeat the bylaw or resolution.

(6) The minutes of the council meeting during which a public hearing is held must record the public hearing to the extent directed by the council.

1994 cM-26.1 s230

Division 12 Bylaws, Regulations

Planning bylaws

692(1) Before giving second reading to

- (a) a proposed bylaw to adopt an intermunicipal development plan,
- (b) a proposed bylaw to adopt a municipal development plan,
- (c) a proposed bylaw to adopt an area structure plan,
- (d) a proposed bylaw to adopt an area redevelopment plan,
- (e) a proposed land use bylaw, or
- (f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606.

(2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.

(3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,

- (a) councils may hold a joint public hearing to which section 184 does not apply, and
- (b) municipalities may act jointly to satisfy the advertising requirements of section 606.

(4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),

- (a) include in the notice described in section 606(2)
 - (i) the municipal address, if any, and the legal address of the parcel of land, and
 - (ii) a map showing the location of the parcel of land,
- (b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment roll of the municipality, and
- (c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.

(5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.

(6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.

(6.1) Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.

(7) In this section,

- (a) “adjacent land” means land that is contiguous to the parcel of land that is being redesignated and includes

- (i) land that would be contiguous if not for a highway, road, river or stream, and
 - (ii) any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;
- (b) “owner” means the person shown as the owner of land on the assessment roll prepared under Part 9.
- (8)** If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must
- (a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and
 - (b) decide whether or not to proceed with consultation.
- (9)** If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.

RSA 2000 cM-26 s692;2008 c37 s9;2009 cA-26.8 s83

Schedule 'E' –Municipal Development Plan 15-742

Municipal District of Greenview No. 16
Municipal Development Plan Bylaw No. 15-742

SECTION 6 INDUSTRY AND COMMERCE

6.1 INTRODUCTION

Industrial and commercial development in Greenview ranges in scope from major industries to home-based businesses. Local industrial development has grown and diversified to serve several resource sectors, including agriculture, forestry, mining, and oil and gas. The majority of this activity, including recreation and tourism, is based on provincial Crown Lands.

Commercial development in Greenview is more limited, with some located adjacent to primary highways, as well as in hamlets. Home-based businesses, of both an industrial and commercial nature, are commonplace throughout Greenview.

6.2 OBJECTIVES

- (a) To promote and accommodate the development of industrial and commercial uses at appropriate locations.
- (b) To accommodate the growth and development of home-based business.

6.3 INDUSTRIAL DEVELOPMENT

Industrial Uses Supported

- 6.3.1 The types of industry which may be supported in Greenview include those that:
- (a) Cater to the needs of agriculture, forestry, or natural resource extraction;
 - (b) Have comparatively large land requirements;
 - (c) Are not suited to an urban area;
 - (d) Do not conflict with adjacent land uses in terms of appearance, emissions, noise, or traffic generation, unless suitable buffers are provided;
 - (e) Are located on sites that are suitable for the proposed development in terms of soil stability, groundwater level, and drainage; and
 - (f) Have minimal servicing requirements.

Location of Development

- 6.3.2
- (a) With the exception of farm-based industries or major home occupations, industrial development proposals should wherever possible locate in an industrial park setting, or in proximity to other industrial uses where feasible to minimize impacts on potentially incompatible uses such as agricultural operations and country residential development.
 - (b) Greenview may permit the establishment of industrial uses in agricultural areas if the proposed development:

- (i) is a small scale industrial pursuit as defined in the LUB; or
- (ii) is associated with an existing or planned agricultural operation; or
- (iii) is not located on Better Agricultural Land unless the development is dependent on a specific site for its operations;
- (iv) is compatible with existing or planned land uses on adjacent lands;
- (v) does not impact a wetland or other environmentally sensitive feature;
- (vi) is located on a high grade road and does not negatively impact the integrity of Greenview's road network;
- (vii) does not negatively impact the quantity of flow and quality of water to adjacent lands; and
- (viii) is located on a site on which private water and sewer services can be provided in accordance with provincial standards and guidelines.

**Evaluation of
Industrial
Development
Proposals**

- 6.3.3 All industrial development proposals will be evaluated according to the following:
- (a) Potential impact on quality and quantity of water supplies and water courses and conformity with guidelines, policies and conditions as required by the applicable provincial departments or agencies;
 - (b) Proximity to residential, recreational, and public uses, and environmentally sensitive areas;
 - (c) The proposal does not interfere with agricultural operations;
 - (d) Impacts on the local road network;
 - (e) Provision for stormwater management and control of surface runoff;
 - (f) Sufficiency of on-site water storage for fire protection purposes in accordance with National Fire Protection Association guidelines (NFPA 1142 or successor documents) and Alberta Safety Code requirements; and
 - (g) Conformity with relevant Statutory Plans and the LUB.

Oil and Gas Facilities

- 6.3.4 When reviewing subdivision and/or development applications, Greenview shall apply setback regulations and guidelines provided by the Alberta Energy Regulator to all applications in close proximity to sour gas and other oil and gas facilities, including pipelines.

Dangerous Goods

- 6.3.5 Greenview may support the storage and processing of dangerous goods subject to the following:
- (a) The proposed location is isolated in nature and located away from residential, institutional or recreational development;

SECTION 10 IMPLEMENTATION

10.1 INTRODUCTION

The purpose of this Section is to outline the mechanisms to be used in the implementation of the policies contained in this MDP.

10.2 LAND USE BYLAW

- Land Use Bylaw Amendments** 10.2.1 (a) All amendments to the LUB shall be consistent with this MDP. If a proposed amendment is contrary to this MDP, but is deemed desirable by Council, this MDP shall be amended as required to ensure that consistency is maintained.
- (b) If an amendment to the LUB is required to accommodate a proposed subdivision, the amendment shall receive third reading from Council prior to subdivision approval taking place.

10.3 SUBDIVISION AND DEVELOPMENT REQUIREMENTS

- Evaluation of Applications** 10.3.1 All applications for LUB amendments, subdivisions and development permits shall be evaluated by Greenview according to the following criteria:
- (a) Compliance with the Act, Regulation, LUB, and any other Statutory Plans or Concept Plans that are in effect;
- (b) Adequacy of road access and off-site traffic impacts generated by the proposed development;
- (c) Proposed methods of water supply, sewage disposal and storm drainage, supported by hydrogeological and geotechnical testing provided by the developer with the application;
- (d) Compatibility with adjacent land uses, including the potential impact on agricultural operations;
- (e) Site suitability in terms of soils, topography, and size;
- (f) Environmental factors including the potential for erosion, flooding, or watercourse contamination; and
- (g) The quality of agricultural land, and the fragmentation and loss of agricultural lands.

Schedule 'F' – Grovedale Area Structure Plan 04-432

2.5 RURAL INDUSTRIAL

- (a) The Municipal District recognizes that some industrial uses are appropriate in rural areas based on such factors as the nature of the operation and land requirements. As a result, the types of industrial uses that may be considered in the Plan area include the following:
- natural resource extraction industries;
 - oil and gas processing plants and related operations;
 - agricultural industries;
 - storage yards;
 - small scale industrial pursuits;
 - major home occupations.
- (b) Industrial activities shall not be located where they would conflict with other land uses through unsightly appearance, generation of high traffic volumes, or similar disturbances.
- (c) Rural industrial uses are encouraged to locate in an industrial park. Subject to the approval from the applicable Provincial authorities and current leaseholders, the Municipal District supports the development of a rural industrial park in the area identified as the Industrial Development Area in Map 3.
- (d) Rural industrial uses may be considered in the Agricultural area, providing the criteria outlined in Policy 2.5(e) are followed.
- (e) The establishment of a rural industrial park shall be based on the following criteria:
- accessibility to a highway to the satisfaction of Alberta Transportation or to a municipal road to the satisfaction of the Municipal District of Greenview No. 16;
 - located on lands that have a low capability for agricultural use and are suitable for development;
 - adequate provision for water supply, sewage disposal, and fire protection.

Schedule 'G' – Land Use Bylaw 03-396

11.5 INDUSTRIAL (I) DISTRICT

11.5.1 PURPOSE

The purpose of this District is to provide for industrial uses that require relatively large tracts of unserviced land and are related to natural resource or industrial development.

Permitted Uses

Accessory Buildings and Uses
Agriculture (Extensive)
Public Uses
Public Utilities

Discretionary Uses

Agricultural Industries
Auto Body and Paint Shops
Auto Wreckers and Salvage Yards
Dwelling unit if occupied by business operator or caretaker
Fuel Depots including Services Stations and Card Locks
Industrial Landfills
Large Scale Manufacturing Plants
Oil and Gas Processing Plants
Oil field waste disposal such as but not limited to land farms, deep well disposal systems
Open Camps²
Open or covered storage of goods, equipment, vehicles or machinery
Petrochemical Processing Plants
Rail Yards
Sand and gravel stockpiling and processing
Sawmills
Signs
Solar Collectors¹
Storage, processing or production of dangerous goods
Trucking Operations or Terminals
Wind Energy Conversion Systems (Category 3)¹
Work Camps²

11.5.2 SITE PROVISIONS

In addition to the General Regulations contained in Section 9, the following standards shall apply to every development in this District:

- | | |
|----------------------|---|
| a) Lot Area (min): | At the discretion of the Development Authority, based on the minimum amount required to accommodate the proposed use. |
| b) Front Yard (min): | See Section 9.1 |

¹ Added by Bylaw No.10-628 December 15, 2010

² Added by Bylaw No.13-700 February 11, 2014

- c) Side Yard (min): 15 m (50 ft). If adjacent to a roadway, Section 9.1 shall apply.
- d) Rear Yard (min): 15 m (50 ft)

11.5.3 ADDITIONAL REQUIREMENTS

- a) Developers in this District may be required to demonstrate an adequate water supply exists to provide for firefighting needs. This may be demonstrated by means of pump tests on wells or through the provision of dugouts or other stored water supplies;
- b) Emergency response plans may be required where the development involves the production, storage, or use of materials that may be hazardous.



BYLAW No. 17-787

OF THE MUNICIPAL DISTRICT OF GREENVIEW No. 16

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

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

1. That Map No.114 in the Land Use Bylaw, being Bylaw No. 17-787, be added to reclassify the following area:

All that Portion of the
Northwest (NW) Quarter of Section Thirty-Three (33)
Within Township Sixty-Nine (69)
Range Six (6) West of the Sixth Meridian (W6M)
Plan 162 1185, Block 2, Lot 2

As identified on Schedule "A" attached.

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

Read a first time this 27 day of November, A.D., 2017.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

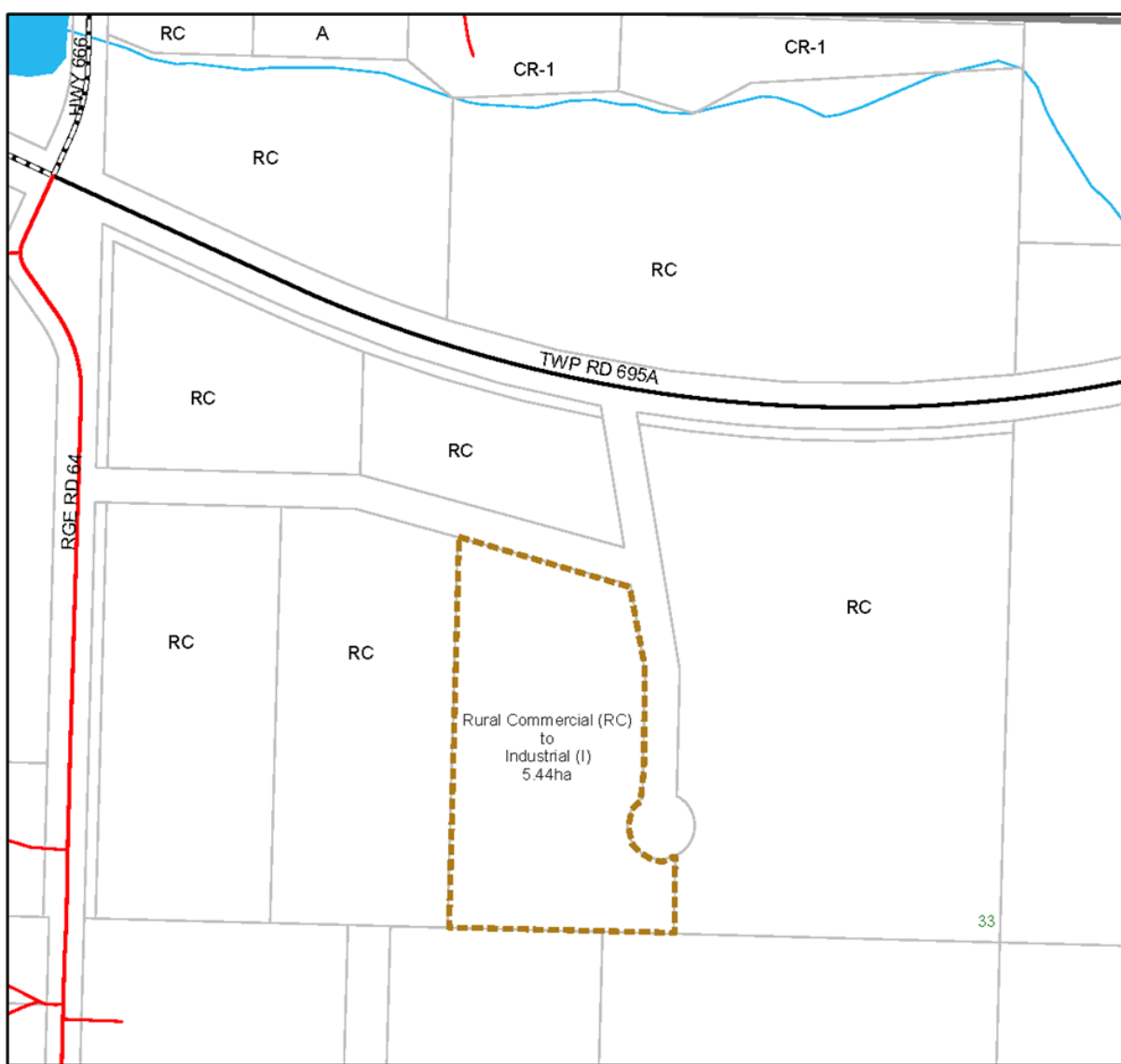
SCHEDULE "A"

Bylaw 17-787

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the
Northwest (NW) Quarter of Section Thirty-Three (33)
Within Township Sixty-Nine (69)
Range Six (6) West of the Sixth Meridian (W6M)
Plan 162 1185, Block 2, Lot 2

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





REQUEST FOR DECISION

SUBJECT: **Bylaw 18 - 788 - 2018 Operating Credit - Borrowing Bylaw**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 8, 2018 CAO: MH MANAGER:
DEPARTMENT: CORPORATE SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – MGA

- Section 251 (1)** *A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.*
- (2)** *A borrowing bylaw must set out (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;*
- (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;*
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.*

Section 256 (1) *This section applies to a borrowing made for the purpose of financing operating expenditures.*

- (2)** *The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.*
- (3)** *A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.*

Council Bylaw/Policy (cite) – Bylaw 16-764

RECOMMENDED ACTION:

MOTION: That Council give First Reading of Bylaw 18-788 - 2018 Operating Line of Credit Borrowing Bylaw.

MOTION: That Council give Second Reading of Bylaw 18-788 - 2018 Operating Line of Credit Borrowing Bylaw.

MOTION: That Council moves to consider Third and Final Reading of Bylaw 18-788 - 2018 Operating Line of Credit Borrowing Bylaw at this Council meeting.

MOTION: That Council moves Third and Final Reading of Bylaw 18-788 – 2018 Operating Line of Credit Borrowing Bylaw.

BACKGROUND/PROPOSAL:

Administration is requesting approval from Council to renew the Alberta Treasury Branch (“ATB”) borrowing agreement. The agreement gives permission to Administration to borrow up to FIVE MILLION DOLLARS (\$5,000,000.00). Greenview must have a borrowing bylaw in place to access an “Operating Line of Credit”.

While Greenview’s Administration had access to the \$5M for operating, the Operating Line of Credit has only been used to cover the monthly charges against Greenview’s ATB – MasterCard Account for over ten (10) years.

ATB requires that the Operating Line of Credit must be reviewed and renewed annually. Administration has been in discussion with ATB hoping to extend this agreement for up to three (3) years.

To ensure that Administration has the proper authority to use this line of credit, Administration is requesting that Council please proceed with all three readings at the January 8th meeting.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving this bylaw is to ensure that Greenview’s Operating Line of Credit and MasterCard expenditures continues without interruption.
2. Due to the borrowing bylaw being for a period of less than three years, the requirement for a public hearing is waived thus Council may proceed with Second and Third Readings of the bylaw.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may table Bylaw 18-788 for further discussion or information.

Alternative #2: Council may refuse to give First reading to Bylaw 18-788. This is not recommended by Administration, due to the fact that this decision would indeed cancel Greenview’s ability to use the corporate credit cards.

FINANCIAL IMPLICATION:

There are no financial implications.

STAFFING IMPLICATION:

There are no perceived staffing implications.

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

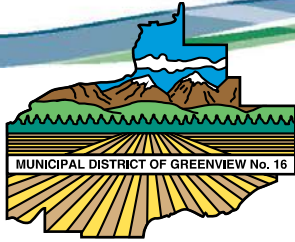
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Following Council's approval of the Bylaw Administration will proceed with making arrangement with ATB to present the loan documents to the CAO and Reeve for signing on behalf of Greenview.

ATTACHMENT(S):

- Copy of Bylaw 16-764 (Repeal)
- Copy of Proposed Bylaw 18-788 (Proposed)




BYLAW NO. 18-788 of the Municipal District of Greenview No. 16

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

Whereas, the Council of the Municipal District of Greenview No. 16 (hereinafter called the “Corporation”) in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of current expenditures of the Corporation for its financial year commencing January 2018.

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

1. The Corporation borrow from Alberta Treasury Branches (hereinafter called “ATB”) up to the principal sum of FIVE MILLION DOLLARS (\$5,000,000.00), repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each every month.
2. The Chief Elected Official and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a. to apply to ATB for the aforementioned loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to the ATB;
 - b. as security for any money borrowed from ATB
 - i. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. to give or furnish ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are taxes, reserves, grants, etc.

- 
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
 5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
 6. Bylaw No. 16-764 is hereby repealed.
 7. This Bylaw shall come into force and effect upon the day of final passing.

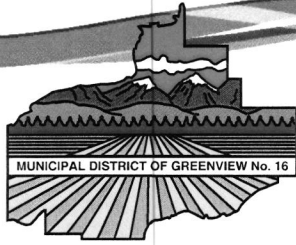
Read a first time this 8th day of January, A.D., 2018.

Read a second time this 8th day of January, A.D., 2018.

Read a third time and passed this ____ day of _____, A.D., 2018.

REEVE

CHIEF ADMINISTRATIVE OFFICER



BYLAW NO. 16-764
of the Municipal District of Greenview No. 16

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

Whereas, the Council of the Municipal District of Greenview No. 16 (hereinafter called the “Corporation”) in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of current expenditures of the Corporation for its financial years commencing January 2016.

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

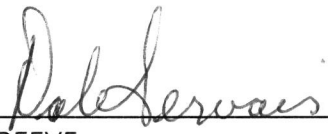
1. The Corporation borrow from Alberta Treasury Branches (hereinafter called “ATB”) up to the principal sum of FIVE MILLION DOLLARS (\$5,000,000.00), repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a. to apply to ATB for the aforementioned loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to the ATB;
 - b. as security for any money borrowed from ATB
 - i. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. to give or furnish ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.

5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. Bylaw No. 15-749 is hereby repealed.
7. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 10th day of May, A.D., 2016.

Read a second time this 10th day of May, A.D., 2016.

Read a third time and passed this 24th day of May, A.D., 2016.



REEVE



CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: 2018 Grant Requests
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 8, 2018
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: MH
GM:

MANAGER:
PRESENTER: DM

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize funding to the grant recipients in the amounts indicated on the attached 2018 Approved Grant Listing, with funds to come from the 2018 Community Service Miscellaneous Grant budget.

BACKGROUND/PROPOSAL:

On December 18th, 2017 the Committee of the Whole reviewed and recommended that Council disburse the 2018 community grants as indicated on the 2018 Approved Grant Listing (attached). The Committee of the Whole reviewed each of the grant applications during the meeting and made recommendations accordingly. The approved grant listing titled, “2018 Approved Grant Listing” resulted from the meeting.

The 2018 Community Service Miscellaneous Grant Budget is \$1,500,000.00, with the approval of the 2018 Approved Grant Listing in the amount of \$1,118,483.43 the remainder will be \$381,516.57.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the grant applicants can make a fiscal plan accordingly with the response of their application.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny the disbursement of the 2018 Approved Grant Listing as presented or make alterations accordingly.

FINANCIAL IMPLICATION:

Direct Costs: \$1,118,483.43

STAFFING IMPLICATION:

There are no 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:

Administration will notify the grant applicants accordingly with Council's decision.

ATTACHMENT(S):

- 2018 Approved Grant Listing

2018 Approved Grant Listing

| | Operating Approved | Capital Approved | Approved |
|---|--------------------|------------------|---------------|
| Grant Applicant: | | | |
| Valleyview & Districts Agricultural Society | | \$ 33,595.80 | \$ 33,595.80 |
| DeBolt & District Agricultural Society | | \$ 100,000.00 | \$ 100,000.00 |
| Grande Cache Animal Society | \$ 10,000.00 | | \$ 10,000.00 |
| Grande Prairie Stompede Association | | \$ - | \$ - |
| Teepee Creek Stampede Association | | \$ 50,000.00 | \$ 50,000.00 |
| Rosedale Cemetery (owned by the Rosedale Mennonite Church) | | \$ 20,000.00 | \$ 20,000.00 |
| Red Willow Players Theatre Association | \$ 8,000.00 | | \$ 8,000.00 |
| Reel Shorts Film Festival | \$ 1,200.00 | | \$ 1,200.00 |
| Town of Grande Cache Deathrace | \$ 25,000.00 | | \$ 25,000.00 |
| Grande Cache Chamber of Commerce | \$ 25,000.00 | | \$ 25,000.00 |
| DeBolt and District Pioneer Museum Society | | \$ 38,243.00 | \$ 38,243.00 |
| * Crooked Creek Community Recreation Club | | \$ 524,800.00 | \$ 524,800.00 |
| Valleyview Gymnastics Club | | | \$ - |
| Valleyview Riverside Golf Course | \$ 25,000.00 | | \$ 25,000.00 |
| Grande Prairie Ski Patrol Association | \$ 2,000.00 | | \$ 2,000.00 |
| Rising Above Ministry | | \$ 15,000.00 | \$ 15,000.00 |
| Grande Prairie Youth Emergency Shelter | \$ 20,000.00 | | \$ 20,000.00 |
| Sturgeon Lake Bible Camp Society | | \$ 10,000.00 | \$ 10,000.00 |
| * Mountain Metis Nation Association | \$ 40,000.00 | | \$ 40,000.00 |

2018 Approved Grant Listing

| | Operating Approved | Capital Approved | Approved |
|--|--------------------|------------------|--------------|
| Grant Applicant: | | | |
| Valleyview Health Centre Foundation | | \$ - | \$ - |
| Grande Cache Child Care Society | \$ - | | \$ - |
| Grande Cache Community High School Breakfast Program | | \$ 3,000.00 | \$ 3,000.00 |
| Grande Prairie Hospice Palliative Care Society | \$ 20,000.00 | | \$ 20,000.00 |
| Sheldon Coates Parent Council | | \$ 15,000.00 | \$ 15,000.00 |
| DeBolt Outdoor Recreational Society | \$ - | | \$ - |
| Northern Lights Skating Club | \$ - | | \$ - |
| Ridgevalley Seniors Home | | \$ 57,644.63 | \$ 57,644.63 |
| Grande Cache Seniors Minibus Society | \$ 25,000.00 | | \$ 25,000.00 |
| Grande Cache Bighorn Golden Age Club | \$ 26,295.00 | \$ 23,705.00 | \$ 50,000.00 |
| | | | |
| | \$ 227,495.00 | \$ 890,988.43 | |
| | | | |
| | \$1,118,483.43 | | |

*Pending a presentation to, and further approval by, Council.



REQUEST FOR DECISION

SUBJECT: Request to Waive Additional Fees for Development Permit D17-328
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 8, 2018 CAO: MH MANAGER:
DEPARTMENT: PLANNING & DEVELOPMENT GM: GG PRESENTER: LD
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000.

Council Bylaw/Policy (cite) – Land Use Bylaw 03-396 and Schedule of Fees Bylaw 17-784.

RECOMMENDED ACTION:

MOTION: That Council deny the request to waive the invoice for the additional fee and accrued interest for developing without a valid development permit for the change of use from shop to residential, addition(s) to the existing residence and a garage for Development Permit D17-328. Development Permit D17-328.

BACKGROUND/PROPOSAL:

This development was observed while doing a site inspection on adjacent lands, and an invoice for additional fees issued when it was determined that a development permit had not been attained for the conversion of the shop to residential, the addition(s) to the existing residence, and the development of a garage. Discussion on site with the resident landowner indicated he was not aware of the need to obtain a permit from Greenview for development that had started prior to 2012, and that all required provincial permits had been obtained.

An invoice was issued to the landowner in January 2016. Subsequent to follow-up correspondence, the landowner met with Greenview administration in May 2017, requesting that the fee be waived and was advised that the request must be received in writing. On October 16, 2017, the development permit application and a letter were received requesting that the additional fees be waived (see Schedule 'A' attached). Development Permit D17-328, for the above-described development and necessary setback relaxations was issued in November, 2017.

The applicant is disputing the \$1,000.00 fee imposed as per the attached written submission.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Council will ensure consistency with the Schedule of Fees Bylaw 17-784 and Section 4.1 of Greenview's Land Use Bylaw 03-396.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of waiving the fee may set a precedent for future development.

ALTERNATIVES CONSIDERED:

Alternative #1: That Council deny

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no 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:

Administration will notify the landowner of the decision of Council.

ATTACHMENT(S):

- Schedule 'A' – Letter from Trenton Hatch
- Schedule 'B' – Development Permit Application D17-328
- Schedule 'C' – Fee issued for Commencing Construction Before Obtaining a Valid Development Permit
- Schedule 'D' – Municipal Government Act, RSA 2000, s. 616(b) Definition of Development
- Schedule 'E' – Land Use Bylaw 03-396, s. 4.1 When Development Permits are not Required
- Schedule 'F' – Schedule of Fees Bylaw 17-784, s. 3(k) Development Permit Fees

Schedule 'A' – Letter from Trenton Hatch

Box 178
Crooked Creek Alb
T0H 0Y0
(403)934-4411

Sep 20th, 2017

In regards to: Non compliance with land use bylaw 03-396

LOCATION: NW-34-70-25-W5, PLAN 0941489,BLOCK 1,LOT 1

Municipal District Of Greenview No.16
Box 1079, 8406-36 Ave
Valleyview, AB T0H-3N0
Tel (780)524-7600

To: Sally Ann Rosson (Manager of Development)

First off I would like to apologize for such a late response to the letter you had sent out back on May 31, 2017 in reference to the meeting that we had at your office discussing the converting of the shop to an addition to our residence and building the walk way between the two and all happing prior to the passing of additional fee requirements and in utilizing existing structures that already had the purpose of a residence. The points that were discussed in our meeting are as follows. Since we had moved on to our property back in May of 2008 our water source and food, our main breaker box, phone line junction box and at the time the time the only source of natural gas heat on the property was located in the building in question. The building in question was located in adjacent to our house about 12ft away so instead of continuing to walk outside between the two we decided to attach the two buildings, this process started back in 2012. I hope this is sufficient if not please feel free to contact me at any point.

Thank you for your time, and I appreciated the opportunity to discuss this matter with you

Trent Hatch



Schedule 'B' – Development Permit Application D17-328



DEVELOPMENT PERMIT APPLICATION – FORM A
 Municipal District of Greenview No. 16
 4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0
 T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608
 www.mdgreenview.ab.ca

| | |
|------------------------|------------------|
| FOR ADMINISTRATIVE USE | |
| APPLICATION NO. | D17-328 |
| DATE RECEIVED | October 20, 2017 |
| ROLL # | 317372 |

L.D.

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

| APPLICANT INFORMATION | | COMPLETE IF DIFFERENT FROM APPLICANT | |
|--|----------------------------------|---|-------------|
| NAME OF APPLICANT TRENTON: BONNIE HATCH | | NAME OF REGISTERED LANDOWNER OR LEASEHOLDER SHARIE | |
| ADDRESS Box 178 CROOKS CREEK, AB | | ADDRESS | |
| POSTAL CODE T0H 010 | TELEPHONE (Res.) 780-957-3910 | (Bus.) 403-934-4411 | POSTAL CODE |
| E-MAIL | | E-MAIL | |

| LAND INFORMATION | | | | | | | | | | |
|---|-------------|-------------|------------|---------|----|-----------------------------|-----------|----------|----|----------------------|
| Legal description of proposed development site: | | | | | | | | | | |
| QTR./LS NW | SEC. 34 | TWP. 70 | RGE. 25 | M. 5 | OR | REGISTERED PLAN 094/1489 | BLK. 1 | LOT 1 | OR | *MLL/MSL/LEASE NO. * |
| Size of the proposed development: | | Number of: | | ACRES | | OR | | HECTARES | | |
| LENGTH 70 | WIDTH 70 | | | | | | | | | |
| Description of the existing use of the land: | | RESIDENTIAL | | | | | | | | |

| DEVELOPMENT INFORMATION | | | |
|---|---|---|-----------------------|
| Describe the proposed development on the land: BREZEVARY BETWEEN HOUSE: SHOP, DETACHED GARAGE - CONVERSION OF SHOP TO RESIDENTIAL | | | |
| Check (x) any proposed development(s) not identified above: | | | |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Culvert(s)/Road access point(s) | <input type="checkbox"/> Public Use(s) | |
| <input type="checkbox"/> Dwelling unit(s) | <input type="checkbox"/> Accessory structure(s) / use(s) | <input type="checkbox"/> Other (specify) _____ | |
| <input type="checkbox"/> Home occupation(s) | <input type="checkbox"/> Commercial or industrial structure(s) / use(s) | | |
| Indicate the proposed setback from the property line: | | | |
| FRONT YARD 35 | REAR YARD 280 | SIDE YARD (1) | SIDE YARD (2) 9.60 |
| The land is adjacent to: | | LOC # | |
| <input type="checkbox"/> A Highway | | <input checked="" type="checkbox"/> A District Road | |
| Estimate the project: | | C. COMPLETED PROJECT COST | |
| A. COMMENCEMENT DATE JAN 1 2012 | B. COMPLETION DATE DEC. 31/17 | \$ 37,000.00 | |
| Attached is: (a) SITE PLAN: <input type="checkbox"/> Yes <input type="checkbox"/> No | | (b) FLOOR PLAN: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | (c) CROWN LAND ACCESS MAP: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If located in Crown Land area, Road Access Map must be provided. | | | |

| RURAL ADDRESS SIGNAGE | |
|-------------------------------|---|
| DO YOU HAVE A RURAL ADDRESS?: | <input checked="" type="checkbox"/> YES ADDRESS: 25263 TWP RD 710 |
| | <input type="checkbox"/> NO \$50.00 FEE |

| DECLARATION | |
|---|--|
| I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT. | |
| NOTE: If the applicant is not the registered Landowner, then the Landowner(s) signature is required. All Landowners MUST sign the application. | Date: Oct. 20/17 SIGNATURE OF APPLICANT: [Signature] Date: Oct. 20/2017 SIGNATURE OF REGISTERED LAND OWNER / LEASEHOLDER: [Signature] |

| FOR ADMINISTRATIVE USE | |
|--------------------------|---|
| LAND USE CLASSIFICATION: | |
| FEE ENCLOSED: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT: \$ 50.00 RECEIPT NO. 232625 |

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





Pic#1 Pin inside Power Pole / Pic #2 – Standing at pin and shooting to north, pole is not directly in line with power pole by pin / Pic #3 – Garage (see distance from tree north of power pole in pic#2)

Schedule 'C' – Fee issued for Commencing Construction Before Obtaining a Development Permit

System: 10/16/2017 8:21:51 AM
 User Date: 10/16/2017

MD of Greenview
 TRANSACTION BY CUSTOMER INQUIRY REPORT
 Receivables Management

Page: 1
 User ID: Gretad

Customer ID: 181201 HATCH TRENTON LEB & BONNIE JOAN

Ranges: Document Number From: To:
 Document Date First Last

Sorted By: Document Number Include: Work, Open, History

* Voided

| Origin | Type | Document Number | Cheque Number | Due Date | Audit Trail Code | Batch ID | Currency ID |
|---------------------|--------------------------|-----------------|-----------------|-----------------|------------------|-----------------|-------------|
| Doc Date | Description | Discount Amount | Writeoff Amount | Document Amount | Amount Remaining | | |
| Open | SLS | IVC00001938 | | 2/14/2016 | INVCB00000066 | 16JAN15 ARGD | |
| 1/15/2016 | IVC00001938 | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | | |
| Open | FIN | FCHRG0000451 | | 3/21/2016 | RMSLS00000027 | RM FIN CHG10000 | |
| 3/21/2016 | Mar. 2016 Finance Charge | \$0.00 | \$0.00 | \$15.00 | \$15.00 | | |
| Open | FIN | FCHRG0000601 | | 4/18/2016 | RMSLS00000033 | RM FIN CHG10000 | |
| 4/18/2016 | Apr. 2016 Finance Charge | \$0.00 | \$0.00 | \$15.00 | \$15.00 | | |
| Open | FIN | FCHRG0000750 | | 5/20/2016 | RMSLS00000040 | RM FIN CHG10000 | |
| 5/20/2016 | May 2016 Finance Charge | \$0.00 | \$0.00 | \$15.00 | \$15.00 | | |
| Open | FIN | FCHRG0000905 | | 6/22/2016 | RMSLS00000041 | RM FIN CHG10000 | |
| 6/22/2016 | June 2016 Finance Charge | \$0.00 | \$0.00 | \$15.00 | \$15.00 | | |
| Open | FIN | FCHRG0001048 | | 7/28/2016 | RMSLS00000045 | RM FIN CHG10000 | |
| 7/28/2016 | July 2016 Finance Charge | \$0.00 | \$0.00 | \$15.00 | \$15.00 | | |
| Open | FIN | FCHRG0001854 | | 9/1/2016 | RMSLS00000049 | RM FIN CHG10000 | |
| 9/1/2016 | Sep. 2016 Finance Charge | \$0.00 | \$0.00 | \$15.90 | \$15.90 | | |
| Open | FIN | FCHRG0002016 | | 10/5/2016 | RMSLS00000051 | RM FIN CHG10000 | |
| 10/5/2016 | Oct. 2016 Finance Charge | \$0.00 | \$0.00 | \$16.13 | \$16.13 | | |
| Open | FIN | FCHRG0002287 | | 11/2/2016 | RMSLS00000052 | RM FIN CHG10000 | |
| 11/2/2016 | Nov. 2016 Finance Charge | \$0.00 | \$0.00 | \$16.13 | \$16.13 | | |
| Open | FIN | FCHRG0002416 | | 11/29/2016 | RMSLS00000053 | RM FIN CHG10000 | |
| 11/29/2016 | Dec 2016 Finance Charge | \$0.00 | \$0.00 | \$16.36 | \$16.36 | | |
| Open | FIN | FCHRG0002563 | | 1/4/2017 | RMSLS00000054 | RM FIN CHG10000 | |
| 1/4/2017 | Jan. 2017 Finance Charge | \$0.00 | \$0.00 | \$17.09 | \$17.09 | | |
| Open | FIN | FCHRG0002715 | | 2/1/2017 | RMSLS00000056 | RM FIN CHG10000 | |
| 2/1/2017 | Feb. 2017 Finance Charge | \$0.00 | \$0.00 | \$17.09 | \$17.09 | | |
| Open | FIN | FCHRG0003044 | | 3/9/2017 | RMSLS00000061 | RM FIN CHG10000 | |
| 3/9/2017 | Mar. 2017 Finance Charge | \$0.00 | \$0.00 | \$17.35 | \$17.35 | | |
| Open | FIN | FCHRG0003196 | | 4/3/2017 | RMSLS00000062 | RM FIN CHG10000 | |
| 4/3/2017 | Apr. 2017 Finance Charge | \$0.00 | \$0.00 | \$17.61 | \$17.61 | | |
| Open | FIN | FCHRG0003367 | | 5/2/2017 | RMSLS00000063 | RM FIN CHG10000 | |
| 5/2/2017 | May 2017 Finance Charge | \$0.00 | \$0.00 | \$17.87 | \$17.87 | | |
| Open | FIN | FCHRG0003718 | | 6/9/2017 | RMSLS00000067 | RM FIN CHG10000 | |
| 6/9/2017 | June 2017 Finance Charge | \$0.00 | \$0.00 | \$18.13 | \$18.13 | | |
| Open | FIN | FCHRG0003879 | | 7/12/2017 | RMSLS00000068 | RM FIN CHG10000 | |
| 7/12/2017 | July 2017 Finance Charge | \$0.00 | \$0.00 | \$18.40 | \$18.40 | | |
| Open | FIN | FCHRG0004040 | | 8/11/2017 | RMSLS00000072 | RM FIN CHG10000 | |
| 8/11/2017 | Aug. 2017 Finance Charge | \$0.00 | \$0.00 | \$18.67 | \$18.67 | | |
| Open | FIN | FCHRG0004186 | | 9/13/2017 | RMSLS00000076 | RM FIN CHG10000 | |
| 9/13/2017 | Sep. 2017 Finance Charge | \$0.00 | \$0.00 | \$18.95 | \$18.95 | | |
| Open | FIN | FCHRG0004324 | | 10/11/2017 | RMSLS00000079 | RM FIN CHG10000 | |
| 10/11/2017 | Oct. 2017 Finance Charge | \$0.00 | \$0.00 | \$19.23 | \$19.23 | | |
| Total Documents: 20 | | | | Totals: | | \$1,319.91 | \$1,319.91 |

NW - 34-70-25 - W5

Plan 0941489 BIK1 Lot1

Jan 11, 2016

Box 178 Crooked Creek. ▶

Schedule 'D' – Municipal Government Act, RSA 2000, s. 616(b) Definition of Development

Definitions

616 In this Part,

(b) “development” means

- (i) an excavation or stockpile and the creation of either of them,
- (ii) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land,
- (iii) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
- (iv) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;

Schedule 'E' – Land Use Bylaw 03-396, s. 4.1 When Development Permits are not Required

SECTION 4 NEED FOR A DEVELOPMENT PERMIT

4.1 WHEN DEVELOPMENT PERMITS ARE REQUIRED

Except as provided for in Section 4.2, no person shall undertake any development unless a development permit has first been issued pursuant to this Bylaw, and the development is in accordance with the terms and conditions of said permit.

4.2 WHEN DEVELOPMENT PERMITS ARE NOT REQUIRED

A development permit is not required for the following developments provided they comply with the requirements of Sections 9 and 10 of this Bylaw:

- a) Works of maintenance or repair to any building, provided that such works do not include structural alterations or major works of renovation. Structural alterations are such that, in the opinion of the Development Authority, would result in substantial changes to the roof, foundation, exterior walls of a structure; or that would result in an expansion of the usable floor area of a structure, thereby reducing existing setback distances;
- b) The completion of a building which is lawfully under construction at the date this Bylaw comes into effect, providing that the building is completed in accordance with the terms of any permit granted in respect of it;
- c) The construction and maintenance of gates, fences, walls or other means of enclosure less than 1.8 m (6 ft) in height;
- d) A temporary building, the sole purpose of which is incidental to the erection or alteration of a permanent building, for which a development permit has been issued;
- e) Public works, services and utilities carried out by or for government authorities on land which is publicly owned or controlled;
- f) The agricultural use of a lot larger than 4 ha (10 ac) which is assessed as farmland and used for extensive agricultural uses, including farm buildings, but not including a dwelling unit. Intensive agricultural operations require development permits for the use of the land as defined in this Bylaw;
- g) One temporary on-site sign which does not exceed 1 m² (11 ft²) in area nor 1.5 m (5 ft) in height and is intended for:
 - i) Advertising the sale or lease of a dwelling unit or property,
 - ii) Identifying a construction or demolition project for which a development permit has been issued, or,
 - iii) Identifying a political or charitable campaign;
- h) One permanent on-site sign which is intended for use as:
 - i) A commemorative plaque of a non-advertising nature,

Schedule 'F' – Schedule of Fees Bylaw 17-784, s. 3(k) Development Permit Fees

| | | | |
|-------|---|--|-------------|
| | | <i>Development Permit Fees (Section 3 (k) to 3 (s): If construction commences before obtaining a Development Permit the following fees shall be applied:</i> | |
| 3 (k) | E | Single Family Dwellings/Manufactured Homes & accessory buildings or structures. Floor Area: Equal to or greater than 1076 sq. ft. (Per Permit) | \$ 1,000.00 |
| 3 (l) | E | Multiple Residential (Per Unit) | \$ 1,000.00 |
| 3 (m) | E | Minor Home Occupations (Per Permit) | \$ 200.00 |
| 3 (n) | E | Major Home Occupations (Per Permit) | \$ 5,000.00 |
| 3 (o) | E | Commercial (Per Permit) | \$ 5,000.00 |
| 3 (p) | E | Industrial (Per Permit) | \$ 5,000.00 |
| 3 (q) | E | Signs (Per Permit) | \$ 500.00 |
| 3 (r) | E | Accessory Buildings, detached garages & structures Floor Area: Less Than: 225 sq. ft. (Per Permit) | \$ 100.00 |
| 3 (s) | E | Accessory Buildings, detached garages & structures Floor Area: Greater Than: 225 sq. ft. (Per Permit) | \$ 1,000.00 |
| 3 (s) | E | Rural Addressing Signage New/ Replacement (Per Sign) | \$ 50.00 |
| 3 (t) | E | Individual Lot Sign (Per Sign) | \$ 50.00 |
| 3 (u) | E | Large Address Sign with address Tab for Subdivisions of 4 lots or greater (Per Sign) | \$ 800.00 |



REQUEST FOR DECISION

SUBJECT: **Co-mingled recycling bins located in Grande Cache Co-ops and Enterprises**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 8, 2018 CAO: MH MANAGER:
DEPARTMENT: ENVIRONMENTAL SERVICES GM: GG PRESENTER: GC

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve the purchase of sixteen (16) recycle bins for the Grande Cache area Co-ops and Enterprises for \$19,952.00 with funding to come from the Capital Operating Contingency Reserve.

BACKGROUND/PROPOSAL:

Greenview's Environmental Services department and Town of Grande Cache Public Works are proposing to offer recycling services to the Grande Cache area Co-ops and Enterprises.

It has been brought to the attention of Greenview Administration that a large number of recyclables are mixed in with the current household garbage bins located at the Co-ops and Enterprises. To date, five out of the six co-ops have responded and wish to participate to expand on the successful household waste program that was initiated in 2017.

The Town of Grande Cache is recommending that co-mingled recycle product bins be provided to allow for the opportunity to recycle. This additional program will help in assisting the Town of Grande Cache by diverting recyclables from their landfill.

In addition to the current household waste bin service that was implemented by Greenview in the Co-ops and Enterprises, administration is proposing the additional recycling bins to mirror the current number of waste bins at their location, as an additional service.

Environmental Services has continued to use Environmental Metal Works (EMW) which had the lowest cost for the supply and delivery of 16 - 4 yard bins for the recycling pick-up program in the Co-ops and Enterprises.

No additional operating costs to Greenview are anticipated thru discussions with Grande Cache Public Works.

BENEFITS OF THE RECOMMENDED ACTION:

1. These additional bins will improve the level of service for Grande Cache Co-ops and Enterprises

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. No perceived disadvantages to providing the recycle bins.

ALTERNATIVES CONSIDERED:

Alternative #1: Council could decline the recommended motion.

Alternative #2: Council could alter the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: Purchase of sixteen (16) recycle bins for the sum of \$19,952.00 funds to come from Capital Operating Contingency Reserve.

Ongoing / Future Costs: Lifecycle of bins are 25+ years.

STAFFING IMPLICATION:

No additional staff will be required for this project. Minimal time will be needed occasionally from current administrative staff as needed.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

Consult - To obtain public feedback on analysis, alternatives and/or decisions.

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

FOLLOW UP ACTIONS:

Administration to purchase the sixteen (16) recycle bins and have them delivered to each site.

ATTACHMENT(S):

- Environmental Metal Works Quote

Environmental Metal Works Ltd.

Box 430
 4905 - 55 Avenue
 Two Hills, AB T0B 4K0
Phone: (780) 657-2035
Fax: (780) 657-2471



QUOTE

Quote No.: QT006563
Date: Dec 15, 2017
Customer No.: TOW0002
PO #:
Sales Contact:
Page: 1

Quote To: **Town of Grande Cache**
 Box 300
 Grande Cache, AB T0E 0Y0

 Ph: 7808273362 Fax: 7808272406

Ship To: **Town of Grande Cache**
 Box 300
 Grande Cache, AB, T0E 0Y0

Contact Gary Bishop

Reference

Ship Via

| Qty. Ordered | Description | Unit Price | Extended Price |
|--------------|--|------------|----------------|
| 0 | 2% Community Care Donation Program | \$0.00 | \$0.00 |
| 16 | 4 yd Slope c/w Steel lids & safety prop c/w Front Recycle Slot Paint Colour: Blue - shade to be determined | \$1,025.00 | \$16,400.00 |
| 16 | Option - Add Front Mount Autolocks - Installed | \$115.00 | \$1,840.00 |
| 1 | Freight to Grande Cache | \$1,712.00 | \$1,712.00 |

| | | |
|--|-----------------------|--------------------|
| Comments: Please review the above specifications, make appropriate adjustments, then authorize the order by signing below. EMW Terms for Purchasers: 30% deposit is required prior to EMW's acceptance of an order. Upon receipt of deposit, invoice will be generated and balance is due upon completion of order. | Order Discount | \$0.00 |
| | Subtotal | \$19,952.00 |
| | Total GST | \$997.60 |
| | Total Order | \$20,949.60 |

Customer Agreement to above terms:

Authorized Signature: _____
 Date: _____



REQUEST FOR DECISION

SUBJECT: Policy 1018 Expenditures and Disbursement
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 8, 2018 CAO: MH MANAGER:
DEPARTMENT: CORPORATE SERVICES GM: PRESENTER: MH
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 1018

RECOMMENDED ACTION:

MOTION: That Council accept Policy 1018 “Expenditures and Disbursement” for information.

BACKGROUND/PROPOSAL:

Following months of drafting and redrafting of the policy, Policy 1018 came into effect on July 28, 2015. Administration crafted the policy in such a way as to create a high level of accountability and efficiency at the manager level. The current signing authorities at all levels are intended to ensure that the Accounts Payables processes move along as quickly as possible, thus providing a higher level of service to our suppliers. Reality is that once Greenview has received an invoice and it is verified as a valid invoice for goods/services received, Administration has no choice but to pay that invoice.

Greenview’s Accounts Payables Finance Coordinator provides Council with a cheque listing of all invoices paid each time an accounts payables batch is processed. If Council has any concerns with the information in the cheque batch, Council is most welcome to ask questions and Administration will find the answers to those questions.

The \$2 Million tender award value at the Administrative level makes Greenview a leader in this regard as we are one of the first to adopt this approach. As Councillors may or may not be aware, under tender law, as soon as a tender call is released, Greenview has created what is known as “Contract A”. As such, except for extenuating circumstances, Greenview is required to create a “Contract B”, usually with the lowest bidder. The policy has criteria that the managers are responsible to give Council an update on any tender results in the monthly managers’ report and this has been followed.

Greenview has been through two external audits since the passing of this policy and the Audit team has not expressed any concerns regarding the contents of the policy.

At the regular Council meeting of December 18th Reeve Gervais requested that Policy 1018 be placed on the December 19th Policy Review Committee Agenda for discussion. At the Policy Review Committee meeting the committee passed a motion that the policy be placed on the January 8, 2018 Regular Council meeting agenda so that the full membership of Council could take part in the discussion.

Administration is not recommending any changes to the Policy.

BENEFITS OF THE RECOMMENDED ACTION:

1. The policy inventory will be updated for Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to amend the policy. This is not recommended by Administration since the policy is providing a higher level of accountability than in the past.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no 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:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Policy 1018

Title: Expenditure and Disbursement Policy

Policy No: 1018

Effective Date: July 28, 2015

Motion Number: 15.07.347

Supersedes Policy No: AD-12

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

“A Great Place to Live, Work and Play”

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

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

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

DEFINITIONS

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

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

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

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

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

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

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

Goods means a manufactured item.

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

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

Purchase Cards includes Greenview issued gas or credit cards.

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

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

POLICY

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

PROCEDURE

1. Responsibilities

1.1. **Expenditure Officers responsibilities include:**

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

- 1.1.6. Managing program or service delivery within Greenview Council approved budget allocation.
 - 1.1.7. Verifying that the goods and services have been received or the work has been performed satisfactorily.
 - 1.1.8. Verifying that a request for cheque is supported by adequate documentation.
 - 1.1.9. Verifying the accurate coding of invoices related to their financial budget responsibility.
 - 1.1.10. Verifying that procurement card (credit and gas) procedures are followed.
 - 1.1.11. Verifying all invoices and/or receipts are submitted to Accounts Payables.
 - 1.1.12. Delegate limited expenditure approval to their department's staff, as the department's budget manager sees fit, ensure all related documentation is submitted to Finance.
- 1.2. ***Associated Expenditure Officers responsibilities include:***
- 1.2.1. Staying within the expenditure limit delegated by their manager.
 - 1.2.2. Signing and receiving a copy of every invoice for the items they have purchased on behalf of Greenview.
 - 1.2.3. Ensure invoices are authorized, signed and goods or services are received.
- 1.3. ***Accounting Officers responsibilities include:***
- 1.3.1. Creating and verifying that adequate processes and controls are in place to safeguard against any material accounting misstatement and follow the guidelines outlined within this policy.
 - 1.3.2. Verifying that a proposed expenditure or disbursement has been properly authorized by an expenditure officer.
 - 1.3.3. Verifying that a proposed expenditure or disbursement is for the purpose authorized by the approved municipal budget, and/or it is consistent with the purpose for which the money is available.
 - 1.3.4. Verifying that the expenditure is recorded in the appropriate fiscal and reporting period.
 - 1.3.5. Verifying that the required supporting documentation is readily available.
 - 1.3.6. Verifying that the expenditure is charged to the appropriate general ledger account.
 - 1.3.7. Verifying the proposed expenditure or disbursement does not contravene any applicable policy and other legislative authority.
 - 1.3.8. Arranging pre-authorized payments to be made directly from Greenview's bank account with authorization from the General Manager of Corporate Services.
 - 1.3.9. Arranging direct deposits to be made to Greenview's bank account with the authorization from the General Manager of Corporate Services.
 - 1.3.10. Ensuring that the General Manager of Corporate Services and any applicable staff are made aware of any budget to actual concerns that the accounting officer may become aware of during their daily duties.
 - 1.3.11. Ensuring that the accounting practices are acceptable under the Generally Accepted Accounting Principles.
 - 1.3.12. Preparing monthly department budget to actual reports.
 - 1.3.13. Preparing and presenting to Council the organizational quarterly budget to actual report.

2. General Provisions

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

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

3. Marketing and Media Placement

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

4. Emergency Expenditures

- 4.1. Unbudgeted expenditures may be undertaken in the event of an emergency situation where the Expenditure Officer must make purchase decisions efficiently to bring the emergency situation under control.
 - 4.1.1. May be authorized by the Chief Administrative Officer or designates.
 - 4.1.2. All such expenditures shall be reported to Greenview Council at the next available opportunity.
 - 4.1.3. Proper documentation of purchases is required.

5. Contracts

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

- 5.1.1. The expenditure officer must ensure that the necessary holdback percentage is withheld from progress payments where there is a holdback charge to compensate for potential defective work or claims from third parties. Progress payment or invoices related to contracts should be approved only after the person responsible for the contract certifies performance of services or receipt of goods or confirmed the percentage of work completed. Generally this performance certificate is supplied by an engineering firm or project contract manager.
- 5.1.2. A statutory declaration and WCB declaration must be obtained from the contractor and the third parties where required to discharge all claims and obligations against the municipality before payment is made and before any holdback or deposit is released. All defects must be corrected before the final payment is approved and security deposits are returned.

6. Purchase Orders

- 6.1. Purchases over \$1,500.00 must be initiated by either a purchase order or by way of written agreement prior to acquisition.
- 6.2. Purchase orders are not required for the following:
 - 6.2.1. Purchases under \$1,500.00;
 - 6.2.2. Petty cash;
 - 6.2.3. Personal expense claims;
 - 6.2.4. Progress payments (these are covered by signed agreements);
 - 6.2.5. Utility invoices;
 - 6.2.6. Other services such as legal and municipal insurance;
 - 6.2.7. Long-term contracts or service agreements;
 - 6.2.8. Lease agreements;
 - 6.2.9. Credit card purchases.

7. Cheque Requisitions

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

8. Invoice Approval

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

9. Purchasing Methods

- 9.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing authority may be eligible for purchasing cards upon approval by the Chief Administrative Officer. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchasing card. Purchasing cards include gas cards and credit cards.
- 9.2. Greenview's expenditure officers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so.
- 9.3. Purchases between \$10,000.00 and \$74,999.99:
 - 9.3.1. Expenditure Officers must attempt to obtain a minimum of three (3) formal written price quotes signed by an authorized agent of the supplier. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated by purchase order or contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the purchase order or contract.
 - 9.3.2. The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.
- 9.4. Purchases over \$75,000.00:
 - 9.4.1. Expenditure Officers must abide by the NWPTA and AIT (see table in Section 12 (1)) as required for purchases over \$75,000.00 but under NWTPA and AIT thresholds the Expenditure Officer must attempt to obtain a minimum of three (3) formal written price quotes signed by an authorized agent of the supplier. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. A contract must be signed for all purchases over this limit. The signed contract may be a sales agreement for vehicle and equipment purchases. All contracts shall clearly indicate each party's responsibilities, date, duration of contract, and have the supplier's authorized agent's signature as well as the appropriate Greenview signatures.

10. Tendering/ Requests for Proposals

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

| Type | NWPTA | AIT |
|--------------|--------------|--------------|
| Goods | \$75,000.00 | \$100,000.00 |
| Services | \$75,000.00 | \$100,000.00 |
| Construction | \$200,000.00 | \$250,000.00 |

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

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

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

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

End of procedure.



REQUEST FOR DECISION

SUBJECT: Policy 1019 Issuance of Digital Communications Tools
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 8, 2018 CAO: MH MANAGER:
DEPARTMENT: CORPORATE SERVICES GM: RO PRESENTER: RO

RELEVANT LEGISLATION:

Provincial (cite) –
Council Bylaw/Policy (cite) –

RECOMMENDED ACTION:

MOTION: That Council approve the revised Policy 1019 “Issuance of Digital Communications Tools: Council and Employees” as presented.

BACKGROUND/PROPOSAL:

Based on input from Council and the Policy Review Committee members the policy has been updated and revised with following amendments.

The changes to this policy are:

- The addition of the word “and” to the third provision.
- The removal of the word “Council” from the approval listing in the fourth provision. The CAO will determine what digital communications tools are appropriate for Council in conjunction with direction from Council.
- Provisions 5 and 6 were removed as they are both covered in provision 4.
- Procedure 11 was amended to be more inclusive. Councillors will be issued up to two cell booster or equivalent communication devices to enable cell phone use within Greenview as a whole and not limited to the councillor residence.

BENEFITS OF THE RECOMMENDED ACTION:

1. The policy has been reviewed and updated to reflect current realities with the issuance of digital communications tools for Council and staff.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may alter the revised Policy.

FINANCIAL IMPLICATION:

Direct Costs: There are no anticipated financial costs

Ongoing / Future Costs:

STAFFING IMPLICATION:

There are no anticipated staffing implications.

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:

ATTACHMENT(S):

- Policy 1019
- Revised policy 1019

Title: Issuance of Digital Communications Tools: Council and Employees

Policy No: 1019

Effective Date: July 28, 2015

Motion Number: 15.07.344

Supersedes Policy No: 1017



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

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

DEFINITIONS

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

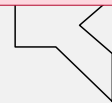
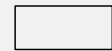
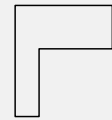
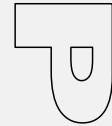
Employees include paid staff and contractors of Greenview.

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

POLICY

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

Policy No: 1019



Commented [RO1]: PRC added the word "and" before "OR"

Commented [RO2]: Mike suggested we remove this word. He will have a complete understanding of what Council is good with and if there are any unusual request, he can give direction to staff.

Commented [RO3]: Shane and I suggest removing this sentence due to #4 indicating any DCT.

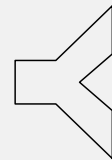
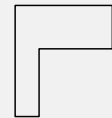
- 6. Councillors requiring higher performance Digital Communication Tools shall request the discretionary consideration of their fellow Councillors.
- 7. Digital Communication Tools issued to Councillors and or Employees are the property of Greenview and shall be returned to the Information Systems Technician upon termination of the individual's position, (except as noted in paragraph 2 of this Section) or at any time, when requested, for the purposes of upgrading, repair or replacement.

That Councillors may purchase the Greenview digital communication tools they have been assigned at 75% of the purchase price within the first year of service, or 10% of the purchase price after the first year of service. The cell phone number that has been assigned to the Councillor's Greenview phone will be removed from Greenview's list of phone numbers, upon the retirement of the Councillor. All digital communication tools will be returned to Greenview's IT Department to be wiped of all Greenview information before transfer of ownership.
- 8. Greenview shall pay/reimburse Councillors and Employees for work-related expenses incurred and related to Digital Communication Tools when authorized by the Chief Administrative Officer.
- 9. Councillors and Employees are required to use Digital Communication Tools in accordance with User Authorization Agreements.
- 10. Employees may be held responsible at the discretion of the Chief Administrative Officer, for the cost of lost, stolen or damaged Digital Communication Tools while in their care.
- 11. Expired, surplus Digital Communication Tools shall be listed and presented to Council for approval to be donated, sold or otherwise disposed of.

PROCEDURE

- 1. Councillors and Employees shall sign the User Authorization Agreement prior to being issued Digital Communication Tools.
- 2. Digital Communication Tools are to be used solely by the Councillor or Employee it is issued to.
- 3. Councillors and Employees shall consult the Information Systems Technician when planning to purchase enhanced accessories to ensure compatibility with Greenview's Digital Communication Tools.
- 4. Information Systems Technician will not provide technical support for any software that is not work-related.
- 5. Councillors and Employees shall notify the Information Systems Technician, their supervisor and/or the Chief Administrative Officer of any work-related or any other international travel plans whereby they will be using Greenview's Digital Communication Tools.
- 6. The Information Systems Technician shall record all issuances of Digital Communication Tools and monitor usage in accordance with User Authorization Agreements.

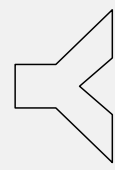
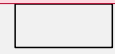
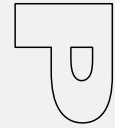
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- 7. The Information Systems Technician shall review monthly billings to identify any Digital Communication Tool usage concerns, relaying concerns to the appropriate supervisor and/or the Chief Administrative Officer.
- 8. Lost, stolen or damaged Digital Communication Tools shall be immediately reported to the Information Systems Technician and the Employee's supervisor.
 - a) The Information Systems Technician shall respond to these situations in accordance with direction received from the Employee's supervisor.
 - b) Greenview reserves the right to garnish an Employee's wages for the replacement cost of lost, stolen or damaged Digital Communication Tools.
- 9. Any personal identification or information associated with the Digital Communication Tools shall be removed and applicable passwords provided to the Information Systems Technician to ensure that the Digital Communication Tools may be properly reset.
- 10. Councillors and Employees may purchase items such as computers, tablets, printers through the Corporate Services Department, with the assistance of the Information Systems Technician upon entering into a repayment agreement with Greenview.
- 11. When required, Councillors shall be issued one (1) cell booster for their Greenview residence.

Revisions approved:

CURRENT



Commented [R05]: Shane and I changed this statement to be more inclusive and give Administration authority to issue 1 cell phone booster or equivalent DCT to enable cell phone use within Greenview.
 PRC changed this section to include up to two (2) cell boosters or equivalent communication devices to enable cell phone use within Greenview.

Title: Issuance of Digital Communications Tools: Council and Employees

Policy No: 1019

Effective Date: July 28, 2015

Motion Number: 15.07.344

Supersedes Policy No: 1017



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

“A Great Place to Live, Work and Play”

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

DEFINITIONS

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

Employees include paid staff and contractors of Greenview.

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

POLICY

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

Greenview and shall be returned to the Information Systems Technician upon termination of the individual's position, (except as noted in paragraph 2 of this Section) or at any time, when requested, for the purposes of upgrading, repair or replacement.

That Councillors may purchase the Greenview digital communication tools they have been assigned at 75% of the purchase price within the first year of service, or 10% of the purchase price after the first year of service. The cell phone number that has been assigned to the Councillor's Greenview phone will be removed from Greenview's list of phone numbers, upon the retirement of the Councillor. All digital communication tools will be returned to Greenview's IT Department to be wiped of all Greenview information before transfer of ownership.

6. Greenview shall pay/reimburse Councillors and Employees for work-related expenses incurred and related to Digital Communication Tools when authorized by the Chief Administrative Officer.
7. Councillors and Employees are required to use Digital Communication Tools in accordance with User Authorization Agreements.
8. Employees may be held responsible at the discretion of the Chief Administrative Officer, for the cost of lost, stolen or damaged Digital Communication Tools while in their care.
9. Expired, surplus Digital Communication Tools shall be listed and presented to Council for approval to be donated, sold or otherwise disposed of.

PROCEDURE

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

Information Systems Technician and the Employee's supervisor.

- a) The Information Systems Technician shall respond to these situations in accordance with direction received from the Employee's supervisor.
 - b) Greenview reserves the right to garnish an Employee's wages for the replacement cost of lost, stolen or damaged Digital Communication Tools.
9. Any personal identification or information associated with the Digital Communication Tools shall be removed and applicable passwords provided to the Information Systems Technician to ensure that the Digital Communication Tools may be properly reset.
 10. Councillors and Employees may purchase items such as computers, tablets, printers through the Corporate Services Department, with the assistance of the Information Systems Technician upon entering into a repayment agreement with Greenview.
 11. When required, Councillors may be issued up to two (2) cell booster or equivalent communication devices to enable cell phone use within Greenview.

Revisions approved:



REQUEST FOR DECISION

SUBJECT: Policy 1023 Councillor - Years of Service Award
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 8, 2018 CAO: MH MANAGER:
DEPARTMENT: CORPORATE SERVICES GM: RO PRESENTER: TH

RELEVANT LEGISLATION:

Provincial (cite) –
Council Bylaw/Policy (cite) – Policy CO 13

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1023 “Council Years of Service” as presented.

BACKGROUND/PROPOSAL:

Policy 1023 supersedes Policy CO 13.

In conjunction with 4 year Council Terms, it was determined that Council Years of Service Awards should correspond to the Councillor’s term in office. As such, the policy has been amended from 3-year service awards to 4-year service awards. Due to changing from a three year to four year award the monetary values were adjusted as well. Additionally, it is recommended that each Council Member receive a plaque for a term in which they sit on Council.

It is also recommended that there be two separate policies for years of service. One policy for Council years of Service, the other for Staff years of service awards.

The attached policy 1023 was reviewed and amended by the Policy Review Committee on December 19th and the committee recommended the policy to Council for approval.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council years of service align with their terms of office.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Policy Review Committee could alter the Policy.

FINANCIAL IMPLICATION:

There are minimal costs associated with the policy. Costs include plaques and awards, which will be accounted for in the budget.

STAFFING IMPLICATION:

There are no perceived staffing implications.

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:

The new policy will be added to the policy inventory and the repealed policy will be removed.

ATTACHMENT(S):

- Policy CO 13
- Policy 1023



REQUEST FOR DECISION

| | | | |
|----------------|---|--------------------------------------|---------------|
| SUBJECT: | Policy 2008 Employees - Years of Service Award | | |
| SUBMISSION TO: | REGULAR COUNCIL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | January 8, 2018 | CAO: | MANAGER: |
| DEPARTMENT: | CORPORATE SERVICES | GM: RO | PRESENTER: TH |

RELEVANT LEGISLATION:

Provincial (cite) –
Council Bylaw/Policy (cite) – Policy CO 13

RECOMMENDED ACTION:

MOTION: That Council approve Policy 2008 “Employees’- Years of Service Award” as presented.

BACKGROUND/PROPOSAL:

Policy 2008 Supersedes Policy CO 13.

Due to changes made in recognition of Council Members, it is recommended that there be two separate policies for Council and Staff recognition and awards.

The staff recognition schedule will remain on three-year terms. Minor changes were made to the wording of provision 2. Another change is to provision 3, where Administration will no longer be required to go to Council for approval of retirement gifts between years of service recognition. Administration will advise Council via the manager’s reports when someone is given an award outside the normal award presentations. The staff member retiring will be given a gift corresponding to the nearest award year. The words “For employees” was removed from provision 5 as the policy is intended to apply only to Greenview employees.

The attached policy 2008 was reviewed and amended by the Policy Review Committee on December 19th and the committee recommended the policy to Council for approval.

BENEFITS OF THE RECOMMENDED ACTION:

1. The updated policy allows staff awards to be granted without having to come back to Council for approval of years of service awards between the 3 year intervals.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages.

ALTERNATIVES CONSIDERED:

Alternative #1 Council could alter the revised Policy.

FINANCIAL IMPLICATION:

Direct Costs: There are no perceived financial implications

STAFFING IMPLICATION:

There are no perceived staffing implications

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:

The new policy will be added to the policy inventory and the repealed policy will be removed.

ATTACHMENT(S):

- Policy CO 13
- Policy 2008

Title: Councillor - Years of Service Award Policy

Policy No: 1023

Effective Date:

Review Date:

Motion Number:

Supersedes Policy No: CO-13



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The purpose of policy is to give recognition and show appreciation for the years of service received from Councillors for their dedication and commitment to the Municipal District of Greenview No. 16 (Greenview).

DEFINITIONS

1. None

POLICY

1. This policy applies to all Councillors.

PROCEDURE

1. Recipients of the "Years of Service Award Program" will be presented with a gift of appreciation in the value identified as follows:

| | | | |
|----------|-------------------|----------|--------------------|
| 4 Years | \$ 100 value gift | 20 Years | \$ 400 value gift |
| 8 Years | \$ 175 value gift | 24 Years | \$ 500 value gift |
| 12 Years | \$ 250 value gift | 28 Years | \$ 750 value gift |
| 16 Years | \$ 325 value gift | 32 Years | \$ 1000 value gift |

2. The Years of Service Awards will be presented to the Councillors receiving the awards at a councillor appreciation event that is planned prior to the next general election.
3. At the end of each term, Council members will be given a milestone plaque indicating the term of service.
4. Should a retirement or resignation occur between the years listed above, Council has the option of giving recognition as they deem appropriate.
5. A record is to be kept on all Councillors to indicate the number of complete years of service.

Title: Employees - Years of Service Award Policy

Policy No: 2008

Effective Date:

Motion Number:

Supersedes Policy No: CO-13



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The purpose of policy is to give recognition and show appreciation for the years of service received from staff for their dedication and commitment to the Municipal District of Greenview No. 16 (Greenview).

DEFINITIONS

1. None

POLICY

1. This policy applies to all staff (permanent full time, permanent part time, and seasonal).

PROCEDURE

1. Recipients of the "Years of Service Award Program" will be presented with a gift of appreciation in the value identified as follows:

| | | | |
|----------|-------------------|----------|--------------------|
| 3 Years | \$ 100 value gift | 18 Years | \$ 350 value gift |
| 6 Years | \$ 150 value gift | 21 Years | \$ 400 value gift |
| 9 Years | \$ 200 value gift | 24 Years | \$ 500 value gift |
| 12 Years | \$ 250 value gift | 27 Years | \$ 750 value gift |
| 15 Years | \$ 300 value gift | 30 Years | \$1,000 value gift |

2. The Years of Service Awards will be presented to the individuals receiving the awards at Greenview's annual summer or winter events.
3. Should a retirement or resignation occur between the years listed above, Council will give a gift in recognition closest to the value based on years of service with Greenview. For any employee who is less than 1.5 years of service, Council will give a recognition gift valued at \$50. Administration will advise Council regarding the less than 1.5 years of service awards via the monthly manager's reports.
4. A record is to be kept on all employees to indicate the number of complete years of service.
5. Awards will be issued only after completion of the years of service.
6. The "Years of Service Award Program" recognizes permanent part time, casual, seasonal employees based on hours of employment equating to one year of service.

Policy No: TBD



REQUEST FOR DECISION

SUBJECT: Policy 2007 Recruitment
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 8, 2018
DEPARTMENT: CORPORATE SERVICES

REVIEWED AND APPROVED FOR SUBMISSION
CAO: MH
GM: RO

MANAGER:
PRESENTER: JM

RELEVANT LEGISLATION:

Provincial (cite) –
Council Bylaw/Policy (cite) –

RECOMMENDED ACTION:

MOTION: That Council adopt Policy 2007 “Recruitment” to supersede Policy HR 01 as presented.

BACKGROUND/PROPOSAL:

Policy 2007 supersedes Policy HR 01.

This policy has been updated to accurately reflect current recruitment processes and includes some relevant changes and recommendations. Changes were made to the language and format of the policy to align with current practices. A more detailed process for recruitment was included. The requirement that the CAO sign off on all hires was removed. There is no longer a separate process for permanent and seasonal wage recruitment. It is recommended that there be equal screening and recruitment for all employees. There was also some additional clarification provided for the process of recruiting the CAO.

The attached policy was reviewed and amended by the Policy Review Committee at the December 19th Policy Review Committee meeting and the committee recommended the policy to Council for approval.

BENEFITS OF THE RECOMMENDED ACTION:

1. Equal recruitment and screening for all employees, whether seasonal or permanent positions.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages.

ALTERNATIVES CONSIDERED:

Alternative #1: Council could alter the Policy.

FINANCIAL IMPLICATION:

Direct Costs: There are no perceived financial implications

STAFFING IMPLICATION:

There are no perceived staffing implications

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:

The new policy will be added to the policy inventory and the repealed policy will be removed.

ATTACHMENT(S):

- Policy 2007
- Policy HR 01

Title: Recruitment

Policy No: 2007

Effective Date: TBD

Review Date:

Motion Number: TBD

Supersedes Policy No: HR 01



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To ensure a consistent and fair approach to the recruitment and selection of staff that complies with all legislative requirements and enables the Municipal District of Greenview No. 16 (Greenview) to continue to provide high quality public service.

DEFINITIONS

1. None

POLICY

Greenview is committed to recruiting and selecting individuals who are qualified to perform the requirements of each position available. Candidates for job vacancies may be selected from existing staff or recruited externally. Where the qualifications of candidates are deemed 'essentially equal' preference will be given to internal candidates, unless extenuating circumstances arise.

1. When filling a position, in any department, Greenview will award that position to the most qualified applicant, with the understanding that Greenview residents shall be given preference when all other qualifications are deemed equivalent.
2. Due to a potential conflict, under no circumstances should members of any 'major' board of Greenview be employed by Greenview, or be paid as a day labourer or contractor, or paid a per diem or honorarium through any of Greenview's Operational programs or events. A major board consists of, but is not limited to, the Agricultural Service Board, Family & Community Support Services Board, and the Municipal Planning Commission.
3. This policy does not negate members of the immediate families of major board members the opportunity to be gainfully employed with Greenview.
4. An employee will not be employed in a position that is directly supervised by a family member or relative.
5. Only with Chief Administrative Officer (CAO) approval, will an employee be indirectly supervised by a family or relative.
6. Any grievances in relation to this policy will be dealt with in accordance to the Staff Agreement Dispute Resolution Procedure.

PROCEDURE

Employees

1. All positions will be advertised internally and/or externally and interviewed for, unless the general manager and department manager approve filling the position with a current employee or returning seasonal employee.
 - a. Internally advertised positions will be emailed to 'All Staff,' and posted on the SharePoint.
 - b. Externally advertised positions will be posted on the Career Opportunities section of Greenview's website and in the local newspaper, regularly.
 - c. Hard-to-recruit / specialty positions may benefit from additional advertising, which requires the request and discretion of both the hiring Manager and the Human Resources Officer, Recruitment.

Chief Administrative Officer (CAO) - Recruitment

1. Council will hire the CAO and may establish a selection committee to assist them.
2. Council may contract an external agency, of their choice, to assist the council with sourcing potential CAO candidates.
3. The selection committee may request assistance from the Human Resources, as deemed necessary, to support them through the recruitment process.
4. Council will pass a motion to appoint the selected CAO.

APPENDIX

1. None



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

Section:
**HUMAN
RESOURCES**

POLICY NUMBER: HR 01

POLICY TITLE: HIRING OF STAFF

Page 1 of 1

Date Adopted by Council / Motion Number:

10.03.824

PURPOSE:

The purpose of this statement of policy and procedure is to ensure a consistent approach to the recruitment and selection of staff and to ensure compliance with all legislative requirements.

POLICY:

The Municipality is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available. Candidates for job vacancies may be from existing staff or from outside sources. Where the qualifications of candidates are deemed equivalent, preference will normally be given to internal candidates. Council will establish an annual budget with sufficient funds for staffing costs to carry out the municipality's approved programs and policies.

REEVE

C.A.O.

TITLE: HIRING OF STAFF PROCEDURES

Page 1 of 2

PROCEDURES:

Permanent Staff:

- 1.0 All permanent positions will be advertised internally and externally and interviewed, unless the respective supervisor and the Manager of Human Resources approve filling the position with a current salary or wage employee.
- 2.0 After the position deadline has closed, the Manager of Human Resources will prepare a short-list in cooperation with the immediate supervisor, and their immediate supervisor of the position, and take the necessary steps to set up interviews.
- 3.0 The interview panel will consist of a minimum of the immediate supervisor, their immediate supervisor, and the Manager of Human Resources.
- 4.0 A recommendation from the Manager of Human Resources will be made to the C.A.O. for hiring of salary employees.
- 5.0 The C.A.O. will keep Council informed of all staff changes.
- 6.0 Council will hire the C.A.O. only.
- 7.0 Council may establish a selection committee to short-list the prospective candidates for the C.A.O. position.
- 8.0 Upon Council selecting a prospective candidate for C.A.O., Council will pass a motion offering the position, salary, start date, probation period, and any other benefits relative to the position.

Seasonal / Wage Staff:

- 1.0 All seasonal / wage positions will be advertised and interviewed unless the respective supervisor and the Manager of Human Resources approve filling the wage position with a current wage employee, or seasonal position with a returning seasonal employee.
- 2.0 The respective supervisor and the Manager of Human Resources will short-list prospective candidates upon closing date of the competition, and will set up the necessary interviews.
- 3.0 The interview panel will consist of a minimum of the direct supervisor and the Manager of Human Resources.
- 4.0 A recommendation will be made to the Manager of Human Resources for hiring, or to extend terms of employment of wage employees.

TITLE: HIRING OF STAFF PROCEDURES

Page 2 of 2

- 5.0 All interviews and hiring of wage staff should be completed a minimum of two weeks prior to the program start date.
- 6.0 Final approval for hiring of all staff must be obtained from the C.A.O.

General:

- 1.0 When filling a position in any department, the M.D. will award that position to the most qualified applicant, with the understanding that M.D. residents shall be given preference when qualifications are the same.
- 2.0 Under no circumstances should members of any 'major' board of M.D. of Greenview No. 16 be employed by the Municipal District, or be paid as a day laborer or contractor, or paid a per diem or honorarium through any of our programs or events, as this could be seen as a real or perceived conflict of interest. A major board constitutes the Agricultural Service Board, Family & Community Support Services Board, and/or the Municipal Planning Commission.
- 3.0 Board members applying for any position, or as a day laborer or contractor, or are paid a per diem or honorarium through any of our programs or events, are required to submit a letter of resignation in conjunction with their application or contract proposal.
- 4.0 This policy does not negate members of the immediate families of major board members the opportunity to be gainfully employed by the M.D. of Greenview No. 16.
- 5.0 The Municipality will establish a policy for interview expense allowances and relocation costs for hiring of permanent staff.
- 6.0 No more than one person of an immediate family will be employed with the municipality within the same program/department, with the exception of seasonal employees.
- 7.0 The C.A.O. may allow exceptions to Clause 6 under extenuating circumstances, if it is determined that it will not have any adverse effects on Municipal District operations.
- 8.0 An employee will not be employed in a position that is directly and/or indirectly supervised by a family member or relative.
- 9.0 Any grievance in relation to this policy will be dealt with in accordance to the Staff Agreement Grievance Procedure.
- 10.0 All firing and disciplinary actions of employees, with the exception of the C.A.O. will be under the jurisdiction of the C.A.O.

C.A.O.



REQUEST FOR DECISION

SUBJECT: Policy 4010 Road Access Approaches
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 8, 2018 CAO: MH MANAGER:
DEPARTMENT: INFRASTRUCTURE & PLANNING GM: GG PRESENTER: GG

RELEVANT LEGISLATION:
Provincial (cite) – NONE
Council Bylaw/Policy (cite) – OP-03

RECOMMENDED ACTION:
MOTION: That Council approve Policy 4010 “Road Access Approaches” superseding Policy OP-03 as presented.

BACKGROUND/PROPOSAL:

Policy 4010 will supersede Policy OP-03.

Council and Administration have previously discussed the concerns around the inconsistent process when dealing with single lot residential and field access approach applications on developed Government Road Allowances.

To date Greenview has installed 33 approaches using local contractors and equipment. The approximate value of work done is \$350,000 with \$66,000 received as fees from applicants.

Council agreed with the installation process presented during the May 23, 2017 regular scheduled meeting. Council did; however, alter the suggested payment process and decided on a lump sum payment for the applicant that is reflected in the Schedule of Fees Bylaw with the remainder of the installation cost being subsidized by Greenview.

The Policy has been altered to reflect the desires of Council regarding price:

1. Gravel approaches \$2,000
2. Paved approaches \$5,000
3. Approach upgrade or relocation \$500
4. Non-refundable application fee \$175.00

The policy was updated to reflect Council direction and current practices with regard to road access approaches. These changes include the application process, fees for road access approaches, and provisions for temporary approaches. Adherence to Greenview Development Guidelines and Municipal Servicing Standards was also included.

After reviewing the revised Policy 4010, The Policy Review Committee recommended Policy 4010 to Council for approval. The changes proposed are greater clarity around temporary approaches, including the provision that temporary approaches must be removed or upgraded within 6 months. Additionally, extensions can be granted for temporary approaches exceeding 6 months at the discretion of the manager of infrastructure and planning. Minor changes were made in the use of “landowner” and “applicant” to provide more clarity in a number of provisions.

BENEFITS OF THE RECOMMENDED ACTION:

1. Benefits of the Recommendation will allow for approaches to be built with consistency.
 2. Benefits of the Recommendation will help streamline the process for the applicant.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages.
-

ALTERNATIVES CONSIDERED:

Alternative #1: Policy Review Committee could alter the revised Policy.

FINANCIAL IMPLICATION:

Direct Costs: Direct costs vary with the number of applications approved. The average subsidy on a gravel approach is \$4000.00. The average subsidy on a paved approach is \$10,000.00.

Ongoing / Future Costs: In 2017 this program had a cost of \$284,000.00.

STAFFING IMPLICATION:

The hiring of a contractor or using Day Labour for the installation of the approaches.

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.

FOLLOW UP ACTIONS:

Administration will advertise the new policy.

ATTACHMENT(S):

- Current Policy OP-03
- Proposed Policy 4010



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

Section:

**OPERATIONS
SERVICES**

POLICY NUMBER: OP 03

POLICY TITLE: GENERAL ROAD APPROACH

Page 1 of 2

Date Adopted by Council / Motion Number:

11.04.206

PURPOSE:

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

POLICY:

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

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

POLICY TITLE: GENERAL ROAD APPROACH

Page 2 of 2

Date Adopted by Council / Motion Number:

11.04.206

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

REEVE

C.A.O.

Title: General Road Approach

Policy No: 4010

Effective Date:

Motion Number:

Supersedes Policy No: (OP-03)

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The revised General Road Approach Policy provides further guidelines for administering general approach requests.

DEFINITIONS

Development Guidelines & Municipal Servicing Standards means design and construction standards establishing the minimum allowable levels to which municipal improvements are to be designed and built.

Schedule of Fees means Bylaw 17-784 outlining the amounts Greenview may charge for the supply of information, goods and services.

POLICY

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

1. Greenview may provide additional approaches to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels.
2. The General Manager of Infrastructure & Planning or his/her designate will determine the size and location of the approach, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards.
3. If a quarter section of land has one existing approach, the landowner may apply to upgrade the approach by application subject to the cost established by Council in the Schedule of Fees.
4. Upon receipt of a fully completed Greenview approach application and accompanied by a non-refundable Request Fee established in the Schedule of Fees, the General Manager of Infrastructure and Planning or his/her designate may approve the installation of an additional approach on an existing roadway, The approach application fees are established by Council within the Schedule of Fees Bylaw.

5. If an approach is approved and upon payment from the landowner being received, Greenview will construct the new approach as resources and weather permit within a reasonable time period.
6. The General Manager of Infrastructure and Planning or his/her designate will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
7. The landowner will enter into a signed agreement with Greenview prior to the installation of the approach by Greenview.
8. The General Manager of Infrastructure and Planning or his/her designate may allow landowners or respective companies to construct temporary approaches, which may be extended upon request and or removed within 6 months.
9. All approaches will be under the authority and control of Greenview.

Proposed



REQUEST FOR DECISION

SUBJECT: **Policy 4011 Snow Removal on Municipal Roadways**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 8, 2018 CAO: MH MANAGER:
DEPARTMENT: INFRASTRUCTURE & PLANNING GM: GG PRESENTER: GG

RELEVANT LEGISLATION:

Provincial (cite) – NA

Council Bylaw/Policy (cite) – 4011

RECOMMENDED ACTION:

MOTION: That Council approve revised Policy 4011 “Snow Removal on Municipal Roadways.”

BACKGROUND/PROPOSAL:

On December 11, Council made Greenview Snow Removal Policy a priority for the Policy Review Committee. Administration put forward no significant changes to the policy. The policy’s formatting and language was updated to reflect Greenview’s current policy standards.

The Policy Review committee recommended several changes to Policy 4011. The first recommended change is to the order of snowplowing priority.

The priority list was changed from:

- a) Arterial roads
- b) School bus routes and Turnarounds and Collector Roads
- c) Residential Access Roads
- d) Farmland Access Roads
- e) Driveways
- f) Utility Right-of-Ways and Alleyways - as required

To:

- a) Arterial Roads
- b) School Bus routes and Turnarounds and Collector Roads
- c) Residential Access Roads
- d) Driveways and Community Facilities
- e) Utility Right-Of-Ways and Alleyways
- f) Farmland Access Roads

The PRC also suggested a change in provision 5 from farmland access roads being plowed at maximum twice yearly to at minimum twice yearly. The final change was the removal of the statement that driveways “are the lowest priority” to reflect changes made to the snow plow priority list.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will reaffirm its snow clearing priorities to the Staff and Public.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may alter the Policy. Should Council choose to do so, it would be recommended that the adoption occur at a later meeting so that Administration could assess potential impacts of any change.

FINANCIAL IMPLICATION:

There are no anticipated financial implications associated with the recommended motion.

STAFFING IMPLICATION:

There is no anticipated staffing implications associated with the recommended motion.

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.

FOLLOW UP ACTIONS:

ATTACHMENT(S):

- Policy 4011
- Revised Policy 4011

Title: Snow Removal on Municipal Roadways

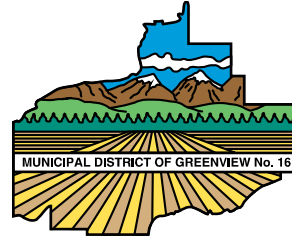
Policy No: 4011

Effective Date:

Motion Number: 11.05.292

Supersedes Policy No: OP 28

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To ensure that all Greenview roadways are maintained to a standard that allows for safe passage.

POLICY

To establish guidelines to ensure the operation of a consistent Snow Removal program on Municipal roadways.

Snowplowing will be performed in the following order of priority:

- a) Arterial Roads
- b) School Bus Routes and Turnarounds, and Collector Roads
- c) Residential Access Roads
- d) Driveways and Community Facilities
- e) Utility Right-Of-Ways and Alleyways
- f) Farmland Access Roads

Snow plowing priorities may vary to allow for efficient operations.

Greenview will make reasonable effort to open all roads within five days following a significant snowfall.

ARTERIAL ROADS/PAVED SURFACE:

1. Positive communications with the R.C.M.P., Alberta Motor Association, Alberta Transportation, and local contacts will be maintained to assist in the gathering of accurate road conditions.
2. Snow plowing is to commence when accumulations of snow reach 3 to 4 centimeters and conditions are safe to do so. Curves and hills and other safety factors may require earlier attention.
3. Salt and sand are to be utilized when weather and snow/ice conditions make it practical.

ARTERIAL ROADS/GRAVEL SURFACE:

1. Snow plowing should commence when snow reaches a depth of 5 to 10 centimeters on the roadway. Drifting conditions may necessitate earlier attention.

2. It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
3. Winging of snow into the ditch should be commenced before accumulations reach 30 centimeters along the shoulder edge.
4. Every effort should be made to ensure driveways and connecting roads are not plugged with snow.

LOCAL ROADS:

1. Plowing of local roads is to commence when arterial, school bus routes, and collector priorities have been plowed and safety conditions allow.
2. Plowing should commence when snow reaches a depth of 5 to 10 centimeters on the roadway, in accordance to priorities established above. Drifting conditions may necessitate earlier attention.
3. It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
4. Winging of snow into the ditch should be commenced before accumulations reach 30 centimeters along the shoulder edge.
5. Farmland access roads are to be plowed a minimum of twice yearly, unless they are being utilized to such an extent that more frequent maintenance is required.
6. Driveways will be plowed when time allows, and the Snow Removal/Resident Driveways Policy has been followed.
7. Driveway plowing may be done in conjunction with other plowing when it is efficient to do so.
8. Employees will adhere to guidelines as defined in the Transportation Procedural Manual. If a contradiction between policy and procedures arises, the Director of Operations Services or his/her designate will resolve the issue and recommend amendments.

Title: Snow Removal on Municipal Roadways

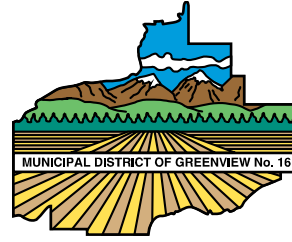
Policy No: 4011

Effective Date:

Motion Number: 11.05.292

Supersedes Policy No: OP 28

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

“Expand Your Vision”

Purpose: To ensure that all M.D. roadways are maintained to a standard that allows for safe passage.

POLICY

To establish guidelines to ensure the operation of a consistent Snow Removal program on Municipal roadways.

Snowplowing will be performed in the following order of priority:

- a) Arterial Roads
- b) School Bus Routes and Turnarounds, and Collector Roads
- c) Residential Access Roads
- d) Farmland Access Roads
- e) Driveways
- f) Utility Right-Of-Ways and Alleyways – as required

Snow plowing priorities may vary to allow for efficient operations.

The M.D. will make reasonable effort to open all roads within five days following a significant snowfall.

ARTERIAL ROADS/PAVED SURFACE:

1. Positive communications with the R.C.M.P., Alberta Motor Association, Alberta Transportation, and local contacts will be maintained to assist in the gathering of accurate road conditions.
2. Snow plowing is to commence when accumulations of snow reach 3 to 4 centimeters and conditions are safe to do so. Curves and hills and other safety factors may require earlier attention.
3. Salt and sand are to be utilized when weather and snow/ice conditions make it practical.

ARTERIAL ROADS/GRAVEL SURFACE:

1. Snow plowing should commence when snow reaches a depth of 5 to 10 centimeters on the roadway. Drifting conditions may necessitate earlier attention.
2. It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.

3. Winging of snow into the ditch should be commenced before accumulations reach 30 centimeters along the shoulder edge.
4. Every effort should be made to ensure driveways and connecting roads are not plugged with snow.

LOCAL ROADS:

1. Plowing of local roads is to commence when arterial, school bus routes, and collector priorities have been plowed and safety conditions allow.
2. Plowing should commence when snow reaches a depth of 5 to 10 centimeters on the roadway, in accordance to priorities established above. Drifting conditions may necessitate earlier attention.
3. It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
4. Winging of snow into the ditch should be commenced before accumulations reach 30 centimeters along the shoulder edge.
5. Farmland access roads are to be plowed a maximum of twice yearly, unless they are being utilized to such an extent that more frequent maintenance is required.
6. Driveways are the lowest priority and will be plowed when time allows, and the Snow Removal/Resident Driveways Policy has been followed.
7. Driveway plowing may be done in conjunction with other plowing when it is efficient to do so.
8. Employees will adhere to guidelines as defined in the Transportation Procedural Manual. If a contradiction between policy and procedures arises, the Director of Operations Services or his/her designate will resolve the issue and recommend amendments.



REQUEST FOR DECISION

SUBJECT: Repeal of Various Policies Regarding Human Resources
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 8, 2018 CAO: MH MANAGER:
DEPARTMENT: HUMAN RESOURCES GM: RO PRESENTER: JM

RELEVANT LEGISLATION:

Provincial (cite) –
Council Bylaw/Policy (cite) –

RECOMMENDED ACTION:

MOTION: That Council repeal policies HR 01, HU 06, 2002, 2005, 2005a, HR 13 and CO 13.

BACKGROUND/PROPOSAL:

Administration is recommending that the following Policies be repealed. All have been reviewed by the Policy Review Committee and forwarded to Council.

- HR 01 "Hiring of Staff"
- Policy HU 06 "Regular Hours of Work"
- Policy 2002 "Staff Compensation"
- Policy 2005 "Staff Agreement"
- Policy 2005a "Staff Agreement"
- Policy HR 13 "Overtime"
- Policy CO 13 "Years of Service Award Program for Employees and Councillors."

Policy HR 01 is recommended for repeal as it will be replaced with Policy 2007 "Recruitment."

Policies HU 06, 2002, 2005, 2005a and HR 13 are recommended to be repealed as the issues addressed in these policies are addressed in the ratified 2017 Staff Agreement. The 2017 ratified Staff Agreement supersedes both policy 2005 and 2005a.

Policy CO 13 is recommended to be repealed because it is addressed in new policies 1023 and 2008. The Repeal of CO 13 is conditional on the approval of Policy 1023 and 2008.

The repealing of these policies were discussed at the December 19th Policy Review Committee meeting and the members voted to recommend that Council repeal all of these policies.

BENEFITS OF THE RECOMMENDED ACTION:

1. Allow for updated policy inventory.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages.

ALTERNATIVES CONSIDERED:

Alternative #1:

FINANCIAL IMPLICATION:

Direct Costs: There are no perceived financial implications

STAFFING IMPLICATION:

There are no perceived staffing implications

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:

The related policies will be marked repealed and removed from active policy directory.

ATTACHMENT(S):

- Policy HR 01
- Policy HU 06
- Policy 2002
- Policy 2005
- Policy 2005a
- Policy HR 13
- Policy CO 13



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

Section:
**HUMAN
RESOURCES**

POLICY NUMBER: HR 01

POLICY TITLE: HIRING OF STAFF

Page 1 of 1

Date Adopted by Council / Motion Number:

10.03.824

PURPOSE:

The purpose of this statement of policy and procedure is to ensure a consistent approach to the recruitment and selection of staff and to ensure compliance with all legislative requirements.

POLICY:

The Municipality is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available. Candidates for job vacancies may be from existing staff or from outside sources. Where the qualifications of candidates are deemed equivalent, preference will normally be given to internal candidates. Council will establish an annual budget with sufficient funds for staffing costs to carry out the municipality's approved programs and policies.

REEVE

C.A.O.

| | | |
|---------------|-----------------------------------|--------------------|
| TITLE: | HIRING OF STAFF PROCEDURES | Page 1 of 2 |
|---------------|-----------------------------------|--------------------|

PROCEDURES:**Permanent Staff:**

- 1.0 All permanent positions will be advertised internally and externally and interviewed, unless the respective supervisor and the Manager of Human Resources approve filling the position with a current salary or wage employee.
- 2.0 After the position deadline has closed, the Manager of Human Resources will prepare a short-list in cooperation with the immediate supervisor, and their immediate supervisor of the position, and take the necessary steps to set up interviews.
- 3.0 The interview panel will consist of a minimum of the immediate supervisor, their immediate supervisor, and the Manager of Human Resources.
- 4.0 A recommendation from the Manager of Human Resources will be made to the C.A.O. for hiring of salary employees.
- 5.0 The C.A.O. will keep Council informed of all staff changes.
- 6.0 Council will hire the C.A.O. only.
- 7.0 Council may establish a selection committee to short-list the prospective candidates for the C.A.O. position.
- 8.0 Upon Council selecting a prospective candidate for C.A.O., Council will pass a motion offering the position, salary, start date, probation period, and any other benefits relative to the position.

Seasonal / Wage Staff:

- 1.0 All seasonal / wage positions will be advertised and interviewed unless the respective supervisor and the Manager of Human Resources approve filling the wage position with a current wage employee, or seasonal position with a returning seasonal employee.
- 2.0 The respective supervisor and the Manager of Human Resources will short-list prospective candidates upon closing date of the competition, and will set up the necessary interviews.
- 3.0 The interview panel will consist of a minimum of the direct supervisor and the Manager of Human Resources.
- 4.0 A recommendation will be made to the Manager of Human Resources for hiring, or to extend terms of employment of wage employees.

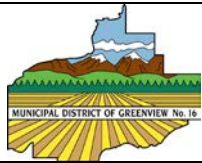
TITLE: HIRING OF STAFF PROCEDURES

- 5.0 All interviews and hiring of wage staff should be completed a minimum of two weeks prior to the program start date.
- 6.0 Final approval for hiring of all staff must be obtained from the C.A.O.

General:

- 1.0 When filling a position in any department, the M.D. will award that position to the most qualified applicant, with the understanding that M.D. residents shall be given preference when qualifications are the same.
- 2.0 Under no circumstances should members of any 'major' board of M.D. of Greenview No. 16 be employed by the Municipal District, or be paid as a day laborer or contractor, or paid a per diem or honorarium through any of our programs or events, as this could be seen as a real or perceived conflict of interest. A major board constitutes the Agricultural Service Board, Family & Community Support Services Board, and/or the Municipal Planning Commission.
- 3.0 Board members applying for any position, or as a day laborer or contractor, or are paid a per diem or honorarium through any of our programs or events, are required to submit a letter of resignation in conjunction with their application or contract proposal.
- 4.0 This policy does not negate members of the immediate families of major board members the opportunity to be gainfully employed by the M.D. of Greenview No. 16.
- 5.0 The Municipality will establish a policy for interview expense allowances and relocation costs for hiring of permanent staff.
- 6.0 No more than one person of an immediate family will be employed with the municipality within the same program/department, with the exception of seasonal employees.
- 7.0 The C.A.O. may allow exceptions to Clause 6 under extenuating circumstances, if it is determined that it will not have any adverse effects on Municipal District operations.
- 8.0 An employee will not be employed in a position that is directly and/or indirectly supervised by a family member or relative.
- 9.0 Any grievance in relation to this policy will be dealt with in accordance to the Staff Agreement Grievance Procedure.
- 10.0 All firing and disciplinary actions of employees, with the exception of the C.A.O. will be under the jurisdiction of the C.A.O.

C.A.O.



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

Section:
HUMAN RESOURCES

POLICY NUMBER: HU 06

POLICY TITLE: REGULAR HOURS OF WORK

Page 1 of 1

Date Adopted by Council / Motion Number:

06.08.428

PURPOSE:

Administration shall ensure employees arrive to work to perform their duties in accordance to the hours established by the employer.

POLICY:

To establish the regular hours of work for the municipal employee groups.

PROCEDURE:

- 1.0 Administration and Field Services office employees shall work 37.5 hours per week, being comprised of 7.5 hours per day from 8:00 A.M. to 4:30 P.M. less one hour for lunch, five days per week, Monday through Friday.
- 2.0 All other employees shall work 40 hours per week, being comprised of 8.00 hours per day from 8:00 A.M. to 5:00 P.M. less one hour for lunch, five days per week, Monday through Friday, or as designated.
- 3.0 Management shall generally work the same regular hours as the majority of their staff with the understanding that there is no maximum hour limitation.
- 4.0 Compressed work weeks and/or flex time may be approved by the Manager of Human Resources.

REEVE

C.A.O.

Title: STAFF COMPENSATION

Policy No: 2002

Approval: Council

Effective Date: February 12, 2013

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (MD) will ensure fair and equitable terms and conditions of employment for all staff.

Purpose: To provide guidance to the Chief Administrative Officer in the implementation of staff compensation procedures.

Principles:


The MD will integrate the following overall principles in the management of compensation systems:

1. Integrate the vision, mission, and values of the organization into all human resource practices
2. Maintain policies that balance the recruitment, retention and succession planning needs of the organization and ensures that staff are able to achieve their highest potential
3. Ensure fair and equitable terms and conditions of employment for all staff

To support these overall principles the MD will apply the following explicit principles:

4. The Chief Administrative Officer will implement first phase of the compensation review dated January 8, 2013.
5. The Chief Administrative Officer may utilize the full recommendations of confidential Compensation Program Review in the recruitment of staff.

Approved: 13.02.111

| | |
|---|--|
| <p>Title: STAFF AGREEMENT</p> <p>Policy No: 2005</p> <p>Approval: Council</p> <p>Effective Date: September 24, 2013</p> <p>Supersedes Policy No: (None)</p> |  <p>MUNICIPAL DISTRICT OF GREENVIEW NO. 16 <i>"A Great Place to Live, Work and Play"</i></p> |
| <p>Policy Statement: The general working terms, conditions, obligations and benefits for M.D. employees shall be defined through the Staff Agreement. Notwithstanding the staff agreement, additional policies that govern the employment relationship may be subsequently enacted.</p> | |
| <p>Purpose: To define a participative process that defines the general terms, conditions, benefits and obligations of M.D. employees.</p> | |
| <p>Principles:</p> <ol style="list-style-type: none"> 1. To define the hours of work, working conditions, and benefits for M.D. employees. 2. To establish fair and consistent guidelines for resolving disagreements and if necessary, administering discipline. 3. To protect the interests of both employees and the M.D. in the day to day operations of the M.D. 4. To ensure accountability for compliance for both employees and the M.D. | |

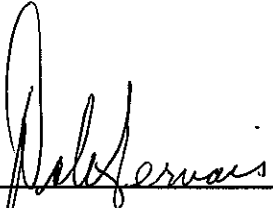
Approved: 13.09.583

M.D. OF GREENVIEW NO. 16

STAFF AGREEMENT

Ratified by the Municipal District of Greenview No. 16 (Greenview) and Employees
this 5th day of June, 2014.

On behalf of Greenview:

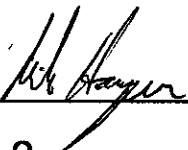


REEVE

On behalf of the Employees:



STAFF LIAISON COMMITTEE CHAIRMAN



C.A.O.



STAFF LIAISON COMMITTEE SECRETARY

TO BE REPEALED

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ARTICLE 1

Parties to the Agreement

- 1.1 The purpose of this agreement is to provide a forum for Greenview and its employees (the Parties) to ensure that the employment relationship is fair and equitable.
- 1.2 The Parties acknowledge that their primary purpose is to provide effective and efficient municipal services to the ratepayers and citizens of Greenview, and that this purpose can be achieved most readily when harmonious relationships exist between the Parties.
- 1.3 It is understood that there is a mutual interest of the Parties to promote and assure the safe, efficient, economical and viable operation of Greenview. The Parties intend through this agreement to preserve work, promote and improve economy, safety, quality, and the efficiency of work performed, and to establish an equitable method for establishing the terms and conditions of work, and for resolving disagreements.
- 1.4 This agreement must be ratified by both Greenview and the employee elected "Employee Liaison Committee".
 - 1.4.1 Greenview as represented by the Chief Administrative Officer and the Reeve, jointly, upon resolution of the Council shall be the only individuals empowered to ratify this agreement on behalf of Greenview.
 - 1.4.2 The employees as represented by the Employee Liaison Committee and subject to Article 1.4.3 shall be the only individuals empowered to ratify this agreement on behalf of the employees.
 - 1.4.3 The Employee Liaison Committee shall put forward the negotiated proposed Staff Agreement to all employees for a vote prior to ratification. The majority of employees who cast their vote shall determine the acceptance or rejection of the proposed Staff Agreement.
- 1.5 Proposed amendments to any article contained within this agreement may be initiated by either Party to this agreement, and must be jointly approved and ratified by both Parties prior to implementation.
- 1.6 This Staff Agreement shall supersede all previous Staff Agreements.
- 1.7 This Agreement covers the period of January 1, 2014 to December 31, 2016.

ARTICLE 2

Definitions

For the purpose of this agreement the following terms are defined as follows:

- (a) "50%S" means any unused sick days at year end, will be divided in half.
- (b) "Calendar Year" means January 1st to December 31st.

- (c) **"Day of Rest"** in relation to an Employee means a day other than a holiday on which that Employee is ordinarily not required to perform the duties of their position.
- (d) **"Employee"** is a person employed by the Municipal District of Greenview on a regular full time permanent basis with full benefits effective on the first day of permanent employment, herein referred to as Employee, except that this shall not include the Chief Administrative Officer.
- (e) **"Greenview"** means the Municipal District of Greenview No. 16 that employs persons for wages or salary as a context of this Agreement may require.
- (f) **"Hourly Employee"** is a person employed by Greenview receiving hourly wages on a part time, seasonal, or casual basis.
- (g) **"Human Resources Officer"** means the person employed by the Municipal District for that position.
- (h) **"Immediate Family"** is defined as father or stepfather, mother or stepmother, foster parent, grandmother, grandfather, grandchild, brother, sister, spouse, common law spouse, child, ward of the Employee who is resident of the Employee's household, father-in-law, mother-in-law, son-in-law, daughter-in-law, and a relative who permanently resides in the Employee's household or with whom the Employee permanently resides.
- (i) **"Leave with Pay"** means authorized leave from duty with regular pay.
- (j) **"Leave without Pay"** means authorized leave from duty without regular pay.
- (k) **"Liaison Committee"** shall consist of three (3) salary employees (with the exception of the C.A.O. and the Human Resources Officer), as selected by salary employees, their term being reviewed annually.
- (l) **"Permanent Wage Employee"** is a person employed by Greenview receiving hourly wages on a part time basis and works a minimum of 20 hours per week.
- (m) **"Salary Employee"** is a person employed by the Greenview on a regular basis.
- (n) **"Senior Official"** means a General Manager or the C.A.O.
- (o) **"Third Party"** means an external benefit provider paid to administer disability process on behalf of Greenview.

ARTICLE 3

Attendance

- 3.1 An employee who is absent from duty without prior authorization shall communicate daily the reason for the absence to his/her Supervisor or a General Manager within the workplace according to the time limits set forth in Article 3.1.1-3.1.3.
- 3.1.1 In the case of shift workers, whenever possible as circumstances allow or at least one (1) hour prior to the scheduled commencement of a shift, or,
- 3.1.2 In the case of non-shift workers, whenever possible as circumstances allow or, at least one (1) hour prior to the normal starting time of his/her shift.
- 3.1.3 The immediate Supervisor or a General Manager has the right to deny time off if an adequate reason for the absence is not supplied.
- 3.2 Continued non-compliance with Article 3.1 may be considered just cause for discipline as defined in Article 10.
- 3.3 An employee who absents themselves from his/her employment and who has not obtained the approval of his/her immediate supervisor or General Manager at the workplace shall, after three (3) consecutive days of such unauthorized absence, be considered to have abandoned their position and will be deemed to have resigned, unless it is subsequently shown by the employee that special circumstances prevented reporting to his/her place of work.

ARTICLE 4

Position Abolishment

- 4.1 Greenview shall give a Salary Employee at least ninety (90) calendar days prior written notice that his/her position is to be abolished.

ARTICLE 5

Hours of Work

- 5.1 The regular hours of work for a full-time regular employee, exclusive of meal periods, shall be seven and one-half (7.5) hours per day.
- 5.2 Regular hours of work shall include as scheduled by Greenview:
- 5.2.1 Two (2) rest periods of fifteen (15) minutes during each shift of seven and one-half (7.5) hours or more and exclude an unpaid meal period of not less than thirty (30) minutes.

- 5.2.2 One (1) rest period of fifteen (15) minutes during each shift which is at least four (4) hours but less than seven and one-half (7.5) and exclude an unpaid meal period of not less than thirty (30) minutes.
- 5.2.3 Employees receiving two (2) rest periods during their regular hours of work shall be scheduled for one (1) rest period in the first half of their shift and the second rest period in the second half of their shift. Employees may not combine their rest periods (take them back to back).
- 5.2.4 Unless otherwise agreed, when an employee is required to remain readily available for duty during their meal period they shall be paid for the meal period at the basic rate of pay. Such paid meal period shall not be included in the calculation of regular hours of work.
- 5.2.5 A modified work arrangement must be compliant with Alberta Employment Standards and may be negotiated between the employee, the Manager and the Human Resource Officer.

ARTICLE 6

Overtime

- 6.1 An employee may be required to work hours beyond regularly scheduled hours to overcome unexpected workloads and to meet the needs of Greenview in extraordinary situations. All overtime shall be preauthorized by the employee's immediate Supervisor or General Manager.
- 6.2 Following requirements with the exception of approved modified work agreements, overtime shall be paid after seven and one-half (7.5) hours per day and thirty-seven and one-half (37.5) hours per week.
- 6.3 The overtime rate of pay for regularly scheduled workdays shall be:
 - 6.3.1 One and one-half times (1.5x) the basic rate of pay for the first four (4) hours worked in excess of seven and one-half (7.5) hours on a regularly scheduled workday; and
 - 6.3.2 Two times (2x) the basic rate of pay for all hours worked in excess of eleven and one-half (11.5) hours on a regularly scheduled workday.
- 6.4 The rate of pay for working on a scheduled day of rest, normally a weekend day but may be on any specified day of the week, shall be two times (2x) the basic rate of pay for all hours worked on a scheduled day of rest.
- 6.5 Authorized overtime worked by an employee may be banked as time off with pay or payed out at employees discretion. If utilizing banked time off with pay is not feasible or the employee has exceeded the maximum amount of banked time, banked hours will be paid out. All banked time must be scheduled off at a mutually agreeable time prior to the end of the current calendar year.
- 6.6 The accumulation of banked time, including banked overtime hours and banked 50% sick days shall not exceed 10 working days at any time. All banked hours in excess of 10 working days will be paid out.

- 6.7 All banked time will be paid out at the end of the current calendar year.
- 6.8 In accordance with the Employment Standards Code, employees whose work is Managerial in nature are exempt from the requirement of compensation for overtime unless otherwise authorized by Council.

ARTICLE 7

On-Call, Call Back & Split Shifts

- 7.1 When an employee is designated to be on-call during a period for which they are not on regular duty they shall be compensated as follows:
 - 7.1.1 For on-call duty that occurs Monday – Friday of a normal work week, the employee shall be paid the equivalent of two (2) hours regular pay per day.
 - 7.1.2 For on-call duty that occurs on Saturday, Sunday, or a statutory/general holiday the employee shall be paid the equivalent of three (3) hours of regular pay per day.
- 7.2 An employee who is called back to the workplace shall be compensated a minimum of three (3) hours at the basic rate of pay.
- 7.3 An employee shall receive both on-call and call-back pay as applicable as per the provisions of Article 7.
- 7.4 Should an employee who is on-call become unable to report to work as required during the on-call period he/she shall receive no compensation for the on-call period.
- 7.5 Every effort will be made to ensure that an employee is not scheduled to be on-call on consecutive weekends or consecutive declared statutory/general holidays, subject to operational requirements.
- 7.6 Employees scheduled for split shifts are not considered to be on-call or call-back and shall not be compensated for time between shifts.
- 7.7 Compensation paid for being on-call shall not contribute towards the calculation of overtime.
- 7.8 Employees scheduled to be on-call are expected to be able to answer their Greenview issued cell phone and to be able to respond to concerns within Greenview in a reasonable time period.
- 7.9 Employees on-call will refrain from the use of alcohol or any substance which may impair, or perceive to impair, their ability to respond.

ARTICLE 8

Reporting Pay

- 8.1 An employee shall be paid a minimum of three (3) hours pay at the basic rate of pay when a scheduled work period is cancelled with less than twenty-four (24) hours' notice and the employee was not notified of such cancellation.
- 8.2 For the purposes of Article 8.1, leaving a voice mail message on the employee's Greenview issued cell phone is considered notice.
- 8.3 An employee who reports for a regularly scheduled shift and who is assigned, without prior notification, to work at an alternate time shall receive an additional three (3) hours compensation at the basic rate of pay.

ARTICLE 9

Probationary Period of Employment

- 9.1 Newly hired full-time employees shall serve a probationary period equivalent to six (6) months.
- 9.2 Newly hired part-time employees shall serve a probationary period equivalent to six (6) months.
- 9.3 The purpose of the probationary period of employment is to allow Greenview a suitable period of time to determine the overall suitability of the new employee.
- 9.4 A probationary employee may be terminated without notice or cause at any point during the probationary period.
- 9.5 The probationary period of a full-time employee may be extended one (1) time for an additional six (6) months with the written approval of the Chief Administrative Officer.
- 9.6 An employee who is still in their probationary period of employment will be eligible to apply for other positions within Greenview.
- 9.7 Internally promoted employees will still be subject to a probationary period. This period may be shortened to three (3) months at the discretion of the General Manager or CAO.

ARTICLE 10

Workplace Discipline

- 10.1 The Parties to this agreement agree that the purpose and nature of workplace discipline is to effect a positive change in workplace behavior.

- 10.2 Discipline should always be administered fairly and within the parameters of due process. Discipline should follow a progression of actions, each designed to give the employee every opportunity to successfully correct inappropriate behavior. The progression should normally apply as follows:
- 10.2.1 Pre-Discipline. Pre-discipline is a documented coaching and training intervention with the employee to ensure awareness, understanding and capability.
 - 10.2.2 Verbal Warning. Verbal warning is a documented discussion and cites the specific behaviors that are required to change and must indicate to the employee that failure to correct the behavior will result in formal discipline.
 - 10.2.3 Written Warning. Written warning is a documented discussion and cites the specific behaviors that are required to change and must indicate to the employee that failure to correct the behavior places the employment relationship at risk. It also indicates that the onus of responsibility for change rests with the employee.
 - 10.2.4 Suspension. Suspension without pay must be documented and must cite the specific behaviors that have resulted in the suspension, the specific behaviors that must change and must indicate to the employee that failure to correct the behavior will result in termination at the next occurrence. It reinforces for a final time that the onus of responsibility for change rests with the employee.
 - 10.2.5 Termination. Termination of employment with cause must cite the specific behaviors that have resulted in the termination. If warranted, due to compelling mitigating factors, the employee may be demoted with the written approval of the Chief Administrative Officer.
- 10.3 Notwithstanding the provisions of Article 10.3, misconduct of a serious nature that violates the trust of the employment relationship may result in discipline that skips steps in the progression based on the serious nature of the conduct, up to and including the potential for immediate termination with cause. Examples of serious misconduct may include, but are not limited to, theft, fraud, intoxication (alcohol or illegal substances), physical assault, dishonesty, and unethical behavior, violation of the oath of confidentiality and/or serious breach of health and safety policies.
- 10.4 All employee disciplinary action shall be conducted with the Human Resource Officer and/or any Manager in attendance.

ARTICLE 11

Dispute Resolution

- 11.1 If a difference between an employee and Greenview arises out of the interpretation, application, or administration of any aspect of the Staff Agreement the employee shall first seek to settle the difference through discussion with the immediate supervisor. If the difference cannot be resolved the employee may, within ten (10) business days, advance the matter to Step 1 of the dispute resolution procedure.

- 11.2 Step 1: The dispute must be submitted in writing and delivered to the Human Resource Officer. The dispute must indicate the nature of the disagreement, the specific clauses of the Staff Agreement that are alleged to have been violated and the redress sought. The Human Resource Officer shall investigate and reply in writing to the employee within ten (10) business days of the receipt of the dispute. If the matter is not resolved at this point, the employee may advance the matter to step 2.
- 11.3 Step 2: Within ten (10) days of receipt of the decision of the Human Resource Officer the dispute may be advanced to step 2 by submitting to the General Manager a copy of the original dispute along with a letter stating why the decision of the Human Resource Officer has not resolved the dispute. Upon receipt of this information the General Manager will schedule a meeting between the employee, and their Manager. The Human Resource Officer may also be in attendance at this meeting at the request of any participant.
- 11.4 Step 3: In the case of a failure to resolve a dispute involving a termination at Step 2 of the dispute resolution process a terminated employee may advance their dispute to Step 3 by submitting to the Chief Administrative Officer a copy of the original dispute along with a letter stating why the decision of the Human Resource Officer has not resolved the dispute. Upon receipt of this information the Chief Administrative Officer will schedule a meeting between the employee, and their Manager and the General Manager. The Human Resource Officer may also be in attendance at this meeting at the request of any participant. The decision of the Chief Administrative Officer shall be final.

ARTICLE 12

Sick Leave

- 12.1 All Salary employees shall be eligible for a maximum of ten (10) paid days of casual sick leave per calendar year. Employees in their first year of employment will have their sick leave allotment prorated at .833 days per month from the date of hire to December 31.
- 12.2 Permanent wage, part-time, casual and seasonal employees are not eligible for paid sick time.
- 12.3 A salary employee who requests sick leave lasting more than two (2) consecutive calendar days may be required to provide a medical certificate validating the illness at the request of the Manager. Any cost associated with the requirement of producing a medical certificate shall be paid by Greenview.
- 12.4 An employee who is sick for more than four (4) consecutive days must provide satisfactory medical evidence of illness and will be required to apply for Short Term Disability benefits as per the weekly indemnity short term disability benefits provided by Greenview.
- 12.5 Sick leave balances do not accrue from year to year and expire on December 31 of each calendar year.
- 12.6 Notwithstanding Article 12.5, employees with a sick balance at the end of the calendar year may convert 50% of their unused sick leave balance to additional

50%S leave of time off or can be paid out as per this agreement, for the subsequent calendar year.

ARTICLE 13

Medical Appointments

- 13.1 Subject to Article 13.2 and 13.3 all salary employees may take up to five (5) paid days per calendar year to attend personal medical appointments.
- 13.2 Salary employees utilizing this benefit may be required to provide verification of the appointment time and location.
- 13.3 In all cases, the employee shall endeavour to schedule medical appointments during times that will ensure Greenview's workload is adequately handled.
- 13.4 Full time regular employees requiring more than five (5) paid days per year may be granted additional time at the discretion of the Chief Administrative Officer.
- 13.5 Part-time, casual, and seasonal employees are not eligible for paid time off for medical appointments.

ARTICLE 14

Short Term Disability

- 14.1 All Salary employees shall be provided with Short Term Disability income protection starting on the date of hire.
- 14.2 All Permanent wage employees working a minimum of twenty (20) hours per week shall be provided with Short Term Disability income protection starting on the date of hire.
- 14.3 Part time, casual and seasonal employees are not eligible for Short Term Disability income protection.
- 14.4 Greenview shall pay 100% of the premiums for Short Term Disability income protection, as a taxable benefit per CRA guidelines.
- 14.5 Subject to third party adjudication of the medical evidence supporting the claim, the Short Term Disability income protection plan will provide coverage from the fifth (5th) day of illness to a maximum of seventeen (17) weeks as per the plan benefit schedule. Coverage will begin immediately in the event of hospitalization.

ARTICLE 15

Long Term Disability

- 15.1 All regular full time employees shall be provided with Long Term Disability income protection starting on the date of hire.
- 15.2 All part-time employees working a minimum of twenty (20) hours per week shall be provided with Long Term Disability income protection starting on the date of hire.
- 15.3 Casual and seasonal employees are not eligible for Long Term Disability income protection.
- 15.4 Greenview shall pay 100% of the premiums for Long Term Disability income protection coverage, as a taxable benefit per CRA guidelines.
- 15.5 Subject to adjudication of the medical evidence supporting the claim, the Long Term Disability income protection plan will provide coverage beginning the eighteenth (18th) week of disability, as per the plan benefit schedule.
- 15.6 Greenview will continue to pay extended health and dental benefit premiums for the employees that are considered to be totally disabled from any occupation, to recovery, age 65, termination or death.

ARTICLE 16

Health Plan Benefits

- 16.1 All Salary and permanent wage employees working a minimum of twenty (20) hours per week shall be provided with employee health benefits starting on the date of hire. Employee health benefits will include:
 - 16.1.1 Employee and Dependent Life Insurance
 - 16.1.2 Accidental Death and Dismemberment
 - 16.1.3 Extended Health insurance, including optical and paramedical
 - 16.1.4 Dental insurance including orthodontia
 - 16.1.5 Employee and Family Assistance counseling
 - 16.1.6 Employee Critical Illness
 - 16.1.7 Flexible spending account in the annual amount of \$600, to be administered as per CRA guidelines
- 16.2 Greenview will pay 100% of the premiums for employee health benefits and may result in a taxable benefits to the employee as per CRA guidelines.

ARTICLE 17

Statutory/General Holidays

- 17.1 All full-time regular employees shall be entitled to one (1) paid day of leave for each of the following nine (9) statutory holidays and four (4) additional general holidays:
- 17.1.1 New Years Day
 - 17.1.2 Alberta Family Day
 - 17.1.3 Good Friday
 - 17.1.4 * Easter Monday
 - 17.1.5 Victoria Day
 - 17.1.6 Canada Day
 - 17.1.7 * August Civic Day
 - 17.1.8 Labour Day
 - 17.1.9 Thanksgiving Day
 - 17.1.10 Remembrance Day
 - 17.1.11 Christmas Day
 - 17.1.12 * Boxing Day
 - 17.1.13 * Floating Holiday to be taken in conjunction with Christmas (exact day to be determined yearly by Greenview.)

** Denotes additional general holiday*

- 17.2 Permanent wage, part-time, casual and seasonal employees shall be paid Statutory/General Holiday Pay as per the labour code.
- 17.3 If due to operational requirements an employee is required to work on a statutory holiday, he/she shall be paid two and one-half times (2.5x) their basic rate of pay for all hours worked, and shall be granted an alternate day off with pay at a mutually agreeable date within the following ninety (90) days.

ARTICLE 18

Vacation Leave

- 18.1 All vacation in excess of two (2) days off shall be scheduled by an employee at least four (4) weeks in advance and must be approved by the employee's Manager.
- 18.2 All employees shall accrue vacation on the last pay of the month.

- 18.2.1 From the date of hire through the twenty-fourth (24th) month of employment the employee shall accrue 4.327 hours of vacation per pay (three weeks per year, prorated for the first year).
- 18.2.2 After two (2) years and through five (5) years of employment the employee shall accrue 5.770 hours of vacation per pay (four weeks per year).
- 18.2.3 After five (5) years of employment and through ten (10) years of employment the employee shall accrue 7.212 hours of vacation per pay (five weeks per year).
- 18.2.4 After ten (10) years of employment the employee shall accrue 8.654 hours of vacation per pay (six weeks per year).
- 18.3 The maximum amount of paid vacation shall not exceed six (6) weeks, excluding five (5) days in lieu of overtime that is provided for management staff.
- 18.4 Subject to Article 18.3 and at the discretion of the Chief Administrative Officer an employee's rate of vacation accrual may be adjusted to a higher rate of accrual based on their experience and scope of responsibility. All Management employees will receive an additional five (5) days that will be added into their vacation totals in lieu of overtime.
- 18.5 The Parties agree that the intention of vacation leave is to allow the employee a period of time off work to rest and regenerate from the day to day demands of life. As such, all vacation must be taken before June 30th of the year after which it has been accrued. Any exceptions to this must be approved in writing by the Chief Administrative Officer.
- 18.6 An employee who fails to report to work after an approved vacation period shall be considered to be absent the workplace without good and proper reason and shall be considered to have abandoned their position.
- 18.7 All permanent wage, part-time, casual and seasonal employees will be paid vacation pay of their basic rate of pay on each pay cheque, calculated as follows:
 - (a) 6% to start
 - (b) 8% after 2 years
 - (c) 10% after 5 years
 - (d) 12% after 10 years

ARTICLE 19

Special Leaves of Absence

- 19.1 A Salary, permanent wage or hourly employee who requires time off from work may be granted special leave without the loss of pay with the approval of their General Manager under the following circumstances:
 - 19.1.1 An illness in the immediate family up to four (4) days per calendar year.

- 19.1.2 Bereavement related to the loss of an immediate family member, excluding a spouse or dependent child, up to seven (7) days.
 - 19.1.3 Bereavement related to the loss of a spouse or dependent child up to thirty (30) days.
 - 19.1.4 The administration of the estate of an immediate family member up to two (2) days per calendar year.
 - 19.1.5 The birth or adoption of the employee's child up to five (5) days.
 - 19.1.6 When summoned or subpoenaed as a witness or defendant to appear in court in his/her official capacity as an employee of Greenview.
 - 19.1.7 When summoned to serve as a juror under the Jury Act.
 - 19.1.8 Attend funeral as pallbearer or mourner, for a non-immediate family member, up to (1) day.
- 19.2 The Chief Administrative Officer may approve other days off with pay on a case by case basis for circumstances such as writing exams, personal or natural disasters, to attend the funeral of a non-immediate family member or close friend, etc...

ARTICLE 20

Unpaid Leaves of Absence

- 20.1 After twelve (12) months of employment an employee may request an unpaid leave of absence. To be considered, the request must be submitted at least two (2) weeks in advance of the requested leave. Where operational requirements permit and upon approval of the Chief Administrative Officer the leave without pay shall be granted.
- 20.2 An unpaid leave of absence shall not exceed three (3) months.
- 20.3 An employee on an approved unpaid leave of absence shall continue to be covered for all benefits..
- 20.4 An employee on an approved unpaid leave of absence shall not engage in any alternate employment for which they will be paid at any point, except for work in agricultural operations or businesses where the employee has an immediate family or personal interest.

ARTICLE 21

Retirement Provisions

- 21.1 All qualified employees shall participate in the Local Authorities Pension Plan as per the guidelines established by the LAPP Board.

- 21.2 All qualified employees may participate in the APEX supplementary pension plan per the guidelines established by the APEX Board. If the employee takes the APEX supplementary pension plan, then the employee cannot participate in the matching RRSP Plan.
- 21.3 All qualified employee may participate in the group RRSP plan as per the plan guidelines as established by Greenview. If the employee takes the RRSP plan, the employee cannot participate in the APEX supplementary pension plan.

ARTICLE 22

Maternity/Adoption/Parental Leave

- 22.1 Maternity/Adoption/Parental Leave will be conducted as per labour standards code.
- 22.2 An Employee who at the commencement of Maternity/Adoption/Parental Leave is participating in the Group Health Benefits Plan shall continue to be covered under these Plans through the entire period that the Employee is on Maternity/Adoption/Parental Leave, and the Employer will pay the premium contributions in full.

ARTICLE 23

Policies

The following items are located in the Greenview Policy Binder:

- 23.1 Violence/Harassment Prevention – Policy No. HU10
- 23.2 Staff Allowances and Reimbursements – Policy No. HU12
- 23.3 Travel and Subsistence – Policy No. 1002
- 23.4 Health & Safety – Policy No. AD16, Provisions of Personal Protective Equipment

ARTICLE 24

Remuneration and Merit Increase

- 24.1 An annual cost of living index increase, based on the yearly average of the Consumer Price Index for Alberta, (COLA) will be requested on behalf of the employees by the Chief Administrative Officer with Council.
- 24.2 Upon satisfactory performance an employee may, at the discretion of their immediate Supervisor, be eligible for a Step Increase. All increases of more than one Step within a six (6) month period of time require the approval of the respective General Manager or CAO.

ARTICLE 25

Safety and Health

Copies of all policies referred to in this Agreement be attached to the Agreement.

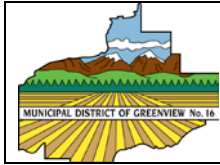
- 25.01 Each employee and each supervisor shall take reasonable care for the protection of public and Employee health and safety in the operation of equipment and the storage or handling of materials and substances, as required by the Occupational Health and Safety Act.
- 25.02 An Employee shall immediately notify his/her supervisor when he has an accident at a work site that results in injury or that had the potential of causing serious injury. An Employee who becomes aware of a health and safety concern at his/her work site shall immediately notify his/her supervisor.
- 25.03 Where the Municipal District requires an Employee to undergo compulsory medical examinations, the cost of such examination shall be paid by the Employer.
- 25.04 For injury or illness not job related, Employees will report directly to their Supervisor. The Supervisor will advise as to what procedures to follow and what forms to complete.

Protective Clothing

- 1. (a) Protective clothing and safety equipment shall be supplied by the Municipal District and/or the Employee as required by the Alberta Occupational Health and Safety Act, and the Radiation Health Protection Act and any regulation or amendment thereto.
- (b) All uniforms, clothing and equipment, supplied by the Municipal District shall remain the property of the Municipal District.

Safety Footwear Subsidy

- 1. Where the Occupational Health & Safety Standards determines that safety footwear should be provided, the Employer shall either provide the actual safety footwear or pay to each Salary Employee, and Wage Employee the cost of such footwear up to a maximum of one hundred and seventy-five dollars (\$175.00) per annum payable after two (2) months of employment on proof of purchase.



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

Section:
ADMINISTRATION

POLICY NUMBER: HR 13

POLICY TITLE: OVERTIME

Page 1 of 1

Date Adopted by Council / Motion Number:

10.04.940

PURPOSE:

To ensure appropriate and obligatory compensation per the Employment Standards Code for overtime worked by employees who do not act in a managerial capacity. This policy will clarify and articulate the M.D.'s position regarding time off with pay in lieu of overtime.

POLICY:

As per, Article 5.02 of the Staff Agreement: "Any overtime worked by the Employee will be claimed as compensatory time off with pay in lieu of a cash settlement. If compensatory time off with pay is not feasible, the Supervisor and Manager have the option of paying out the overtime hours."

- 1.0 The accumulation of time off, including banked overtime hours and banked 50% sick days shall not exceed 10 working days at any time. All hours worked (overtime) or banked (50% sick days) in excess of 10 working days will be paid out.
- 2.0 As per Article 5.02 of the Staff Agreement: "..., compensatory time off shall be scheduled before the end of the current fiscal year (December 31) to be taken at a mutually agreeable time within twelve (12) months from the date that the overtime was worked." Any accumulated hours not taken as compensatory time off within the allowable time frame will be paid out.
- 3.0 In accordance with the Employment Standards Code, employees whose work is managerial or supervisory in nature are exempt from the requirement of compensation for overtime.

REEVE

C.A.O.

Title: HUMAN RESOURCE PRINCIPLES

Policy No: 2001

Approval: Council

Effective Date: February 12, 2013

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (MD) recognizes that their staff are its most valuable asset in the delivery of services, and it will through equal employment opportunities support the development, recruitment, and retention of a qualified workforce.

Purpose: To provide guidance to all human resource policies and procedures.

Principles:

The MD will integrate the following overall principles in every aspect of human resource management:

1. Integrate the vision, mission, and values of the organization into all human resource practices.
2. Maintain policies that balance the recruitment, retention and succession planning needs of the organization and ensures that staff are able to achieve their highest potential.
3. Meet or exceed all agreement, legal, and ethical responsibilities.
4. Ensure fair, equitable and consistent terms and conditions of employment for all staff.
5. Seek to ensure a safe, healthy, productive work environment.
6. Promote and support a healthy work/life balance.
7. Maintain relationships between Council, the Chief Administrative Officer, management, and staff, that are respectful, collaborative, problem solving, inclusive, and team based.

To support these overall principles the MD will apply the following explicit principles:

8. Ensure that suitable training is available to all members of Council and staff.
9. Provide opportunities for local residents to obtain staff positions and be trained to advance to higher qualification positions within the organization.
10. Recognize the agricultural nature of the MD community and support the needs of staff involved in agricultural production in taking leave during times such as calving, seeding, and harvest.

Approved: 13.02.090



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

Section:
COUNCIL

POLICY NUMBER: CO 13

**POLICY TITLE: YEARS OF SERVICE AWARD PROGRAM /
EMPLOYEES AND COUNCILLORS**

Page 1 of 1

Date Adopted by Council / Motion Number:

11.04.206

POLICY:

To give recognition for years of service received from staff and Councillors for their dedication and commitment to the Municipality.

This policy applies to all staff (wage or salary) and Councillors.

1. Recipients of the "Years of Service Award Program" will be presented with a gift for the appropriate year, and will receive a gift of appreciation in the value identified as follows:

| | | | |
|----------|-------------------|----------|--------------------|
| 3 Years | \$ 100 value gift | 18 Years | \$ 350 value gift |
| 6 Years | \$ 150 value gift | 21 Years | \$ 400 value gift |
| 9 Years | \$ 200 value gift | 24 Years | \$ 500 value gift |
| 12 Years | \$ 250 value gift | 27 Years | \$ 750 value gift |
| 15 Years | \$ 300 value gift | 30 Years | \$1,000 value gift |

Should a retirement/resignation occur between the years listed above, Council has the option of giving recognition as they deem appropriate.

2. The Years of Service Awards will be presented to the individuals receiving the awards at the annual summer or winter municipal event.
3. A record is to be kept on all employees and Councillors to indicate the number of complete years of service.
4. For Employees, awards will be issued only after the completion of the years of service.
5. The "Years of Service Award Program/Employees and Councillors" recognizes seasonal employees based on hours of employment equating to one year of service.

REEVE

C.A.O.



REQUEST FOR DECISION

SUBJECT: **Northlands Sno-Goers Sponsorship**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 8, 2018
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION
CAO: MH
GM:

MANAGER:
PRESENTER: DM

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve sponsorship in the amount of \$1,000.00 to the Northland Sno-Goers for the ASA Jamboree, February 3, 2018, with funds to come from the Community Service Miscellaneous Grant.

BACKGROUND/PROPOSAL:

The Northlands Sno-Goers is a non-profit snowmobile group that have created a substantial trail system in the Fox Creek area, over 250 km of groomed snowmobile trails. The group was instrumental in the collaboration with the Towns of Whitecourt and Swan Hills in connecting these communities through a snowmobile trail system called the Golden Triangle.

This year the Northland Sno-Goers are hosting the ASA (Alberta Snowmobile Association) Jamboree on February 3, 2018 at the Fox Creek Community Hall. This event will be held with the annual Poker Rally which is the club's major fundraiser. The money from this event will pay for trail maintenance and the club's operating costs.

Administration is recommending sponsorship Option 1 in the amount of \$1,000.00. The 2018 Community Service Miscellaneous Grant has a balance of \$1,500,000.00 as of January 7, 2018.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the funds will assist the Northland Sno-Goers with their trail system initiatives.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to approve, alter or deny sponsorship to the Northland Sno-Goers for the 2018 ASA Jamboree.

FINANCIAL IMPLICATION:

Direct Costs: \$1,000.00

STAFFING IMPLICATION:

There are no 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:

Administration will inform the Northland Sno-Goers accordingly with Council's decision.

ATTACHMENT(S):

- Northland Sno-Goers Sponsorship Request



October 23, 2017

To whom it may concern:

The Northland Sno-Goers is a non-profit Snowmobile Group who was incorporated in 1975. Over the years they have created a substantial trail system in the Fox Creek area. The club has over 250km of groomed snowmobile trails. This group was instrumental in collaboration with Whitecourt and Swan Hills in connecting these communities through a snowmobile trail system called the Golden Triangle. Maintenance of our trails could not be possible without our dedicated volunteer network that puts in endless hours clearing trails on a year-round basis.

This year The Northland Sno-Goers are hosting the ASA Jamboree on February 3, 2018. We are expecting to see up to 250 riders from across the province. This will be held with our annual Poker Rally which is the club's major fundraiser. With the money from this event the club is able to pay for trail maintenance and club operating costs.

The club is looking to get sponsors for the event this year to help keep the costs down. In order to run the event, costs are associated with the hall rental, dinner, courtesy car, DJ, door prizes for all the kids attending, snacks and drinks on the trail. This year our club is offering different sponsorship options which are listed below.

Option 1: For \$1000 towards the cost of the event we will put up a 2'x4' sign at the event with your company logo on it; this will be displayed at one of our cabins for the following year.

Options 2: For \$500 towards the cost of the event & a 2'x2' sign up at our event with your company logo on it; this will be displayed at one of our cabins for the following year.

Option 3: For \$250 towards the costs of the event & a 1'x1' sign at the event with your company logo on it; this will be displayed at one of our cabins for the following year.

Thank you for your consideration and participation. Your generosity will greatly benefit the trail system.

Please contact Sheila Bellwood 780-622-9489 or Sarah Palmer 780-622-9120 with any questions.

Sincerely,

Sheila Bellwood Northland Sno-Goers President



REQUEST FOR DECISION

SUBJECT: **Grande Cache Golf & Country Club**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 8, 2018
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION
CAO: MH
GM:

MANAGER:
PRESENTER: DM

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve a capital grant in the amount of \$30,000.00 and an operating grant in the amount of \$12,500.00 to the Grande Cache Golf and Country Club, with funds to come from Community Service Miscellaneous Grant.

BACKGROUND/PROPOSAL:

The Grande Cache Golf and Country Club stated that they submitted a grant application in October 2017, Administration was unable to locate the application, however the application has been re-sent and is now being brought forth for Council's consideration. The Grande Cache Golf and Country Club is requesting a \$25,000.00 operating grant and \$60,000.00 capital grant. The capital funds will be utilized for upgrades to the windows and siding of the clubhouse, Tee-On Golf Systems – system purchase, marketing brochures and a security system.

The Grande Cache Golf and Country Club received a capital grant in the amount of \$32,343.00 in 2016 from Greenview for a greens mower.

In keeping with grants provided to the Valleyview Riverside Golf Course, Administration is recommending that half of the operating and half of the capital grant request be approved.

The 2018 Community Service Miscellaneous Grant has a balance of \$1,500,000.00 as of January 7, 2018. The Committee of the Whole is recommending Council approve the grants as presented in the amount of \$1,118,483.43. If these grants are approved as presented the balance remaining will be \$381,516.57.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the funds will assist in sustaining a recreation source for the community.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to approve the recommended grant funding, provide an alternate amount or deny the grant application.

FINANCIAL IMPLICATION:

Direct Costs: \$42,500.00

STAFFING IMPLICATION:

There are no 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:

Administration will correspond with the grant applicant to inform them of Council's decision.

ATTACHMENT(S):

- Grande Cache Golf & Country Club Grant Application
- Grande Cache Golf & Country Club Quotes
- Grande Cache Golf & Country Club Detailed Financials including Budget
- Grande Cache Golf & Country Club Oct. 30th Financial
- Grande Cache Golf & Country Club Grant Application December 2016 Financials



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

GRANT APPLICATION

Organization Information:

Name of Organization: Grande Cache Golf + Country Club
Address of Organization: Box 28, Grande Cache.
Contact Name and Phone Number: Pam Brown; 7808276320 cell.
Position of Contact Person: President.
Purpose of organization: Golf course; 9 holes.

What act are you registered under? Societies Registration No. 500107230

Grant Information:

Total Amount Requested \$ 25'000.00 \$ 60'000.00
Operating Capital

Proposed Project: see attached.

Operating costs are the costs of day-to-day operations.

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

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



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

Additional Information:

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

Yes No

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

1. Amount \$ 32343. Year 2016

Purpose: Greens mower purchase

2. Amount \$ _____ Year _____

Purpose: _____

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

Yes No

If no, why has the report not been filed?

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

Yes No

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

If yes; who, purpose and amount?

Town of Grande Cache; annual operating \$15'000.-

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

Not in past 5 years.



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

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

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

Applicant Information:

Name

Pam Brown, President

Signature

P. Brown

Address

Box 1938, Grande Cache, AB.

Telephone Number

7808276320

Date

October 2nd, 2017



The Grande Cache Golf & Country Club aims to create an extraordinary guest and member experience by delivering superior service, amenities and playing surfaces.

October 2, 2017

MD of Greenview
Box 1079
Valleyview, Alberta
T0H 3N0

Reeve and Council Members of the MD of Greenview

RE: Request for Operational & Capital funding. Please accept this letter as a request for an ongoing partnership with the Grande Cache Golf & Country Club.

The golf course is a key recreational asset in the community of Grande Cache and is well utilized by locals and visitors. We provide the opportunity for all ranges of individuals to participate in recreation as we welcome youth through our seniors to enjoy the golf experience. We also provide part time employment opportunities to the citizens of our community and have strived to purchase local where and when we can. Our operational expenses, including wages saw almost two hundred thousand dollars spent in our community.

Each year the golf course has worked diligently to be fiscally responsible to the members and general public and have in the past years solicited partnerships through donations and financial support. The Town of Grande Cache has been one of those key partnerships that we rely upon in order to remain fiscally operational and we are hoping to establish an annual partnership with the MD of Greenview.

We are seeking grant funding of \$25,000.00 for operational functions and an additional amount of \$60,000.00 in capital funding.

The \$25,000 requested for operational funding will help establish a sense of security as our 2017 season was a slow one in the terms of revenue generation. We were encouraged by the fabulous weather, however the reality of the economic downturn in our community did impact our bottom line. In fact, we were forced to lay off our managerial staff at the end of August in order to reduce our overhead costs and ran with a small selection of part time employees that were able to adequately cover the duties of the course. We did see a similar amount of memberships sold compared to the previous season which was a variety of individuals including both Grande Cache citizens as well as Co-Op and Enterprise members; residents of the MD. We introduced a Junior program this season in hopes of creating future interest in our course; this was received well and we had over 50 young golfers out for six weeks of instruction and golf action.

Our capital request of \$60,000 is broke down to four significant projects. Further details of each project will be captured on page 2.

- 1) Replace siding and windows on the clubhouse; TDN Jenkins quote of \$27802.80 (siding) and \$19175.05 (windows).
- 2) Tee-On Golf Systems; System purchase; \$2200.00 plus an additional \$1170.00 for the first year of online service. Hardware for the system \$3000.00.
- 3) Marketing \$2500.00; we are interested in purchasing custom ordered brochures to place in businesses in Hinton and Grande Prairie as well as locally.
- 4) Security \$4500.00; our security system was damaged during a break in that occurred in 2012 and regrettably we have been within funds to replace it.

Capital Project details.

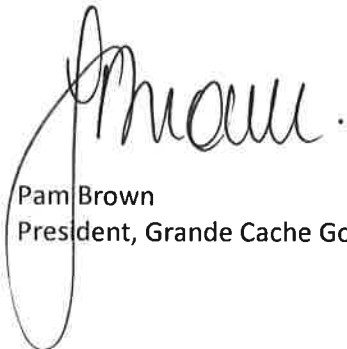
- 1) The clubhouse is an older facility that is void of the proper insulation to keep the clubhouse cool in the summer and warm in the winter months. The windows are also aged and do not provide proper ventilation and are a source of energy loss. We would like to remove the existing siding, insulate properly and put new siding on the building. TDN Jenkins has provide us a quote on two types of siding; however to be fiscally responsible we have chosen the less expensive of the two siding choices. We feel by doing this major renovation to the exterior of the clubhouse that we will save on our heating costs as well as be able to provide a cooler space in the summer months with the proper siding, insulation and windows.
- 2) Tee-On Golf System. We currently do not have golf software or an online application for golfers to book their golf times. This system will allow for our staff to manage all aspects of our clubhouse, including golf tee sheets, kitchen inventories and ordering, as well the reporting available to Managers and to the Board will facilitate better analytics of our activities. The software and hardware are separate in cost and we have attached quotes for both the software and hardware. By purchasing this online software; we will also have the opportunity to market ourselves through this application.
- 3) Marketing. We currently do not have quotes for this. However, we are have worked with a company that was in Grande Cache doing some other work for the Town and have had the opportunity to get some great pictures of the facility and the course. We would like to purchase some brochures that are made professionally to distribute across the region. We hope that we will be able to market ourselves beyond our borders and attract golfers to our community.
- 4) Security system. We currently do not have quotes for this. In 2012, the course was broke into and the security system was damaged beyond repair. We have been somewhat fortunate not to have suffered any major break ins over the past years; however with the economic downturn and criminal activity on the rise in our community, we are looking to install cameras and sensors to our clubhouse and maintenance shop. We would seek a variety of quotes to suit our needs and provide those with our final report should this capital expenditure be granted.

We are a community based golf course that is ran by an elected executive whom hires Managers to run the day to day operations of the course and clubhouse. (Our Managers then hire part time staff from our community). The course sublets the land from the Town of Grande Cache who leases it directly from ESRD; the land is only granted this lease for the sole purpose of a golf course. The course is not owned privately, it is owned by its membership and all revenue generated goes back into the maintenance, operations and identified capital projects. We have through generous community in-kind work been able to complete a few projects in the last couple years; however the items that we are asking for are financially beyond our control to raise the funds or find the profits to execute.

In closing, adding to our presentation that we made to Council and Administration in July, we feel that we are a great benefit to the community of Grande Cache and to the residents of the MD of Greenview. We offer a relaxing recreational experiece to our members and are also open to the general public; many of which are working in the region. We wish to continue moving forward with the many projects that are required to manage the aging infrastructure and hope that we can establish this partnership with the MD in order to help facilitate our needs.

Thank you in advance.

Should you have any questions, please do not hesitate to contact myself.



Pam Brown
President, Grande Cache Golf & Country Club

TDN Jenkins Incorporated

P.O. Box 163
10002 97th Street
Grande Cache, Alberta
T0E 0Y0
Phone: (780) 827 - 6801
njenkins@telus.net

Owner: Todd Jenkins

Estimate
July 24th, 2017

Grande Cache Golf and Country

Grande Cache

Attn: Pam Brown

Location

Grande Cache Golf and Country Club

Scope of work covered under estimate

Option 1

- Remove existing vinyl siding
- Install 1.5" of exterior foam for better R value
- Replace with new vinyl siding
- Dispose of old siding

Material, equipment, labor, and dump fees are included in this price \$27202.80 Plus GST

Option 2

- Remove existing vinyl siding
- Install 1.5" of exterior foam for better R value
- Replace with James Hardie siding
- Dispose of old siding

Material, equipment, labor, and dump fees are included in this price \$46230.20 Plus GST

Please note Price is valid for 30 days

Estimates are an approximation of charges, they are based on the anticipated details of the scope of work to be done. It is possible for unexpected complications to cause some deviation from the estimate. If additional materials and/or labor are required you will be notified before that portion is carried out.

TDN Jenkins Incorporated

P.O. Box 163
10002 97th Street
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T0E 0Y0
Phone: (780) 827 - 6801
njenkins@telus.net

Owner: Todd Jenkins

**Estimate
July 24th, 2017**

Grande Cache Golf and Country

Grande Cache

Attn: Pam Brown

Location

Grande Cache Golf and Country Club

Scope of work covered under estimate

Remove existing windows

Install new windows

Windows to be dual pane, low E, argon filled, with venting options on all

Dispose of old windows

\$19175.05 plus GST

Material, equipment, labor, and dump fees are included in this price

Please note Price is valid for 30 days

Estimates are an approximation of charges, they are based on the anticipated details of the scope of work to be done. It is possible for unexpected complications to cause some deviation from the estimate. If additional materials and/or labor are required you will be notified before that portion is carried out.

Tee-On Golf Systems Inc.

Quotation

111 Waterloo St., Suite 604
 London, Ontario N6B 2M4
 Phone (519) 434-7877 Fax (519) 451-0886

March 24, 2017

Quotation valid until: April 30, 2017

Bill To:

Grande Cache Golf & Country Club

Grande Cache, AB

Quotation does not include any applicable taxes

| Description | AMOUNT |
|---|-------------|
| <p><u>Electronic Tee Sheet</u></p> <p>Monthly Online Tee Sheet Service- (billed 6 months per year- April through September)</p> <p><i>Club and members have access to system 12 months a year but club is only invoiced for months generally open for play</i></p> | \$195/month |
| Description | AMOUNT |
| <p><i>Optional</i></p> <p><u>Point-of-Sale System</u></p> <p>Point-of-Sale System Software-One-time purchase of single licence (<i>includes up to 10 hours of online training & installation for 1 POS and 1 back office computer</i>)</p> | \$2,200 |
| Total for POS | \$2,200 |
| <p>Optional: Payment Processor Integration (where eligible) is an additional \$200/yr</p> <p><i>Annual Maintenance & Technical Support beginning in 2nd season of use (April 2018) is \$500/yr</i></p> | |

If you have any questions concerning this quotation, please contact Darcy Tomchick at (519) 434-7877 ext 226 or darcytomchick@tee-on.com



General Computer Requirements

1. Equipment for POS Server (minimum)

| | |
|----------------------------|---|
| Computer Processor* | Intel 2 Core or equivalent for 1 to 3 workstations Intel 4 Core or equivalent for 4 to 10 workstations |
| Operating System | Windows ® Server 2008, 2012 Windows ® 7 or 8 Pro or Home Windows ® 10 Pro or Home |
| Memory (Ram) | 2 GB |

*courses with more than 10 clients should consider Intel 8 core

2. Equipment for POS Client/Workstation (minimum)

| | |
|---------------------------|--|
| Computer Processor | Intel 2 Core or equivalent |
| Operating System | Windows ® 7 Pro or Home Windows ® 8 Pro or Home Windows ® 10 Pro or Home |
| Memory (Ram) | 1GB |

3. Tablets

The POS software will run on tablets that have a full version of a supported Windows® OS.

4. Using older equipment

We do have customers running their POS clients (NOT their Servers) on older computers with acceptable performance. The issues that are most likely to occur are more frequent failures of hardware and operating system components. These clients may also run slower than newer machines.

5. Using unsupported operating systems

Tee-On will run on unsupported operating systems. Tee-On may not support workstations that are having issues running an unsupported operating system. Issues may involve drivers for peripherals (printers etc.) that are no longer supported by the manufacturer on unsupported OS's.

6. Battery back-up for server

It is a requirement that the server computer is connected to a battery back-up with surge protection and software (usually included with the battery back-up) that is configured to auto shut down the server computer if the power does not come back on.

Grande Cache Golf Course (Tee-On Software)

1. Server:

- a. Memory Express: V_BT2000I Business PC w/ Core™ i5-7400
 - Processor: Intel® Core™ i5-7400 3.0GHz Quad Core Processor
 - Motherboard: ASUS PRIME B250M-A Motherboard
 - Graphics: Intel® Integrated HD Graphics 630
 - Memory: Corsair Vengeance LPX DDR4-2400 RAM, 8GB (2x 4GB)
 - Hard Drive: Western Digital Blue 250GB 2.5in Solid State Drive
Seagate 1TB 7,200 RPM SATA III HDD
 - Optical Drive: ASUS 24x DVD+/-RW Drive
 - Chassis: MEPC CE052 MicroATX Tower Case
 - Power Supply: PowerMan 300W Power Supply
 - Operating System: Windows® 10 Professional, 64bit
 - Warranty: 1 Year Parts & Labour
 - Price: \$999 + \$159 (3 Year Replacement Warranty)

2. Workstation:

- a. Memory Express: Zen All-in-One ZN240ICUT
 - Operating System: Windows 10
 - Processor: Intel Core i5-6200U dual-core 2.3-2.8 GHz
 - Memory: 8GB DDR4
 - Display: 23.8" FHD (1920x1080), glossy Multi-touch (10 Finger Touch)
 - Graphics: Intel HD
 - Storage: 1TB 5400 RPM
 - Power: 90W AC adaptor
 - Includes: French Bilingual Wireless Keyboard & Mouse
 - Dimensions: 585 x 434 x 52 ~190 cm
 - Price: \$1149 + \$249 (3 Year Replacement Warranty)

3. Backup:

- a. Mozy Pro Business (online secure backup)
 - Price: 50GB \$296.78/Year

4. Printer:

- a. Amazon Canada: Star TSP100
(https://www.amazon.ca/Star-Tsp100-Printer-Tear-39461510/dp/B001E29N1U/ref=sr_1_1/147-9301431-4865567?ie=UTF8&qid=1494443540&sr=8-1&keywords=star+tsp100)

Suggestions**: Run cable between office and workstation, make sure workstation and server are hardwired to the router.

| Grande Cache Golf & Country Club 2017 | | | | | | | | | | | | | |
|--|---------------|--------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|---------------|------------------|
| | Budget | January | February | March | April | May | June | July | August | September | October | To Date | Budget Remaining |
| REVENUE | | | | | | | | | | | | | |
| Membership Sales | \$ 50,000.00 | \$ 8,755.00 | \$ 600.00 | \$ (100.00) | \$ 7,800.00 | \$ 29,440.00 | \$ 3,660.00 | \$ 120.00 | | | | \$ 50,275.00 | \$ (275.00) |
| Event Revenue | \$ 3,500.00 | \$ 3,023.25 | \$ - | \$ - | \$ - | \$ 1,937.50 | \$ 16,571.30 | \$ 2,932.40 | \$ 2,903.00 | \$ 26,239.95 | | \$ 53,607.40 | \$ (50,107.40) |
| Cart Rentals | \$ 38,500.00 | \$ - | \$ - | \$ - | \$ - | \$ 3,350.00 | \$ 4,645.00 | \$ 7,933.00 | \$ 7,039.00 | \$ 3,155.00 | \$ 300.00 | \$ 26,422.00 | \$ 12,078.00 |
| Cart Annual Passes | \$ - | \$ - | \$ - | \$ - | \$ 450.00 | \$ 2,700.00 | \$ 900.00 | \$ - | | | | \$ 4,050.00 | \$ (4,050.00) |
| Cart Storage Revenue | \$ 2,400.00 | \$ 66.00 | \$ - | \$ - | \$ 240.00 | \$ 1,974.00 | \$ 360.00 | \$ - | | | | \$ 2,640.00 | \$ (240.00) |
| Driving Range | \$ 4,500.00 | \$ - | \$ - | \$ - | \$ 88.00 | \$ 780.00 | \$ 675.00 | \$ 644.00 | \$ 522.00 | \$ 186.00 | | \$ 2,895.00 | \$ 1,605.00 |
| Green Fees | \$ 65,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 6,834.50 | \$ 8,563.50 | \$ 13,276.50 | \$ 13,650.00 | \$ 5,305.50 | \$ 277.00 | \$ 47,907.00 | \$ 17,093.00 |
| Trail Fees | \$ 10,500.00 | \$ 330.00 | \$ - | \$ - | \$ 990.00 | \$ 6,190.00 | \$ 1,320.00 | \$ - | | | | \$ 8,830.00 | \$ 1,670.00 |
| Club Rentals | \$ 1,750.00 | \$ - | \$ - | \$ - | \$ - | \$ 165.00 | \$ 270.00 | \$ 373.00 | \$ 345.00 | \$ 60.00 | \$ 15.00 | \$ 1,228.00 | \$ 522.00 |
| Clubhouse Rental | \$ 1,200.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200.00 | | | \$ 200.00 | \$ 1,000.00 |
| Sponsorships | \$ 10,000.00 | \$ - | \$ - | \$ 4,000.00 | \$ 3,750.00 | \$ 5,250.00 | \$ 500.00 | \$ - | | | | \$ 13,500.00 | \$ (3,500.00) |
| Gift Certificates | \$ 500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 238.50 | \$ - | \$ 20.00 | | | \$ 258.50 | \$ 241.50 |
| Pro Shop Revenue | \$ 7,500.00 | \$ - | \$ - | \$ - | \$ 57.70 | \$ 808.70 | \$ 951.85 | \$ 1,268.00 | \$ 1,158.75 | \$ 597.50 | \$ 71.00 | \$ 4,913.50 | \$ 2,586.50 |
| Executive & Punch Passes | \$ 12,500.00 | \$ 390.00 | \$ - | \$ - | \$ - | \$ 4,840.00 | \$ 1,760.00 | \$ 1,320.00 | \$ 220.00 | | | \$ 8,530.00 | \$ 3,970.00 |
| Concession Revenue | \$ 43,500.00 | \$ - | \$ - | \$ - | \$ 7.50 | \$ 3,688.00 | \$ 5,976.00 | \$ 6,617.55 | \$ 6,254.30 | \$ 3,615.90 | \$ 226.00 | \$ 26,385.25 | \$ 17,114.75 |
| Alcohol Sales | \$ 56,000.00 | \$ - | \$ - | \$ - | \$ 10.00 | \$ 4,550.75 | \$ 5,319.50 | \$ 8,636.90 | \$ 9,126.50 | \$ 4,320.00 | \$ 274.00 | \$ 32,237.65 | \$ 23,762.35 |
| Other Income | \$ 650.00 | \$ - | \$ 250.00 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | \$ 250.00 | \$ 400.00 |
| Bottle Returns | \$ 1,200.00 | \$ - | \$ - | \$ - | \$ - | \$ 126.80 | \$ 85.90 | \$ 102.35 | \$ 130.65 | | | \$ 445.70 | \$ 754.30 |
| Junior Program | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,600.00 | \$ 40.00 | \$ - | | | | \$ 2,640.00 | \$ (2,640.00) |
| Operating Grant - Town | \$ 15,000.00 | \$ - | \$ - | \$ 15,000.00 | \$ - | \$ - | \$ - | \$ - | | | | \$ 15,000.00 | \$ - |
| Operating Grant - Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | \$ - | \$ - |
| Insurance Settlements | \$ 1,500.00 | \$ - | \$ 553.78 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | \$ 553.78 | \$ 946.22 |
| | \$ 325,700.00 | \$ 12,564.25 | \$ 1,403.78 | \$ 18,900.00 | \$ 13,393.20 | \$ 75,235.25 | \$ 51,836.55 | \$ 43,223.70 | \$ 41,569.20 | \$ 43,479.85 | \$ 1,163.00 | \$ 302,768.78 | \$ 22,931.22 |
| <i>Notations: beer cart food & liquor in above revenue, Event items summed into above Event Revenue, Staff tabs also rang in to till & incl above. Items are for reference purposes.</i> | | | | | | | | | | | | | |
| Beer Cart Liquor | | | | | | \$ 204.50 | \$ 220.00 | \$ 780.50 | \$ 1,328.00 | \$ 1,497.00 | | \$ 4,030.00 | |
| Beer Cart Food | | | | | | \$ 8.00 | \$ 42.50 | \$ 84.50 | \$ 62.00 | \$ 41.00 | | \$ 238.00 | |
| Event Invoices | | | | | | \$ 250.00 | \$ 4,274.05 | \$ 2,138.90 | \$ 250.00 | \$ 9,689.55 | | \$ 16,602.50 | |
| Event Liquor (reference, incl in Event Rev) | | | | | | \$ 1,396.00 | \$ 4,626.75 | \$ 105.50 | \$ 1,023.00 | \$ 6,187.40 | \$ 9.00 | \$ 13,347.65 | |
| Event Food (reference, incl in Event Rev) | | | | | | \$ 146.00 | \$ 2,616.50 | \$ 688.00 | \$ 783.50 | \$ 4,920.00 | | \$ 9,154.00 | |
| Event Golf (reference, incl in Event Rev) | | | | | | \$ 115.50 | \$ 3,879.00 | \$ - | \$ 76.50 | \$ 3,868.00 | | \$ 7,939.00 | |
| Event Cart (reference, incl in Event Rev) | | | | | | \$ 30.00 | \$ 1,175.00 | \$ - | \$ 770.00 | \$ 1,575.00 | | \$ 3,550.00 | |
| Event refund (see note(s) below) | | | | | | | | | \$ (250.00) | | | | |
| <i>*refund to Lecour, \$250 deposit Aug/17</i> | | | | | | | | | | | | | |
| Staff Tabs (incl in rev above) | | | | | | \$ 365.00 | \$ 215.00 | \$ 561.50 | \$ 471.50 | \$ 578.50 | \$ - | \$ - | |
| Invoiced: | | | | | | | | | | | | | |
| VS Deposit May 2017 | \$ 250.00 | | | | | | | | | | | | |
| Oilmen's Deposit June 2017 | \$ 250.00 | | | | | | | | | | | | |
| UCCO Deposit June 2017 | \$ 250.00 | | | | | | | | | | | | |
| McNeil Seniors Lunch | \$ 606.25 | | | | | | | | | | | | |
| Caribou Seniors Golf | \$ 297.00 | | | | | | | | | | | | |
| Oilmen's Tournament June | \$ 2,871.00 | | | | | | | | | | | | |
| Ladies Tournament July | \$ 1,388.90 | | | | | | | | | | | | |
| Susa Creek School Luncheon July | \$ 750.00 | | | | | | | | | | | | |
| Town of GC Deposit Aug | \$ 250.00 | | | | | | | | | | | | |
| Town of GC Tournament Sept | \$ 2,440.05 | | | | | | | | | | | | |
| VS Tournament Sept | \$ 4,826.00 | | | | | | | | | | | | |
| GYPSSD Luncheon Sept | \$ 1,335.50 | | | | | | | | | | | | |
| Summitview Tournament Sept | \$ 1,088.00 | | | | | | | | | | | | |
| | \$ 16,602.70 | | | | | | | | | | | | |

| OPERATING EXPENSES | Budget | January | February | March | April | May | June | July | August | September | October | To Date | Budget Remaining |
|----------------------------|---------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|------------------|
| Accounting & Legal | \$ 1,500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,500.00 |
| Advertising & Promotion | \$ 2,000.00 | \$ - | \$ 97.65 | \$ - | \$ - | \$ 319.20 | \$ 73.50 | \$ - | \$ - | \$ - | \$ - | \$ 490.35 | \$ 1,509.65 |
| Bank Charges & Interest | \$ 800.00 | \$ 53.50 | \$ 53.50 | \$ 53.50 | \$ 53.50 | \$ 53.50 | \$ 53.50 | \$ 53.50 | \$ 53.50 | \$ 53.50 | \$ 53.50 | \$ 535.00 | \$ 265.00 |
| Merchant Fees | \$ 3,350.00 | \$ 326.90 | \$ 163.45 | \$ 163.45 | \$ 163.45 | \$ 163.45 | \$ 165.95 | \$ 165.95 | \$ 165.95 | \$ 165.95 | \$ 165.95 | \$ 1,810.45 | \$ (973.44) |
| RBC Card Fees | \$ - | \$ 188.36 | \$ 10.00 | \$ 10.00 | \$ 154.07 | \$ 863.47 | \$ 398.12 | \$ 308.77 | \$ 318.94 | \$ 249.25 | \$ 12.01 | \$ 2,512.99 | \$ (400.14) |
| Cash over/shortage | \$ - | \$ (12.00) | \$ - | \$ - | \$ (5.95) | \$ 23.93 | \$ 0.30 | \$ 6.52 | \$ 6.05 | \$ 377.29 | \$ 4.00 | \$ 809.00 | \$ 66.00 |
| Licenses, Dues & Fees | \$ 875.00 | \$ - | \$ - | \$ 200.00 | \$ 609.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,484.00 | \$ 966.00 |
| Insurance | \$ 8,450.00 | \$ - | \$ 3,057.75 | \$ - | \$ - | \$ 4,388.81 | \$ 37.44 | \$ - | \$ - | \$ - | \$ - | \$ 7,484.00 | \$ 966.00 |
| Stove Lease | \$ 17,457.00 | \$ 319.57 | \$ 319.57 | \$ 319.57 | \$ 319.57 | \$ 319.57 | \$ 319.57 | \$ 319.57 | \$ 319.57 | \$ 319.57 | \$ 319.57 | \$ 3,195.70 | \$ (2,808.75) |
| Oak Creek Lease(s) | \$ 14,000.00 | \$ 1,663.55 | \$ 1,056.76 | \$ 986.53 | \$ 838.10 | \$ 1,148.41 | \$ 1,882.81 | \$ 1,453.85 | \$ 1,547.84 | \$ 1,259.34 | \$ 1,853.38 | \$ 13,690.57 | \$ 309.43 |
| Utilities | \$ 2,800.00 | \$ 228.44 | \$ 226.87 | \$ 226.87 | \$ 226.87 | \$ 227.34 | \$ 227.26 | \$ 234.08 | \$ 237.09 | \$ 237.80 | \$ 237.80 | \$ 2,072.62 | \$ 727.38 |
| Telephone | \$ 850.00 | \$ - | \$ - | \$ - | \$ - | \$ 99.06 | \$ 101.69 | \$ 99.72 | \$ 99.72 | \$ 99.72 | \$ 99.72 | \$ 499.91 | \$ 350.09 |
| Satellite | \$ 350.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 350.00 |
| Security | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Clubhouse Improvement | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Course Improvement | \$ 1,000.00 | \$ - | \$ - | \$ 146.60 | \$ 1,168.34 | \$ 146.60 | \$ 459.01 | \$ 4,522.00 | \$ - | \$ - | \$ - | \$ 6,295.95 | \$ (6,295.95) |
| Office Expenses | \$ 1,250.00 | \$ - | \$ - | \$ 171.47 | \$ 217.76 | \$ 145.91 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 317.38 | \$ 682.62 |
| Postage & Freight | \$ 153,500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 217.76 | \$ 1,032.24 |
| Total Cost of Wages | \$ 6,000.00 | \$ - | \$ (413.39) | \$ - | \$ 8,026.49 | \$ 20,289.00 | \$ 35,739.09 | \$ 31,637.51 | \$ 29,100.57 | \$ 19,302.26 | \$ 7,046.99 | \$ 151,141.91 | \$ 2,358.09 |
| GST Payable | \$ - | \$ - | \$ - | \$ 250.11 | \$ - | \$ - | \$ 577.13 | \$ - | \$ - | \$ - | \$ - | \$ (163.28) | \$ 6,163.28 |
| WCB | \$ - | \$ - | \$ - | \$ 538.03 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,115.16 | \$ (1,115.16) |
| Junior Program | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,349.27 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,349.27 | \$ (1,349.27) |
| Course Expenses | \$ 20,000.00 | \$ 73.48 | \$ 118.03 | \$ 23.88 | \$ - | \$ 1,075.15 | \$ 2,384.10 | \$ 84.00 | \$ 190.47 | \$ - | \$ - | \$ 3,865.11 | \$ 8,890.41 |
| Shop Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fertilizer/Herbicides | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fuel & Oil | \$ 5,800.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 84.00 | \$ - | \$ - | \$ - | \$ 6,357.11 | \$ (57.11) |
| Repairs & Maintenance | \$ 3,500.00 | \$ - | \$ - | \$ 736.15 | \$ - | \$ 321.83 | \$ 3,729.48 | \$ 1,864.67 | \$ - | \$ 582.63 | \$ - | \$ 7,234.76 | \$ (3,734.76) |
| Safety Supplies | \$ 500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500.00 |
| Course Subtotal | \$ 29,800.00 | \$ 73.48 | \$ 118.03 | \$ 23.88 | \$ - | \$ 1,075.15 | \$ 2,384.10 | \$ 84.00 | \$ 190.47 | \$ - | \$ - | \$ 26,347.39 | \$ 3,452.61 |
| Clubhouse Expenses | \$ 77,500.00 | \$ 3,453.79 | \$ 5,185.76 | \$ 3,257.98 | \$ 11,803.55 | \$ 35,421.56 | \$ 84,521.47 | \$ 56,075.68 | \$ 48,371.23 | \$ 44,187.90 | \$ 12,309.30 | \$ 312,885.82 | \$ 17,782.65 |
| Concession | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Alcohol | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Pro Shop | \$ - | \$ 382.11 | \$ - | \$ - | \$ - | \$ 57.60 | \$ - | \$ 1,734.69 | \$ - | \$ - | \$ - | \$ 1,792.29 | \$ 862.06 |
| Janitorial Expenses | \$ - | \$ - | \$ 420.00 | \$ - | \$ - | \$ - | \$ 414.42 | \$ 27.64 | \$ 1,592.60 | \$ 16.01 | \$ - | \$ 2,285.90 | \$ (1,285.90) |
| Clubhouse Maintenance | \$ 1,000.00 | \$ 229.88 | \$ - | \$ - | \$ - | \$ 385.91 | \$ - | \$ 61.50 | \$ - | \$ - | \$ - | \$ 75.57 | \$ 174.43 |
| Safety Supplies | \$ 250.00 | \$ - | \$ 75.57 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 250.00 |
| Gratuities Paid Out | \$ 10,500.00 | \$ - | \$ - | \$ - | \$ 62.00 | \$ 617.49 | \$ 2,263.10 | \$ 1,686.87 | \$ 1,925.43 | \$ 1,563.10 | \$ 42.20 | \$ 8,160.19 | \$ 2,339.81 |
| Refunds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20.00 | \$ 95.66 | \$ 21.75 | \$ - | \$ - | \$ 137.41 | \$ 137.41 |
| Clubhouse Subtotal | \$ 89,250.00 | \$ 3,453.79 | \$ 5,185.76 | \$ 3,257.98 | \$ 11,803.55 | \$ 35,421.56 | \$ 84,521.47 | \$ 56,075.68 | \$ 48,371.23 | \$ 44,187.90 | \$ 12,309.30 | \$ 312,885.82 | \$ 17,782.65 |
| Total | \$ 333,232.00 | \$ 3,453.79 | \$ 5,185.76 | \$ 3,257.98 | \$ 11,803.55 | \$ 35,421.56 | \$ 84,521.47 | \$ 56,075.68 | \$ 48,371.23 | \$ 44,187.90 | \$ 12,309.30 | \$ 312,885.82 | \$ 17,782.65 |
| Gas | \$ - | \$ 1,079.72 | \$ 577.64 | \$ 536.50 | \$ 378.50 | \$ 479.57 | \$ 517.67 | \$ 508.75 | \$ 403.85 | \$ 312.93 | \$ 366.19 | \$ 5,161.32 | \$ - |
| Water/Bin | \$ - | \$ 201.31 | \$ 155.02 | \$ 106.02 | \$ 105.57 | \$ 136.37 | \$ 133.41 | \$ 166.58 | \$ 138.79 | \$ 111.15 | \$ 88.33 | \$ 1,342.55 | \$ - |
| Electricity | \$ - | \$ 382.52 | \$ 324.10 | \$ 344.01 | \$ 354.03 | \$ 532.47 | \$ 864.23 | \$ 778.52 | \$ 1,005.20 | \$ 835.26 | \$ 847.61 | \$ 6,267.95 | \$ - |
| Septic | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 367.50 | \$ - | \$ - | \$ - | \$ - | \$ 918.75 | \$ - |
| Greens Wages & Benefits | \$ - | \$ - | \$ - | \$ - | \$ 5,250.32 | \$ 7,001.94 | \$ 11,802.31 | \$ 10,853.90 | \$ 11,260.26 | \$ 5,088.73 | \$ 1,823.40 | \$ 53,080.86 | \$ - |
| Clubhouse Wages & Benefits | \$ - | \$ - | \$ - | \$ - | \$ 1,643.26 | \$ 8,565.67 | \$ 11,826.22 | \$ 11,689.32 | \$ 10,781.73 | \$ 8,540.43 | \$ 4,382.33 | \$ 57,428.96 | \$ - |
| CRA Payroll Remitt | \$ - | \$ - | \$ - | \$ - | \$ 1,070.91 | \$ 4,103.90 | \$ 9,847.46 | \$ 7,407.42 | \$ 5,133.15 | \$ 4,110.00 | \$ 799.06 | \$ 32,471.90 | \$ - |

Grande Cache Golf Course DRAFT Financial Detail Up to October 30th, 2017

| | | | |
|---------------------------|----|------------|----------------|
| Membership Sales | \$ | 50,275.00 | |
| Event Revenue | \$ | 53,607.40 | |
| Cart Rentals | \$ | 26,422.00 | |
| Cart Annual Passes | \$ | 4,050.00 | |
| Cart Storage Revenue | \$ | 2,640.00 | |
| Driving Range | \$ | 2,895.00 | |
| Green Fees | \$ | 47,907.00 | |
| Trail Fees | \$ | 8,830.00 | |
| Club Rentals | \$ | 1,228.00 | |
| Clubhouse Rental | \$ | 200.00 | |
| Sponsorships | \$ | 13,500.00 | |
| Gift Certificates | \$ | 258.50 | |
| Pro Shop Revenue | \$ | 4,913.50 | |
| Executive & Punch Passes | \$ | 8,530.00 | |
| Concession Revenue | \$ | 26,385.25 | ** |
| Alcohol Sales | \$ | 32,237.65 | ** |
| Other Income | \$ | 250.00 | |
| Bottle Returns | \$ | 445.70 | |
| Junior Program | \$ | 2,640.00 | |
| Operating Grant - Town | \$ | 15,000.00 | |
| Operating Grant - Other | \$ | - | |
| Insurance Settlements | \$ | 553.78 | |
| | | | |
| | | | |
| | | | |
| | \$ | 302,768.78 | |
| | | | |
| | | | |
| Accounting & Legal | \$ | - | |
| Advertising & Promotion | \$ | 490.35 | |
| Bank Charges & Interest | \$ | 535.00 | |
| Merchant Fees | \$ | 1,810.45 | |
| RBC Card Fees | \$ | 2,512.99 | |
| Cash over/shortage | \$ | 400.14 | |
| Licenses, Dues & Fees | \$ | 809.00 | |
| Insurance | \$ | 7,484.00 | |
| Stove Lease | \$ | 3,195.70 | |
| Oak Creek Lease(s) | \$ | 17,070.05 | |
| Utilities | \$ | 13,690.57 | |
| Telephone | \$ | 2,072.62 | |
| Satellite | \$ | 499.91 | |
| Security | \$ | - | |
| Clubhouse Improvement | \$ | - | |
| Course Improvement | \$ | 6,295.95 | |
| Office Expenses | \$ | 317.38 | |
| Postage & Freight | \$ | 217.76 | |
| Total Cost of Wages | \$ | 151,141.91 | |
| GST Payable | \$ | (163.28) | |
| WCB | \$ | 1,115.16 | |
| Junior Program | \$ | 1,349.27 | |
| | \$ | - | |
| Course Expenses | \$ | - | |
| Shop Supplies | \$ | 3,865.11 | |
| Fertilizer/Herbicides | \$ | 8,890.41 | |
| Fuel & Oil | \$ | 6,357.11 | |
| Repairs & Maintenance | \$ | 7,234.76 | |
| Safety Supplies | \$ | - | |
| Course Subtotal | \$ | 26,347.39 | |
| | \$ | - | |
| Clubhouse Expenses | \$ | - | |
| Concession | \$ | 37,619.81 | ** |
| Alcohol | \$ | 24,760.27 | ** |
| Pro Shop | \$ | 1,792.29 | |
| Janitorial Expenses | \$ | 862.06 | |
| Clubhouse Maintenance | \$ | 2,285.90 | |
| Safety Supplies | \$ | 75.57 | |
| Gratuties Paid Out | \$ | 8,160.19 | |
| Refunds | \$ | 137.41 | |
| Clubhouse Subtotal | \$ | 75,693.50 | |
| | \$ | 312,885.82 | |
| | | | |
| | | | |
| Net Income/Loss | | | \$ (10,117.04) |
| | | | |
| | | | |

**Event Revenue includes Golf, Carts, Concession & Alcohol

Grande Cache Golf & Country Club

Statement of Assets & Liabilities

As at December 31, 2016

(Unaudited – see Notice to Reader)

| | 2016 | 2015 | 2014 |
|--|-------------|------------|------------|
| <i>Current Assets</i> | | | |
| Cash | \$ 10,260 * | \$ 4,870 | \$ 4,571 |
| Accounts Recv (CRA overpayments) | 2,036 | - | \$ 3,011 |
| Prepaid Expenses | 220 | - | - |
| Subtotal | \$ 12,516 | \$ 4,870 | \$ 7,582 |
| * Includes \$9,126 in 2017 early bird revenues | | | |
| Property, Plant & Equipment | \$ 879,706 | \$ 868,166 | \$ 882,270 |
| Total | \$ 892,222 | \$ 873,036 | \$ 889,852 |

| | 2016 | 2015 | 2014 |
|---|----------|-----------|-----------|
| <i>Current Liabilities</i> | | | |
| RBC Operating Loan | \$ - | \$ 8,057 | \$ 17,900 |
| Accounts Payable | \$ - | 12,915 | \$ 29,284 |
| Current Portion of LTD * | \$ - | - | \$ 1,845 |
| GST Payable (refund) | \$ (413) | (189) | \$ (785) |
| Subtotal (if negative, included in A/R) | \$ (413) | \$ 20,783 | \$ 48,244 |

| | | | |
|-----------------------|------|---|---|
| <i>Long Term Debt</i> | \$ - | - | - |
|-----------------------|------|---|---|

Grande Cache Golf & Country Club

Statement of Income & Expense

For the Year Ended December 31, 2016

(Unaudited – see Notice to Reader)

| <i>Revenue</i> | <i>2016</i> | <i>2015</i> | <i>2014</i> |
|-------------------------------------|-----------------|---------------|----------------|
| Bar & Concession | \$ 99,373 | 99,709 | 77,953 |
| Grants | 50,343 | 16,355 | 12,000 |
| Memberships | 50,306 | 53,877 | 42,610 |
| Power Cart & Equipment Rentals | 40,455 | 38,553 | 41,959 |
| Trail, Green & Driving Range Fees | 79,684 | 84,868 | 70,781 |
| Miscellaneous | 41,030 | 43,867 | 59,442 |
| | \$ 361,191 | 337,229 | 304,745 |
| | | | |
| <i>Expense</i> | <i>2016</i> | <i>2015</i> | <i>2014</i> |
| Advertising | \$ 1,956 | 2,218 | 4,618 |
| Amortization | 13,719 | 14,104 | 30,569 |
| Bar & Concession purchases | 57,908 | 63,199 | 52,727 |
| Fuel | 5,693 | 5,605 | 7,374 |
| Insurance, License & Fees | 7,925 | 10,070 | 8,819 |
| Interest & bank charges | 5,237 | 6,274 | 5,725 |
| Office | 510 | 657 | 1,598 |
| Professional Fees | - | - | - |
| Repairs, Maintenance & Op costs | 115,202 | 55,914 | 78,972 |
| Telephone & Utilities | 15,163 | 18,428 | 23,030 |
| Payroll | 149,369 | 145,375 | 127,937 |
| Subtotal | \$ 372,682 | 321,844 | 341,369 |
| | | | |
| Net Income (Loss) incl Amortization | \$ (13,719) | 15,385 | (36,624) |
| Expense Less Amortization | \$ 358,963 | 307,740 | 310,800 |
| <i>Net Income (loss)</i> | <i>\$ 2,228</i> | <i>29,489</i> | <i>(6,055)</i> |

Grande Cache Golf & Country Club

Notes

As at December 31, 2016

(Unaudited – see Notice to Reader)

1. Property Plant & Equipment

| <i>Asset</i> | <i>Cost</i> | <i>2016</i> | <i>2015</i> | <i>2014</i> |
|--------------|--------------|-------------|-------------|-------------|
| Land * | \$ 714,149 | \$ 715,672 | \$ 714,149 | \$ 714,149 |
| Buildings | 128,425 | 50,891 | 53,028 | 55,238 |
| Mobile Equip | 80,000 | 3,167 | 3,514 | 4,919 |
| Computer | 8,211 | 577 | 586 | 268 |
| Equipment | 456,930 | 102,236 | 90,563 | 100,626 |
| Furniture | 29,330 | 2,602 | 1,258 | 1,560 |
| Parking Pad | 20,051 | 4,561 | 5,068 | 5,510 |
| Subtotal | \$ 1,437,096 | \$ 879,706 | \$ 868,166 | \$ 882,270 |

** The value of the improvements to the land on which the golf course sits does not include the value of the buildings or other obvious improvements. Rather, this figure includes the labour and materials required to build the course itself, including all roads, paths, and other “on course” improvements (essentially, items that could not be removed and sold).*

The assessed value of the land and all improvements in 2016 was approximately \$1.56m. However, as the club does not own the land and cannot sell the buildings for anything but their salvage value, this number has little relation to “fair market value”. The total insured (replacement) value of all club owned buildings, equipment and contents in 2017 is \$1.93m

The lease covering the Golf Course property states that the Province of Alberta leased the land to the Town of Grande Cache for the purpose of constructing a golf course. This lease has a fixed term (the present lease – agreed in 1999 - expires in 2019). The Town in turn leased this parcel to the Golf Club Society under, more or less, the same terms the province imposed on the town itself. The club does not own the land, in other words.

Should the club cease to operate all salvageable assets must be sold and the residue funds donated to another non-profit organization (see club bylaws). Following this the land reverts to the control of the Town of Grande Cache. At this point the Town must either arrange for alternate management of the course or begin the process of reclaiming the land to it's original state and surrendering it's lease to the Province of Alberta.

Grande Cache Golf & Country Club

Notes (cont'd)

As at December 31, 2016

(Unaudited – see Notice to Reader)

2. Long Term Debt

| | 2016 | 2015 | 2014 |
|---|------|------|----------|
| Royal Bank of Canada term loan, repayable at \$20,000 p/a Maturing June 2013. <i>Pd June 2014</i> | \$ - | - | - |
| Town of Grande Cache term loan <i>(repayment waived 2013)</i> | \$ - | - | - |
| John Deere Financial capital lease, secured by equipment <i>(Gator pd 2015)</i> | \$ - | - | \$ 1,845 |
| Subtotal | \$ - | - | \$ 1,845 |
| <i>Less amount payable within 1 year</i> | \$ - | - | \$ 1,845 |
| Total | \$ - | - | - |

The club's RBC term loans (\$150,000 dating to 2006) were retired in June 2014.

The club's RBC operating line of credit (\$30,000 also dating to 2006/07) was retired in August 2016.

The club presently has equipment leases for both the kitchen stove (\$320/mo. maturing July 2019), and ten golf carts. The club is currently negotiating the purchase/lease of a replacement trim mower.

The club's Yamaha cart lease (\$52,448 commencing May 2014; Payable \$10,401 annually, maturing Nov 2018 with \$14,985 buyout) is not shown as long term debt as the club will not decide whether to exercise the buyout option until the end of the lease. If the buyout is not exercised, the club has no liability for any additional payments (in fact, under the terms of the lease the club will have a credit balance with the lessor if the carts are returned at this time).

If the carts are purchased off lease, the club will record a capital expenditure equal to the buyout price and add the residual value of the carts to the PP&E listing. For this reason the leased equipment has not been added to the club's PP&E at this time.

Grande Cache Golf & Country Club

Balance Sheet 2016

(includes capital & debt payments)

Data to December 31st, 2016

| Operating Income | Amount | (2015) | Operating Expense | Amount | (2015) |
|------------------------------|---------------------|------------------|----------------------------|---------------------|------------------|
| Membership Sales | \$50,305.75 * | \$53,876 | Advertising & Promotion | \$1,955.60 | \$2,218 |
| Cart Rentals | \$38,534.50 * | \$36,410 | Bank Charges & Interest | \$801.83 | \$1,486 |
| Cart Storage revenue | \$1,650.00 | \$2,089 | Cash over/short | \$324.00 | \$0 |
| Driving Range | \$4,599.50 | \$4,128 | Clubhouse Expenses | \$17,828.19 | \$15,562 |
| Green Fees | \$63,844.50 * | \$73,090 | Equipment Lease Costs | \$10,401.30 | \$12,347 |
| Cart Trail Fees | \$11,240.00 | \$7,650 | Golf Course Expenses | \$15,006.80 | \$6,573 |
| Clubhouse Rental | \$1,330.00 | \$950 | Fuel & Oil | \$5,692.50 | \$5,605 |
| Club Rentals | \$1,920.00 | \$2,143 | Insurance Expense | \$7,467.46 | \$10,070 |
| Sponsorships | \$6,000.00 | \$6,500 | Licenses, Dues, Fees | \$457.75 | \$253 |
| Gift Certificates | \$567.00 | \$0 | Wages and Benefits | \$149,368.73 * | \$145,375 |
| Pro Shop Revenue | \$8,322.36 | \$6,047 | Merchant POS fees | \$4,434.99 | \$4,788 |
| Executive & Punch Passes | \$11,895.00 | \$11,173 | Office Expenses | \$510.21 | \$657 |
| Concession Revenue | \$43,887.23 | \$40,832 | Postage & Freight | \$435.55 | \$527 |
| Alcohol Sales | \$55,485.60 | \$58,877 | Repairs & Maintenance | \$2,852.95 | \$7,841 |
| Operating Grant – Town | \$18,000.00 | \$16,355 | Shaw Direct TV | \$823.98 | \$1,000 |
| Bottle Deposits | \$790.55 | \$934 | Telephone | \$2,614.24 | \$2,723 |
| Insurance settlements (2014) | \$5,504.94 | \$10,000 | Utilities | \$12,548.68 | \$14,705 |
| Other Income | \$580.58 | \$664 | Gratuities paid out | \$11,302.98 | n/r |
| Event Revenue | \$4,390.11 | \$5,511 | Net GST Remitted | \$6,578.84 | \$9,013 |
| Capital Grant (MD Greenview) | \$32,343.00 | \$0 | Capital Expenditure | | |
| | | | Greens Mower | \$14,700.00 | |
| | | | Clubhouse Upgrades | \$5,567.14 | |
| | | | Hole # 1 improvements | \$1,522.84 | |
| | | | Cost of Goods Sold | | |
| | | | Food/Groceries | \$32,466.87 | \$38,465 |
| | | | Alcohol/Liquor | \$25,440.88 | \$24,734 |
| | | | Pro Shop Purchases | \$5,339.07 | \$3,717 |
| | | | Debt Payment (final) | \$22,519.68 | \$29,316 |
| Total Revenue | \$361,190.62 | \$337,229 | Total Expense | \$358,963.06 | \$337,056 |

Grande Cache Golf & Country Club

Balance Sheet 2016

Club Operations only

Data to December 31st, 2016

| Operating Income | Amount | (2015) | Operating Expense | Amount | (2015) |
|------------------------------|---------------------|------------------|---------------------------|---------------------|------------------|
| Membership Sales | \$50,305.75 | * \$53,876 | Advertising & Promotion | \$1,955.60 | \$2,218 |
| Cart Rentals | \$38,534.50 | * \$36,410 | Bank Charges & Interest | \$801.83 | \$1,486 |
| Cart Storage revenue | \$1,650.00 | \$2,089 | Cash over/short | \$324.00 | \$0 |
| Driving Range | \$4,599.50 | \$4,128 | Clubhouse Expenses | \$17,828.19 | \$15,562 |
| Green Fees | \$63,844.50 | * \$73,090 | Equipment Leases (carts) | \$10,401.30 | \$12,347 |
| Cart Trail Fees | \$11,240.00 | \$7,650 | Golf Course Expenses | \$15,006.80 | \$6,573 |
| Clubhouse Rental | \$1,330.00 | \$950 | Fuel & Oil | \$5,692.50 | \$5,605 |
| Club Rentals | \$1,920.00 | \$2,143 | Insurance Expense | \$7,467.46 | \$10,070 |
| Sponsorships | \$6,000.00 | \$6,500 | Licenses, Dues, Fees | \$457.75 | \$253 |
| Gift Certificates | \$567.00 | \$0 | Wages and Benefits | \$149,368.73 | * \$145,375 |
| Pro Shop Revenue | \$8,322.36 | \$6,047 | Merchant POS fees | \$4,434.99 | \$4,788 |
| Executive & Punch Passes | \$11,895.00 | \$11,173 | Office Expenses | \$510.21 | \$657 |
| Concession Revenue | \$43,887.23 | \$40,832 | Postage & Freight | \$435.55 | \$527 |
| Alcohol Sales | \$55,485.60 | \$58,877 | Repairs & Maintenance | \$2,852.95 | \$7,841 |
| Operating Grant – Town | \$18,000.00 | \$16,355 | Shaw Direct TV | \$823.98 | \$1,000 |
| Bottle Deposits | \$790.55 | \$934 | Telephone | \$2,614.24 | \$2,723 |
| Insurance settlements (2014) | \$5,504.94 | \$10,000 | Utilities | \$12,548.68 | \$14,705 |
| Other Income | \$580.58 | \$664 | Gratuities paid out | \$11,302.98 | n/r |
| Event Revenue | \$4,390.11 | \$5,511 | | | |
| | | | Cost of Goods Sold | | |
| | | | Food/Groceries | \$32,466.87 | \$38,465 |
| | | | Alcohol/Liquor | \$25,440.88 | \$24,734 |
| | | | Pro Shop Purchases | \$5,339.07 | \$3,717 |
| | | | Net GST Remitted | \$6,578.84 | \$9,013 |
| Total Revenue | \$328,847.62 | \$337,229 | Total Expense | \$314,653.40 | \$307,740 |
| 2016 Operating net | \$14,194 | | | | |



REQUEST FOR DECISION

SUBJECT: Little Smoky Cemetery Appointment
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 8, 2018
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: MH
GM:

MANAGER:
PRESENTER: LK

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint _____ to the Little Smoky Cemetery Committee.

BACKGROUND/PROPOSAL:

Administration has received letters of interest from Anne Nichols and Robert Amundson to sit on the Little Smoky Cemetery Committee. At this time there is one vacancy on the committee.

Please see the attached letters of interest from Anne Nichols and Robert Amundson.

The committee consists of Reeve Dale Gervais, Joe Arnault, Rene Fournier, Roxanne Perron, and Connie Amundson.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the Little Smoky Cemetery Committee will have a full board.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept either application, however Administration does not recommend this action as it will leave the committee one member short.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no 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:

Administration will inform both applicants of Council's decision.

ATTACHMENT(S):

- Letters of Interest from applicants

December 6, 2017

I, Anne Kichol request to be appointed to the Little Smoky cemetery committee

Anne Kichol

MUNICIPAL DISTRICT
OF GREENVIEW
DEC 13 2017
VALLEYVIEW

SCANNED

DEC 6, 2017

I ROBERT AMUNDSON OF LITTLE SMOKY

AM REQUESTING TO HAVE MY NAME

ADDED TO THE LITTLE SMOKY COMMITTEE



MUNICIPAL DISTRICT
OF GREENVIEW No. 16
RECEIVED
DEC 14 2017
VALLEYVIEW

SCANNED

C-12

Hilroy



REQUEST FOR DECISION

SUBJECT: Joint Council Meeting – Town of Valleyview
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 8, 2017 CAO: MH MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Intergovernmental Relations

RELEVANT LEGISLATION:

Provincial (cite) – NA

Council Bylaw/Policy (cite) – NA

RECOMMENDED ACTION:

MOTION: That Council direct Administration to request a meeting between the Greenview and Town of Valleyview Councils to discuss issues of mutual importance.

BACKGROUND/PROPOSAL:

Reeve Gervais has requested that this item be placed on the Council Agenda. The Reeve is suggesting that it would be beneficial to meet with the Town regarding several issues. The specific topics include the Valleyview Library and Valleyview Fire Hall.

Administration is recommending that Council support this as open communications with our neighbours are valuable. Information regarding the library building can be shared and it is known that this is an issue.

Expansions to the Valleyview Fire Hall have been discussed informally; however, to date nothing has been brought forward by the Town. It would be valuable to hear the direction that the Town is looking at taking.

BENEFITS OF THE RECOMMENDED ACTION:

1. The recommendation will provide clear direction to Administration.
2. Regular meetings with our municipal neighbours should help to maintain open communications and a healthy relationship.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not attempt to meet with the Town of Valleyview.

FINANCIAL IMPLICATION:

Direct Costs: Meeting honorariums as per Council policy.

Ongoing / Future Costs: NA

STAFFING IMPLICATION:

There are no 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:

Administration will contact the Town of Valleyview and ascertain if they are interested in meeting. If so a date and agenda will be established.

ATTACHMENT(S):

- None



Manager’s Report

Function: **Infrastructure & Planning**

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

Date: **12/31/2017**

General Manager, Infrastructure & Planning, Grant Gyurkovits

- Budget planning and presentations
- Department orientations
- Performance Appraisals
- Policy Review meeting

Manager Construction & Maintenance, Kevin Sklapsky

- Budget planning and presentations
- Council power point presentation for Construction & Maintenance
- BF75356 on Young’s Point Road was dewatered for Level 2 inspection to find that it will need to be replaced in 2018.
- Working with consultant and land agent to revise curve on Goodwin phase 2 to be able to complete the land acquisition for this project.

Manager Operation, Gord Meaney

Light Truck Auction – Osman Auctions – Edmonton

| Unit # | Year and Model | Mileage | Price at Auction | Expenses | Actual Value |
|--------|----------------|---------|------------------|----------|--------------|
| A 102 | 2009 Ford 150 | 182,661 | \$7,500 | \$872.50 | \$6,627.50 |
| A 113 | 2011 Chev 3500 | 195,625 | \$17,250 | \$835.75 | \$16,414.25 |
| A 117 | 2011 GMC 2500 | 171,156 | \$14,500 | \$872.50 | \$13,627.50 |
| A 119 | 2011 GMC 2500 | 167,613 | \$13,500 | \$872.50 | \$12,627.50 |

| | | | | | |
|-------|---------------|---------|----------|----------|-------------|
| A 152 | 2015 Ford 250 | 164,581 | \$18,500 | \$814.75 | \$17,685.25 |
|-------|---------------|---------|----------|----------|-------------|

East Sector

- Replaced stop signs at Twp. 694/RR 225, Twp. 714/RR 225, Twp. 734/RR 210, Twp. 722/RR 262 and an exit sign at Twp. 672/Hwy. 43.
- Sanded the school bus turn-a-rounds and intersections.
- Patch paving at the Little Smoky Bridge.
- Finalized the Smoky Tower SML transfer from Canfor to Greenview.
- Operational budget presented to Council.
- Department orientation to Council.
- Built a gravel pad at the Little Smoky Stockpile Site for Ag Services.

Shop

- Made a trip to Grovedale to service A90.
- Received parts from Viking that were ordered 6 months ago for the plow trucks.
- Interviewed another student to be part of the RAP program.

West Sector

- Patch paving at Creeks Crossing, West end of Hwy. 666
- Brushing is complete on RR 11 and is ongoing on the FTR and Landry Heights.
- Stripping was completed on the brushed portion in SML 980119.
- Orientated Rick Webber on the FTR and DeBolt areas.
- Three stop sign replacements in Grovedale.
- Bus turn-a-rounds were ice bladed. Extra graders brought in to deal with icy conditions in the DeBolt and Grovedale areas.
- Nose Creek was plowed and ice bladed.

Manager Environmental Services, Gary Couch

Water

- Some fine tuning on the Ridgevalley Water Treatment Plant. Normal start up adjustments to match distribution requirements.
- A faulty connection in the Ridgevalley Water plant caused a failure and the hamlet was without water for approx. 4 hours on morning of Dec 20th.
- Exploring locations for the new Grovedale/ Landry Heights water treatment plant.
- Draft Preliminary Design report for the Grovedale water supply system is submitted for review and comment.
- Preparing a questionnaire for Grand Cache Coop and Enterprise residents on the proposed bottled water delivery program.

Wastewater

- Continue investigating the floating liner issue at the Grovedale lagoon storage cell.
- Ensuring all users of sewer and water systems have active accounts
- Reviewing all accounts currently using sewer lagoons for discrepancies.
- Expecting to start operation of new Tony Creek Wastewater Lagoon (formerly called Industrial Lagoon) once the test wells are completed and baseline water samples have been taken in mid-January.

Solid Waste

- Greenview Regional Waste Management Commission: 2018 operational Budget for GRWMC completed and approved. Stock piled Gravel for spring muddy season. Arranged for contractor to clear some fence lines of overgrowth prior to year-end.
- Working towards renewing DeBolt and Sunset house landfill licences to allow for landfill class III cell development.
 - All transfer stations were sanded due to all the ice from warmer weather.
- Working with a new contractor for plastic jug recycle.
- All “Take It or Leave It” buildings have been delivered.
- The last of the new fencing to be completed.

Manager Planning & Development, Sally Rosson

- Draft Land Use Bylaw – announcements will take place on the radio stations providing public with the opportunity to give comments on the recent revisions. Hopefully, you tuned into either Big Country 93.1 &/or Q99 to hear the announcement. New Country Residential Three (CR-3) District for those properties in proximity to lakes and rivers for residential and recreational uses. Non-commercial use of recreational vehicles will have limited numbers in accordance with Table 4-2 Recreational Vehicle Regulations. A copy of the entire revised Bylaw is published on Greenview’s Website and information is provided in Greenview’s January Newsletter. Deadline for public comments is scheduled for January 10, 2018 due to Council agenda deadline. Comments will be provided to Council at their January 22, 2018 meeting for consideration of public comments and 2nd & 3rd Readings to Bylaw 17-779.
- Planning staff attended IAP2 Training, Part 1 was held on November 22-24 and Part 2 scheduled for January 29-30, 2018.
- Administration is meeting with Town of Valleyview Manager to review the Terms of Reference for Valleyview Inter-municipal Development Plan to commence in 2018.

- FireSmart request along Greenview’s Environmental Reserve in Eagle Bay subdivision from resident requesting deadfall removal. Planning staff sent the request to Protective Services for follow-up.
- New updates coming in 2018 for Munisight ES Mapping and Munisight PD Planning & Development programs.
- Couple Peat Moss applications are still in lease application stage will be submitted to Greenview for referral from AB Environment and Parks at a later date. Planning Staff met with Jack McNaughton to identify our public consultation and application process requirements.
- The following information provides a breakdown of the new applications we received in the various development categories to December 19 as shown in the chart below:

| Monthly Summary of Activity 2017 | |
|--|-----------------|
| TYPE OF PLANNING & DEVELOPMENT ACTIVITY AND NUMBER OF APPLICATIONS: | DECEMBER |
| BUSINESS LICENSES: | 1 |
| DEVELOPMENT PERMIT APPLICATIONS: | 14 |
| LEASE REFERRALS: | 4 |
| LAND USE AMENDMENTS (RE-DESIGNATION): | 1 |
| SUBDIVISION APPLICATIONS: | 0 |
| APPROACH APPLICATIONS: | 0 |



Manager's Report

Function: Community Services

Submitted by: Dennis Mueller, General Manager

Date: 1/8/2018

General Manager Community Services, Dennis Mueller

2018 Community Grant Program

The 2018 grant applications were reviewed at the December 18, 2017 Committee of the Whole Meeting, final review will be conducted at the January 8, 2018 Council Meeting. Community Services will subsequently inform the grant applicants of the status of their applications.

2017 Operating Grant – Financial Reporting

Community service organizations are required to submit a financial report prior to receiving their 2018 operating grant, to-date we have two outstanding.

Agricultural Services Manager, Quentin Bochar

2017 Alberta Association of Agricultural Fieldmen In-Service Training

The Peace Region Alberta Association of Agricultural Fieldmen (PRAAAF) successfully hosted the 2017 AAAF In-Service Training in Grande Prairie on December 4 – 8, 2017. This annual in-service training event brings together the 160 members of the AAAF that represent all 70 Agricultural Service Boards in the province.

The PRAAAF will be hosting the 2018 Provincial Agricultural Service Board (ASB) Conference January 16 – 19, 2018 in Grande Prairie, with upwards of 400-500 delegates anticipated to attend.

Clubroot Meetings

Agriculture Services in conjunction with SARDA, Alberta Agriculture and Forestry and the Canola Council of Canada will be hosting two Clubroot Meetings on January 23, 2017 in DeBolt and Valleyview. For more information please view the Greenview website and our other social media sources.

Coyote Calling Workshop

The Problem Wildlife Officer presented a Coyote Calling Workshop on December 15, 2017 at the Valleyview Gun Range, 11 of the 14 people registered were in attendance. Evaluation forms revealed positive feedback from the attendees.

Living with Wildlife Workshop

Agriculture Services in conjunction with Peace Country Beef and Forage Association (PCBFA) will be presenting the “Living with Wildlife” Workshop on January 25, 2017 at the DeBolt Center. Please view the Greenview website and our other social media sources for further information.

Think like a Wolf Seminar

Agriculture Services will be presenting the “Think like a Wolf” Seminar by Ross Hinter from the Alberta Trappers Association on January 29 - 30, 2018 at the Grovedale Public Service Building. Please view the Greenview website and our other social media sources for further information.

Economic Development Officer, Kevin Keller

Grande Cache Dino Tracks CARES Grant Application

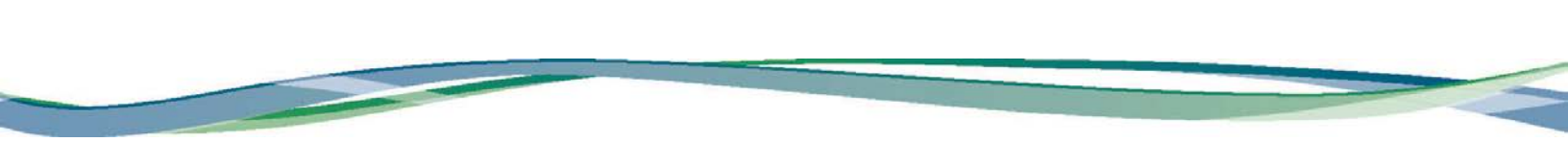
On November 30, 2018 Administration submitted a CARES grant application to conduct a study on the feasibility of the Grande Cache Dinosaur Tracks as a tourism opportunity. Greenview partnered in this application with the Town of Grande Cache, Community Futures West Yellow and the Grande Cache Dino Tracks Society. CARES grant application status feedback is anticipated to be received in February 2018.

Fox Creek Geothermal Study Phase 1

Terrapin Geomatics is the company hired by Greenview to complete the geothermal review in the Fox Creek area. Discussions with Terrapin representatives indicated that Phase 1 results will be presented to Administration by February 1, 2018. Administration will review and put forward recommendations to Council on potential next steps for this opportunity.

In November 2017, Terrapin Geomatics met with Mrs. Shannon Phillips, Minister of Environment and Parks to discuss the potential development of a demonstration research facility in the Fox Creek area. At the meeting Minister Phillips, in charge of the Climate Change Office, expressed interest on a potential partnership between higher education, research and municipal government focused on renewable energy developments.

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



Initial discussions with Odyssey House (women's shelter in Grande Prairie) have taken place to determine methods to collaborate an effort to better serve clients within Greenview. The Health, Education, and Action in Relationships Team (HEART) Committee has signed an agreement enabling an outreach worker to come to the Community Resource Center every two weeks to meet with clients. The outreach worker will provide support and guidance in legal and court process. Funding for this partnership will come from HEART and funds received from the Family and Community Safety Grant Program.

The Green View FCSS Board will engage in a strategic planning session on January 17th, 2017.

Protective Services Manager, Jeff Francis

Fire Departments

Administration is currently working with the Valleyview Fire Department on the design to replace Unit F-20, a brush rapid response vehicle. Once the design is completed, the request for tender will be placed on the Alberta Purchasing Connection.

The department has completed purchasing of all capital and scheduled operational projects approved in the 2017 budget. The equipment has been delivered to both the Grovedale and DeBolt Fire Departments. The purchases also includes the contract service support for the Grande Cache, Fox Creek and Valleyview Fire Departments.

Health & Safety

[Bill 30: An Act to Protect the Health and Well-being of Working Albertans](#) contains amends to WCB and the Occupational Health and Safety Act (Alberta) to better protect Albertans at work. The majority of the changes will come into effect on June 1st, 2018.

Alberta's Occupational Health and Safety (OHS) legislation review consultations have wrapped up around the province and the proposed changes are expected in 2018. A review of this nature has not been completed since 1976. Three main areas reviewed include: clarifying employer and worker responsibilities in legislation, improving worker engagement in OHS, and a renewed focus on illness and injury prevention.

The OHS review conducted resulted that a health and safety committee be established; the written health and safety program to be reviewed every three years; and include mandated elements for employers with twenty or more workers; and notification submitted to OHS Alberta of any hospital admission injuries and potential serious incident near misses. Greenview is compliant with the new standards.

Job hazard annual reviews will be available to all staff in January 2018 through the Marshal program or in PDF format. The reviews encourage staff to participate in recognizing the hazards and controls for their workplace environment. Greenview policy includes the annual reviews and ensures compliance to OHS legislation and the Certificate of Recognition (COR) requirements.

Recreation Services Manager, Stacey Wabick

Johnson Park

Johnson Park, which is located approximately 10 kilometers southeast of Valleyview off of the Little Smoky Road, will provide seasonal access to the Goose River.

Development in the fall of 2017 included a formal access road, two parking areas, a bathroom facility, and walking trails leading to two different beach areas. Construction on the site will be completed in early spring with the development of formal picnic sites along the walking trails. All site furnishings such as signage, garbage facilities, picnic tables/benches and fire pits will be installed following the completion of construction. A perimeter fence and access gates are currently being installed and are near completion. The formal opening of this site is anticipated to be in the spring of 2018.



Grande Cache Lake Day Use Area

The Grande Cache Lake Day Use Area provides year round lake access to both residents and visitors. It will be primarily utilized by ice fisherman during the upcoming months.

Several improvements to the site were completed in 2017, including the installation of a new bathroom facility, garbage bins and fish cleaning station, the replacement of the barrier fence and beach access gate and some landscaping.

Kakwa Wildland Park Access

Kakwa Wildland Park access improvements continues to be a focal project for Administration. A partnership with the Swan City Snowmobile Club to coordinate the work has resulted in upgrades and road grading from kilometer 114 to the staging area parking lot in Lick Creek. The double vault bathrooms will be constructed off site during the winter and will be installed in the spring, as well as the new informational signage.

Sasquatch & Partners Initiative

The Sasquatch & Partners Initiative has now been wrapped up for the year. This outdoor recreation based educational program has been well received and the upcoming year will be spent monitoring the program's success.



Large highway signs are now located at kilometer 3 on the Two Lakes Road, Sherman Meadows, Highway 40 at the Grovedale Fish Pond and south of Grande Cache, near Greenview's boundary on Highway 43 between Fox Creek and Whitecourt, and at kilometer 8 on the Forestry Trunk Road.

In addition, four different types of smaller signs have been placed throughout Greenview in areas where recreation may be unsafe such as near industrial activity or near environmentally sensitive areas. It is important to note that the program is not a regulatory one, but rather intended to remind recreationists to use good judgement.

Swan Lake Campground

Alberta Conservation Association has once again installed ten (10) lake aerators in front of the dock and boat launch area. Administration has installed an access gate at the boat launch in order to prevent visitors from driving onto the ice in close proximity to the aerators.





Manager's Report

Function: Corporate Services

Submitted by: Rosemary Offrey, General Manager Corporate Services

Date: 1/8/2018

General Manager Corporate Services, Rosemary Offrey

During the month of November with the assistance of the HR team, we arranged a guest speaker for the upcoming 2018 All Staff Day! We have also arranged ongoing training for Greenview's management team. Rapid Team Results is geared around shared accountability and better communication etc.

As Council is aware, the 2018 Consolidated Budget was approved at the December 11th meeting. Administration hopes to have the printed copy of the budget book ready by the end of February. We are waiting for word revisions on some of the green sheets and the annual messaging that go into each budget book.

The 2017 4th Quarter report is scheduled for February 20th at the Committee of the Whole in DeBolt.

I along with the HR team met with Equitable Life regarding the 2018 benefits plan and the potential cost. The supplier advised that we were looking at an 18.2% increase in cost to the plan. The increase is mostly due to an increased usage in the short term and long term plans along with increased usage for dental etc. Administration asked the supplier to find more quotes for the cost of the benefits based on the same criteria as 2017.

I along with the Corporate Services staff reviewed and revised a number of HR and IT policies and met with the Policy Review Committee on December 19th who made a few more changes then approved the changed policies for Council's approval.

The auditors will be on site in January to start the 2017 audit. They have been advised that the audit committee now only consists of the three Council members and to let us know when they want to meet with the committee so we can make arrangements for the meeting.

Finance & Administration Manager, Donna Ducharme

Donna took the first two weeks of December off for a much needed vacation. She completed the performance appraisals before she went on vacation to ensure that she was on time with her submissions. Donna deals with all insurance issues and the daily demands of the position. She has been preparing for the upcoming 2017 audit.

Human Resources (Recruitment), Donna May

Positions filled since last report: there were no position filled since last report.

Open Competitions: 1) Communications Specialist.

Internal Competition: 1) Special Projects Coordinator.

Positons at Offer Stage: there are no positions at the offer stage.

Information Systems, Shane Goalder

Shane presented the IT Operational Budget to Council on December 1st. He replaced a non-functioning computer for one staff member. He had discussions with Audio/Visual Suppliers for estimates on the Council Chamber Upgrades. Shane spent time getting and supplying cell phone booster equipment and SatFi equipment for new Councillors. He provides IT support to the staff as required and he was away on vacation from December 13th to January 2nd 2018. PCIT provided IT support while Shane was on vacation.



CAO's Report

Function: CAO

Date: January 8th, 2018

Submitted by: Mike Haugen

Growing the North Conference

This Economic Development and Business conference is taking place in Grande Prairie on February 21st and 22nd. Greenview is a Platinum Sponsor of this event and is also part of the organizing committee.

As a sponsor, Greenview receives eight (8) complimentary tickets to the conference. Administration is requesting that Councillors confirm attendance so that the proper amount of additional tickets can be purchased.

Community Development Initiative

Staff will be bringing this item forward at either Committee of the Whole or the 2nd Regular Council Meeting of January.

The Community Development Initiative (CDI) is a funding agreement that Greenview has entered in to with each of the three enclaved Towns. The amount of funding is fluctuates with Greenview's assessment. There are no conditions associated with this funding other than that a Town cannot make application to dissolve without Greenview's consent. Payment of the funds usually occur in October of each year. The "current" agreement expired on December 31, 2017.

Administration will be recommending that Council continue the agreement, but incorporate some changes. Specifically that some conditions be applied – such as a percentage of the funding being used for infrastructure replacement/capital, etc. and that the assessment used to determine the funding be off-set by a year so that a firm number, not an estimate, can be used by all parties.

Alberta Community Partnership Grants – Supporting Agency

On the January 22nd, 2018 Agenda, Council will be asked to consider being a partner agency for ACP applications being made by the Municipal District of Smoky River and County of Grande Prairie. These entities are seeking grant funding to cover things like meeting costs related to the development of ICF agreements. Administration will be recommending that Council support these applications.

TMIP

The Tri Municipal Industrial Partnership met prior to the holiday season. Progress continues and a more finalized budget will be presented to the group shortly.

Policy Review Committee

The Policy Review Committee has established a schedule for the review of Council policies. It currently is as follows:

| MONTH | DEPARTMENTS | | |
|-----------|----------------------|--|--------------------|
| January | Council/CAO | Finance | |
| March | Environment Services | Construction/ Facilities and Maintenance | |
| May | Protective Services | Economic Development | Community Services |
| July | IT | HR | Communications |
| September | Operations | Planning and Development | |
| November | FCSS | Agriculture Services | Recreation |

Each department will be responsible for bringing forward several policies for review at their scheduled meeting. There is nothing prohibiting a department from bringing a policy forward to the PRC at any PRC meeting.

Upcoming Dates:

- Growing the North February 21st and 22nd
- IAP2 Training January 31st
- AAMDC Spring Convention March 19th - 21st