



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Monday February 12, 2018

9:00 AM

Council Chambers  
Administration Building

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#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	1
#3	MINUTES	
	3.1 Regular Council Meeting minutes held January 22, 2018 to be adopted	3
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
#5	DELEGATION	
	5.1 Canadian Association of Petroleum Producers Presentation	12
#6	BYLAWS	
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#9	Members Business Report	
	Reeve Gervais Report	98
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#10	CORRESPONDENCE	
	<ul style="list-style-type: none"> <li>• Grande Prairie Chamber of Commerce</li> <li>• Pedestrian Safety at Ridgevalley School</li> <li>• 5<sup>th</sup> Annual Big Lakes Charity Golf Tournament</li> <li>• Surface Rights Federation</li> <li>• Greenview Multiplex Board Meeting Minutes</li> <li>• Heart River Housing Board Meeting Minutes</li> <li>• Municipal Affairs – First Nations Grant Funding</li> <li>• Municipal Affairs – Minister’s Awards for Municipal Excellence</li> <li>• Invitation to the 2018 Northwest Alberta Sport Excellence Awards</li> <li>• January 2018 Peace Officer Report</li> <li>• Multiplex Grande Opening</li> <li>• Correspondence from the Department of Indigenous Services</li> <li>• Red Willow Players – Thank you</li> <li>• PARDS Donor Appreciation Event</li> <li>• High Prairie Forest Resource Advisory Committee Minutes</li> </ul>	
#11	IN CAMERA	
	11.1 Privileged Information <i>(FOIPP; Section 27)</i>	
	11.2 Confidential Evaluations <i>(FOIPP; Section 19)</i>	
	11.3 Disclosure Harmful to Intergovernmental Relations <i>(FOIPP; Section 21)</i>	
#12	ADJOURNMENT	

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building,  
Valleyview, Alberta, on Tuesday, January 22, 2018

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

<b>PRESENT</b>	Reeve Deputy Reeve Councillors	Dale Gervais Tom Burton Shawn Acton Winston Delorme Roxie Rutt Bill Smith Dale Smith Les Urness
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<b>ATTENDING</b>	Chief Administrative Officer General Manager, Corporate Services General Manager, Community Services General Manager, Infrastructure & Planning Communications Officer Recording Secretary	Mike Haugen Rosemary Offrey Dennis Mueller Grant Gyurkovits Diane Carter Lianne Kruger
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<b>ABSENT</b>	Councillor	Dale Smith
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**#2:** MOTION: 18.01.32. Moved by: COUNCILLOR BILL SMITH  
**AGENDA** That Council adopt the January 22<sup>nd</sup>, 2018 Regular Council Agenda as presented.  
CARRIED

**#3.1** MOTION: 18.01.33. Moved by: DEPUTY REEVE TOM BURTON  
**REGULAR COUNCIL** That Council adopt the minutes of the Regular Council Meeting held on Monday  
**MEETING MINUTES** January 8<sup>th</sup>, 2018 as amended.  
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 scheduled.

#5  
DELEGATIONS

**5.0 DELEGATIONS**

**5.1 FOX CREEK – HIGHWAY 43 REALIGNMENT PRESENTATION**

HIGHWAY 43  
REALIGNMENT

MOTION: 18.01.34. Moved by: DEPUTY REEVE TOM BURTON  
That Council accept for information the presentation from Castleglenn Consultants with respect to the potential highway re-alignment and overpass development on Highway 43 at Fox Creek.

CARRIED

#6  
BYLAWS

**6.0 BYLAWS**

**6.1 BYLAW 18-788 2018 OPERATING CREDIT – BORROWING BYLAW**

BYLAW 18-788  
THIRD READING

MOTION: 18.01.35. Moved by: COUNCILLOR ROXIE RUTT  
That Council moves Third and Final Reading of Bylaw 18-788 – 2018 Operating Line of Credit Borrowing Bylaw.

CARRIED

**6.2 BYLAW 17-799 LAND USE BYLAW**

BYLAW 17-799  
SECOND READING

MOTION: 18.01.36. Moved by: COUNCILLOR ROXIE RUTT  
That Council give Second Reading to the Land Use Bylaw 17-779.

MOTION: 18.01.37. Moved by: DEPUTY REEVE TOM BURTON  
That Council table motion 18.01.36., until a later date.

DEFEATED

MOTION: 18.01.38. Moved by: COUNCILLOR ROXIE RUTT  
That Council give Second Reading to the Land Use Bylaw 17-779.

MOTION: 18.01.39. Moved by: COUNCILLOR BILL SMITH  
That Council table motion 18.01.38. until after a Council/Administration Review of Bylaw 17-799.

CARRIED

#7  
OLD BUSINESS

**7.0 OLD BUSINESS**

There was no Old Business presented.

#8  
NEW BUSINESS

**8.0 NEW BUSINESS**

**8.1 POLICY 6308 CLUBROOT OF CANOLA**

POLICY 6308

MOTION: 18.01.40. Moved by: DEPUTY REEVE TOM BURTON  
That Council approve Policy 6308 "Clubroot of Canola."

CARRIED

Reeve Gervais recessed the meeting at 10:20 a.m.  
Reeve Gervais reconvened the meeting at 10:32 a.m.

**8.2 POLICY 6306 WOLF HARVEST INCENTIVE PROGRAM**

POLICY 6306

MOTION: 18.01.41. Moved by: COUNCILLOR BILL SMITH  
That Council approve the revised and updated Policy 6306 "Wolf Harvest Incentive," as presented.

CARRIED

**8.3 SALE OF SURPLUS TRUCK**

SURPLUS TRUCK

MOTION: 18.01.42. Moved by: COUNCILLOR BILL SMITH  
That Council approve the sale of Unit A134, serial number 3C6TD5CT2CG192873 as surplus equipment to Peace Country Beef and Forage Association (PCBFA) for the sum of \$10,000.00.

CARRIED

**5.2 MOUNTAIN METIS NATION ASSOCIATION PRESENTATION**

MOUNTAIN METIS  
NATION  
ASSOCIATION

MOTION: 18.01.43. Moved by: DEPUTY REEVE TOM BURTON  
That Council award grant funding to the Mountain Metis Nation Association in the amount of \$59,000.00 with funds to come from the Community Miscellaneous Grant Fund.

CARRIED

**8.4 COMMUNITY FUTURES – WOMEN IN THE NORTH CONFERENCE 2018**

WOMEN IN THE  
North Conference  
2018

MOTION: 18.01.44. Moved by: DEPUTY REEVE TOM BURTON  
That Council provide sponsorship in the amount of \$500.00 to Community Futures Peace Country for the Annual Women in the North Conference 2018 held in Peace River, Alberta, with funds to come from the Community Service Miscellaneous Grant.

CARRIED

## **8.5 CRANBERRY RODEO ASSOCIATION – GRANT REQUEST**

### **CRANBERRY RODEO ASSOCIATION**

MOTION: 18.01.45. Moved by: COUNCILLOR ROXIE RUTT

That Council approve an operating grant in the amount of \$10,000.00 to the Cranberry Rodeo Association, with funds to come from Community Service Miscellaneous Grant.

CARRIED

MOTION: 18.01.46. Moved by: COUNCILLOR BILL SMITH

That Council direct Administration to request grant recipient to make a presentation to Committee of the Whole regarding their organization.

CARRIED

## **8.6 NORTHWEST REGIONAL SKILLS CANADA**

### **NORTHWEST REGIONAL SKILL CANADA**

MOTION: 18.01.47. Moved by: COUNCILLOR ROXIE RUTT

That Council approve Silver Sponsorship in the amount of \$3,000.00 payable to the GPRC Fairview Campus for the 2018 Northwest Regional Skills Canada Competition, with funds to come from the Community Service Miscellaneous Grant Budget.

CARRIED

## **8.7 GROVEDALE DAYCARE FACILITY**

### **GROVEDALE DAYCARE FACILITY**

MOTION: 18.01.48. Moved by: COUNCILLOR BILL SMITH

That Council provide a grant to the Grovedale Daycare Society in the amount of \$440,000.00 to be used to establish a building within which to operate, with funds to come from Community Service Miscellaneous Grant Budget.

CARRIED

MOTION: 18.01.49. Moved by: COUNCILLOR BILL SMITH

That Council authorize the transfer of \$440,000.00 from Contingency Reserve to Community Service Miscellaneous Grant Budget.

CARRIED

MOTION: 18.01.50. Moved by: COUNCILLOR BILL SMITH

That Council authorize Administration to enter into an agreement with the Grovedale Daycare Society outlining the principles as presented.

CARRIED

## **8.8 HIGHWAY 665 LEVEL OF SERVICE**

### **LEVELS OF SERVICE**

MOTION: 18.01.51. Moved by: COUNCILLOR SHAWN ACTON

That Council direct Administration to send a letter to the Provincial Minister of Transportation expressing Greenview's dissatisfaction with the levels of service being provided on all three digit highways within the MD of Greenview.

CARRIED

## **8.9 ALBERTA COMMUNITY PARTNERSHIP APPLICATION SUPPORT**

### **ALBERTA COMMUNITY PARTNERSHIP APPLICATION SUPPORT – COUNTY OF GRANDE PRAIRIE**

MOTION: 18.01.52. Moved by: COUNCILLOR ROXIE RUTT

That the Municipal District of Greenview No. 16 support the County of Grande Prairie's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act.

CARRIED

### **ALBERTA COMMUNITY PARTNERSHIP APPLICATION SUPPORT – MD OF SMOKY RIVER**

MOTION: 18.01.53. Moved by: COUNCILLOR LES URNESS

That the Municipal District of Greenview No. 16 support the Municipal District of Smoky River's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act.

CARRIED

## **8.10 LITTLE SMOKY CEMETERY APPOINTMENT**

### **LITTLE SMOKY CEMETERY APPOINTMENT**

MOTION: 18.01.24. Moved by: REEVE DALE GERVAIS

That Council appoint Anne Nichols and Robert Amundson to the Little Smoky Cemetery Committee.

CARRIED

## **8.11 BILLBOARD ADVERTISING**

### **BILLBOARD ADVERTISING**

MOTION: 18.01.54. Moved by: COUNCILLOR WINSTON DELORME

That Council accept the proposal to continue with the use of rental billboards.

CARRIED

Reeve Gervais recessed the meeting at 11:59 a.m.  
Reeve Gervais reconvened the meeting at 1:02 p.m.

### **8.12 GRANDE CACHE MEDICAL CENTRE UPDATE**

GRANDE CACHE  
MEDICAL CENTRE

MOTION: 18.01.55. Moved by: COUNCILLOR WINSTON DELORME  
That Council accept for information the verbal report regarding the Grande Cache Medical Centre, presented by Denise Thompson, Grande Cache CAO.  
CARRIED

### **8.13 AAMDC RESOLUTION RE: ALBERTA ENERGY TENURE SYSTEM**

AAMDC  
RESOLUTION

MOTION: 18.01.56. Moved by: COUNCILLOR WINSTON DELORME  
That Council direct Administration to draft a resolution for submission to the AAMDC District 4 Zone Meeting regarding the need to change the Alberta Energy Tenure system to better suit the needs of unconventional Oil and Gas exploration and align with other plans such as the Species at Risk Act.

CARRIED

### **8.14 CAO/MANAGERS' REPORTS**

CAO REPORTS

MOTION: 18.01.57. Moved by: DEPUTY REEVE TOM BURTON  
That Council accept the CAO Report for information, as presented.

CARRIED

Reeve Gervais recessed the meeting at 2:53 p.m.  
Reeve Gervais reconvened the meeting at 3:05 p.m.

#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:  
Municipal Planning Commission Meeting  
Community Futures Grande Prairie & Region Meeting  
Committee of the Whole Meeting  
Agriculture Services Board Conference



**WARD 6**

**DEPUTY REEVE TOM BURTON** updated Council on his recent activities, which include:

Muni 101

Committee of the Whole Meeting

Alberta Energy Regulators – Area Based Regulations Project Update

East Smoky Recreation Board Annual General Meeting/Regular Meeting

Agriculture Service Board Conference

Grande Prairie Regional Tourism Association Meeting

Northern Alberta Elected Leaders

**WARD 7**

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

Municipal Planning Commission Meeting

Grande Prairie Public Library Meeting

Tri Council Reception and Tour Grande Prairie Library

Crooked Creek Recreation Club Meeting

Philip J Currie Museum Robert Guest Reception

Committee of the Whole Meeting

Alberta Energy Regulators – Area Base Regulations Project Update

Agriculture Service Board Conference

FCSS Meeting

**REEVE'S REPORT**

**9.1 REEVE'S REPORT:**

**WARD 2**

**REEVE DALE GERVAIS** updated Council on his recent activities, which include:

Municipal Planning Commission Meeting

Philip J Currie Meeting

Committee of the Whole Meeting

Alberta Energy Regulators – Area Base Regulations Project Update

Agriculture Service Board Conference

Nitehawk Adventure Park Meeting

Presentation by Environment & Parks

Northern Alberta Elected Leaders

**WARD 4**

**COUNCILLOR SHAWN ACTON** updated Council on his recent activities, which include:

Municipal Planning Commission Meeting

Valleyview Recreation Board Meeting

Grande Prairie Library Presentation

Committee of the Whole Meeting

Alberta Energy Regulators – Area Base Regulations Project Update

FCSS Meeting

**WARD 3**                    **COUNCILLOR LES URNESS** updated Council on his recent activities, which include:

Municipal Planning Commission Meeting  
Committee of the Whole Meeting  
Alberta Energy Regulators – Area Base Regulations Project Update

**WARD 1**                    **COUNCILLOR WINSTON DELORME** updated Council on his recent activities, which include:

Committee of the Whole Meeting

**WARD 5**                    **COUNCILLOR DALE SMITH** was unavailable to give his report.

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

MOTION: 18.01.58. Moved by: COUNCILLOR SHAWN ACTON  
That Council accept the correspondence for information, as presented.

CARRIED

**#11 IN CAMERA**                    **11.0 IN CAMERA**

**IN CAMERA**                    MOTION: 18.01.59. Moved by: COUNCILLOR ROXIE RUTT  
That the meeting go to In-Camera, at 3:05 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

**FOIPP**  
**SECTION 25**                    **11.1 DISCLOSURE HARMFUL TO ECONOMIC AND OTHER INTERESTS OF A PUBLIC BODY**

*(FOIPP; Section 25)*

**FOIPP**  
**SECTION 21**                    **11.2 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS**

*(FOIPP; Section 21)*

**FOIPP**  
**SECTION 21**                    **11.3 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS**

*(FOIPP; Section 21)*

OUT OF CAMERA

MOTION: 18.01.60. 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 4:40 p.m.

CARRIED

**LAND PURCHASE FOR GROVEDALE WATER TREATMENT PLANT**

GROVEDALE  
WATER  
TREATMENT PLANT

MOTION: 18.01.61. Moved by: DEPUTY REEVE TOM BURTON  
That Council approve Administration to purchase a 12.32 acre parcel located at NE 32-69-6 W6M for the water treatment plant, water reservoir, truck fill station, and the adjacent road plan for a total of \$55,000.00 to come from the 2018 approved Capital Budget.

CARRIED

**12.0 ADJOURNMENT**

#12  
ADJOURNMENT

MOTION: 18.01.62. Moved by: COUNCILLOR ROXIE RUTT  
That this meeting adjourn at 4:42 p.m.

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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REEVE



# REQUEST FOR DECISION

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SUBJECT:	<b>Canadian Association of Petroleum Producers</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 12, 2018	CAO: MH	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER:
STRATEGIC PLAN:	Level of Service		

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION:** That Council accept the update on the state of the oil and natural gas industry from the Canadian Association of Petroleum Producers for information, as presented.

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## BACKGROUND/PROPOSAL:

Chris Montgomery of the Canadian Association of Petroleum Producers will provide an update on the state of the oil and natural gas industry. In particular, the presentation will provide industry's views on the Government of Alberta's draft caribou range plans.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update on industries views on the Government of Alberta's draft caribou range plans.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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## ALTERNATIVES CONSIDERED:

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

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## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

- PowerPoint Presentation

# Caribou Range Planning



CANADA'S OIL & NATURAL GAS  
PRODUCERS

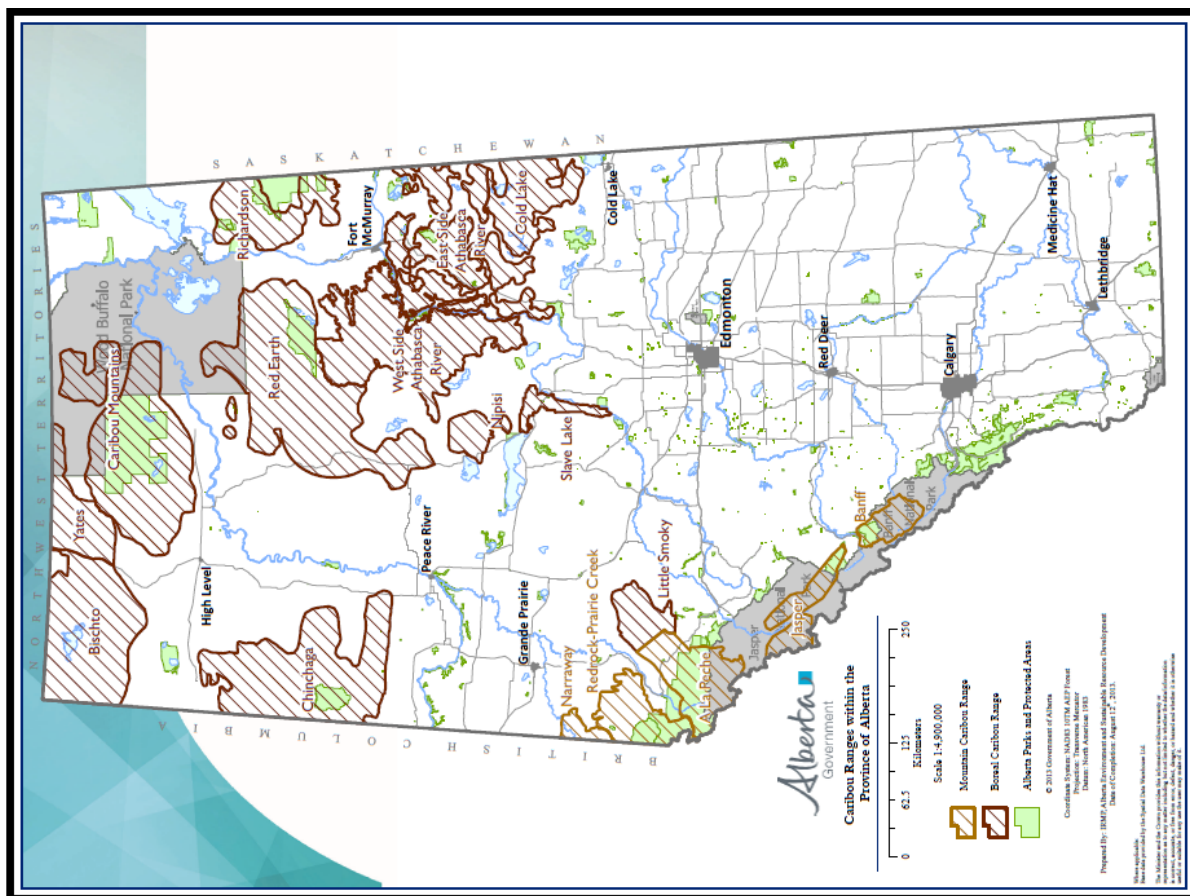
# Canadian Association of Petroleum Producers

- Represents large and small producer member companies
- Members explore for, develop and produce natural gas, natural gas liquids, crude oil, and oil sands throughout Canada
- Produce about 80 per cent of Canada's natural gas and crude oil
- Associate members provide a wide range of services that support the upstream crude oil and natural gas industry









# Timeline

- June 2003 - Caribou listed as a threaten species under SARA
- July 2005 – AB Woodland Caribou Recovery Plan published
- June 2011 – Woodland Caribou Policy for Alberta published
- October 2012 – Federal Recovery Strategy for Boreal Caribou published – established 65% undisturbed habitat standard
- June 2016 – Denhoff Report published
- June 2016 – Draft AB Little Smoky/A La Pêche Caribou Range Plan published (never finalized)
- September 2016 – ECCC released proposed policies relating to the implementation of SARA
- July 2017 – Federal Action plan on boreal caribou recovery published
- October 2017 – Federal report on the progress of recovery strategy implementation
- December 2017 – Draft AB Woodland Caribou Rang Plan Published
- April 2018 – ECCC to complete review and determine adequacy under SARA

## **CAPP's View...**

- **Caribou can be protected and recover alongside industry activity**
- **Industry is prepared to contribute by bringing solutions and resources but...**
- **Requires a working landscape and...**
- **Costs must be appropriate given industry need to compete for capital**

# Assessment - Draft Range Plan

- **Restoration of legacy footprint:**
  - Need commitment to working landscape and cost certainty
- **Conservation areas:**
  - Government must engage with affected stakeholders prior to creation
- **Rearing facilities:**
  - Need cost certainty; costs must be shared; must be sited to give caribou the best chance
- **Integrated land management:**
  - Support in theory but draft plan provides insufficient clarity; cannot support as written

# Assessment - Draft Range Plan

- **Predator/alternate prey management:**
  - Must be government led and overseen
- **Regional Access Management Plans:**
  - Insufficient detail and clarity; cannot support as written
- **Management of energy activity/zonation:**
  - Do not support; preferable approach is binding voluntary deferrals and tenure flexibility

# Conclusion

- Recognize a need to support caribou recovery
- Industry is prepared to contribute provided there is a working landscape and costs allow for competitive investment climate
- Current plan contains too few details to make a concrete assessment
- High risks remain with respect to access, tenure and costs
- Uncertainty leads to investment risk for industry and communities

# CAPP's Ask...

- **Please participate in the process; let your views be known:**
  - Government information sessions:
    - Whitecourt: February 20, 2018
    - Edmonton: February 22, 2018
    - Cold Lake: February 27, 2018
    - Fort McMurray: March 1, 2018
    - High Level: March 6, 2018
    - Grande Prairie: March 08, 2018
  - Feedback can be provided online:
    - <https://talkaep.alberta.ca/caribou-range-planning>
  - Write/meet with Ministers/MLAs

THANK YOU





# REQUEST FOR DECISION

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SUBJECT: **Additions and Removal of Bank Accounts Signing Authority**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 12, 2018 CAO: MH MANAGER:  
DEPARTMENT: CORPORATE SERVICES GM: RO PRESENTER: RO  
STRATEGIC PLAN: Level of Service

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## RELEVANT LEGISLATION:

**Provincial** (cite) – MGA, Section 213(4)

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council remove former Council members Dave Hay and George Delorme from the list of signing authorities for Greenview's bank accounts.**

**MOTION: That Council add Council members Shawn Acton and Winston Delorme as signing authorities to the list of signing authorities for Greenview's bank accounts.**

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## BACKGROUND/PROPOSAL:

The Greenview signing authorities for the ATB accounts are: Reeve Gervais, Deputy Reeve Tom Burton, Councillors Roxie Rutt, Bill Smith, Dale Smith, Leslie Urness, Dave Hay and George Delorme; along with the Chief Administrative Officer and the General Manager, Corporate Services.

There are two digital signatures attached to each Greenview issued payment and those signatures are the Reeve's and the Chief Administrative Officer's that will be used until they are no longer members of the organization or in their respective positions.

As a result of the October 2017, general municipal election, Councillors Dave Hay and George Delorme are no longer members of the Greenview Council, thus, Administration recommends that Council remove their names from the list of Greenview signing authorities.

Additionally, as a result of this election, Councillors Shawn Acton and Winston Delorme are now members of the Greenview Council, as such, Administration recommends that Council add their names to the list of Greenview signing authorities.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to ensure that Greenview's ATB signing authority list is accurate.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Administration did not consider alternatives due to Council's normal practice to remove and add Council members as their position changes.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Once Council makes a decision Administration will provide documentation (copy of minutes) to ATB advising of the change. ATB will require Councillors Acton and Delorme to sign ATB banking documents and may require all other signing authorities on the ATB accounts to provide their signatures as well.

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ATTACHMENT(S):

- None



# REQUEST FOR DECISION

SUBJECT: **Assessment Year Modifiers**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: February 12, 2018  
DEPARTMENT: FINANCE  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MH  
GM: RO  
MANAGER:  
PRESENTER:

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Minister's Guidelines for Linear Property, Machinery and Equipment, Railway and Farmland, Bulletin No. 17-03, December 2017.

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION That Council direct Administration to write Minister Shaye Anderson a letter stating Council's concerns regarding the decision to maintain the 2016 Assessment Year Modifiers as the 2017 Assessment Year Modifiers.**

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## BACKGROUND/PROPOSAL:

In late December 2017, Administration became aware of the Minister of Municipal Affairs decision to maintain the 2016 Assessment Year Modifiers (AYMs) as the 2017 AYM's. This decision is concerning to Administration due to the expected revenue loss for Greenview and the unexplained change in the assessment year modifiers procedure.

The assessments for pipelines and wells are created by means of the provinces' guidelines as well as the provincial formula for assessment year modifiers including cost factors for regulated properties. The 2017 formula based model indicated that the 2017 AYM's should increase by 10.22% (pipelines) and 18.39% (wells), however, the minister decided to freeze the AYM's at the 2016 rates.

Greenview's assessment contractor predicted an increase of \$678M in the 2017 assessment based on the same number of properties as the 2016 assessment roll. Thus, the financial impact of the decision to Greenview is approximately \$5,307,384.00 at the 2017 mil rate.

Since this is a substantial loss of revenue for Greenview, Administration is advising Greenview Council to write the Minister regarding Greenview's lost revenue based on the decision to hold the AYM's at the previous year's level and to question the change in the AYM method.

Council is advised that Greenview may still see an increase in the 2017 linear assessments for wells and pipelines due to growth in the municipality.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Council will be informed and will have an opportunity to connect with Minister Anderson regarding their concern regarding the lost revenue and the change in the AYM method.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

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

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**FINANCIAL IMPLICATION:**

**Direct Costs: \$5,307,384.00 (2018)**

**Ongoing / Future Costs: Unknown at this time.**

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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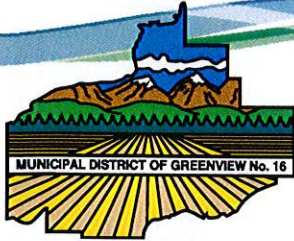
**FOLLOW UP ACTIONS:**

If Council approves the recommended motion Administration will draft a letter for the Reeve's signature.

---

**ATTACHMENT(S):**

- Assessment Bulletin No. 17-03 (December 2017)
- Bylaw 17-780



## BYLAW NO. 17-780 of the Municipal District of Greenview No. 16

### A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16 FOR THE 2017 TAXATION YEAR

**Whereas**, the Municipal District of Greenview No. 16 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on December 13, 2016 ; and

**Whereas**, the estimated municipal expenditures and transfers set out in the budget for the Municipal District of Greenview No.16 for 2017 total \$ 161,322,650; and

**Whereas**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$65,519,435 and the balance of \$95,803,215 is to be raised by general municipal taxation; and

**Whereas**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	1,611,889
Non-residential	22,640,659
Opted Out School Boards	
Residential/Farmland	61,185
Non-residential	<u>2,977</u>
Total School Requisitions	24,316,710
Requisition Allowance   MGA(359(2))	100,000
Seniors Foundation	1,122,875

**Whereas**, the Council of the Municipal District of Greenview No.16 is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**Whereas**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

**Whereas**, the assessed value of all property in the Municipal District of Greenview No.16 as shown on the assessment roll is:

	<u>Assessment</u>
Residential	640,457,400
Non-residential	5,567,591,680
Farmland	56,650,180
Machinery and equipment	<u>3,752,027,650</u>
	10,016,726,910



**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the Municipal District of Greenview No. 16, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipal District of Greenview No.16:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal</b>			
<b>Residential/Farmland</b>	1,882,191	697,107,580	2.7000
<b>Non-Residential</b>	72,953,980	9,319,619,330	7.8280
<b>ASFF</b>			
<b>Residential/Farmland</b>	1,611,889	672,292,499	2.3976
<b>Non-residential</b>	22,640,659	5,367,247,289	4.2183
<b>Opted-Out School Boards</b>			
<b>Residential/Farmland</b>	61,185	25,519,440	2.3976
<b>Non-residential</b>	2,977	705,648	4.2183
<b>Requisition Allowance</b>	100,000	6,177,636,460	0.0162
<b>Seniors Foundation</b>	1,122,875	10,016,726,910	0.1121

2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.
  - a) Non-Residential Municipal taxes are due and payable on June 30<sup>th</sup>.
  - b) Residential/Farmland Municipal taxes are due and payable on November 15<sup>th</sup>.
3. In the event of any current taxes remaining unpaid for Non-Residential after June 30<sup>th</sup> of the current year, there shall be levied a penalty of 8%.
4. In the event of any current taxes remaining unpaid for Residential/Farmland after November 15<sup>th</sup> of the current year, there shall be levied a penalty of 8%.
  - a) In the event of any of taxes of Non-Residential and Residential/Farmland remaining unpaid after December 31<sup>st</sup>, in the current year there shall be levied a penalty of 10% on January 1<sup>st</sup>
  - b) In the event of any arrears of taxes of Non-Residential and Residential/Farmland remaining unpaid after December 31<sup>st</sup>, in the succeeding year, there shall be levied a penalty of 18% on January 1<sup>st</sup>, and in each succeeding year thereafter, so long as the taxes remain unpaid.
5. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

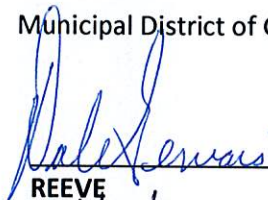
6. That this bylaw shall take effect on the date of the third and final reading.

Read a first time on this 28<sup>th</sup> day of March, 2017.

Read a second time on this 11 day of April, 2017.

Read a third time and passed on this 11 day of April, 2017.

Municipal District of Greenview No. 16

  
\_\_\_\_\_  
REEVE

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



# Assessment Bulletin

Bulletin No. 17-03  
December 2017

## Attachment Q: 2017 Minister's Guidelines for Linear Property, Machinery and Equipment, Railway, and Farm Land

The 2017 Minister's Guidelines for Linear Property, Machinery and Equipment, Railway, and Farm Land were approved by the Minister of Municipal Affairs on December 19, 2017. Below are the 2017 assessment year modifiers (AYMs) and cost factors for regulated properties. The AYM's are different from those proposed earlier in the fall. The pipeline and well AYM's have been held at 2016 levels pending the outcome of the comprehensive model review.

Property Type	Assessment Year Modifier	Cost Factor
Wells	1.175	
Pipelines	0.971	
Electric Power Systems	1.406	0.71
Telecommunication Carriers	1.139	0.88
Cable Distribution Undertakings	1.389	0.72
Machinery and Equipment	1.40	0.71
Railway	1.37	
<b>Farm Land</b>		
Dry Arable	1.000	
Dry Pasture	1.000	
Irrigated Arable	1.030	

The 2017 Minister's Guidelines with the AYM's, cost factors, and Ministerial Order are on the Municipal Affairs website at link below:

[http://municipalaffairs.alberta.ca/mc\\_property\\_assessment\\_and\\_taxation\\_legislation.cfm](http://municipalaffairs.alberta.ca/mc_property_assessment_and_taxation_legislation.cfm)

If you have any questions, please contact the Assessment Services Branch at [lgsmail@gov.ab.ca](mailto:lgsmail@gov.ab.ca), or at 780-422-1377 (toll-free from anywhere in Alberta by first dialing 310-0000) or contact:

Sheila Young, Director, Assessment & Property Tax Policy, at 780-422-8078 or by email at [sheila.young@gov.ab.ca](mailto:sheila.young@gov.ab.ca)

Cate Watt, Manager, Regulated Assessment, at 780-422-8117 or by email at [cate.watt@gov.ab.ca](mailto:cate.watt@gov.ab.ca)

Tim Seefeldt, Director, Stakeholder Relations, at 780-422-1152 or by email at [tim.seefeldt@gov.ab.ca](mailto:tim.seefeldt@gov.ab.ca)

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Government





# REQUEST FOR DECISION

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SUBJECT: **Council Chamber Upgrades**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: February 12, 2018  
DEPARTMENT: CORPORATE SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MH  
GM: RO  
MANAGER:  
PRESENTER: SG

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council authorize Administration to award the contract for Council Chamber equipment upgrades to AVI-SPL Canada Limited at a cost of \$71,693.36 with funds to come from the Information Systems 2018 Capital Budget.**

---

## BACKGROUND/PROPOSAL:

The audio/visual equipment in the Council Chamber has been in place and operational since 2012. While the system has been operating satisfactorily, Council has requested equipment upgrades to bring the system in line with their requirements.

- Due to distance and potential weather conditions, Council has expressed a desire to have the capability for up to two Councillors to virtually attend a Council or other meetings that are held in the Council Chambers.
- The Council has also expressed a desire to change the queuing of the microphone equipment so that re-organizing the queue is made simpler with a touch screen panel.
- The Council requested a digital voting system that can be viewed on the Council Chamber projector screens. The councillors connecting remotely to the meeting will have the ability to vote from their Microsoft Surface devices.
- The existing Council Chamber equipment requires re-cabling to avoid equipment failure.

The time to complete the upgrades is approximately six weeks from the date of order. Administration will commence ordering when the motion is approved.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Administration will have permission to contract a vendor to accomplish Council's goal.
2. The benefit of Council accepting the recommended motion is that Council Members will have a more efficient method of conducting Council and other meetings.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may authorize Administration to award the contract for Council Chamber equipment upgrades to Inland Audio Visual Limited at a cost of \$126,320.52 with funds to come from the Information Systems 2018 Capital Budget. This is not recommended due to budget limitations.

**Alternative #2:** Council has the option to deny Administration's recommendations and retain the existing Council Chamber equipment.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** \$71,693.36 before tax.

**Ongoing / Future Costs:** There are no future costs associated with this proposal.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Following Council's decision, Administration will advise the appropriate vendor and impress upon the vendor the need to complete this work within the agreed upon 6 week period.

---

**ATTACHMENT(S):**

- Scope Statement of Work

## **SCOPE STATEMENT**

The supplier will make the following modifications to the MD of Greenview's council chambers. These modifications will be broken down into the following categories.

### **Video Upgrades**

The council of the MD of Greenview has expressed a desire to have the capability for up to two council persons to be able to virtually attend any council or other meeting that is being held in the physical council chambers. In order to do this, the supplier will be making modifications to the existing signal distribution.

A) The addition of a Cisco Video Conference Codec to be contained in the equipment rack. This Cisco Video Conference Codec will allow for the ability to securely send video to a far site that is connected over the IP based video conference system. This would include the following

- 1) The existing Vaddio PTZ Camera that is mounted at the rear of the room
- 2) A new Vaddio PTZ Camera that would be mounted next to the existing Vaddio PTZ camera at the rear of the room
- 3) A new Vaddio PTZ Camera that would be mounted near the rack location. This camera would be used to provide video from anyone who would be situated at the presenters table

B) The ability to control the above video resources utilizing a soft codec that would be installed onto the recording secretary's PC that resides in the equipment rack. (This would be controlled and configured using the existing keyboard and mouse for this PC)

C) The supplier will provide eight copies of Cisco Jabber Software for it to be installed on each of the council members existing Microsoft surfaces. Eight USB earphones and microphones will be provided by the supplier to allow the end users to hear and speak to avoid use of the condenser microphone on the Microsoft Surface.

The three cameras will be controllable via the existing AMX touch panel that resides at the admin desk. These will operate so that the one camera that is existing to provide a wide view of the council and the new camera to be able to Pan/Tilt/ and Zoom to the current live microphone. In this design when a council person is taking the one camera will frame themselves and one council person on either side and before changing to the next live microphone, the system will default to a wide council view from the other camera. The same will happen with the presenter's camera. This will provide a smooth transition.

Separate Option on different Quotation

D) The supplier will add the ability for the live presentation or live cameras in the council chambers to be live streamed to a streaming service by adding a H.264 Video encoder to the system. The supplier will add the start and stop this stream as a button on the existing AMX Touch panel.

### **Audio Upgrades**

The supplier will change the way that the existing Bosch conference system is operated. Currently if you press the button on the Bosch conference system it will place the next person in the queue without the ability to reorganize the Queue. Going forward, the control of this system will be via the existing AMX touch panel

### **Audio Conferencing**

The supplier will provide an analog terminal adapter to allow for a remote participant to be brought into a council session over voice. Dialing, Hang-up and Mute will be controlled via the existing AMX touch panel.

### **Voting**

The supplier will add the ability to digitally vote to the council chambers. This will be via eight physical 4-button panels, one per council member. These will be set to accomplish the following

- A) Yes
- B) No
- C) Request to Speak / Cancel

Each physical button panel installed at the councillor's location will also have an emulated button panel that can be launched on the council persons Microsoft Surface. This will be designed to communicate over the open internet to connect to the control processor and allow for voting and requesting to speak even when remote.

### **Infrastructure**

The previous installation has all of the cabling from different AV sources and displays run over CAT6 but not in the cable trays provided that reside under the council chambers. The supplier will re-cable all of these to allow for the cable to be properly labelled every 15' and also utilize the cable tray system.



# REQUEST FOR DECISION

---

SUBJECT:	<b>Pedestrian Safety Ridgevalley School</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 12, 2018	CAO: MH	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: GG	PRESENTER: GG
STRATEGIC PLAN:	Quality of Life		

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council accept the information regarding pedestrian safety within the school zones of the Hamlet of Ridgevalley for information, as presented.**

---

## BACKGROUND/PROPOSAL:

January 19, 2018 Greenview received the attached letter from the Peace Wapiti Public School Division No.76 requesting that Greenview install a street light and a pedestrian activated flashing yellow light at the crosswalk adjacent to the Ridgevalley School.

There are two 30 km school zones in the Hamlet of Ridgevalley that are impacted by roadway traffic. The Rosedale Christian School has traffic that travels through the school zone in a North/South directional pattern, whereas the Ridgevalley School has traffic that travels on two sides of the school property in a North/South and East/West directional pattern.

The area Councillor, prior to receiving the attached letter advised Administration of the concerns. Administration reviewed the area of concern identifying the following points below that contributes to the pedestrian safety concerns at the intersection of RR 262 and Twp. 713 which also included the school zone in front of the Rosedale Christian School.

1. Increased commercial truck traffic from the Eben Rock Products gravel pit has definitely increased the traffic counts along RR 262, impacting the school zones along Range Road 262 at both of the described locations.
2. Insufficient traffic control, reducing traveling speeds along RR 262 through school zones and at the main intersection in Ridgevalley.
3. Inadequate Illumination at the main intersection of RR 262 and Twp. 713.

Administration operationally has assessed the above concerns and has initiated a plan to help educate and reduce these pedestrian safety concerns.

1. Solar powered radar speed detection signage will be installed approximately 75 meters prior to entering the school zones at each location. These will be set at 30 km per/hr during school zone hours warning or notifying the driver by flashing their speed prior to entering the school zone.
2. The traffic travelling East and West currently has the Stop signage at the main intersection in Ridgevalley at RR 262 and Twp.713. By creating a 4-way Stop intersection will slow traffic to a stop running north, thus slowing the traffic prior to driving past the front entrance to the school. LED illuminated **STOP** signage will be installed to help enhance the importance of the intersection.
3. Greenview and ATCO will also discuss the options in the illumination of the intersection by installing a street light to provide a safer pedestrian crossing.

By identifying drivers of their speed entering the school zones with radar detection and by having all traffic come to a complete stop at the Ridgevalley intersection, with the added street light illumination for night time crosswalk safety. These improvements should properly address the pedestrian safety concerns listed in the letter at the Ridgevalley School including the Rosedale Christian School that was not mentioned in the letter.

Although Administration agrees that the pedestrian activated flashing yellow light at the crosswalk could be another option of awareness, Administration is suggesting that education & awareness i.e. radar detection in the school zones combined with traffic control and illumination at the intersection will improve pedestrian safety without the added measure at this time.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action will address the concerns listed in the letter addressed to Reeve Gervais from the Peace Wapiti Public School Division No. 76.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. No disadvantages of the recommendation.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could change the direction that administration has suggested to improve the pedestrian safety concerns i.e. pedestrian activated flashing yellow light.

---

**FINANCIAL IMPLICATION:**

**Direct Costs: 28,511.80 to come from the 2018 Operational Budget.**

**Ongoing / Future Costs: Stop signage and speed detection unit replacement when required.**

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Staff to report when the items listed have been completed in the Mangers Report.

---

**ATTACHMENT(S):**

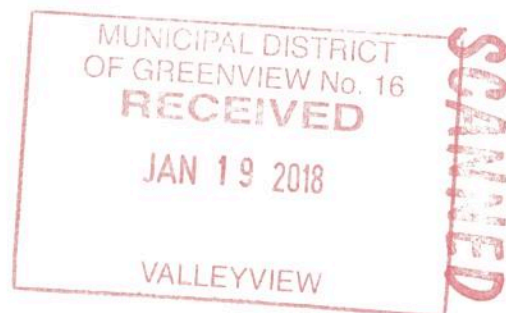
- Peace Wapiti Public School Division No. 76 Letter





**PEACE WAPITI PUBLIC  
SCHOOL DIVISION NO. 76**  
WWW.PWSD76.AB.CA

CENTRAL OFFICE  
8611A – 108 Street, Grande Prairie, Alberta T8V 4C5  
Telephone: (780) 532-8133 | Fax: (780) 532-4234



January 4, 2018

MD of Greenview  
Box 1079  
Valleyview, AB T0H 3N0

**Attention: Dale Gervais, Reeve**

Dear Reeve Gervais:

**Re: Pedestrian Safety at Ridgevalley School**

At our regular meeting on November 30, 2017, we passed the following motion:

*that the Board send a letter to the MD of Greenview, requesting that the MD purchase and install a street light and pedestrian activated flashing yellow light at the crosswalk adjacent to Ridgevalley School.*

We support Ridgevalley School Council's request for better lighting and pedestrian controlled flashing lights to be installed at the crosswalk near Ridgevalley School. We believe this will help ensure the safety of our students and staff on their way to and from school.

We appreciate your consideration in this matter.

Sincerely,

Dana McIntosh  
Board Chair

**EDUCATING TODAY FOR SUCCESS TOMORROW**



# REQUEST FOR DECISION

---

SUBJECT:	<b>Tri-Municipal Industrial Partnership Funds</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 12, 2018	CAO: MH	MANAGER: KK
DEPARTMENT:	ECONOMIC DEVELOPMENT	GM: DM	PRESENTER:
STRATEGIC PLAN:	Development		

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION:** That Council authorize Administration to transfer \$47,193.26 from the Contingency Reserve Fund to the 2018 Tri-Municipal Industrial Partnership Budget.

---

## BACKGROUND/PROPOSAL:

In 2017 Greenview initiated a partnership with the County of Grande Prairie and the City of Grande Prairie to undertake a study and potential development of a heavy industrial area, 50 kilometers south of Grande Prairie (Tri-Municipal Industrial Partnership).

The partnership funding formula consisted of Greenview providing 50% (\$105,000.00) with both the County and the City of Grande Prairie each contributing 25% (\$52,500.00 each) for a 2017 total of \$210,000.00. The 2017 partnership expenditures totalled \$57,806.74 leaving a balance of \$152,193.26. The \$105,000.00 contributions from the County and the City of Grande Prairie will be set up as an accounts receivable item to be utilized in the 2018 Budget. Administration is requesting that the unused portion (\$47,193.26) of the 2017 Greenview contributions be transferred from Contingency Reserve into the 2018 Tri-Municipal Industrial Partnership operational budget.

The 2018 Proposed Tri-Municipal Industrial Partnership Budget consisted of the following:

• 2018 contributions from the County and the City of Grande Prairie	\$105,000.00
• 2017 contributions from the County and the City of Grande Prairie	\$105,000.00
• 2018 contribution from Greenview	\$105,000.00
• 2017 Greenview unused funds	\$47,193.26
• CARES grant	<u>\$210,000.00</u>
	\$572,193.26

The transfer of \$47,193.26 from contingency reserve will allow Greenview to be able to fulfill its financial obligations to the partnership

---

**BENEFITS OF THE RECOMMENDED ACTION:**

The benefit of transferring Greenview's Tri-Municipal Industrial Partnership contribution is that Greenview will be fulfilling its financial obligation to the partnership.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** There are no alternatives to the recommended motion.

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**FINANCIAL IMPLICATION:**

There are no additional financial obligations.

---

**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 complete accounting journal entries to the effected account.

---

**ATTACHMENT(S):**

- NA



# REQUEST FOR DECISION

---

SUBJECT: **Sponsorship - Elected Officials Economic Development Training**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 12, 2018 CAO: MH MANAGER: KK  
DEPARTMENT: ECONOMIC DEVELOPMENT GM: DM PRESENTER: KK  
STRATEGIC PLAN: Regional Cooperation

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council provide lunch sponsorship in the amount of \$1,000.00 to the Economic Developers Association of Alberta for the Alberta's Elected Officials Course to be held February 23, 2018 in Grande Prairie, with funds to come from the Council Budget.**

---

BACKGROUND/PROPOSAL:

Administration is recommending that Greenview provide a \$1,000.00 sponsorship for a lunch at the Economic Developers Association of Alberta's Elected Officials Course in Grande Prairie.

The course is specific to elected officials in the procedures and benefits of economic development within the regions. This course hosted by the Economic Developers Association of Alberta is only offered once every four years, regionally.

This would be an excellent opportunity to network with adjacent municipalities to discuss and strategize economic development opportunities.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview would be supporting a function that provides valuable economic development networking opportunities.
- 

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

Council has the alternative to not accept the recommended motion, however Administration suggests that Council support the request in order to provide lunch and gain recognition at the Economic Developers Association of Alberta's Elected Officials Course.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** \$1000.00 to come from the Council Hospitality Budget.

---

**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 work with event coordinator to ensure meal sponsorship is completed and Greenview is recognized for support, providing that Council supports the recommended motion.

---

**ATTACHMENT(S):**

- NA



# REQUEST FOR DECISION

---

SUBJECT: **Valleyview Petroleum Association – Sponsorship Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 12, 2018 CAO: MH MANAGER:  
DEPARTMENT: COMMUNITY SERVICES GM: DM PRESENTER: DM  
STRATEGIC PLAN:

---

RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council approve Supper Sponsorship in the amount of \$250.00 to the Valleyview Petroleum Association for the March 9, 10, 11 Bonspiel, with funds to come from the Community Service Miscellaneous Grant.**

---

BACKGROUND/PROPOSAL:

The Valleyview Petroleum Association is hosting the Annual Curling Bonspiel March 9, 10 and 11 at the Valleyview Curling Rink.

The association is requesting supper sponsorship in the amount of \$250.00 with Greenview receiving recognition by way of signs and placement materials. Greenview's Communications Department will be providing certain promotional items in support of the event.

The event brings participants from surrounding communities together with an opportunity to network. Funds raised from the Annual Curling Bonspiel event help various community groups, through the association's donations to Ronald Macdonald House, Make-a-Wish-Foundation etc.

Greenview has provided sponsorship funding to the Red Willow Curling Club for the Valleyview Ladies Curling Bonspiel in the amount of \$1,811.25 in 2016. The Valleyview Oilman's Bonspiel was sponsored \$500.00 by Greenview in 2016.

The Community Miscellaneous Grant has a balance of \$309,516.57 on February 11, 2018.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will be providing support to an event that provides an overall benefit to the community.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that other associations or groups of a similar nature may be requesting sponsorship.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to alter or deny the request for sponsorship funding, however this would be an opportunity for Greenview to support an association's efforts to engage the community.

---

FINANCIAL IMPLICATION:

**Direct Costs:** The direct cost of the recommended motion is \$250.00.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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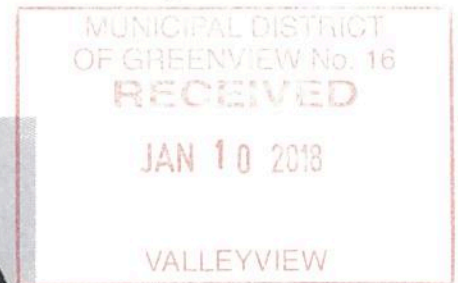
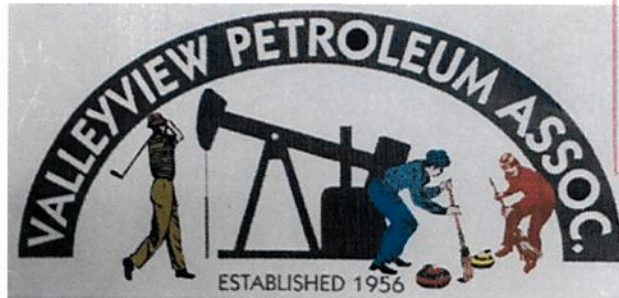
FOLLOW UP ACTIONS:

Administration will inform the Valleyview Petroleum Association of Council's sponsorship decision.

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ATTACHMENT(S):

- Valleyview Petroleum Association Sponsorship Request



MD of Greenview

Jan 19/18

Dear Board Members.

The Valleyview petroleum Association is once again holding its annual Bonspiel on March 9, 10,11. We are asking if you would like to advertise or donated to this event. Not only does this event help bring oilmen from this area it also bring from the surrounding communities which will help promoted out community. Funds raised from this event help various community groups, Donations have also been made to Ronald Macdonald house, make a wish foundation and others. I have attached not only a request letter but also an entry form should you want to enter a team.

Thank you

John A. Simpkins

President

Valleyview Petroleum Association.





# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 1018 Expenditures and Disbursement</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 12, 2018	CAO: MH	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM: RO	PRESENTER: RO
STRATEGIC PLAN:	Level of Service		

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## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) – Policy 1018

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 1018 “Expenditures and Disbursement” as recommended by the Policy Review Committee.**

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## BACKGROUND/PROPOSAL:

This policy has been discussed at the December 19<sup>th</sup> Policy Review Committee meeting and the committee recommended the policy be presented at a Council meeting for a whole Council discussion.

The Council discussed this policy at the January 8<sup>th</sup> regular meeting and at the January 15<sup>th</sup> Committee of the Whole meeting. The Committee of the Whole recommended that Council reduce section 2.5 from a maximum of \$2,000,000.00 to a maximum of \$200,000.00. There was also discussion regarding sections 2.3 and 2.7, the Committee of the Whole decided to leave those sections as they were in the original document.

The change to section 2.5 has been completed in the Draft Copy of the policy attached and the Policy Review Committee is recommending Policy 1018 “Expenditures and Disbursement” to Council for approval.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the policy inventory will be updated.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

1. None
- 

## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

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**ATTACHMENT(S):**

- Policy 1018 Draft
- Policy 1018 Current

**Title: Expenditure and Disbursement Policy**

**Policy No: 1018**

**Effective Date: TBD**

**Motion Number:**

**Supersedes Policy No: 1018**

**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** means the individual that 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** means the individuals that 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** means an individual that 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** means 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** means the Employee Self Service ID that has been provided from Human Resources.

**Emergencies** means 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** means the practice among those with power or influence of favouring relatives or friends.

**Purchase Cards** means 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 \$200,000.00, 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 (ACAO) 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](http://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.

**Title: Expenditure and Disbursement Policy**

**Policy No: 1018**

**Effective Date: July 28, 2015**

**Motion Number: 15.07.347**

**Supersedes Policy No: AD-12**



## 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:

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## 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.

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- 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.
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  - 1.3.4. Verifying that the expenditure is recorded in the appropriate fiscal and reporting period.
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  - 1.3.6. Verifying that the expenditure is charged to the appropriate general ledger account.
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  - 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;
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- 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.
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- 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 (ACAO) 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 NWPTA 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](http://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

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SUBJECT: **Special Occasion Messages**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: February 12, 2018  
DEPARTMENT: CORPORATE SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MH  
GM: MANAGER:  
PRESENTER: RO

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RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) – AD 24

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RECOMMENDED ACTION:

**MOTION:** That Council approve the revised “Special Occasion Messages” policy number 1024 as recommended by the Policy Review Committee.

---

BACKGROUND/PROPOSAL:

The intent of this policy remains the same as AD 24.

The title of the policy has been changed and wording has been revised from M.D. of Greenview to Greenview.

The title of policy AD 24 indicates special occasion gifts, however the details of the policy does not mention gifts simply messages, as such, Administration has changed the name to reflect the contents of the policy.

The Policy Review Committee Recommended the “Special Occasions Messages” Policy to Council for approval at the February 2, 2018 meeting.

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BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the policy inventory will be updated.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council could alter the revised policy

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FINANCIAL IMPLICATION:

**Ongoing / Future Costs:**

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There are minor anticipated financial costs.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

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**ATTACHMENT(S):**

- Policy AD 24
- Revised Special Occasions Council Messages

**Title: Special Occasion Messages**

**Policy No: 1024**

**Effective Date: Feb. 12, 2018**

**Motion Number: TBD**

**Supersedes Policy No: AD 24**

**Review Date:**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

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

**Purpose:** The purpose of this policy is to give recognition to Greenview residents and businesses for their significant birthday or anniversary.

## POLICY

1. Upon request, Greenview will send congratulatory messages to citizens and businesses within Greenview on the event of a special birthday or anniversary as per the following procedure.

## PROCEDURE

Upon request, special congratulatory message certificates may be arranged for the following events:

1. A 75<sup>th</sup> birthday and every five years thereafter to age 95, and every year following the 95<sup>th</sup> birthday.
2. A 50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup> wedding anniversary and yearly thereafter.
3. The 25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup> anniversary and every five years thereafter of a business or organization within Greenview.
4. Greenview should receive the request at least four weeks prior to the occasion.



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

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 24**

**POLICY TITLE: SPECIAL OCCASION GIFTS**

**Page 1 of 1**

**Date Adopted by Council / Motion Number:**

**11.10.560**

**PURPOSE:**

To give recognition to M.D. residents and businesses for their significant birthday or anniversary.

**POLICY:**

The M.D. of Greenview will send congratulatory messages to citizens and businesses in the M.D. on special birthdays or anniversaries 'upon request'.

Upon request, special congratulatory message certificates may be arranged for the following events:

1. A 75<sup>th</sup> birthday and every five years thereafter to age 95, and every year following the 95<sup>th</sup> birthday.
2. A 50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup> wedding anniversary and yearly thereafter.
3. The 25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup> anniversary and every five years thereafter of a business or organization within the M.D. of Greenview.
4. The M.D. must receive the request at least four weeks prior to the occasion.

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REEVE

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C.A.O.



# REQUEST FOR DECISION

SUBJECT: **Smoke Free Workplace**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: February 12, 2018  
DEPARTMENT: CORPORATE SERVICES  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MH  
GM: RO  
MANAGER:  
PRESENTER: RO

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Tobacco and Smoking Reduction Act, Statutes of Alberta, 2005 Chapter T-3.8

**Council Bylaw/Policy** (cite) – AD 23

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## RECOMMENDED ACTION:

**MOTION: That Council approve the revised “Smoke Free Workplace” policy number 2009 as recommended by the Policy Review Committee.**

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## BACKGROUND/PROPOSAL:

The intent of this policy remains the same as AD 23. However, the wording has been revised substantially.

The policy covers all Greenview buildings, equipment and vehicles. The financial aid for employees wishing to stop smoking is the same as AD23, with revised wording.

The Policy Review Committee recommended the “Smoke Free Workplace” Policy to Council for approval at the February 2, 2018 meeting.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the policy inventory will be updated.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council could alter the revised policy

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## FINANCIAL IMPLICATION:

**Direct Costs: N/A**

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**Ongoing / Future Costs:** There are minor anticipated financial costs with the assistance program for employees who wish to quit smoking.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

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**ATTACHMENT(S):**

- Policy AD 23
- Revised Smoke Free Workplace Policy





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

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 23**

**POLICY TITLE: SMOKING IN THE WORKPLACE**

**Page 1 of 1**

**Date Adopted by Council / Motion Number:**

**11.10.559**

**PURPOSE:**

To ensure that a smoke-free environment exists within the M.D.'s properties, including but not limited to:

Administration Buildings;  
Field Services Building;  
Operations Building  
Environmental Services Buildings.  
Grovedale Shop; and  
All vehicles.

**POLICY:**

The Municipal District of Greenview has a concern for the health of all employees and recognizes the scientifically validated impact of second-hand smoke and hazardous effects of smoke in the workplace. Therefore, a commitment to eliminate smoking from the work place is being made in order to create a healthier, more productive work environment.

1. Financial assistance will be provided to encourage employees to stop smoking. A maximum of \$250 per employee will be provided to register in a stop smoking program, and/or to purchase stop smoking aids. This will be provided on a one-time-only basis, and employees will be reimbursed the actual cost by receipt only.
2. Any new employee being considered for employment by the Municipal District will be advised that the organization has a smoke free work environment in effect.
3. Any employee contravening this policy will be subject to disciplinary action in accordance with the Personnel Policy.

---

REEVE

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C.A.O.

**Title: Smoke Free Workplace**

**Policy No: 2009**

**Effective Date: Feb. 12, 2018**

**Motion Number: TBD**

**Supersedes Policy No: AD 23**

**Review Date:**



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

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

**Purpose:** The purpose of this policy is to ensure that Greenview complies with the Tobacco and Smoking Reduction Act, Statutes of Alberta, 2005 Chapter T-3.8, by enforcing a smoke-free environment within all Greenview's buildings, equipment and vehicles.

### DEFINITIONS

**Passive Smoking** means the inhalation of smoke, called second-hand smoke or environmental tobacco smoke by persons other than the intended "active" smoker.

### POLICY

1. Greenview Council's goal is to promote a healthy and productive work environment and recognizes the scientifically validated impact of passive smoking and hazardous effects of smoke in the workplace. As such, Greenview is committed to a smoke free workplace to accomplish Council's goal of creating a healthy and productive work environment.
2. To assist with accomplishing Council's goal, Greenview will provide financial assistance as per procedure one (1) to any employee who wishes to quit smoking.

### PROCEDURE

1. A maximum of \$250.00 per employee will be provided to register in a stop smoking program, and/or to purchase stop smoking aids. The financial assistance will be provided on a one-time-only basis, and employees will be reimbursed the actual cost by receipt only.
2. During orientation of new employees Greenview Administration will ensure that all new employees are advised of the organization's smoke free work environment and will be provided with a copy of this policy.
3. Any employee in contravention of this policy will be subject to disciplinary action in accordance with the current Staff Agreement.

### APPENDIX



# REQUEST FOR DECISION

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SUBJECT:	<b>Revised Policy 4004 “Equipment Contractor Registry”</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 12, 2018	CAO: MH	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: GG	PRESENTER: GG
STRATEGIC PLAN:	Level of Service		

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## RELEVANT LEGISLATION:

**Provincial** (cite) N/A

**Council Bylaw/Policy** (cite) – Policy 4004 Equipment Contractor Registry

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## RECOMMENDED ACTION:

**MOTION: That the Council approve Policy 4004 “Equipment Contractor Registry” with the suggested modifications listed as Change 1 and Change 2 in the Background as presented.**

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## BACKGROUND/PROPOSAL:

Policy 4004 governs the rates paid to contractors for day labour works. The policy identifies the rates as being in accordance with the ARHCA Rate Guide (2015). Tying rates to a specific year in the guide allows for Greenview to provide stable rates to contractors year over year.

The policy was first reviewed and approved by Council April 11, 2017. With the policy in place for 9 months, Administration has been able to assess the policy, and as such, Administration is updating the policy to ensure that the policy is consistent with further Council direction, with the packages provided to contractors, and with the processes currently practiced by administration.

The definition of EOIP (expression of interest package) was added. The word “attachments” was added to provision one to provide greater clarity for compensation for both equipment and attachments under the ARHCA Guide. Provision three was removed as it was vague and its meaning unclear. “When logistically and financially sound to do so,” was removed from the new provision 3, as the intent of the policy, as per council direction, is for preference to be given to Greenview residents. Provision 4 clarifies that equipment and attachments will only be paid when in use. Provision 5 has been re-worded to ensure clarity that only complete EOIPs will be accepted. Greenview’s gravel haul rates are not necessarily reflective of regional prices, as such, provision 6 was reworded to allow for periodical review and adjustment of gravel haul rates subject to CAO approval.

Provision 1 of the procedures was reworded to allow for additional clarity that Administration will periodically review equipment rates, and adjust them with CAO approval. Provision 6 was added under procedures to outline the lists for hiring equipment, giving preference to individuals whose residence is within Greenview, followed by those that are residents of the three towns, lastly by those whose residential address is outside

of Greenview, as per Council direction. Provisions 14 and 15 were added to provide additional clarity for the expectations of Greenview on contractors that are hired for day labour, as well as outlining Greenview's rights regarding releasing contractors or pieces of equipment under the outlined circumstances.

Administration recently held information sessions for contractors interested in filling out an Expression of Interest Package (EOIP). Through this process the overwhelming majority of contractors requested that Greenview consider consolidating List 2 with List 1.

Administration can conclude that there are four (4) contractors at this time that would move into list one (1). During the Policy Review Committee this change was discussed, with the uncertainty of how List 1 contractors would react to this change.

#### **Change 1**

***If Council is in favour of combining List 1 and List 2, administration will make the necessary adjustment and notify all contractors that are listed in the 2018 EOIP book.***

It has come to Administration's attention that some contractors are not in good standing with Greenview (have unpaid taxes). It was not discussed during the Policy review Committee; however, Administration is recommending that the following clause also be included in the revised policy:

#### **Change 2**

***"That all contractors be in good standings with the Municipal District of Greenview" prior to approval of final acceptance of their EOIP" and/or" being hired after their EOIP has been accepted."***

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#### **BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is consistency between Council direction and the policy, as well as between the policy and the Expression of Interest Packages (EOIP) distributed to contractors.

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#### **DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The PRC may propose changes to the Policy prior to recommending it to Council for approval.

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#### **ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may choose to alter or revise the Policy.

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#### **FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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#### **STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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#### **PUBLIC ENGAGEMENT LEVEL:**

**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 all approved contactors of any changes that directly affect them.

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**ATTACHMENT(S):**

- Policy 4004 Equipment Contractor Registry (Revised)
- Policy 4004 Equipment Contractor Registry (Current)

**Title: Equipment Contractors Registry**

**Policy No: 4004**

**Effective Date: April 11, 2017**

**Motion Number: 17.04.145**

**Supersedes Policy No: OP 07 & PW 10**

## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

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

**Purpose:** For the Municipal District of Greenview (Greenview) to compile a Registry of interested Equipment Contractors, Gravel Haulers, Operators and Labourers (Equipment Contractors) available for casual work with Greenview at the rates specified by Greenview.

### 1

#### DEFINITIONS

**ARHCA** – Alberta Road Builders and Heavy Construction Association’s Equipment Rental Rates Guide & Membership Roster

**Current** – as per ARCHA, defines a model which was or is available as a new machine in the current or previous three (3) year(s)

**Non-Current** – as per ARCHA, is a model which is no longer current, but is commonly found on sites in Alberta doing production work

**Previous** – as per ARCHA, is older equipment that is generally no longer used for high production work

#### POLICY

1. All equipment related definitions and rates can be found in the 2015 ARHCA Rate Guide.
2. Greenview will compile an annual list of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
3. Greenview will have the option to accept and include Expressions of Interest for Previous equipment, if and when required.
4. When logistically and financially sound to do so, Equipment Contractors based within Greenview will be given preference with respect to hiring practices.
5. Equipment attachments will be paid, when in use, at the rates specified in the 2015 ARHCA Rate Guide based on the equipment percentage rates set in this policy.
6. Equipment Contractors will submit completed Expression of Interest packages, agreeing to the financial and working terms and conditions set forth by Greenview.

7. Greenview Administration will review and adjust all Gravel Haul rates, as needed, subject to Council's approval, to reflect regional prices.
8. Administration will be permitted to adjust rates, as needed for high-demand equipment up to the full ARCHA rate, with CAO approval.

## **PROCEDURE**

1. Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, as needed, subject to Council's approval, to reflect a percentage of 2015 ARHCA Rate Guide.
2. As per the 2015 ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all "Current" and "Non-Current" equipment required at a rate of 89%, for maintenance motor graders, which will be 75%.
3. Greenview will have the option to accept and include Expressions of Interest for Previous equipment if and when required.
4. Interested Equipment Contractors will be instructed to contact Greenview regarding when, where and how they can pick up and submit their Expression of Interest packages which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
5. Submissions must be sealed and post marked prior to the advertised Expression of Interest closing date.
6. Greenview reserves the right to disqualify incomplete Expressions of Interest.
7. The following considerations will be applied when hiring Equipment Contractors:
  - future availability, past work history with Greenview along with the cooperative record of the Equipment Contractors making equipment available to Greenview in times of need or difficult situations;
  - the experience of the operator as well as the suitability and condition of equipment;
  - the amount of hourly work the Equipment Contractors has received or is expected to receive from Greenview;
  - the location of the equipment in relation to the work site.
8. Upon opening of Expressions of Interest, Greenview will ensure that all Equipment Contractors have:
  - a) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
  - b) Supplied proof of Workers Compensation Coverage; and
  - c) Signed a Contractor's Safety Rule Book.
9. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview.
10. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting the project.
11. All Safety-related Incidents must be reported to the Greenview Project Supervisor.

12. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any policies and/or legislation set forth in the Expression of Interest package.
13. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor.



**Title: Equipment Contractors Registry**

**Policy No: 4004**

**Effective Date: April 11, 2017**

**Motion Number: 17.04.146**

**Supersedes Policy No: OP 07 & PW 10**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

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

**Review Date:**

**Purpose:** For the Municipal District of Greenview (Greenview) to compile a Registry of interested Equipment Contractors, Gravel Haulers, Operators and Labourers (Equipment Contractors) available for casual work with Greenview at the rates specified by Greenview.

## DEFINITIONS

**ARHCA** means Alberta Road Builders and Heavy Construction Association's Equipment Rental Rates Guide & Membership Roster.

**Current** means a model which was or is available as a new machine in the current or previous three (3) year(s), as per ARHCA.

**Non-Current** means a model which is no longer current, but is commonly found on sites in Alberta doing production work, as per ARHCA.

**Previous** means older equipment that is generally no longer used for high production work, as per ARHCA.

**EOIP** means Expression of Interest package

## POLICY

1. All equipment/attachments related definitions and rates can be found in the 2015 ARHCA Rate Guide.
2. Greenview will compile an annual list of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
3. Equipment Contractors based within Greenview will be given preference with respect to hiring practices.
4. Equipment/attachments will be paid, only when in use, at the rates specified in the 2015 ARHCA Rate Guide based on the equipment percentage rates set in this policy.
5. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.

6. Greenview Administration may increase and adjust all Gravel Haul rates, when required with CAO approval.
7. Greenview Administration will be permitted to adjust rates, as needed for high-demand equipment up to the full ARCHA rate, with CAO approval.

## **PROCEDURE**

1. Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, when required with CAO approval, to reflect a percentage of 2015 ARHCA Rate Guide.
2. As per the 2015 ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all “Current” and “Non-Current” equipment at a rate of 89%, for maintenance motor graders at a rate of 75%.
3. Interested Equipment Contractors will be instructed to contact Greenview regarding when, where and how they can pick up and submit their EOIP-which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
4. Submissions must be sealed and post marked prior to the advertised EOIP closing date.
5. Greenview reserves the right to disqualify any incomplete EOIP.
6. Contractors hired by the Greenview will be hired in the order listed below:  
When equipment from List 1 is no longer available to hire, Greenview will proceed to hire from List 2. When equipment is no longer available in List 1 & 2, Greenview will proceed to hire from list 3.

**List 1** - contractor owner’s residential address that are located within the Municipal District of Greenview No. 16.

**List 2** - contractor owner’s residential address that are located within the Town of Grande Cache, Town of Fox Creek, Town of Valleyview and Sturgeon Lake Cree Nation.

**List 3** - contractor owner’s residential address that are located outside of the Municipal District of Greenview No. 16.

7. There is an approximate 20 day cap on equipment hired by Greenview.
8. Upon opening of the EOIP, Greenview will ensure that all Equipment Contractors have:
  - a) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
  - b) Supplied proof of Workers Compensation Number; and
  - c) Signed a Contractor’s Safety Rule Book.
9. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview.
10. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.

11. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.
12. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any policies and/or legislation set forth in the EOIP.
13. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor.
14. The following considerations may apply when hiring Equipment Contractors: past performance, operator experience/quality of work, reliability of equipment, safety record.
15. Greenview reserves the right to release any operator and/or equipment due to abuse, harassment and/or belligerent behaviour.

REVISED



# Manager's Report

**Function:** Infrastructure & Planning

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

**Date:** 1/31/2017

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

- Attended IAP2 Training - DeBolt
- Attended RoaData Conference - Red Deer
- Attended Shared Accountability Rapid Team Results seminar - Valleyview
- Attended APWA Alberta Chapter Idea Group Information Session – Birch Hills County
- Finalizing Expression of Interest Packages for distribution
- Expression of Interest Policy
- Oil Field Permit responses
- Spoke over the phone with the Director of Transportation for Northern Gateway School District, he was very happy with the performance of the Greenview operators during the snow event in his area.
- Alberta Transportation has requested Greenview service for January 1<sup>st</sup> 2<sup>nd</sup> & 3<sup>rd</sup> to snow clear Hwy 666 so that they could concentrate their efforts on Hwy 40.

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

- Attended training and seminars
- Twp. Road 690 being prepared for tender
- Working on final landowner agreements for Goodwin Phase 2

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

- The renovation at the FCSS building for the reception area is still in progress, started last year 20% is done to date, carry over from last year.

- Environmental Services Department requested to install security cameras at Tony Creek Lagoon, Sturgeon Height Lagoon and Grovedale Lagoon, in progress of getting quotes for the cameras and electric installation. Additional quote to install a gate operator at the new Tony Creek Lagoon.

## **Manager Operation, Gord Meaney**

### **East Sector**

- Tenders that have been submitted during the month of January to APC are as follows: Light Trucks, Grader, Tractors, Gravel Pony Pup, Tools, Blades and Single Drum Packer.
- Our supervisor attended the RoaData Conference.
- Hired additional equipment to help with snow clearing efforts.

### **West Sector**

- Responded to Ledcor's snow clearing requests three times this month on Hwy. 666.
- Hired a Day Labour Foreman to run brushing operation starting at Km. 86 on the FTR continuing south.
- Brushing has started up in Landry Heights and the material will be mulched rather than burned due to the proximity of the residents.
- Our supervisor from Grovedale and the Co-ordinator from DeBolt attended the RoaData conference.
- Hired additional equipment to help with the snow clearing efforts.

### **Shop**

- Prepare Valleyview shop for CVIP inspection.
- Get quotes on tools for the Grovedale service truck and tools to make the shop CVIP friendly.
- Will be hiring another RAP student in February.

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

### **Water**

- 2<sup>nd</sup> RO system in DeBolt is operational.
- Management and operators are developing an efficient SCADA system.
- 2 utility operations have passed their entry level certification field training to operate independently under supervision of a certified operator.
- Meter reading gun and software has been upgraded.
- Annual environmental water reporting is completed and submitted.
- 2017 annual inspections were completed for the distribution facilities/systems and had no issues, passing all inspections.
- Distribution maintenance and repair training taking place in February for 2 operators.
- Updating and developing policies.
- Working with Diamond to produce accurate reporting.
- Manager and assistant manager attending accountability training that has been put on by Greenview.

## Waste Water

- Tony Creek Lagoon is operational.
- Sturgeon Lagoon expansion project is on track.
- Environmental reports and tests for lagoon release have been completed with no issues or concerns.

## Solid Waste

- RPM Environmental now collects the used oil jugs – much more efficient.
- New reporting data software installed at the Greenview Regional to provide accurate reporting.
- Full time scale house employee has been hired for the Greenview Regional Landfill.
- Part time employee has moved into the full time position of bin truck driver.
- Environmental department has been using their skid steer to clear now at transfer stations and lagoons.

## Manager Planning & Development, Sally Rosson

- Draft Land Use Bylaw 17-779 – A copy of the revised Bylaw was published on Greenview's Website and information was provided in the January Newsletter. A review of the Land Use Bylaw contents with Council members has been scheduled for Wednesday, February 14, 2018.
- Planning staff completed IAP2 Training, Part 2, on January 29-30, 2018.
- The Terms of Reference for the Valleyview Intermunicipal Development Plan were forwarded to legal counsel for their review. Changes to the scope are proposed to finalize the document.
- Greenview Golf Resort Subdivision Application was received on January 3, 2018, and has been deemed complete with referral notices sent. This will allow review of the application by MPC in March.
- The following information provides a breakdown of the new applications received in the various development categories:

Monthly Summary of Activity JANUARY 2018	
TYPE OF PLANNING & DEVELOPMENT ACTIVITY AND NUMBER OF APPLICATIONS:	DECEMBER
BUSINESS LICENSES:	3
DEVELOPMENT PERMIT APPLICATIONS:	10
LEASE REFERRALS:	1
LAND USE AMENDMENTS (RE-DESIGNATION):	0
SUBDIVISION APPLICATIONS:	3
APPROACH APPLICATIONS:	0



# Manager's Report

**Function:** Community Services

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

**Date:** 2/12/2018

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**General Manager Community Services, Dennis Mueller**

### **Financial Reports**

The Community Service Department received a final report from the Mountain Metis Association in regards to their grant funds received in the 2017 calendar year.

### **Grovedale Senior Housing Land Purchase**

The land purchase for the Grovedale Senior Housing Committee has been completed, Administration has been requested to assist the group in developing an appropriate business plan.

### **Grovedale Daycare Funding**

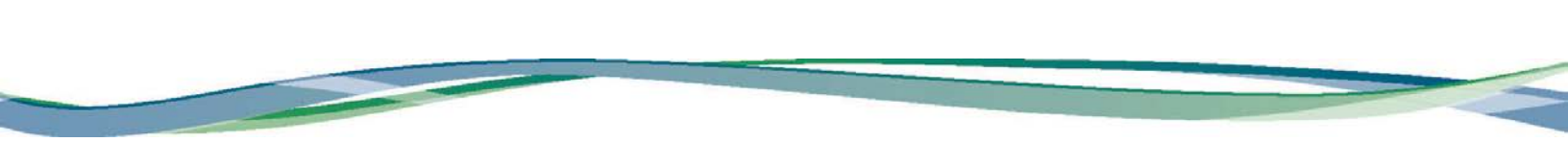
The Grovedale Daycare group has been notified as to the status of their funding request, Administration will be drafting a Memorandum of Understanding prior to the funds being released.

### **Greenview Multiplex**

The Greenview Regional Multiplex is scheduled to be open effective February 10, 2018, presently there are still some minor deficiencies that are being addressed by the contractor. Administration is in the process of preparing a financial summary as to the fiscal cost of the facility to-date. It should be noted that when all the applicable expenses are accounted for a detailed financial report will be presented to the Greenview Regional Multiplex Design Committee and the respective Councils.

### **Notifications – 2018 Approved Grant Listing Recipients**

Notifications and applicable grant funding has been awarded to the successful 2018 Approved Grant Listing recipients. It should be noted that a financial report on any 2017 grant funds awarded must be received by Greenview prior to any funding being forwarded. To-date all applicable groups have forwarded a financial accounting of grant funds utilized. Administration will notify the applicable



applicants in order to request presentations at the upcoming Committee of the Whole Meetings throughout 2018.

### **Community Organizations/Groups – 2018 Approved Budget Awarded Funds**

Administration is currently in the process of forwarding the applicable funds to the various community organizations/groups that have been awarded funds as per the 2018 Approved Budget. To-date Administration has received financial accounting from all but one of the community organizations. It should be noted that in order for the 2018 funds to be released a fiscal accounting of the organization's 2017 funds must be submitted to Greenview, failure to do so will result in the funds being withheld.

### **W.D. Stevenson Building**

An individual viewed the W.D. Stevenson building in regards to moving and repurposing the facility, however unfortunately the facility was not suitable for their intended purposes.

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

#### **2018 Provincial Agricultural Services Board (ASB) Conference**

The Peace Region Alberta Association of Agricultural Fieldmen (PRAAAF) successfully hosted the 2018 Provincial ASB Conference in Grande Prairie on January 16<sup>th</sup> to 19<sup>th</sup>, 2018. The conference featured information sessions and the adoption of ASB resolutions that will be forwarded to other agencies. Between 400 to 500 members representing 70 ASBs from around the province attended the conference.

### **Pest Management Program**

Agriculture Services in partnership with the Alberta Agriculture and Forestry and Canola Council of Canada (SARDA) hosted two Clubroot Workshops on January 23<sup>rd</sup>, 2018 at DeBolt and Valleyview. The workshop in DeBolt had 20 participants and 13 participants attended the workshop in Valleyview.

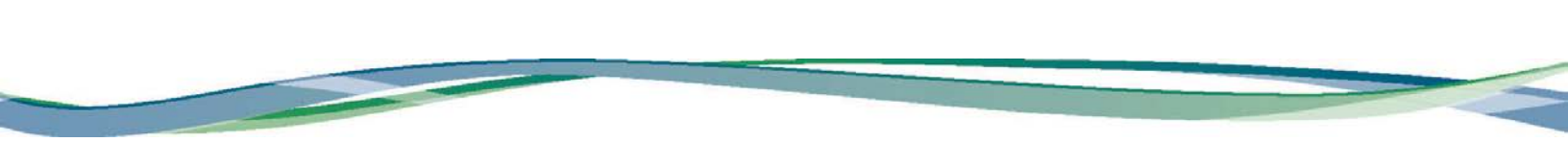
### **Problem Wildlife**

Agriculture Services in partnership with Peace Country Beef and Forage Association (PCBFA) hosted the "Living with Wildlife" Workshop at the DeBolt Public Services Building on January 25<sup>th</sup>, 2018, 6 participants were in attendance.

Agriculture Services also hosted the "Think like a Wolf" Seminar by Ross Hinter from the Alberta Trappers Association at the Grovedale Public Services Building on January 29<sup>th</sup> to 30<sup>th</sup>, 2018, 13 participants were in attendance.

Agriculture Services is going to be working in a partnership with Alberta Environment and Parks and Alberta Conservation Association to assist with dam blasting and beaver control on a tributary that leads





into the Iosegun River, which is the primary spawning area for walleye from Iosegun Lake. The associated work for this project is scheduled to begin late March/ early April.

**Economic Development Officer, Kevin Keller**

**2018 Grande Cache Workshops**

Administration met with the Town of Grande Cache and Community Futures West Yellowhead on January 17<sup>th</sup> to establish a working group for providing business retention and expansion programming to support small regional businesses.

Eight workshops will be offered in 2018 and an invitation has been extended to the Grande Cache Chamber of Commerce to join the working group, future programming will include:

- Use of social media for promotions.
- Occupational health and safety programming.
- Minute taking skills course for boards and committees.

This type of programming is part of Economic Development's strategy to provide services to all regional communities within Greenview.

**2018 Fox Creek and Valleyview Workshops**

Administration met with Fox Creek Business Support Network, Alberta Labour, Community Future East Yellowhead, and interested business partners on Tuesday, January 16<sup>th</sup> to develop workshop opportunities for Fox Creek and Valleyview in the 2018 calendar year.

A total of eight (8) workshops have been identified for each community region. Fox Creek events will be held in partnership with a participating hotel while the Valleyview workshops will be hosted out of the Greenview Regional Multiplex.

**2018 Growing the North**

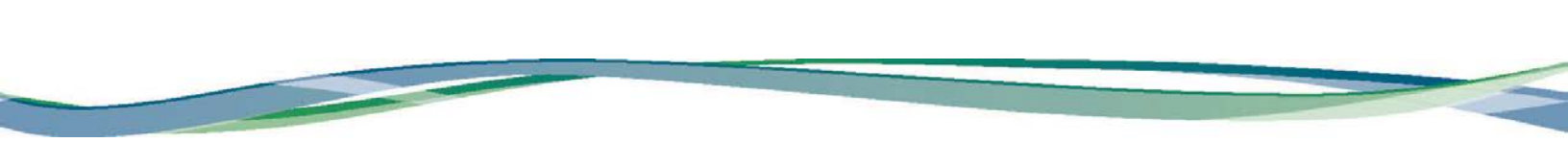
Greenview is the platinum sponsor of this two-day regional economic development conference and networking event that will be held at the ENTREC Centre (Evergreen Park) in Grande Prairie on February 21<sup>st</sup> and 22<sup>nd</sup> this year.

**Taste of the Peace**

Taste of the Peace is an opportunity to sample and explore food products from local growers, producers and industry representatives from the Peace Country. Taste of the Peace will be held at the Stonebridge Hotel in Grande Prairie on February 20<sup>th</sup>, a day prior to the Growing the North Conference.

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

The FCSS Board completed a three-year strategic planning session on January 17<sup>th</sup>. The intent of the session was to review the vision, mission and values in conjunction with conducting a thorough



program review. The board provided direction to administration as to what programs and services will continue for the next three (3) years.

The FCSS Board has approved two new FCSS programs: “Stress Resilience Lessons” for children in grades 4-6 and “Plan Now to Age in Place Workshop” for older adults. The “Stress Resilience Program” is based on a seven-week curriculum that covers how to identify and cope with stress. The “Plan Now to Age in Place” is a half day workshop that assists residents with identifying areas of their life that may need additional preparation in order to successfully age in place.

The FCSS Manager and Community Resource Coordinator met with representatives of Sturgeon Lake Cree Nation employment services to identify what programs and services are offered through the Aboriginal Skills and Employment Training Strategy (ASETS) office. The intent of the meeting was to build relationships, increase awareness of services provided, view physical layout of office and resources, and identify reasons that the Sturgeon Lake residents may choose to utilize the Green View FCSS Community Resource Center in addition to or instead of the ASETS office. While ASETS does have a job board as well as employment computers and a large training room utilized for residents to acquire tickets such as first aid, WHMIS, bear aware, chainsaw and other courses; the lack of privacy, access to printers, scanners and other IT equipment may be reasons for Sturgeon Lake residents to continue to access the Community Resource Center.

The 2018 FCSS program guides outlining the services available to area residents can be found at the FCSS building or online. These program guides have also been distributed to various locations throughout the municipality and to all Greenview and Town of Valleyview Council members.

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

##### **Fire Departments**

The Fire Service Coordinator has been working with a contractor to conduct radio coverage testing in the Grande Cache, Highway 40 and Forestry Trunk road areas. This testing is being done to assess the coverage of the Alberta First Responders Radio Communications System (AFFRCS). Coverage gaps have been identified and there may be a need to do a complete radio coverage study within Greenview to ensure a detailed coverage map is collected. The coverage map would be of great value when deciding on what type of radios and other communication infrastructure that may be required to meet future needs.

##### **Health & Safety**

The Health and Safety Committee (HSC) is currently reviewing its constitution policy to prepare for the Occupational Health and Safety (OHS) Alberta changes that will come into effect in June 2018. The new legislation, Bill 30 an Act to “Protect the Health and Well-being of Working Albertans,” requires changes to responsibilities and authorities of the Health and Safety Committee. The new OHS legislation may

require Greenview to revise various policies and procedures in 2018. Contractor health and safety procedures will also need to be revised as to comply with the new legislation. Infrastructure and Planning is hosting information sessions in February that include the new safety requirements in an effort to assist the contractors with these changes and ensure Greenview is compliant. The OHS legislation changes are focused on cooperation between all worksite parties. The Safety Officer will provide an overview of the new expectations for conducting the documentation processes.

Planning and preparations are beginning for the upcoming Greenview staff spring training. Additions to the training will include sessions to address knowledge in communication equipment, supervisor responsibilities, OHS legislation, hazards and investigations. These areas of knowledge are intended to assist staff to continuously strive for improvement in the Greenview's safety program.

### **Recreation Services Manager, Stacey Wabick**

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

Grande Cache Lake is one of the most popular outdoor destinations for fishing in the area and as such Greenview continues to maintain the day use area for visitors. Snow clearing is completed on a regular basis and the bathrooms remain open and serviced. Administration would like to remind all visitors who are venturing onto the lake this winter to use extreme caution and ensure ice conditions are adequate to support recreational use.

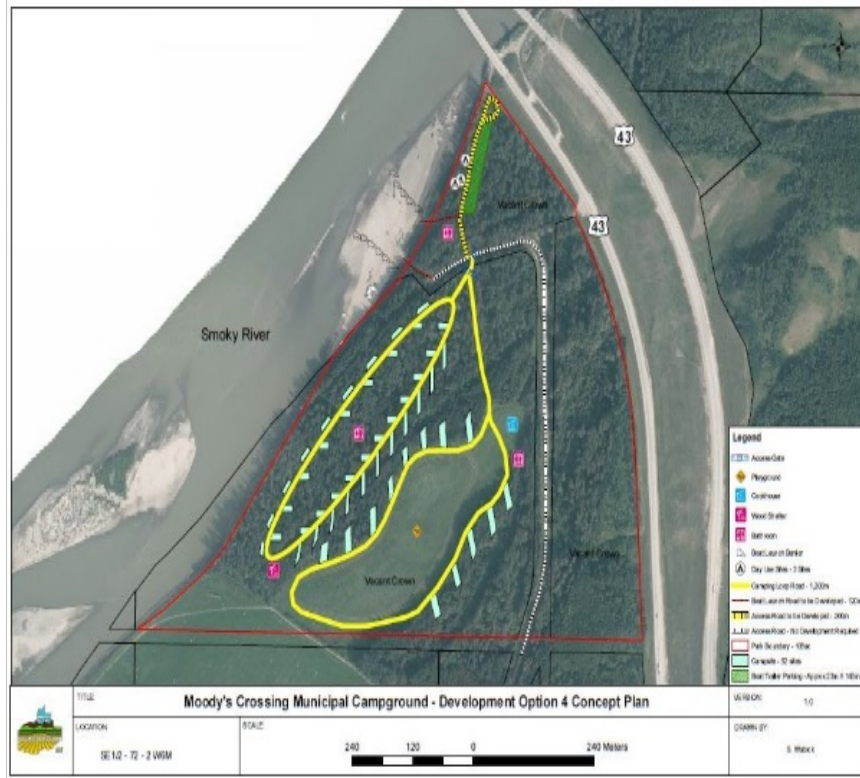
#### **Swan Lake Campground**

Every year Administration works with the Alberta Conservation Association to ensure aeration takes place on Swan Lake during the winter months. This yearly activity has proven to be crucial to the survival of the lakes stocked fishery and its emerging reputation for containing large Rainbow Trout. Ten (10) aerators continue to work in the vicinity of the boat launch and dock areas and Administration would like to remind people to use extreme caution while ice fishing and ensure that ice conditions are adequate to support recreational use. During this time Greenview also remains committed to providing visitors with a pleasant experience and continues to provide snow clearing for site access, garbage removal and regular bathroom maintenance.



## Moody's Crossing

Administration continues to forward Greenview's plans to build a campground and day use area where Highway 43 crosses the Smoky River between DeBolt and Bezanson. Due to the size and complexity of this project;



multiple phases must be navigated with the Province of Alberta before Greenview can proceed on the ground. Two of the phases have now been completed. Greenview's lease application for a recreational development has been cleared and forwarded to local provincial departments for further review. First Nations consultation has been completed, submitted and a response is pending. As these steps have progressed, Administration has also been working with the Alberta Ministry of Transportation to

acquire a lease on a portion of land under their jurisdiction which falls within the boundaries of Moody's. All correspondence with all levels of the provincial government has been well-received and progress remains encouraging.

## Ridgevalley Walking Trails

Greenview's plan to build a community walking trail in Ridgevalley is progressing to the construction phase. All land negotiations have taken place and the corresponding documents have been signed. The walking trail plan has now been registered with the provincial land titles office and construction will begin in the spring of 2018. The trail will be approximately two (2) kilometers in length and will be composed of a hard packed aggregate surface. A small park with picnic tables and a fire pit will be located at approximately the half way point that will allow users to take a quick break or enjoy a longer period of time in the outdoors.



### Sasquatch & Partners Initiative

Enjoying Greenview's beautiful and abundant natural landscapes are commonplace for residents and visitors. The Sasquatch & Partners Initiative reminds user groups enjoying the landscapes to conduct activities in a safe and environmentally sound manner. The 2017 signage program will be complete with the installation of one more highway sign near Grande Cache.



Large highway signs are located at kilometer three (3) on the Two Lakes Road, Sherman Meadows, Highway 40 at the Grovedale Fish Pond, near Greenview's boundary on Highway 43 between Fox Creek and Whitecourt, and at kilometer 8 on the Forestry Trunk Road. Additionally, 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

Activities at Swan Lake shift from camping and fishing to ice fishing in winter and the Alberta Conservation Association has once again installed 10 lake aerators in front of the dock and boat



launch area. Administration usually barricades off the entrance with concrete barriers in an effort to keep visitors from driving from the boat launch onto the ice in close proximity to the aerators. However, this fall, Administration has installed an access gate that will ultimately provide more convenient control of the area

while minimizing long-term costs incurred moving concrete barriers twice a year.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** Corporate Services

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

**Date:** 1/31/2018

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


During the month of January, Finance closed the ERP system for 2017 and opened the new 2018 year so that the revenues and costs associated for 2018 are indeed captured in 2018. The approved budget has been loaded into Diamond to ensure that our financial reports show the actual against the approved budget.

The Finance Officer, Financial Reporting has been meeting with the department managers and GMs since December 2017 to review the budget to actual reports to ensure that any concerns are captured in a timely manner.

The Corporate Services Executive Assistant is revising the project green sheets to ensure that the equipment and vehicle specs as requested by Council are included in the printed budget book. We are waiting on the messages from the Reeve and CAO to complete the budget book. We hope to have this released to the printer by the end of February. The book will not be added to Greenview's Website until the printed (professional) copy is ready.

We completed the first 2 days of training for our Shared Accountability/Rapid Team Results in January. The attendance list included, CAO, GMs, Managers, and Supervisors. The intent of this training is to build communications, understanding and trust for each other just to name a few. All attendees found the training valuable and we will continue this training up to the end of April with 2 days of face to face training each month and coaching sessions as well.

The 2017 4<sup>th</sup> Quarter report is scheduled for February 20<sup>th</sup> at the Committee of the Whole in DeBolt. I am still waiting on input from Myers Consulting regarding potential cost for the 2018 benefits program.



I along with the Manager, Finance & Administration have reviewed two more policies that will be reviewed at the Policy Review Committee meeting on February 2<sup>nd</sup>.

The auditors will be on site in January 30<sup>th</sup>, 31<sup>st</sup> and February 1<sup>st</sup> to 2<sup>nd</sup> to start the 2017 audit. As soon as the Audit Committee advises a couple of potential dates for the committee meeting I will confirm the date and time with Hawkins and Dumont LLP.

I have just received the draft contract for the Municipal Hybrid Designated Industrial Property Assessment and Delegation of Authority. I hope to bring this contract to Council for approval at the February 26<sup>th</sup> meeting after I have had time to review and ensure that we do not have any concerns with the contents of the contract.

Administration will be completing interviews on February 12, for the DeBolt Admin Support position that will be housed at the DeBolt Public Services Building. The successful candidate will be required to spend approximately six (6) weeks at the Administration Building in Valleyview to ensure that the individual has the proper orientation to our ERP (finance system), which will include, but is not be limited to: cash receipting, reception processes, submitting documents to our AR/Utilities Coordinator for invoicing, gravel haul card entries, etc. While this is a full time position, Administration's plan is to have the DeBolt office open to the public 2 days a week, with the other 3 days of the week being dedicated to providing admin support as directed by the Manager, Finance and Administration.

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

Donna is very busy this time of year, she is working on year end and preparing for Audit. The Auditors are scheduled to be on site from January 31<sup>st</sup> to February 2<sup>nd</sup> for pre-audit.

She was in attendance for the Shared Accountability - Rapid Team Results training on January 23<sup>rd</sup> and 24<sup>th</sup>, as well as the Managers meeting held on January 25<sup>th</sup>.

Last but not least, she also deals with all insurance issues and the daily demands of the position.

#### **Human Resources (Recruitment), Donna May**

**Positions filled since last report:** there were no position filled since last report.


**Open Competitions:** 1) Communications Specialist 2) Administrative Support, Corporate Services (DeBolt) 3) Assistant Manager, Operations 4) Equipment Operator, Grovedale 5) Equipment Operator, Valleyview 6) Roads Coordinator (West) 7) Heavy Equipment Technician, Grovedale  
Seasonal Hiring (Vegetation Management Technician, Weed/Pest Inspector, Groundskeeper, Gravel Checker, Recreational Assistant).

**Internal Competition:** 1) Special Projects Coordinator.

**Positons at Offer Stage:** there are no positions at the offer stage.

**Resignations:** Roads Coordinator, West 2) Community Services, General Manager.

#### **Information Systems, Shane Goalder**



Shane has been working on the Active Directory and Folder Migration Project with support and help from PCIT. He has completed the installation of new leased printers at the Administration and Operations buildings, as well as the install of a new computer at Greenview Regional Waste.

The review of pricing and ordering of IT equipment as per the 2018 Information Systems Budget and resolved the cellular communication issue for a Councillor at his residence. As always, Shane provides all other IT support tasks for staff as required.





# CAO's Report

**Function:** CAO

**Date:** January 22<sup>nd</sup>, 2018

**Submitted by:** Mike Haugen

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### **Growing the North Conference**

This Economic Development and Business conference is taking place in Grande Prairie on February 21<sup>st</sup> and 22<sup>nd</sup>. Greenview is a Platinum Sponsor of this event and is also part of the organizing committee.

### **Special Projects Coordinator**

I am pleased to announce that the Special Projects Coordinator position has been filled. Municipal Intern Danie Lagemaat will start in the SPC role in mid-April after concluding her Municipal Internship.

### **AAMDC Spring Convention**

As per Greenview's practice at the Spring Convention, letters have been sent to the Towns of Valleyview, Fox Creek, and Grande Cache inviting them to send a delegate to the Spring Convention as a guest of Greenview. We will be joined by the following guests:

Town of Valleyview:	Councillor Rod Pepper
Town of Fox Creek:	Mayor Jim Hailes
Town of Grande Cache:	Councillor Rob Staples

### **AAMDC District Meeting**

Administration has been working to set up the AAMDC zone meeting held on February 9<sup>th</sup>, 2018 at the Greenview Regional Multiplex. It is always a responsibility of the host municipality to set up various parts of the meeting.



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Reeve Dale Gervais		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
1/23/2018	Grande Prairie Hospital Foundation	To discuss fundraising possibilities. Mainly to encourage other municipalities to contribute to this regional facility
1/26/2018	South Peace Regional Archives	Discussed possible offsite locations for storage and work space.



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
1/22/2018	Regular Council Meeting	