



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Monday March 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 February 26, 2018 to be adopted	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION	9:00 a.m. 5.1 Philip J Currie Dinosaur Museum Presentation	11
		10:00 a.m. 5.2 ATB – Investment Services	43
		11:00 a.m. 5.3 Accurate Assessment Group Ltd. – 2018 Annual Assessment Presentation	48
		1:00 p.m. 5.4 Assessment Services Branch Linear Property Assessment Unit – 2018 Linear Assessment Presentation	81
#6	BYLAWS		
#7	OLD BUSINESS		
#8	NEW BUSINESS	8.1 Budget Book Automation	124
		8.2 Hamlet of Landry Heights Municipal Water Installation Costs	147
		8.3 Policy EES 12 Road Allowance Restriction	149

	8.4 Township Road 672 – Connector Road Detailed Accounting Costs	154
	8.5 Draft Caribou Range Plan Report	161
	8.6 School Snack Programs	171
	8.7 CAO / Managers’ Reports	174
#9	Members Business Report	
	Reeve Dale Gervais	190
	Deputy Reeve Tom Burton	191
	Councillor Shawn Acton	192
	Councillor Les Urness	193
#10	CORRESPONDENCE	
#11	IN CAMERA	
	<ul style="list-style-type: none"> <li>• FRAC February Minutes</li> <li>• AYM Letter</li> <li>• Municipal Curling Bonspiel Invitation</li> <li>• CCAA Women’s Volleyball Nation Championship</li> </ul>	
	11.1 Disclosure Harmful to Intergovernmental Relations (FOIPP; Section 21)	
#12	ADJOURNMENT	

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building,  
Valleyview, Alberta, on Tuesday, February 26, 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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**ABSENT**

Deputy Reeve Tom Burton attended the meeting via conference call.

**#2:** MOTION: 18.02.87. Moved by: COUNCILLOR DALE SMITH  
**AGENDA** That Council adopt the February 26<sup>th</sup>, 2018 Regular Council Agenda as amended;

- Move Agenda Item 8.9 up before 8.6.

CARRIED

**#3.1** MOTION: 18.02.88. Moved by: COUNCILLOR ROXIE RUTT  
**REGULAR COUNCIL** That Council adopt the minutes of the Regular Council Meeting held on Monday  
**MEETING MINUTES** February 12<sup>th</sup>, 2018 as presented.

CARRIED

**#3.2** **3.2 BUSINESS ARISING FROM MINUTES:**  
**BUSINESS ARISING** Administration informed Council that the Assessment Year Modifiers (AYM)  
**FROM MINUTES** Letter to Honourable Shaye Anderson has been signed by the Reeve and will go  
in the mail today.

#4  
PUBLIC HEARING

**4.0 PUBLIC HEARING**

There were no Public Hearings scheduled.

#5  
DELEGATIONS

**5.0 DELEGATIONS**

**5.1 WATINO RIVER BOAT ASSOCIATION PRESENTATION**

WATINO RIVER  
BOAT  
ASSOCIATION

MOTION: 18.02.89. Moved by: COUNCILLOR DALE SMITH  
That Council accept the presentation from the Watino River Boat Association  
regarding a boat launch for information, as presented.

CARRIED

#6  
BYLAWS

**6.0 BYLAWS**

**6.1 BYLAW 17-799 LAND USE BYLAW**

BYLAW 17-799  
SECOND READING

MOTION: 18.02.90. Moved by: COUNCILLOR DALE SMITH  
That Council give Second Reading to the Land Use Bylaw 17-779.  
CARRIED

BYLAW 17-799  
THIRD READING

MOTION: 18.02.91. Moved by: COUNCILLOR ROXIE RUTT  
That Council give Third Reading to the Land Use Bylaw 17-779.

CARRIED

#7  
OLD BUSINESS

**7.0 OLD BUSINESS**

There was no Old Business presented.

#8  
NEW BUSINESS

**8.0 NEW BUSINESS**

**8.1 GREENVIEW VETERINARY CLINIC RENOVATION REQUEST**

GREENVIEW  
VETERINARY CLINIC

MOTION: 17.09.348 Moved by: COUNCILLOR SHAWN ACTON  
That Council authorize Administration to proceed with renovations to the  
Greenview Veterinary Clinic in the amount of \$10,000.00, with funds to come  
from Agricultural Services Budget.

DEFEATED



MOTION: 18.02.92. Moved by: REEVE DALE GERVAIS

That Council authorize the renovations to the Greenview Veterinary Clinic subject to Administration approval and the leasee assuming all related costs.

Councillor Bill Smith requested a recorded vote.

For: Reeve Dale Gervais, Councillor Les Urness, Councillor Dale Smith

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

DEFEATED

Reeve Dale Gervais recessed the meeting at 9:51 a.m.

Reeve Dale Gervais recessed the meeting at 10:05 a.m.

## **8.2 SALE/AUCTION OF PROPERTY IN RIDGEVALLEY AREA FOR AGGREGATE**

AGGREGATE  
PROPERTY

MOTION: 18.02.93. Moved by: COUNCILLOR SHAWN ACTON

That Council accept for information, the auctioning of property located at E ½ 27-69-26-W5M in the Ridgevalley area, formally known as the Eben Rock gravel pit for the purpose of aggregate extraction.

CARRIED

## **8.3 2019 BUDGET PRESENTATION TO COUNCIL**

2019 BUDGET  
PRESENTATION TO  
COUNCIL

MOTION: 18.02.94. Moved by: COUNCILLOR ROXIE RUTT

That Council direct Administration to present consolidated, departmental, Capital and Operational Budgets to Council over a period of seven (7) consecutive meetings, starting with the annual September Committee of the Whole meetings.

CARRIED

## **8.4 GRANDE CACHE COOPERATIVES MEETING**

GRANDE CACHE  
COOPERATIVES  
MEETING

MOTION: 18.02.95. Moved by: COUNCILLOR WINSTON DELORME

That Council accept the report on the Grande Cache Cooperatives Meeting for information, as presented.

CARRIED

## **8.5 SOUTH PEACE REGIONAL ARCHIVES FUNDING REQUEST**

### **SOUTH PEACE REGIONAL ARCHIVES**

MOTION: 18.02.96. Moved by: COUNCILLOR DALE SMITH

That Council approve an operating grant in the amount of \$6,000.00 payable to the South Peace Regional Archives to assist in reducing the organization's 2018 projected operating deficit, with funds to come from the Community Service Miscellaneous Grant.

CARRIED

## **8.9 EQUIPMENT CONTRACTOR REGISTRY – RESCIND MOTION 18.02.79**

### **RESCIND MOTION**

MOTION: 18.02.97. Moved by: COUNCILLOR DALE SMITH

That Council rescind tabling motion 18.02.79, a meeting consisting of Council, Administration and Contractors regarding the Equipment Contractor Registry.

CARRIED

## **8.6 POLICY 4004 EQUIPMENT CONTRACTOR REGISTRY**

### **POLICY 4004**

MOTION: 18.02.98. Moved by: COUNCILLOR ROXIE RUTT

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.

Deputy Reeve Tom Burton requested a recorded vote.

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

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

CARRIED

### **GRAVEL HAUL RATES & FORESTRY TRUNK ROAD RATES**

MOTION: 18.02.99. Moved by: COUNCILLOR DALE SMITH

That Council direct Administration to bring forward a Request for Decision regarding a draft report regarding the Gravel Haul Rates and Forestry Trunk Road Rates.

CARRIED

## **8.7 2018 LIGHT TRUCK TENDER AWARD**

### **2018 LIGHT TRUCK TENDER**

MOTION: 18.02.100. Moved by: COUNCILLOR ROXIE RUTT

That Council award Windsor Ford of Grande Prairie, Alberta the 2018 Light Truck Tender in the amount of \$730,597.91 for the purchase of 16 vehicles.

CARRIED

## **8.8 TRANSITIONAL HYBRID ASSESSMENT CONTRACT FOR CENTRALIZED INDUSTRIAL PROPERTY ASSESSMENT**

TRANSITIONAL  
HYBRID  
ASSESSMENT  
CONTRACT FOR  
CENTRALIZED  
INDUSTRIAL  
PROPERTY  
ASSESSMENT

MOTION: 18.02.101. Moved by: DEPUTY REEVE TOM BURTON

That Council approve Administration entering into the attached Hybrid Assessment Contract for Centralized Industrial Property Assessment with Alberta Municipal Affairs.

CARRIED

#11 IN CAMERA

### **11.0 IN CAMERA**

IN CAMERA

MOTION: 18.02.102. Moved by: COUNCILLOR DALE SMITH

That the meeting go to In-Camera, at 11:45 a.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 27

### **11.1 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS** (FOIPP; Section 21)

FOIPP  
SECTION 19

### **11.2 PRIVILEGED INFORMATION** (FOIPP; Section 27)

OUT OF CAMERA

MOTION: 18.02.103. Moved by: COUNCILLOR SHAWN ACTON

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come Out of Camera at 12:13 p.m.

CARRIED

Reeve Gervais recessed the meeting at 12:14 p.m.

Reeve Gervais reconvened the meeting at 1:13 p.m.

Deputy Reeve Tom Burton and Councillor Dale Smith did not return after the recess.

#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** submitted an update to Council on his recent activities, which include:

Grande Prairie Tourism Association Meeting  
Committee of the Whole Meeting  
Alberta Beef Conference

**WARD 6**                    **DEPUTY REEVE TOM BURTON** submitted an update to Council on his recent activities, which include:

Joint Council Meeting with the Town of Valleyview  
Municipal Planning Commission Meeting  
Alberta Emergency Management Municipal Elected Officials Course  
Land Use Bylaw Review  
Audit Committee Meeting  
East Smoky Recreation Board Meeting  
Committee of the Whole Meeting  
Taste of the Peace  
Growing the North Conference  
Nitehawk Ski Recreation Area Meeting  
Tri Municipal Industrial Partnership Meeting  
DeBolt Library Board Meeting

**WARD 7**                    **COUNCILLOR ROXIE RUTT** submitted an update to Council on her recent activities, which include:

Joint Council Meeting with the Town of Valleyview  
Municipal Planning Commission Meeting  
Grande Prairie Library Board Meeting  
Land Use Bylaw Review  
Committee of the Whole Meeting  
Taste of the Peace  
Growing the North Conference  
Reynolds Mirth Richard Farmer Law Seminar  
Crooked Creek Recreation Club Fundraiser

**WARD 4**                    **COUNCILLOR SHAWN ACTON** submitted an update to Council on his recent activities, which include:

Joint Council Meeting with the Town of Valleyview  
Municipal Planning Commission Meeting  
Alberta Emergency Management Municipal Elected Officials Course  
Valleyview and District Recreation Board Meeting  
Audit Committee Meeting  
Growing the North Conference  
Reynolds Mirth Richard Farmer Law Seminar

**WARD 5**                    **COUNCILLOR DALE SMITH** submitted an update to Council on his recent activities, which include:  
Municipal Planning Commission Meeting  
Heart River Housing Meeting  
Committee of the Whole Meeting

**WARD 3**                    **COUNCILLOR LES URNESS** submitted an update to Council on his recent activities, which include:  
AAMDC Zone 4 District Meeting  
Greenview Multiplex Grande Opening  
Municipal Planning Commission Meeting  
Adrian's Farewell Luncheon  
Alberta Emergency Management for Elected Officials  
Land Use Bylaw Review  
Committee of the Whole Meeting  
Taste of the Peace  
Growing the North Conference  
Tri Municipal Industrial Partnership Meeting

**WARD 1**                    **COUNCILLOR WINSTON DELORME** submitted an update to Council on his recent activities, which include:  
Regular Council Meeting  
Informal Meeting with Presidents of the Grande Cache Co-ops

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

**WARD 2**                    **REEVE DALE GERVAIS** updated Council on his recent activities, which include:  
Joint Council Meeting with Town of Valleyview  
Municipal Planning Commission Meeting  
Alberta Emergency Management for Elected Officials  
Land Use Bylaw Review  
Audit Committee Meeting  
Intermunicipal Collaborative Framework  
Taste of the Peace  
Growing the North Conference  
Reynolds Mirth Richard Farmer Law Seminar

**9.0  
MEMBERS  
BUSINESS**

**9.0 MEMBERS BUSINESS**

MOTION: 18.02.104. Moved by: COUNCILLOR ROXIE RUTT  
That Council accept the Members Business Reports as information.

CARRIED

**#10  
CORRESPONDENCE**

**10.0 CORRESPONDENCE**

MOTION: 18.02.105. Moved by: COUNCILLOR SHAWN ACTON  
That Council accept the correspondence for information, as presented.

CARRIED

**IN CAMERA**

MOTION: 18.02.106. Moved by: COUNCILLOR LES URNESS  
That the meeting go to In-Camera, at 1:35 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

**OUT OF CAMERA**

MOTION: 18.02.107. Moved by: COUNCILLOR BILL SMITH  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come Out of Camera at 1:49 p.m.

CARRIED

**12.0 ADJOURNMENT**

**#12  
ADJOURNMENT**

MOTION: 18.02.108. Moved by: COUNCILLOR ROXIE RUTT  
That this meeting adjourn at 1:50 p.m.

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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REEVE



# REQUEST FOR DECISION

SUBJECT: **Philip J Currie Dinosaur Museum**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: March 12, 2018  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION:** That Council accept the presentation from the Philip J. Currie Dinosaur Museum regarding activities as they relate to Greenview for information, as presented.

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BACKGROUND/PROPOSAL:

The Philip J Currie Dinosaur Museum would like to update Council on the activities of the Dinosaur Museum as they relate to the MD of Greenview.

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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 the Philip J Currie Dinosaur Museum.

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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.

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**FOLLOW UP ACTIONS:**

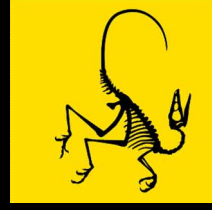
There are no follow up actions to the recommended motion.

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**ATTACHMENT(S):**

- A PowerPoint will be presented at the Regular Council Meeting.





PHILIP J. CURRIE  
DINOSAUR MUSEUM

2017 ANNUAL REPORT

# PALAEONTOLOGY

## 2017 HIGHLIGHTS

### EXHIBITS ADDED

- Roy Bickell Fossil Collection
- offsite stand-alone exhibits at Centre 2000 and Saddlehills
- 150 Years of Palaeontology in Peace Country mural

### PROGRAMMING

- monthly free lecture series with local and visiting experts
- hosted first palaeontology symposium to near seating capacity

### RESEARCH

- collected over 300 specimens from Pipestone Creek
- discovered full skeleton of a young hadrosaur with the U of A
- named new bird-like dinosaur for Dr. Currie





# PALAEONTOLOGY

## COMING IN 2018

### UPCOMING EXHIBITS

- 3 new temporary and 2 new permanent exhibits planned
- updates for 6 existing exhibits
- additional off-site exhibits

### INCOME GENERATING

- new Palaeontologist for a Day program launching in summer
- admission for new symposiums

### RESEARCH GOALS

- new fossil turtle to be unveiled together with U of A and others
- collaborations with Royal Tyrrell Museum and Royal Ontario Museum
- wet-screen fossil processing system



# PALAEONTOLOGY

## GREENVIEW ACTIVITY

### RESEARCH

- Boreal Alberta Dinosaur Project prospecting Pinto Creek and Wapiti River
- fossil discovery potential in MD waterways including Simonette River and Kakwa River
- support tourism initiatives of the Grande Cache trackways

### EXHIBITS

- Fossil Country on Canvas features many sites in Greenview
- opening reception attended by visitors and press from Greenview
- Diane Carter expressed interest in covering aspects of the exhibit

### EDUCATION

- museum palaeontologist visited science classes in Valleyview to talk about the scientific method & citizen science





# EDUCATION & OUTREACH

## 2017 HIGHLIGHTS

### SCHOOL PROGRAMS

- new programs launched for high school and grade 6
- record-breaking attendance:
  - ▶ 2,211 students during 2016-17
  - ▶ 582 students in 2017-18 so far

### OUTREACH

- education coordinator elected to Interpretation Canada board
- partnership with Swan City Rotary brings in disadvantaged groups
  - ▶ nearly 200 visitors from 10 groups

### PUBLIC PROGRAMS

- launched week-long summer camps for ages 4 - 10
- trial shuttle bus between GP and Pipestone for bonebed tours
- pilot summer drop-in programs



# EDUCATION & OUTREACH

## COMING IN 2018

### SCHOOL PROGRAMS

- improve and expand high school programs
- update and add new elementary school programs

### PUBLIC PROGRAMS

- new winter camps launching over Christmas break
- additional summer camps to accommodate ages 4 - 16
- solidify drop-in programs from July through August
- trial increase in bonebed tours

### INCREASED ACCESS

- double the number of summer students to meet program demand



PHILIP J. CURRIE  
DINOSAUR MUSEUM





## EDUCATION & OUTREACH

## GREENVIEW VISITS

### VALLEYVIEW

- St. Stephen's Catholic School
  - Rocks, Fossils & Glaciation – June 1, 2017
  - Bonebed Tour – June 6, 2017
  - Rocks, Fossils & Glaciation – May 30, 2018
- Oscar Adolph
  - Geology Rocks (x2) – June 28, 2017
  - Fossils (x2) – June 28, 2017
  - General gallery visit – June 24, 2016

### FOX CREEK

- Fox Creek School
  - Creating Casts – June 9, 2016
  - Bonebed Tour – June 9, 2016

### CROOKED CREEK

- Ridgevalley School
  - Fossils (x2) – October 11, 2015



## EDUCATION & OUTREACH

### GREENVIEW VISITS GRANDE CACHE

- SonRise Christian Program
  - Fossils – June 6, 2017
  - Creating Casts – June 6, 2017
- Grande Cache Historical Society
  - Bonebed & Gallery Tour – June 24, 2017
- Summitview Middle School
  - Cretaceous Cooking – May 25, 2016
  - Bonebed Tour – May 31, 2016

### GROVEDALE

- Penson School
  - Bonebed Tour (x2) – May 25, 2017
  - Geology Rocks – May 25, 2017
  - Cretaceous Cooking – May 25, 2017
  - Bugs Before Time – June 14, 2016
  - Tiny-Saurs– June 14, 2016
  - Dinosaur Puzzles – June 14, 2016
- Self-Guided Tour – December 8, 2015
  - Fossils – December 1, 2015
- Bonebed Tour – September 29, 2015
  - Geology Rocks – September 29, 2015





## BUILDING & GROUNDS

## 2017 HIGHLIGHTS

### BUILDING MAINTENANCE

- moved maintenance in-house
- acquired needed on-site supplies
- added 2 PT assistant caretakers

### IMPROVED LANDSCAPING

- 36 donated trees planted on grounds and near property
- increased natural and visual appeal of area

### FACILITY GENERATOR

- County project over 10 months contracted to Northgate Electric
- museum staff oversaw on-site construction and installation



PHILIP J. CURRIE  
DINOSAUR MUSEUM



## BUILDING & GROUNDS

## COMING IN 2018

### NEW MUSEUM DISPLAYS

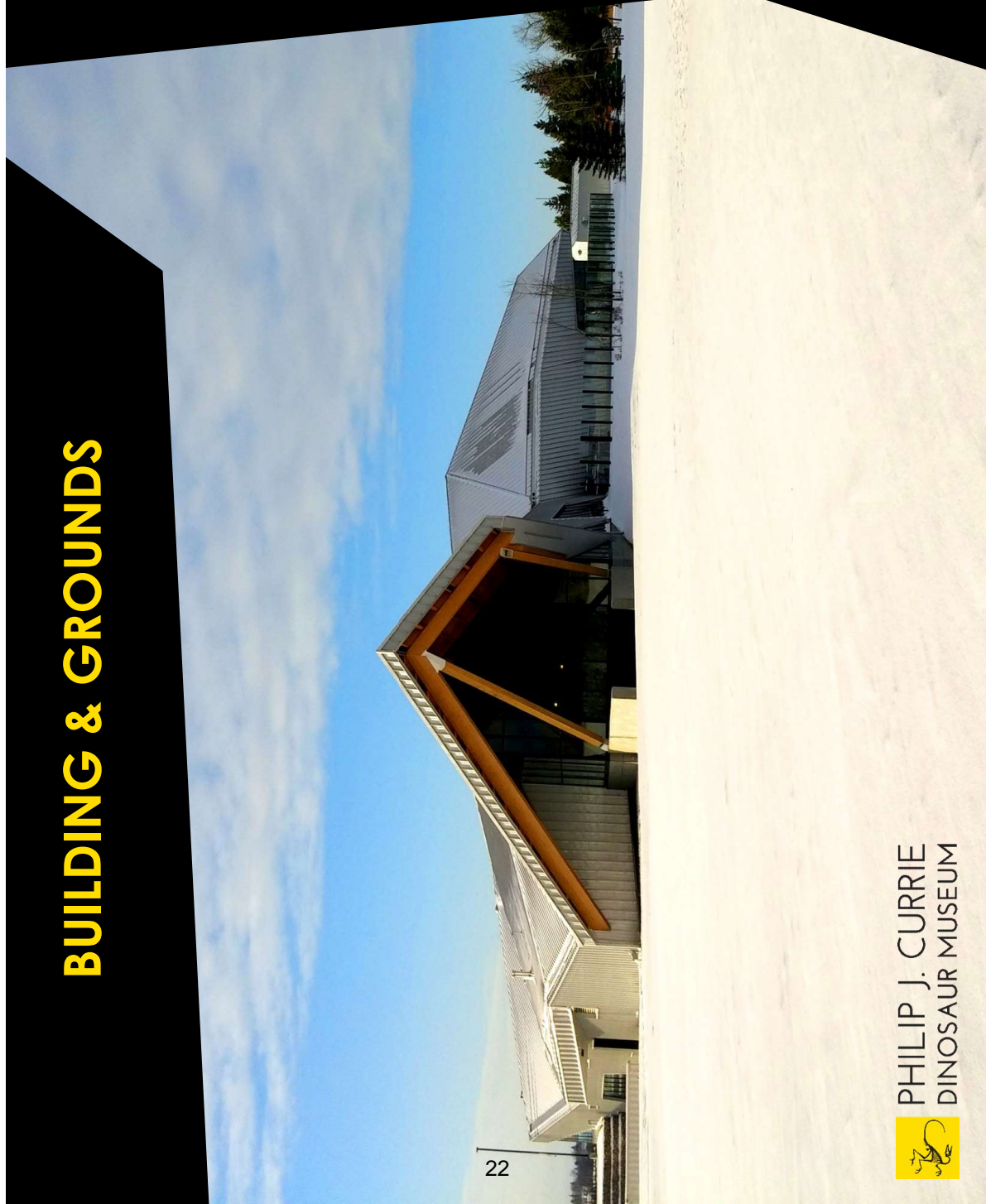
- 6' x 10' case in development for predator & prey footprint display
- new pedestal displays planned for Devonian gallery

### CONTINUED LANDSCAPING

- planting shrub beds on museum grounds
- fossil walk planning & construction

### PROPOSED PROJECT

- separate building for vehicle, tool, and chemical storage
- will lead to safer environment inside museum
- planned for southwest corner of the property, approximately 40' x 80'





## VISITOR SERVICES

## 2017 HIGHLIGHTS

### TRAINED NEW STAFF

- all new trained team that creates a welcoming atmosphere
- new full-time coordinator and four part-time clerks

### COMMUNITY COLLABORATION

- donated museum passes to several charities and community partners to foster relationships

### IMPROVED GIFT SHOP

- store layout rearranged to be more appealing and engaging
- expansion into local products
- price adjustments to closer align with visitor expectations



## VISITOR SERVICES

## COMING IN 2018

### VISITOR RESOURCES

- collaborating with marketing to provide visitors with gallery guidebooks and other materials

### CORPORATE BOOKINGS

- price and package planning for facility rentals
- addition of restaurant input expected to increase value





# MARKETING & COMMUNICATIONS

## 2017 HIGHLIGHTS

### BOLD NEW VISUAL BRAND

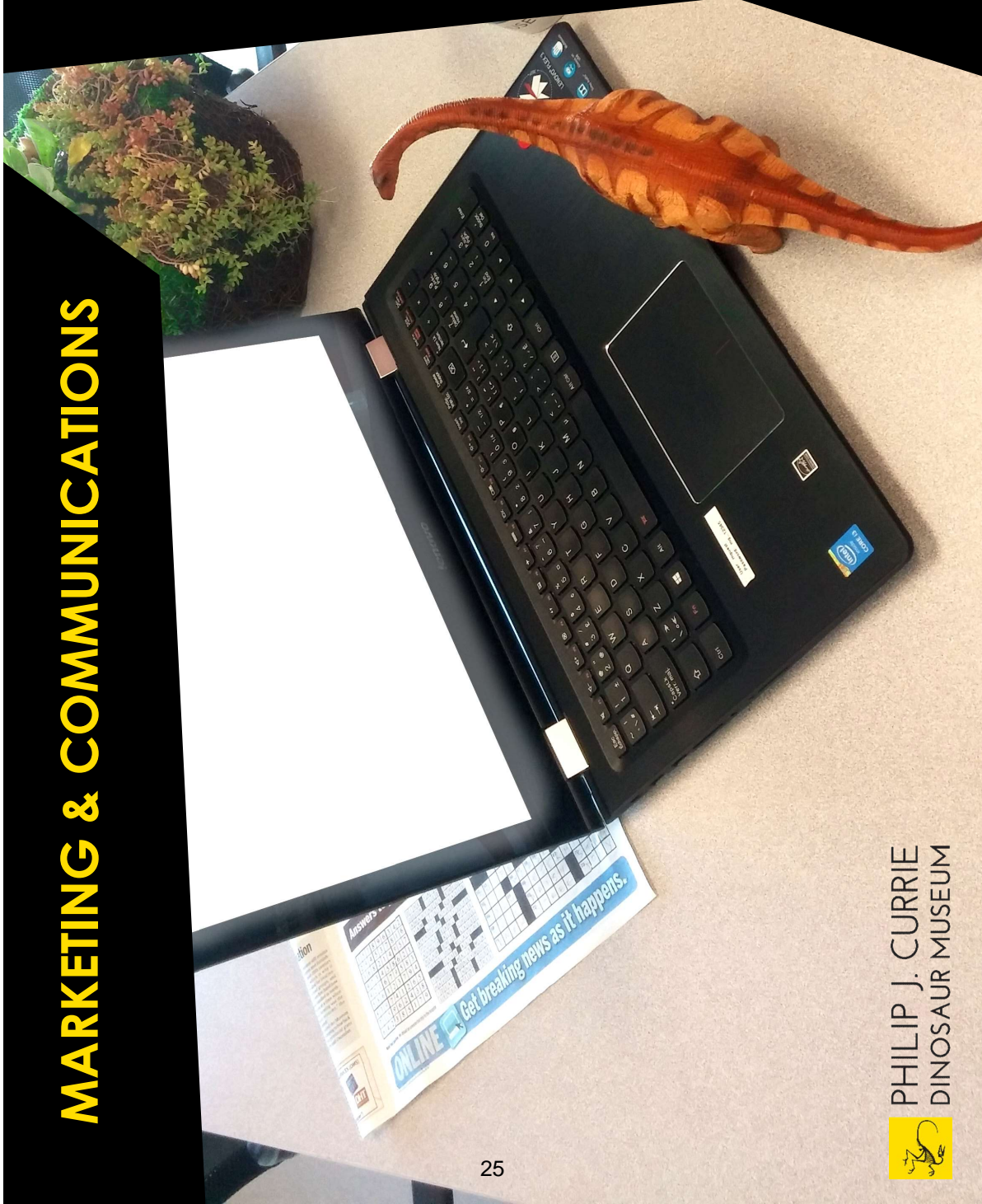
- sleek, colourful visuals
- focus shift to benefit marketing
- clear calls-to-action

### STREAMLINED OPERATIONS

- consistent internal processes established
- branding & communications standards clearly defined

### INCREASED VISIBILITY

- improved social media, website, and e-newsletter reach
- direct positive feedback on communications initiatives



# MARKETING & COMMUNICATIONS

## COMING IN 2018

### BILBOARDS & SIGNAGE

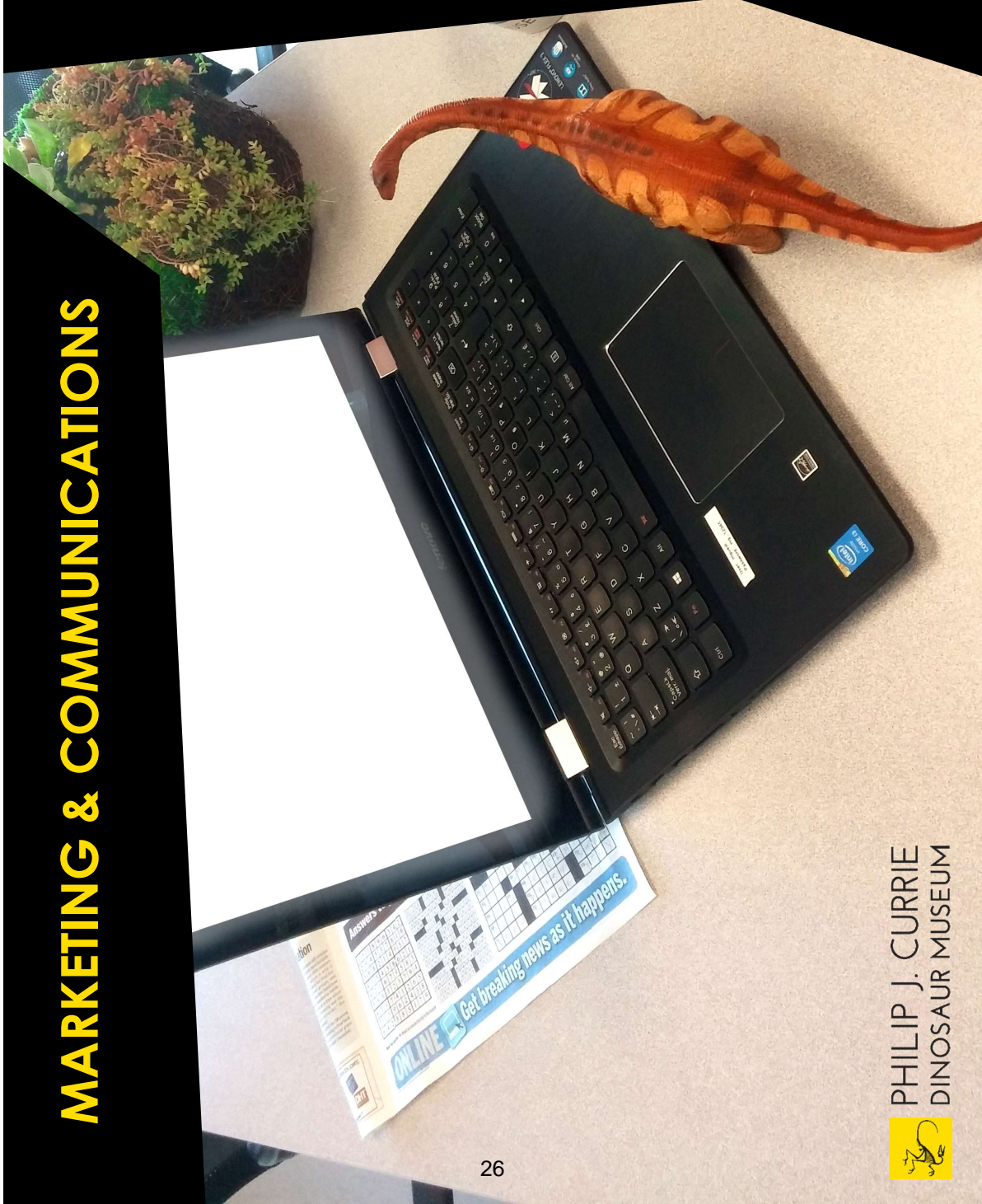
- exploring regional and provincial partnerships
- budgeting for long-term signage

### VIDEO ADVERTISING

- professional videography
- integrated look and messaging with other marketing efforts
- digital and traditional platforms, including Jurassic World 2 advertising opportunity

### WEBSITE REFRESH

- streamlined visitor-oriented user experience
- extensive content review, update, and reorganization





## HUMAN RESOURCES

## 2017 HIGHLIGHTS

### NEW RESTAURANT TAKE-OVER

- hiring
- new menu

### INTERNS & STUDENTS

- multiple successful grant applications for summer interns in:
  - palaeontology
  - collections
  - education
  - tours
  - programming
  - technician
  - field assisting



## HUMAN RESOURCES

## COMING IN 2018

### RESTAURANT UPDATES

- dino delivery and take-out
- wing and pizza nights
- price friendly

### PROPOSED STAFF

- events coordinator
- collections & research lab manager
- marketing & communications assistant (grant)





## DONOR & RELATIONSHIP CULTIVATION

## 2017 HIGHLIGHTS

### VOLUNTEER GRATITUDE EVENTS

### COMMUNITY OUTREACH

### RENEWED PARTNERSHIPS



## BUDGET

## 2017 HIGHLIGHTS

BOARD STRATEGY PLANNING  
SESSION ON DECEMBER 12

OUTSIDE FACILITATOR

FINAL EDITS TO BUDGET

LEAN BUT VISIONARY



# 2017 FINANCES YTD

REVENUE	2017 YTD ACTUALS	2017 YTD BUDGET
<b>Sales Revenue</b>		
Admission Sales	320,325.68	618,750.00
Annual Memberships	310.00	3,000.00
Sponsorships & Donations	135,100.59	60,800.00
Restaurant - Dine O Saur	20,147.77	24,000.00
Grant Revenue	676,271.99	385,000.00
Education Programs	27,031.71	24,000.00
Facility Rentals	4,752.82	14,500.00
Third-Party Revenue	3,467.91	1,800.00
Gift Shop Sales	112,437.37	207,000.00
Fundraising	241,717.70	-
<b>Total Sales Revenue</b>	<b>1,541,563.54</b>	<b>1,338,850.00</b>
<b>TOTAL REVENUE</b>	<b>1,541,563.54</b>	<b>1,338,850.00</b>

# 2017 FINANCES YTD

EXPENSE	2017 YTD ACTUALS	2017 YTD BUDGET			
<b>General &amp; Admin. Expense</b>					
Advertising	33,710.56	50,400.00	Legal	1,603.68	500.00
Museum Events	3,052.63	22,500.00	Accounting	14,500.00	25,000.00
Meals & Entertainment	1,749.08	3,000.00	RDDMS Board Training	840.95	6,500.00
Fundraising	131,142.42	-	Rent	1.00	1.00
Merchandise - Gift Shop	44,212.44	50,400.00	Building & Grounds Maintenance	53,819.10	121,800.00
Bank Fees	9,251.70	12,000.00	Janitorial & Cleaning Supplies	24,172.21	72,600.00
Postage	1,128.39	5,500.00	Security	1,516.25	15,000.00
Cellphones	10,974.07	4,300.00	Utilities, Gas, Power, Water	101,855.89	102,000.00
Internet Fees	31,234.64	33,600.00	Exhibits	10,618.60	122,400.00
Photocopier Lease	6,600.42	9,000.00	Restaurant - Dine O Saur	25,306.57	24,000.00
Association Dues	6,391.11	6,600.00	Training & Conferences	6,320.41	12,000.00
Grant Projects	84,800.00	53,000.00	Lecture Speaker Series Stipend	3,250.00	9,000.00
Vehicle & Equipment	14,162.05	12,200.00	NG Theatre Royalties	5,959.51	12,000.00
Lab & Collection Supplies	1,758.34	50,900.00	Travel	9,247.03	24,000.00
Education Supplies	2,994.59	6,000.00	Hourly & Salary Wages	799,950.97	902,000.00
Admin. Expenses	13,007.65	25,840.00	Foreign Exchange Gain/Loss	2,281.90	15,000.00
IT Support	22,251.85	12,000.00	<b>Total General &amp; Admin. Expense</b>	<b>1,479,666.01</b>	<b>1,821,041.00</b>
			<b>TOTAL EXPENSE</b>	<b>1,479,666.01</b>	<b>1,821,041.00</b>
			<b>NET INCOME</b>	<b>61,897.53</b>	<b>(482,191.00)</b>



PHILIP J. CURRIE  
DINOSAUR MUSEUM

## **BUDGET 2018**

### **Sales Revenue**

Total Admission Sales	400,000.00
Tips Collected	4,800.00
Education Programs	25,750.00
Facility Rentals	10,200.00
Interest Revenue	1,800.00
<b>Total Sales Revenue</b>	<b>442,550.00</b>
 <b>TOTAL REVENUE</b>	 <b>442,550.00</b>



PHILIP J. CURRIE  
DINOSAUR MUSEUM



# BUDGET 2018

## EXPENSE

### General & Admin. Expense

Advertising & Promotion	110,000.00
Museum Events	22,500.00
Meals & Entertainment	3,000.00
Bank Fees	12,000.00
Postage	2,400.00
Cellphones	5,400.00
Internet Fees	33,600.00
Photocopier Lease	9,000.00
Association Dues	6,600.00
Vehicle & Equipment	15,950.00
Office Equipment	1,000.00
Lab & Collection Supplies	1,800.00



PHILIP J. CURRIE  
DINOSAUR MUSEUM

## BUDGET 2018

### EXPENSE

Education Supplies	6,000.00
Office Supplies	20,740.00
IT Support	15,000.00
Legal	500.00
Accounting	15,000.00
RDDMS Board Training	6,500.00
Rent	1.00
Building & Grounds Maintenance	60,000.00
Cleaning Supplies	6,000.00
Cleanup & Disposal	6,500.00
Inspection & Compliance	12,500.00
Security	1,200.00
Utilities, Gas, Power, Water	102,000.00



PHILIP J. CURRIE  
DINOSAUR MUSEUM

## BUDGET 2018

EXPENSE	
Exhibit Rentals	50,000.00
Exhibit Maintenance	12,000.00
Exhibits	50,400.00
Training & Conferences	12,000.00
Lecture Speakers	2,500.00
NG Theatre Royalties	12,000.00
Travel	24,000.00
Hourly & Salary Wages	1,001,600.00
Foreign Exchange Gain/Loss	15,000.00
<b>Total General &amp; Admin. Expense</b>	<b>1,654,691.00</b>
<b>TOTAL EXPENSE</b>	<b>1,654,691.00</b>
NET INCOME BEFORE FUNDRAISING, GRANTS, RESTAURANT & RETAIL	-1,212,141.00



PHILIP J. CURRIE  
DINOSAUR MUSEUM



# BUDGET 2018

## FUNDRAISING

---

Charitable Donations	75,000.00
Sponsorships	14,000.00
Dino Ball	100,000.00
Raffle	50,000.00
<b>TOTAL FUNDRAISING NET INCOME</b>	<b>239,000.00</b>

## BUDGET 2018

GRANT REVENUE	
County of Grande Prairie No 1	400,000.00
MD of Greenview	200,000.00
County of Saddlehills	100,000.00
General Municipalities	200,000.00
Young Canada Works	15,000.00
<b>TOTAL GRANT REVENUE</b>	<b>915,000.00</b>



PHILIP J. CURRIE  
DINOSAUR MUSEUM

## BUDGET 2018

### RESTAURANT

---

Sales Revenue

174,375.00

Cost of Food & Drink

60,000.00

Labour

120,000.00

**TOTAL RESTAURANT NET INCOME**

**-5,625.00**



PHILIP J. CURRIE  
DINOSAUR MUSEUM

## BUDGET 2018

RETAIL REVENUE	
Gift Shop Sales	178,050.00
COGS	
Purchases	60,000.00
Inventory, beginning	60,000.00
Inventory, end	-30,000.00
	90,000.00
TOTAL RETAIL NET INCOME	88,050.00
NET INCOME	24,284.00



PHILIP J. CURRIE  
DINOSAUR MUSEUM

## BUDGET 2018

Fossil Walk	-150,000.00
IT Upgrade	-15,000.00
NET INCOME AFTER FOSSIL WALK & IT UPGRADES	-140,716.00

THANK YOU!



PHILIP J. CURRIE  
DINOSAUR MUSEUM





# REQUEST FOR DECISION

SUBJECT: **ATB – Investment Services**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: March 12, 2018  
DEPARTMENT: CORPORATE SERVICES  
STRATEGIC PLAN: Level of Service

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – MGA, Section 250

**Council Bylaw/Policy** (cite) – AD 17

---

## RECOMMENDED ACTION:

**MOTION: That Council accept the ATB – Investment Services report for information.**

---

## BACKGROUND/PROPOSAL:

Currently, ATB Investment Management Inc., manages all of Greenview's investments according to Section 250 of the MGA and Greenview's Investment Policy AD17.

Mr. Boddy will be in attendance to provide information to Council regarding Greenview's current Investment Portfolio.

Greenview currently has \$117,709,019.00 invested in Long Term and \$36,923,143.00 in Short Term investments on behalf of the Greenview Ratepayers. Over the past eight (8) years, Greenview has earned \$19,317,857.00 interest on these investments.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the report as information is to keep Council informed about the changes in Greenview's Investment Portfolio.
2. Another benefit of the recommended action is that Council will have an opportunity to dialogue with the ATB Investment Manager regarding Greenview's investments.

---

## 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.

---

## FINANCIAL IMPLICATION:

**Direct Costs:****Ongoing / Future Costs:**

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):**

- ATB Investment Management Inc.



**MD of Greenview**

**Date:** March 12<sup>th</sup>, 2018

**Place:** MD of Greenview office, Valleyview, AB

**Purpose:** Investment Review - Presentation to Council

***Topics to discuss:***

- Explain the inverse relationship between interest rates and bond prices
- Explain the primary difference between bonds and GICs - bonds can be sold prior to maturity and therefore their price fluctuates until maturity
- Review the Fixed Income portfolio's performance
- Review the Cash Management portfolio's performance

***Who Is ATB Investment Management***

- Specialist in managing investments for municipalities
- Ability to access best investments available
- Highest duty of care in industry – fiduciary duty

***Purpose of Investment Accounts***

- Earn a competitive rate of return without putting the capital at undue risk
- Fixed Income – expected time horizon is greater than 1 year
- Cash Management – expected time horizon is less than 1 year
- Maintain compliance with Municipal Government Act (Section 250) & MD of Greenview's Investment Policy AD17

***Examples of recent purchases and current investments:***

- Recently, purchased a 1 year cashable GIC at a rate of 2.08% in anticipation that Bank of Canada will once again raise rates in late May 2018
- At same time purchased a 2 year non-redeemable at a rate of 2.45%
- Two of your bonds, Bank of Nova Scotia Bond and Saskatchewan bond, now have a yields above 3% (3.14% and 3.01% respectively)
- Portfolio is 'laddered' with investments maturing every year between 2018 through to 2027

**Fixed Income account results:**

- Fixed Income Summary:

<b>Fixed Income Account - Net Invested</b>	
Initial Investment - August 2009	\$ 30,000,000
Contributions - 2010	\$ -
Contributions - 2011	\$ 27,000,000
Contributions - 2012	\$ -
Contributions - 2013	\$ -
Contributions - 2014	\$ 7,000,000
Contributions - 2015	\$ 25,000,000
Contributions - 2016	\$ 15,000,000
<b>You have invested</b>	<b>\$ 104,000,000</b>
<b>It is now worth (December 31st, 2017)</b>	<b>\$ 117,709,019</b>
<b>Your investment gains</b>	<b>\$ 13,709,019</b>
<b>2017</b>	<b>1.16%</b>
2016	1.69%
2015	2.69%
2014	3.69%
2013	1.19%
2012	2.80%
2011	4.50%
2010	5.29%
<b>Since inception</b>	<b>2.85%</b>

**Cash Management account results:**

<b>Cash Management Account - Net Invested</b>		
Initial Investment - August 2009	\$	45,000,000
Net Contributions - 2009	\$	(19,247,408)
Net Contributions - 2010	\$	1,774,415
Net Contributions - 2011	\$	(805,154)
Net Contributions - 2012	\$	23,805,091
Net Contributions - 2013	\$	3,134,895
Net Contributions - 2014	\$	1,324,350
Net Contributions - 2015	\$	5,008,516
Net Contributions - 2016	\$	(11,846,800)
Net Contributions - 2017	\$	(16,833,600)
<b>You have invested</b>	<b>\$</b>	<b>31,314,305</b>
<b>It is now worth (December 31, 2017)</b>	<b>\$</b>	<b>36,923,143</b>
<b>Your investment gains</b>	<b>\$</b>	<b>5,608,838</b>
	<b>2017</b>	<b>1.48%</b>
	2016	1.41%
	2015	1.48%
	2014	1.64%
	2013	1.53%
	2012	1.44%
	2011	1.38%
	2010	0.89%
	<b>Since inception</b>	<b>1.40%</b>



# REQUEST FOR DECISION

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SUBJECT:	<b>Accurate Assessment Group Ltd. – 2018 Annual Assessment Presentation</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 12, 2018	CAO: MH	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM: RO	PRESENTER: RF
STRATEGIC PLAN:	Level of Service		

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council accept the Accurate Assessment Group's annual Greenview Property Assessment report for information, as presented.**

---

## BACKGROUND/PROPOSAL:

Accurate Assessment Group (AAG) is contracted by Greenview to provide assessment services on all properties within Greenview. Accurate Assessment Group representatives will be in attendance to elaborate on Greenview's Property Assessment report.

Council members may wish to prepare questions in relation to the attached presentation to ensure clarity for Council.

The newly signed DIP Assessment Contract with Municipal Affairs, requires the delegate (or sub delegate), prior to any public presentation; to request approval by the Provincial Assessor (PA), of any materials and communications. As such, AAG has requested and received permission from the PA to speak to Council regarding the DIP within Greenview. However, AAG is not permitted to speak to opinions or knowledge on the proposed changes in the regulations, ministers' guidelines, and etcetera without prior approval of the PA, which have not been sought or received.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the report as information is to keep Council informed about the changes in Greenview's property assessment from one year to the next.
  2. Another benefit of the recommended action is that Council will have an opportunity to dialogue with the Accurate Assessment Group regarding the changes in assessment.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

**ALTERNATIVES CONSIDERED:**

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

---

**FINANCIAL IMPLICATION:**

**Direct Costs:**

**Ongoing / Future Costs:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

- Accurate Assessment Group Ltd. – PowerPoint Presentation





# Agenda

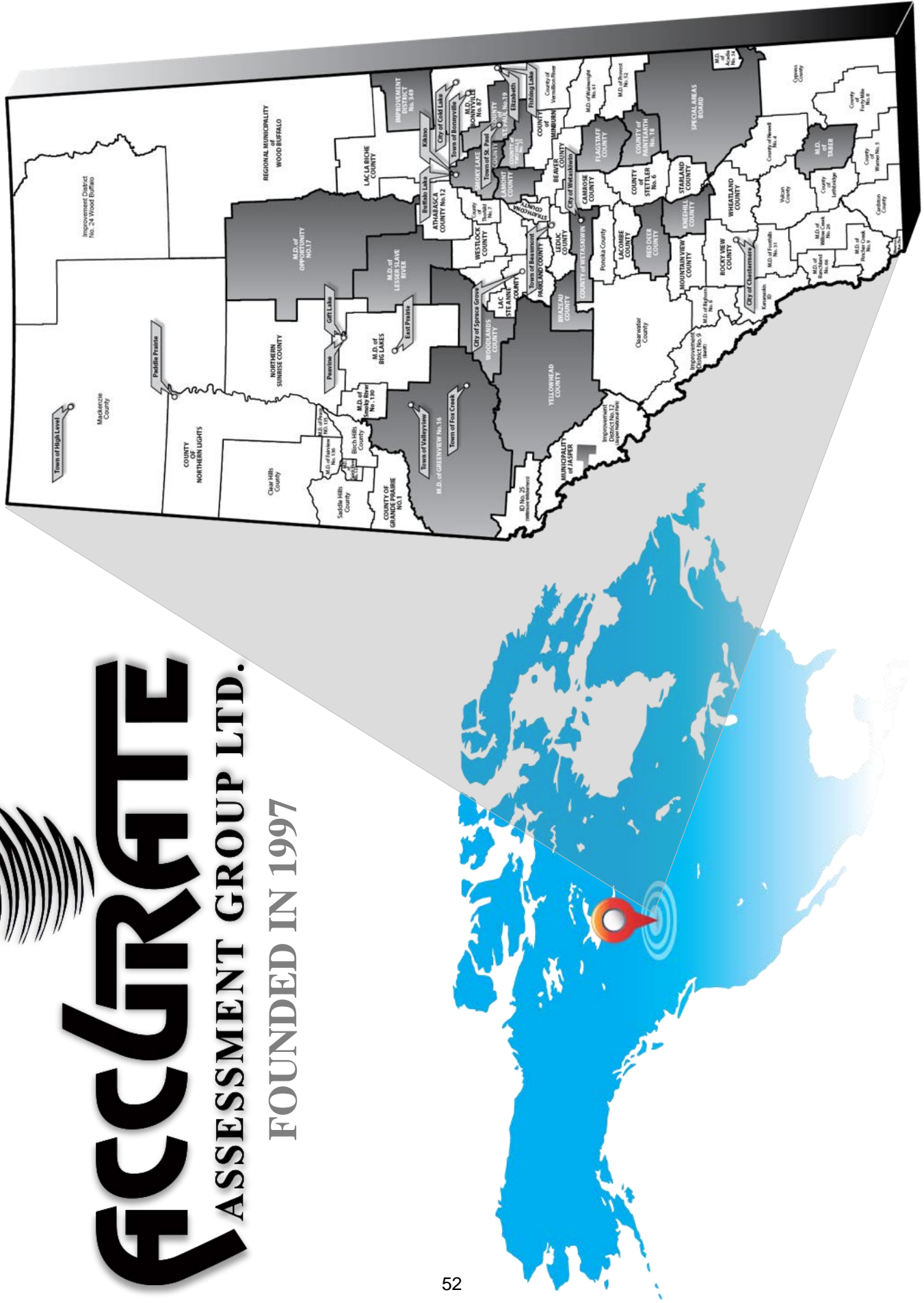


Accurate Assessment Group Ltd.



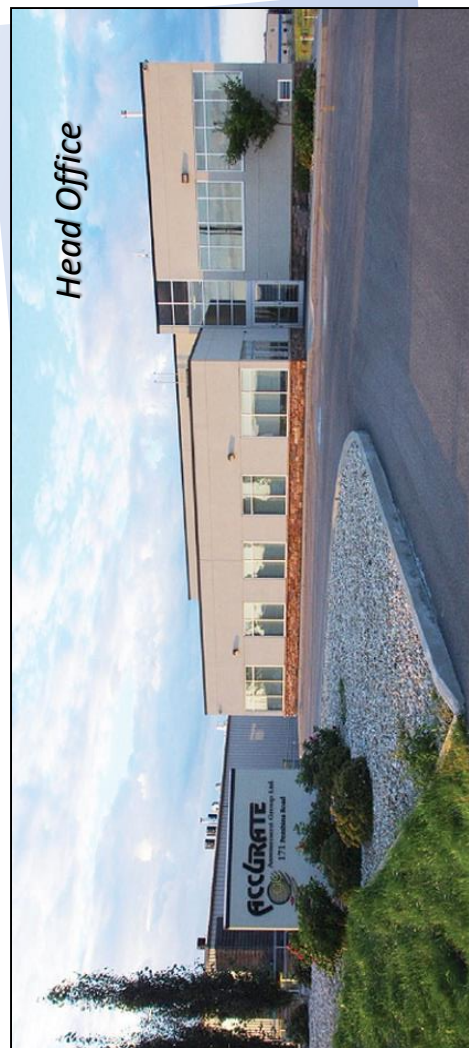
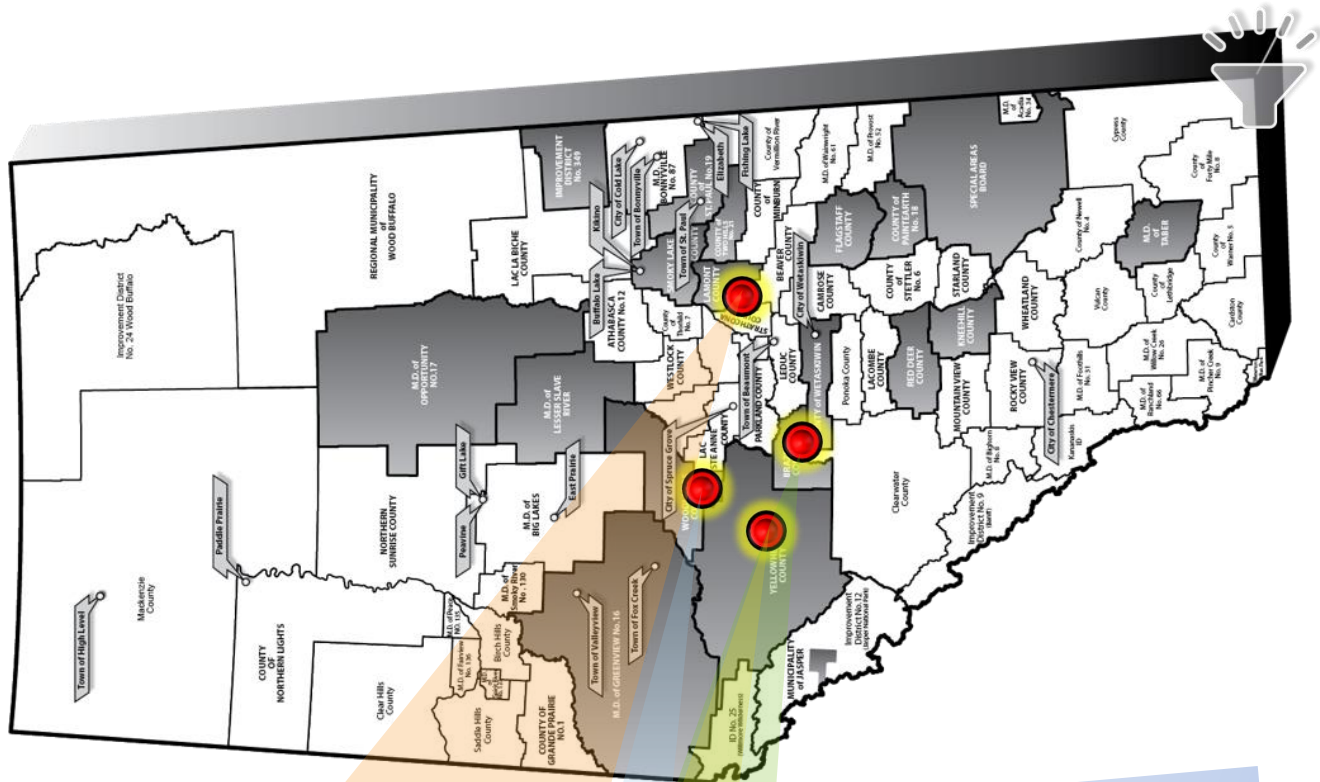
Highlights of the Municipality's Assessment

FOUNDED IN 1997



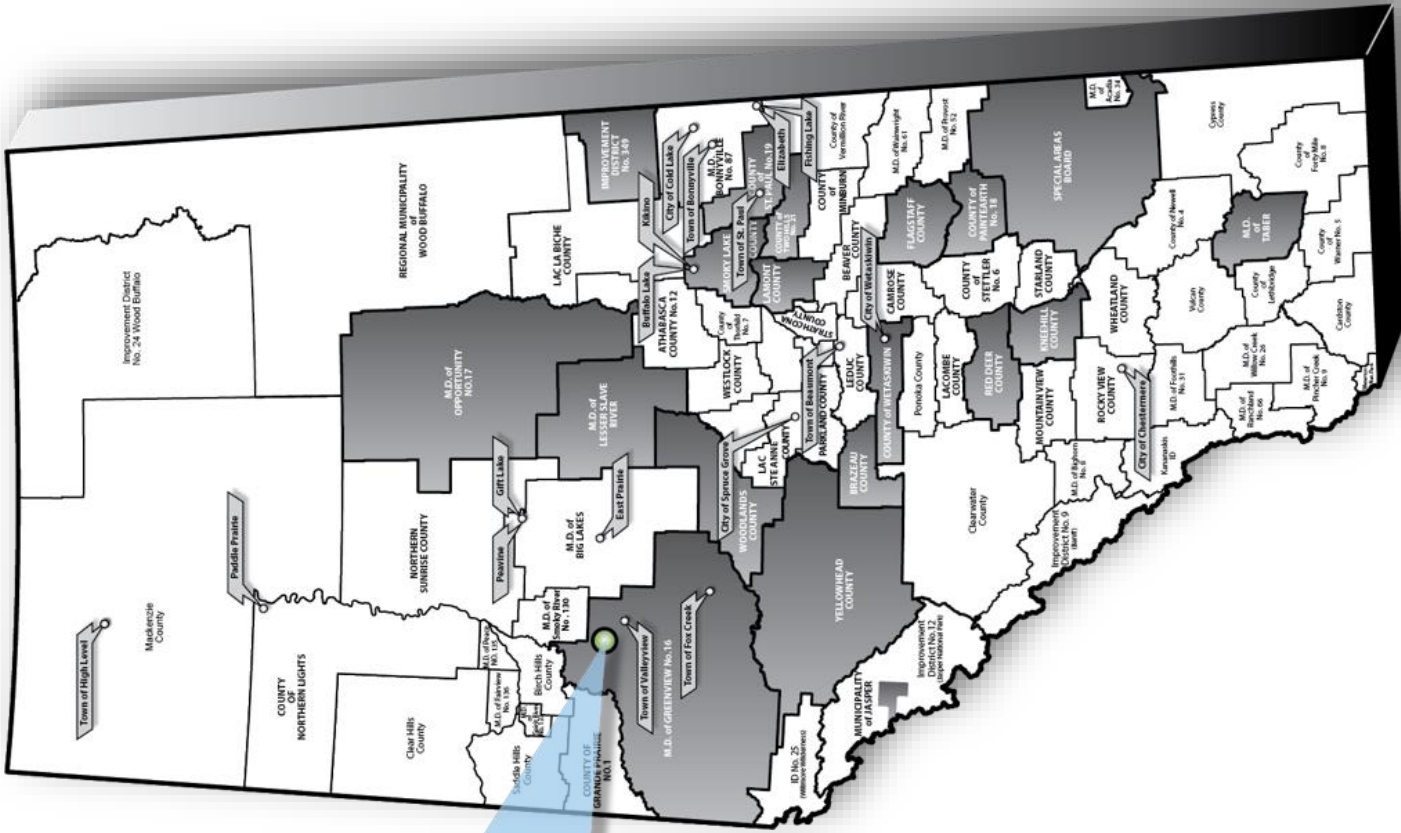


# Where We are Located





**M.D. of  
Greenview**



## AAG's Client Partners

- ✓ 19 Rural Municipalities
- ✓ 4 Cities
- ✓ 7 Towns
- ✓ 8 Metis Settlements

# Trusted Advisors



At AAG, our purpose is to continuously seek improvement and earn the role of Trusted Advisor.



## TEAM DEPTH



Specializing in all aspects of Municipal Property Assessment  
300+ Years of Combined Experience



## COMMUNICATION



We connect with Rate Payers successfully  
We communicate with Council, CAO's and Administration



## DATA INTEGRITY



Our technology drives best practices for assessment operations.  
Leaders in quality control through technology and experience



### Residential



### Non-Residential



### Farmland

Troy Birtles, AMAA	Assessment Coordinator
Kris Meadows, AMAA	Residential Assessor
Sean Cosens	Farmland Assessment Specialist
Bob Daudelin, AMAA	Assessment Specialist
Alison Reid, AMAA	Senior Assessor
Josh McMillan	Residential Assessor
Jesse Nelson	Residential Assessor
Cory Allen	Residential Assessor



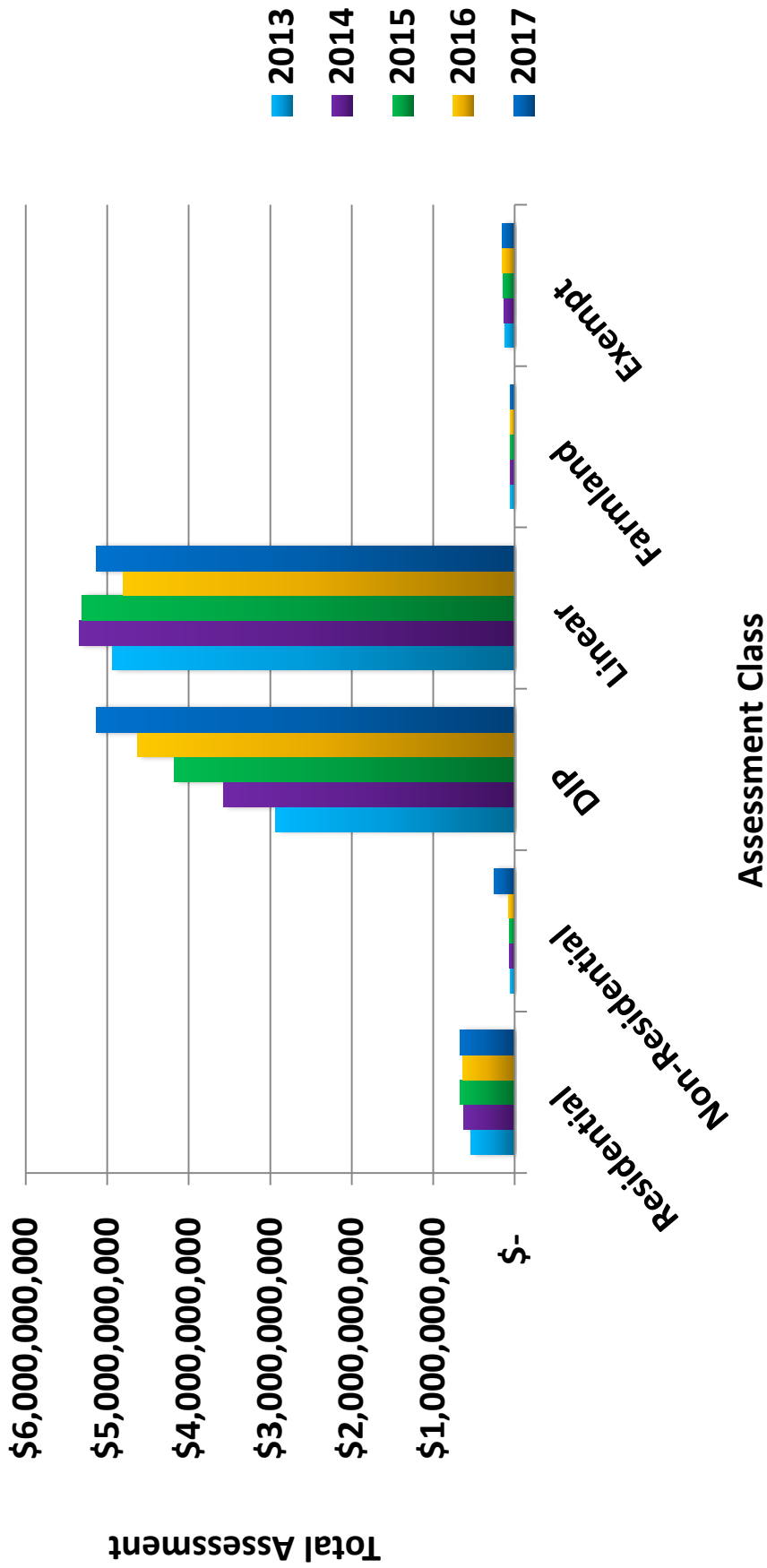


# 2016 Compared to 2017 Assessment

	2016	2017	Difference	
	Totals	Totals	\$	%
Residential	\$640,163,250	\$672,420,940	\$32,257,690	105%
Non-Residential	\$77,543,810	\$256,812,570	\$179,268,760	331%
Designated Industrial Property (DIP)	\$4,629,679,230	\$5,137,851,640	\$508,179,410	111%
Linear	\$4,803,319,170	\$5,131,856,490	\$328,537,320	107%
Farmland	\$57,475,730	\$57,481,660	\$5,930	100%
Exempt	\$150,587,890	\$147,875,720	(\$2,712,170)	98%
<b>Grand Total:</b>	<b>\$10,358,759,080</b>	<b>\$11,404,299,020</b>	<b>\$1,045,529,940</b>	<b>110%</b>

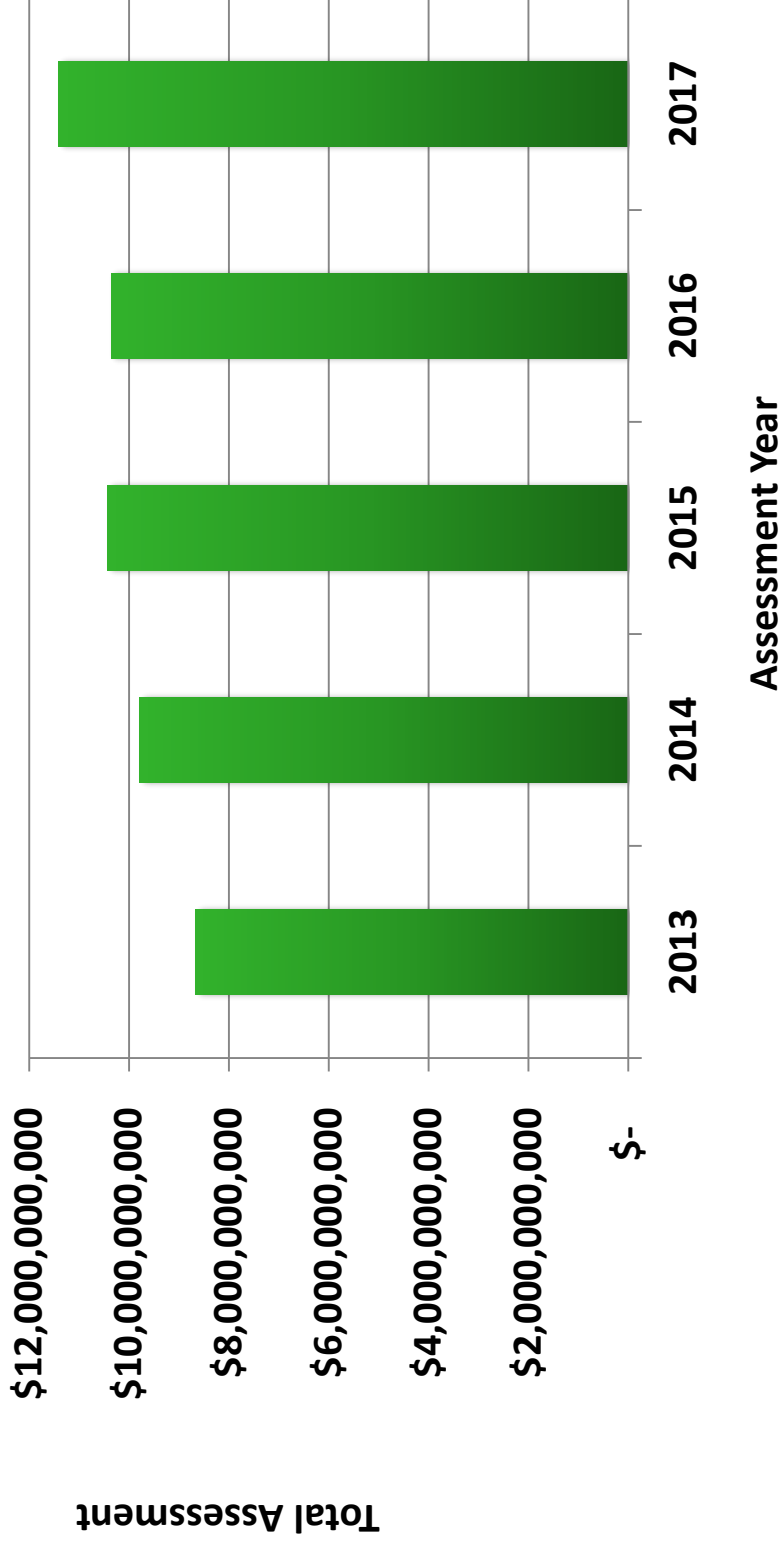


# Assessment Class History Comparison





# Assessment Total History Compare





# Taxable Assessment Change Compare by %

Range	Properties	%
-25% to -100%	306	2.1%
-10% to -25%	148	1.0%
<b>-1% to -10%</b>	<b>3,442</b>	<b>23.7%</b>
<b>No Change</b>	<b>6,027</b>	<b>41.4%</b>
<b>1% to 10%</b>	<b>3,150</b>	<b>21.7%</b>
10% to 25%	437	3.0%
25% to 100%	302	2.1%
Over 100%	131	0.9%
New Roll #'s	460	3.2%
Inactive Roll #'s	146	1.0%
<b>Total Properties</b>	<b>14,549</b>	<b>100%</b>

87%





# Taxable Assessment Change Compare by \$

Range	Properties	%
Over - \$1,000,000	26	0.2%
-\$100,000 to -\$999,999	224	1.5%
-\$25,000 to -\$99,999	307	2.1%
<b>-\$10,000 to -\$24,999</b>	<b>386</b>	<b>2.7%</b>
<b>-\$1,000 to -\$9,999</b>	<b>2,421</b>	<b>16.6%</b>
<b>-\$999 to \$999</b>	<b>6,489</b>	<b>44.6%</b>
<b>\$1,000 to \$9,999</b>	<b>2,762</b>	<b>19.0%</b>
<b>\$10,000 to \$24,999</b>	<b>414</b>	<b>2.8%</b>
\$25,000 to \$99,999	468	3.2%
\$100,000 to \$999,999	346	2.4%
Over \$1,000,000	100	0.7%
New Roll #'s	460	3.2%
Inactive Roll #'s	146	1.0%
<b>Total Properties</b>	<b>14,197</b>	<b>100%</b>

86%



# New Roll #'s & Permit Comparison

<u>New Roll #'s Summary</u>					
	2013	2014	2015	2016	2017
Residential/Non-Res	93	130	157	104	110
<u>Development Permit</u>					
	2013	2014	2015	2016	2017
Development Permits	306	357	377	368	379



# Overview

(NOT including Industrial or Linear)

Residential (Rural)	
Valleyview	2.6% Increase
DeBolt	2.4% Increase
Grovedale	8.9% Increase



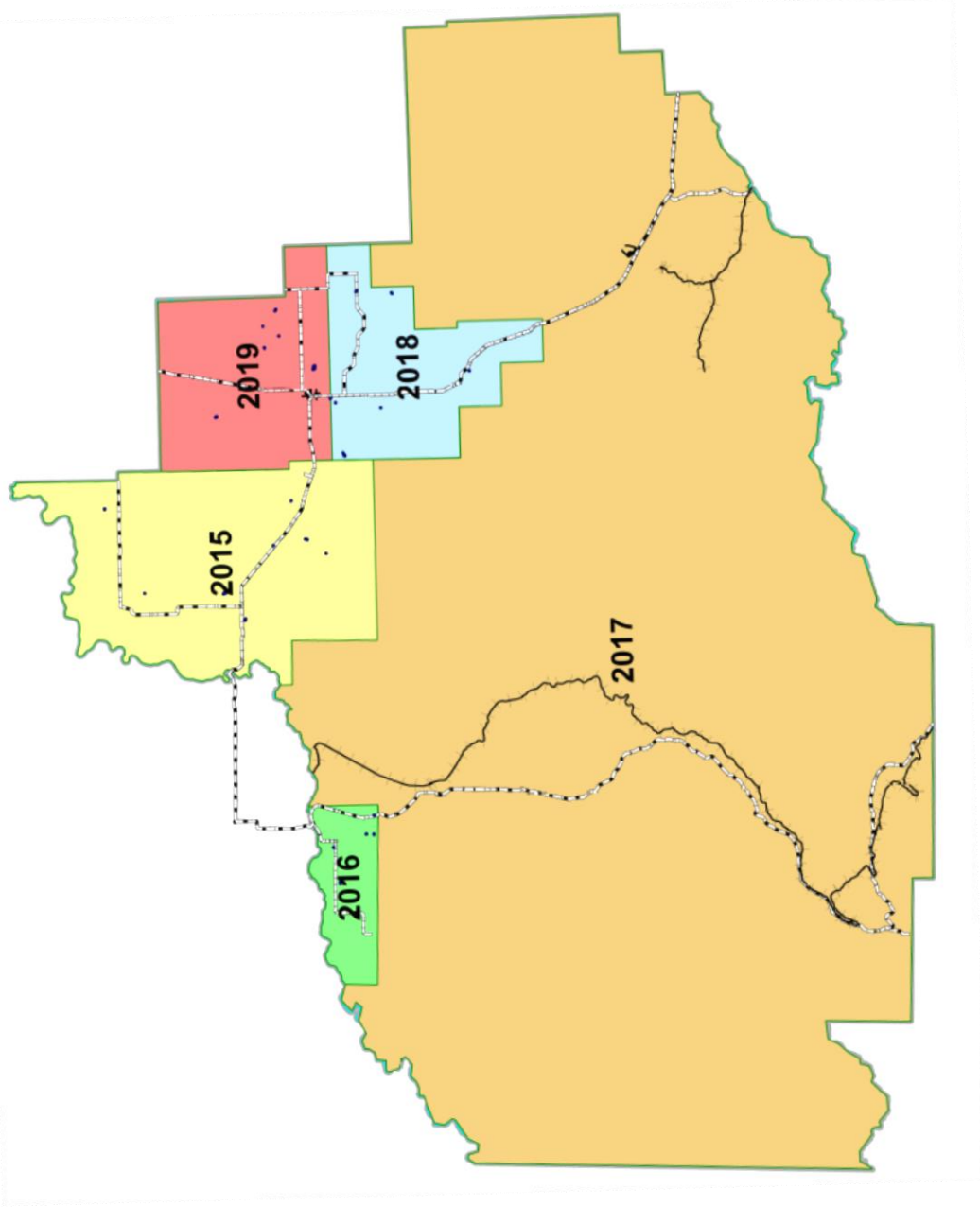
# Overview

(NOT including Industrial or Linear)

<u>New Residential Growth Assessment</u>			
	2015	2016	2017
New Construction	\$16.8M (2.4%)	\$11.3M (1.6%)	\$13.7M (2.1%)
<u>Residential Inflation</u>			
	2015	2016	2017
Market Change	\$24.4M (3.5%)	-\$40.9M (-5.8%)	\$18.7M (2.9%)



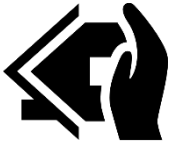
# Residential / Non-Residential Re-inspection Cycle



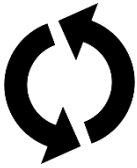




# Moving Forward – Residential / Non-Residential



Open House to Inform Rate Payers, I will be in the Greenview office periodically



2018 Assessment Cycle will be concentrated on the Valleyview South area.



Stabilizing Oil Price has resulted in signs of economic growth resulting in minor increases to market values. We will continue to monitor into 2018



# Industrial Assessment Team

Ray Fortin, AMAA	Industrial Assessment Specialist
Sean Barrett, AMAA	Industrial Coordinator
Kent Smith, AMAA	Industrial Assessor
*Chad Nelson	Industrial Assessor
*Steve Sawatsky	Industrial Assessor
*Chris Smith	Industrial Assessor
Ally Dittrick	Industrial Assessor
Harry Schmidt, AMAA	Specialty Assessment Services

**\*Denotes Assessors currently working towards AMAA accreditation**



# Designated Industrial Property

Designated Industrial property includes:

- Properties regulated by the Alberta Energy Regulator, National Energy Board, Alberta Utilities Commission.
- Linear property (wells, pipeline, railways, telecommunications and electric power systems) assessed by the province. Note that railway became linear on January 1, 2018.
- Property designated as a “major plant” by the 2017 Alberta Machinery and Equipment Minister’s Guidelines regulation; for example, large refineries, upgraders, pulp and paper mills.
- Land and improvements associated with property regulated by the Alberta Energy Regulator, Alberta Utilities Commission or National Energy Board and major plants.



# Designated Industrial Property

## 2017 DIP Assessment:

- AAG has spent a considerable amount of time during the 2017 DI property assessment creating new processes and procedures in order to adhere to DIP requirements and legislative MGA changes.
- In your municipality AAG has identified 6,715 Designated Industrial Properties
- Including 23 properties designated as “Major Plants”



# In The Field









# Geographic Information System for DIP

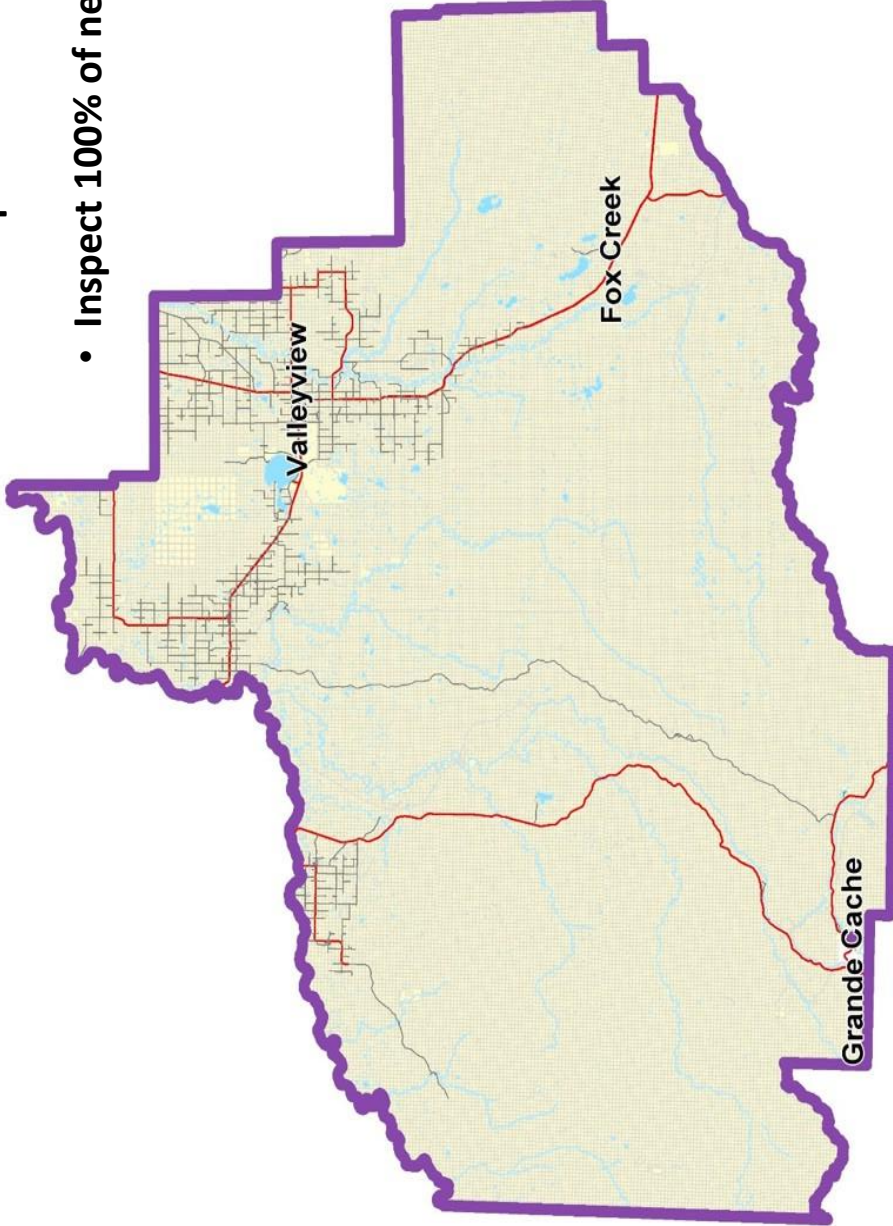






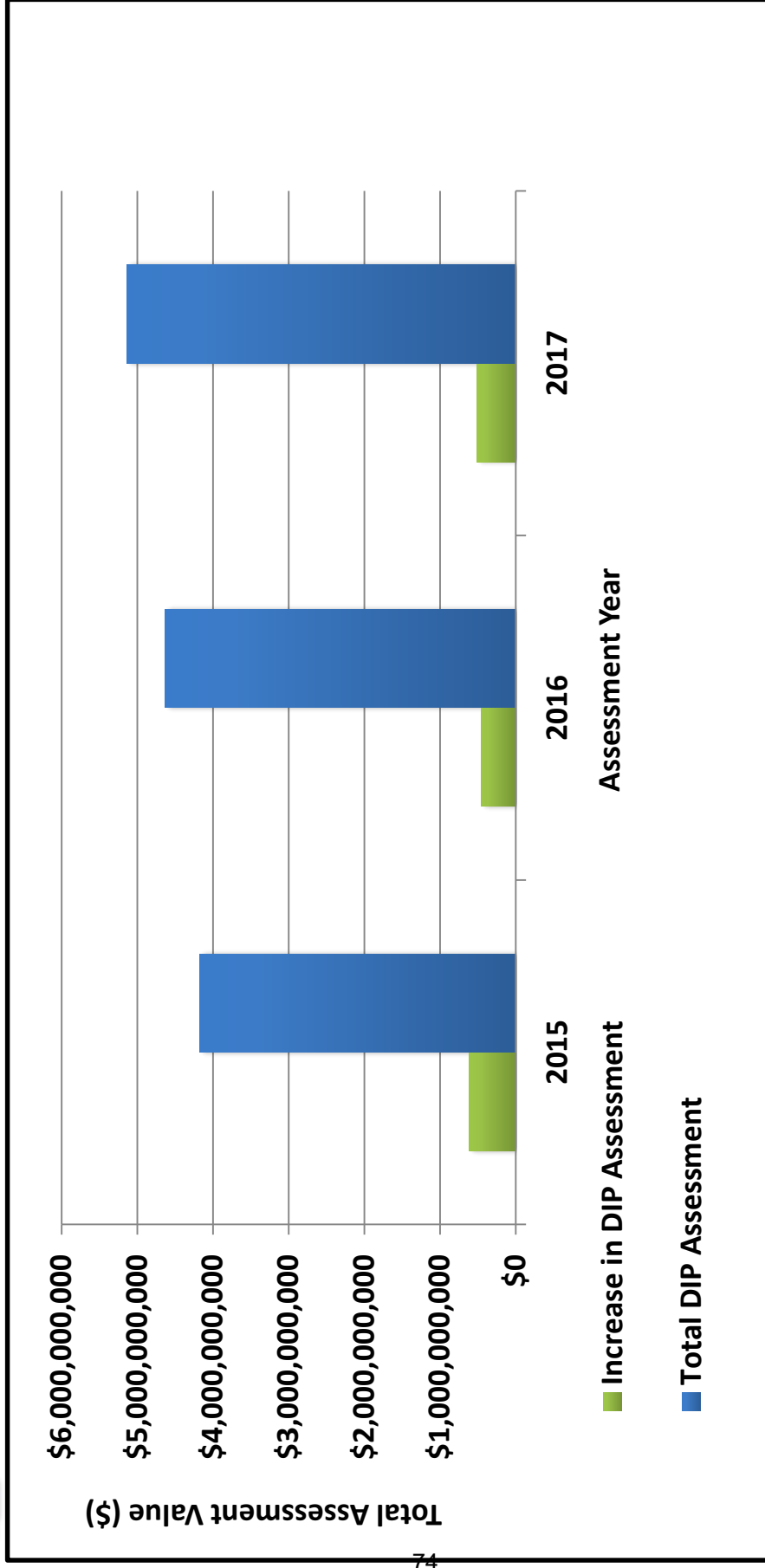
# DIP Re-Inspection Cycle

- Re-inspect 20% of all existing DIP parcels
- Inspect 100% of new Well sites and Facilities





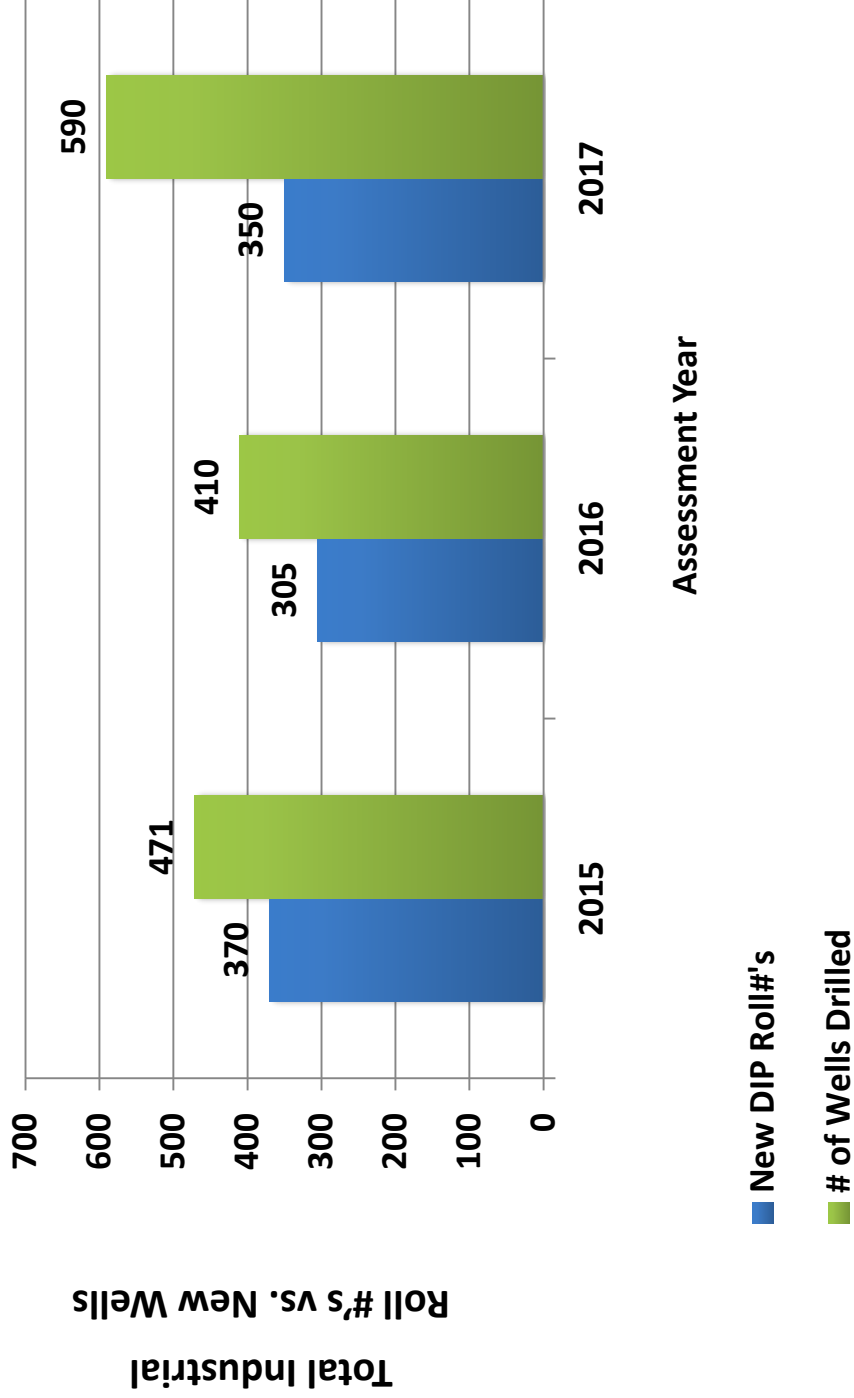
# Historical DIP Assessment Comparison



**\*Please Note – The above totals exclude Linear Assessment**



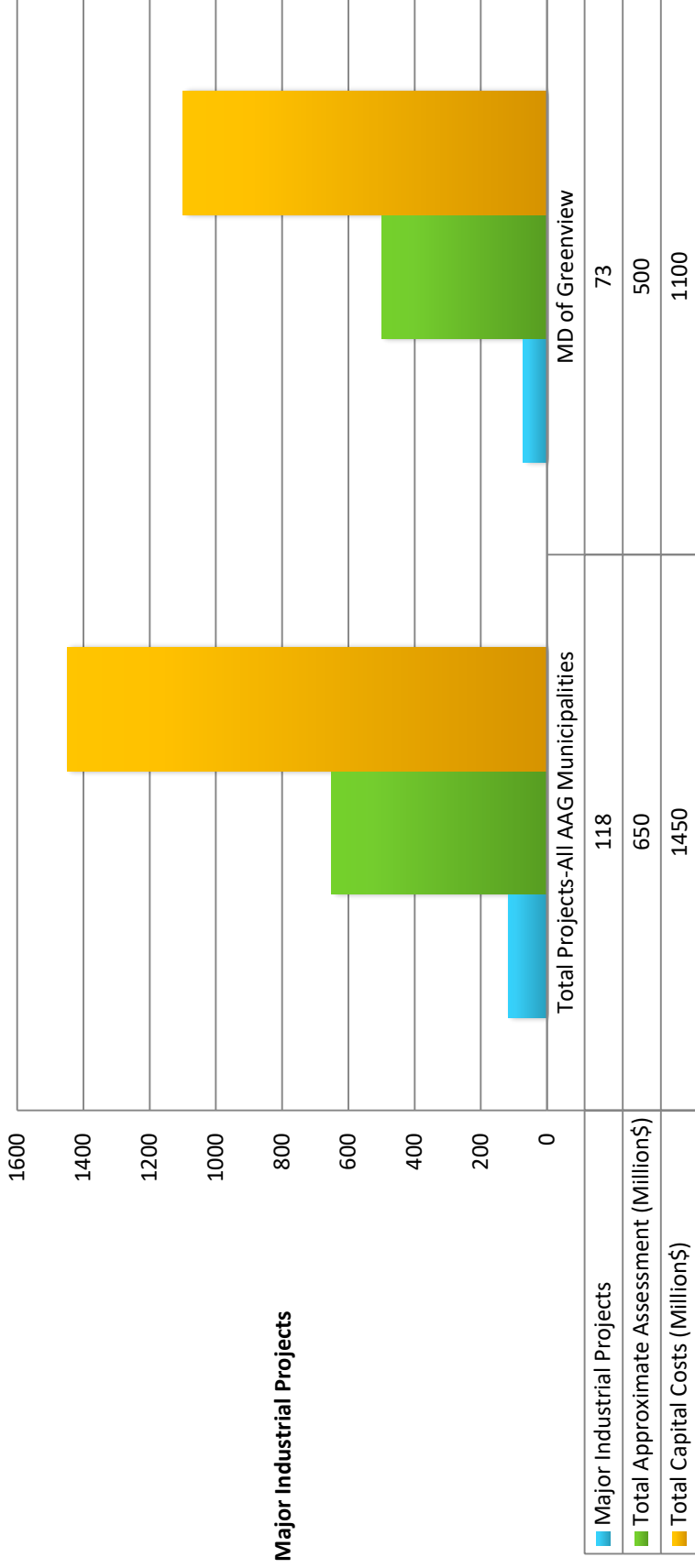
# New DIP Roll #'s vs. New Wells Drilled







# AAG Major Industrial Projects



Note: 2017 Industrial Assessment included **73** major capital projects.  
**Approximately \$500 Million new Assessment** for 2018 taxation.



# Industrial Major Projects



## 2018 Assessment – Major Projects

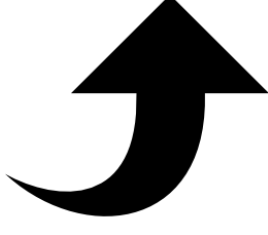
- CVS Midstream Solutions – Resthaven Gas Plant
- Delphi Energy Corp – Bigstone Amine Expansion
- Seven Generations Energy Ltd – Gold Creek Gas Plant
- Keyera Energy Ltd – Simonette Liquids Handling Storage / Inlet Stabilizer Projects
- SemCams ULC – KA Gas Plant Acid Gas Project
- Inception Exploration Ltd – Gold Creek Gas Plant Expansion
- Orlen Upstream Canada Ltd – Kakwa Gas Plant Expansion
- Mainline Construction (2014) – Gold Creek Frac Sand Transload Facility
- Devco Developments Corp – Gold Creek Reload Facility

## 2019+ Major Projects

- Keyera Energy Ltd – Wapiti Gas Plant
- SemCams ULC – Wapiti Gas Plant
- SemCams ULC – Smoke Lake Gas Plant
- Pembina Gas Services – Duvernay II Gas Plant
- Nova Gas – Latonell Compressor Station



# Designated Industrial Property Moving Forward



## 2018 DIP Assessment –

- AAG will continue to inspect DI properties throughout the M.D. of Greenview

## 2019 & 2020 DIP Assessment –

- Changes to the regulations and Ministers Guidelines are anticipated
- Possible changes to DI properties will be necessary to adhere to the new regulations and ministers guidelines
- It is currently unknown with regard to the required time and resources and potentially the impacts to the municipalities DIP assessment moving forward

AAG will continue to be involved in stakeholder consultations and advise the municipality of any legislative changes or impacts as we move forward.



## QUESTIONS?



**Thank You**





# REQUEST FOR DECISION

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**SUBJECT:** Assessment Services Branch, Linear Property Assessment Unit – 2018 Linear Assessment Presentation

**SUBMISSION TO:** REGULAR COUNCIL MEETING      **REVIEWED AND APPROVED FOR SUBMISSION**

**MEETING DATE:** March 12, 2018      **CAO:** MH      **MANAGER:**

**DEPARTMENT:** CORPORATE SERVICES      **GM:** RO      **PRESENTER:** MT

**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 Assessment Services Branch, Linear Property Assessment Unit's presentation for information.**

---

**BACKGROUND/PROPOSAL:**

The Linear Assessment Unit is responsible for preparing assessments for all Linear Properties within Greenview and the Province.

The Linear Assessment Unit representatives will be in attendance to elaborate on Greenview's 2017 Linear Assessment that will affect the 2018 tax year.

Council members may wish to prepare questions in relation to the attached presentation to ensure clarity for Council.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. A benefit of the recommended motion is to keep Council informed about the changes in Greenview's linear property assessment from one year to the next.
  2. Another benefit is that it will give Council an opportunity to dialogue with the Assessment Services Branch, Linear Property Assessment Unit in person.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

**ALTERNATIVES CONSIDERED:**

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

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FINANCIAL IMPLICATION:

**Direct Costs:**

**Ongoing / Future Costs:**

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):

- Assessment Services Branch, Linear Property Assessment Unit – Presentation will be presented at the Council Meeting



Alberta Municipal Affairs  
Alberta Linear Property Assessment System  
2016 Tax Year Change Report

Report Date: 24-Jan-2016

**Municipal Taxable Linear Property Assessment**

Tax Jurisdiction MA ID: 481 GREENVIEW NO. 16, M.D. OF

Property Type	LPAU Count	2014 AY Linear Assessment	2015 AY Linear Assessment	Change In Assessment	Change Due To Growth	Change Due To Inflation	Change Due To Policy	Overall % Change	% Change Due To Growth	% Change Due To Inflation	% Change Due To Policy
CBL	1	191,870	192,720	850	0	850	0	0.44	0.00	0.44	0.00
ELE	514	146,028,450	146,778,850	750,400	452,710	297,690	0	0.51	0.31	0.20	0.00
EPG	28	95,732,900	90,940,800	-4,792,100	-3,273,400	-1,518,700	0	-5.01	-3.42	-1.59	0.00
PL	12,815	2,259,834,090	2,106,936,100	-152,897,990	77,550,230	-230,448,220	0	-6.77	3.43	-10.20	0.00
TEL	58	13,468,140	13,691,380	223,240	-193,290	416,530	0	1.66	-1.44	3.09	0.00
WL	10,698	2,822,924,160	2,951,717,840	128,793,680	267,750,880	-138,957,200	0	4.56	9.48	-4.92	0.00
<b>Total</b>	<b>24,114</b>	<b>5,338,179,610</b>	<b>5,310,257,690</b>	<b>-27,921,920</b>	<b>342,287,130</b>	<b>-370,209,050</b>	<b>0</b>	<b>-0.52</b>	<b>6.41</b>	<b>-6.94</b>	<b>0.00</b>

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**Provincial Taxable Linear Property Assessment**

Property Type	2014 AY Linear Assessment	2015 AY Linear Assessment	Change In Assessment	Change Due To Growth	Change Due To Inflation	Change Due To Policy	Overall % Change	% Change Due To Growth	% Change Due To Inflation	% Change Due To Policy
CBL	336,699,900	355,917,510	19,217,610	7,524,180	11,693,430	0	5.71	2.23	3.47	0.00
ELE	6,750,618,100	7,421,294,100	670,676,000	705,206,440	-34,530,440	0	9.94	10.45	-0.51	0.00
EPG	6,309,818,380	7,179,448,660	869,630,280	895,411,230	-25,780,950	0	13.78	14.19	-0.41	0.00
PL	32,896,121,250	30,268,744,680	-2,627,376,570	456,974,070	-3,084,350,640	0	-7.99	1.39	-9.38	0.00
TEL	1,900,156,260	1,928,772,320	28,616,060	13,587,960	15,028,100	0	1.51	0.72	0.79	0.00
WL	30,080,330,910	29,142,295,010	-938,035,900	1,030,369,570	-1,968,405,470	0	-3.12	3.43	-6.54	0.00
<b>Provincial Total</b>	<b>78,273,744,800</b>	<b>76,296,472,280</b>	<b>-1,977,272,520</b>	<b>3,109,073,450</b>	<b>-5,086,345,970</b>	<b>0</b>	<b>-2.53</b>	<b>3.97</b>	<b>-6.50</b>	<b>0.00</b>

**Legend**

CBL - Cable Distribution Undertaking  
ELE - Electric Power  
EPG - Electric Power Generation  
PL - Pipeline (includes Gas Distribution)  
TEL - Telecommunications Carrier  
WL - Well



Alberta Municipal Affairs  
Alberta Linear Property Assessment System  
2017 Tax Year Change Report

Report Date: 25-Jan-2017

**Municipal Taxable Linear Property Assessment**

Tax Jurisdiction MA ID: 481 Municipal District of Greenview No. 16

Property Type	LPAU Count	2015 AY Linear Assessment	2016 AY Linear Assessment	Change In Assessment	Change Due To Growth	Change Due To Inflation	Change Due To Policy	Overall % Change	% Change Due To Growth	% Change Due To Inflation	% Change Due To Policy
CBL	2	193,000	194,980	1,980	0	1,980	0	1.03	0.00	1.03	0.00
ELE	531	146,778,850	148,604,900	1,826,050	5,688,000	-3,861,950	0	1.25	3.88	-2.63	0.00
EPG	28	90,940,800	87,062,800	-3,878,000	0	-3,878,000	0	-4.26	0.00	-4.26	0.00
PL	13,201	2,104,742,010	1,949,290,090	-155,451,920	94,761,600	-250,213,520	0	-7.39	4.50	-11.89	0.00
TEL	59	13,682,730	14,035,190	352,460	209,710	142,750	0	2.57	1.53	1.04	0.00
WL	11,001	2,951,304,900	2,606,710,660	-344,594,240	125,811,420	-470,405,660	0	-11.68	4.26	-15.94	0.00
<b>Total</b>	<b>24,822</b>	<b>5,307,642,290</b>	<b>4,805,898,620</b>	<b>-501,743,670</b>	<b>226,470,730</b>	<b>-728,214,400</b>	<b>0</b>	<b>-9.45</b>	<b>4.27</b>	<b>-13.72</b>	<b>0.00</b>

84

**Provincial Taxable Linear Property Assessment**

Property Type	2015 AY Linear Assessment	2016 AY Linear Assessment	Change In Assessment	Change Due To Growth	Change Due To Inflation	Change Due To Policy	Overall % Change	% Change Due To Growth	% Change Due To Inflation	% Change Due To Policy
CBL	356,245,000	349,903,050	-6,341,950	-33,651,690	27,309,740	0	-1.78	-9.45	7.67	0.00
ELE	7,382,836,420	8,209,501,160	826,664,740	1,067,379,040	-240,714,300	0	11.20	14.46	-3.26	0.00
EPG	7,187,670,240	7,046,467,790	-141,202,450	75,480,270	-216,682,720	0	-1.96	1.05	-3.01	0.00
PL	30,024,815,220	26,878,762,660	-3,146,052,560	63,918,410	-3,209,970,970	0	-10.48	0.21	-10.69	0.00
TEL	1,924,123,910	1,901,452,910	-22,671,000	2,921,840	-25,592,840	0	-1.18	0.15	-1.33	0.00
WL	29,132,780,410	24,165,734,130	-4,967,046,280	288,245,710	-5,255,291,990	0	-17.05	0.99	-18.03	0.00
<b>Provincial Total</b>	<b>76,008,471,200</b>	<b>68,551,821,700</b>	<b>-7,456,649,500</b>	<b>1,464,293,580</b>	<b>-8,920,943,080</b>	<b>0</b>	<b>-9.81</b>	<b>1.93</b>	<b>-11.74</b>	<b>0.00</b>

**Legend**

PL - Pipeline (includes Gas Distribution)

TEL - Telecommunications Carrier

WL - Well

CBL - Cable Distribution Undertaking

ELE - Electric Power

EPG - Electric Power Generation



Alberta Municipal Affairs  
Alberta Linear Property Assessment System  
2018 Tax Year Change Report

Report Date: 27-Jan-2018

**Municipal Taxable Linear Property Assessment**

Tax Jurisdiction MA ID: 481 Municipal District of Greenview No. 16

Property Type	LPAU Count	2016 AY Linear Assessment	2017 AY Linear Assessment	Change In Assessment	Change Due To Growth	Change Due To Inflation	Change Due To Policy	Overall % Change	% Change Due To Growth	% Change Due To Inflation	% Change Due To Policy
CBL	2	194,980	196,960	1,980	0	1,980	0	1.02	0.00	1.02	0.00
ELE	542	148,604,900	154,506,100	5,901,200	5,926,550	-25,350	0	3.97	3.99	-0.02	0.00
EPG	15	87,062,800	51,154,840	-35,907,960	-32,588,780	-3,319,180	0	-41.24	-37.43	-3.81	0.00
PL	13,833	1,947,021,200	2,031,258,480	84,237,280	98,683,990	-14,446,710	0	4.33	5.07	-0.74	0.00
TEL	58	14,035,190	11,495,910	-2,539,280	-2,565,350	26,070	0	-18.09	-18.28	0.19	0.00
WL	11,587	2,606,400,100	2,883,244,200	276,844,100	214,144,320	62,699,780	0	10.62	8.21	2.41	0.00
<b>Total</b>	<b>26,037</b>	<b>4,803,319,170</b>	<b>5,131,856,490</b>	<b>328,537,320</b>	<b>283,600,730</b>	<b>44,936,590</b>	<b>0</b>	<b>6.84</b>	<b>5.90</b>	<b>0.94</b>	<b>0.00</b>

85

**Provincial Taxable Linear Property Assessment**

Property Type	2016 AY Linear Assessment	2017 AY Linear Assessment	Change In Assessment	Change Due To Growth	Change Due To Inflation	Change Due To Policy	Overall % Change	% Change Due To Growth	% Change Due To Inflation	% Change Due To Policy
CBL	374,458,110	382,176,240	7,718,130	-240,950	7,959,080	0	2.06	-0.06	2.12	0.00
ELE	8,288,667,710	8,494,762,880	206,095,170	243,629,110	-37,533,940	0	2.49	2.94	-0.45	0.00
EPG	7,049,690,520	6,985,901,390	-63,789,130	21,671,420	-85,460,550	0	-0.90	0.31	-1.21	0.00
PL	26,781,919,230	27,203,366,710	421,447,480	499,671,180	-78,223,700	0	1.57	1.87	-0.29	0.00
TEL	1,904,890,200	1,823,587,570	-81,302,630	-110,386,000	29,083,370	0	-4.27	-5.80	1.53	0.00
WL	24,098,158,080	24,417,055,680	318,897,600	671,013,490	-352,087,730	0	1.32	2.78	-1.46	0.00
<b>Provincial Total</b>	<b>68,497,783,850</b>	<b>69,306,850,470</b>	<b>809,066,620</b>	<b>1,325,358,250</b>	<b>-516,263,470</b>	<b>0</b>	<b>1.18</b>	<b>1.93</b>	<b>-0.75</b>	<b>0.00</b>

**Legend**

CBL - Cable Distribution Undertaking  
ELE - Electric Power  
EPG - Electric Power Generation  
PL - Pipeline (includes Gas Distribution)  
TEL - Telecommunications Carrier  
WL - Well



# 2018 Tax Year Linear Property Assessment Overview

Municipal District of Greenview No. 16  
March 12, 2018

# Presenters

**David Imrie, AMAA**

Director, Linear Property Assessment

**Michael Minard, AMAA**

Linear Advisor, Linear Property Assessment

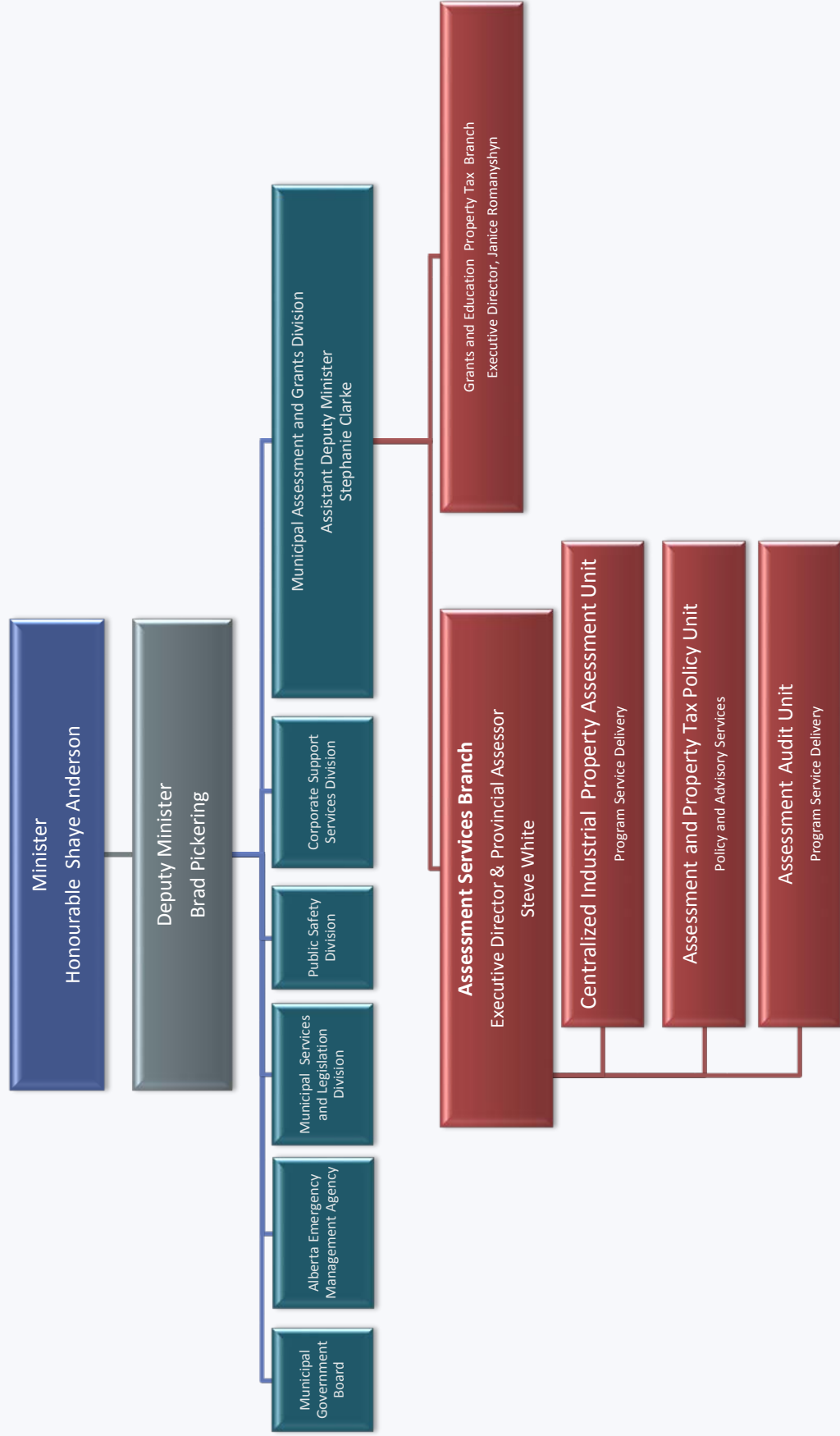
**Vasily Kim, B. Comm, AMAA**

Linear Advisor, Linear Property Assessment

# Agenda

- Who are we?
- Responsibilities of the Linear Property Assessment unit
- Legislated Process
- Timeline
- Property Types
- Property Statistics
- Overview of the 2018 Tax Year
- Questions

# Organizational Structure



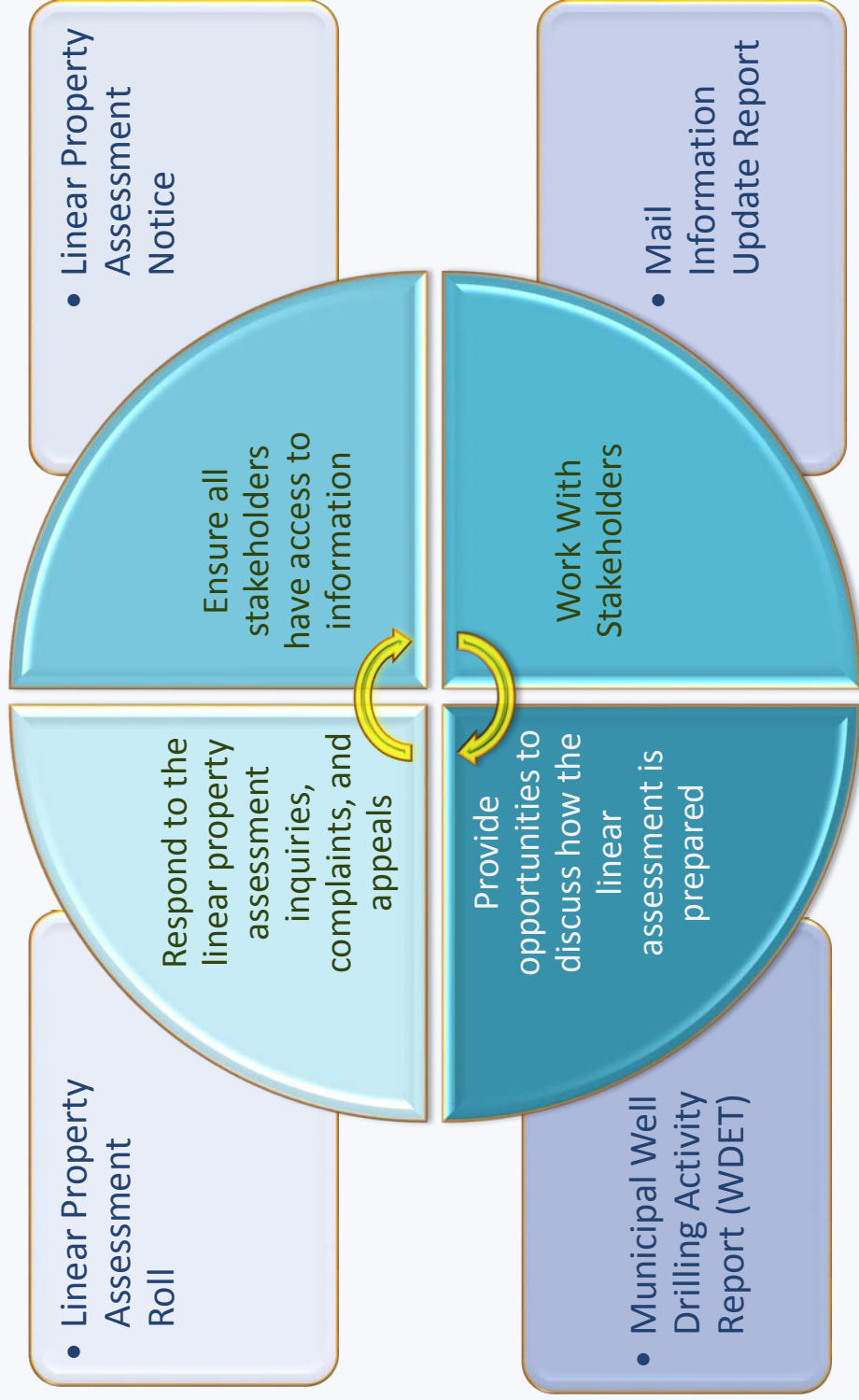
# Who are we?

- We are your linear property assessors
- Our staff possess diverse skills ranging from assessment, engineering, geo-spatial, data analytics and advanced computer administrative capabilities
- Every year the linear property assessment unit provides the “Annual Report”
- The Annual Report will be published late March or early April on the Municipal Affairs web site



# Linear Property Assessment Unit

## Responsibilities





# Legislated Process

## Responsibilities are identified in the Municipal Government Act (MGA):

- Part 9 - Assessment
- Part 10 - Taxation
- Part 12 - Municipal Government Board and,
  - The attending regulations: Minister's Guidelines



# What are Minister's Guidelines?

## Regulations used to prepare assessments

- Linear property
- Railway property (2018)
- Machinery and equipment
- Farmland



- Procedures to follow
- Rates to be used
- Formulas
- Factors to be applied
- Allowable depreciation

# 2017 ALBERTA LINEAR PROPERTY ASSESSMENT MINISTER'S GUIDELINES

## TABLE OF CONTENTS 2017 ALBERTA LINEAR PROPERTY ASSESSMENT MINISTER'S GUIDELINES

### APPLICATION

1.000 DEFINITIONS 1

1.001 PROCEDURE FOR CALCULATING LINEAR PRO 1

1.002 DESCRIPTION OF THE SCHEDULES 1

1.003 SCHEDULES FOR CALCULATING LINEAR PRO 1

1.004 SCHEDULES FOR CALCULATING LINEAR PRO 1

1.005 SCHEDULES FOR CALCULATING LINEAR PRO 1

1.006 SCHEDULES FOR CALCULATING LINEAR PRO 1

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1.060 SCHEDULES FOR CALCULATING LINEAR PRO 1

## 2017 Alberta Linear Property Assessment Minister's Guidelines

TABLE 2.2.1: SCHEDULE 2 FACTORS FOR ACES 1001-17

TABLE 2.2.2: SCHEDULE 2 FACTORS FOR ACES 1001-17

TABLE 2.2.3: SCHEDULE 2 FACTORS FOR ACES 1001-17

TABLE 2.2.4: SCHEDULE 2 FACTORS FOR ACES 1001-17

TABLE 2.2.5: SCHEDULE 2 FACTORS FOR ACES 1001-17

TABLE 2.2.6: SCHEDULE 2 FACTORS FOR ACES 1001-17

TABLE 2.2.7: SCHEDULE 2 FACTORS FOR ACES 1001-17

TABLE 2.2.8: SCHEDULE 2 FACTORS FOR ACES 1001-17

TABLE 2.2.9: SCHEDULE 2 FACTORS FOR ACES 1001-17

# 2018 Tax Year Linear Property Assessment

## Assessment Notices

### Date Sent

January 31, 2018

## Notice of Assessment

February 8, 2018

## Complaint Date

April 9, 2018

## Amended Assessment

### Expected

April 13, 2018

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



# Get Your information via Canada Post's Epost Connect

- The MD of Greenview participates in the this service
- Thank you
- If you have questions, please contact Gail Reykdal by email at:  
[gail.reykdal@gov.ab.ca](mailto:gail.reykdal@gov.ab.ca)
- Gail can also be contacted by phone at:  
780-422-8302

# 2018 Tax Year Provincial Linear Property Annual Assessment Summary

Property Type	2017 Tax Year	2018 Tax Year	% Change
Wells	24.10	24.42	1.32
Pipelines	26.78	27.20	1.57
Electric Power Systems	8.29	8.49	2.49
Electric Power Generation	7.05	6.99	-0.90
Telecommunications	1.90	1.82	-4.27
Cable Television	0.37	0.38	2.06
Total	68.50	69.31	1.18

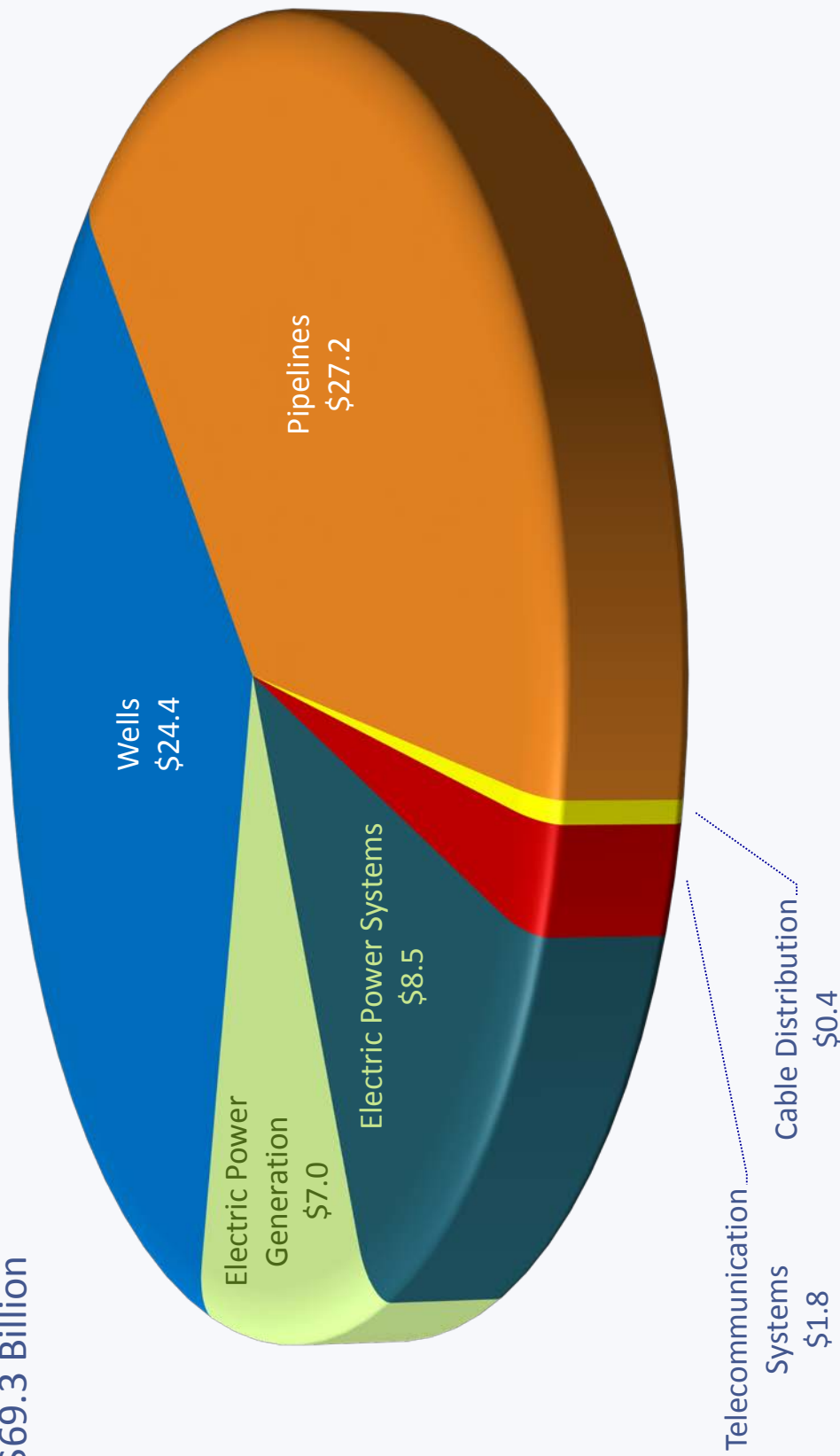


# 2018 Tax Year Provincial Linear Property Annual Change Report

Property Type	% Change Overall	% Change Growth	% Change Inflation	% Change Policy
Wells	1.32	2.78	-1.46	0.00
Pipelines	1.57	1.87	-0.29	0.00
Electric Power Systems	2.49	2.94	-0.45	0.00
Electric Power Generation	-0.90	0.31	-1.21	0.00
Telecommunication Systems	-4.27	-5.80	1.53	0.00
Cable Distribution Systems	2.06	-0.06	2.2	0.00
Overall Change	1.18	1.93	-0.75	0.00

# 2018 Tax Year Provincial Linear Property Assessment Summary

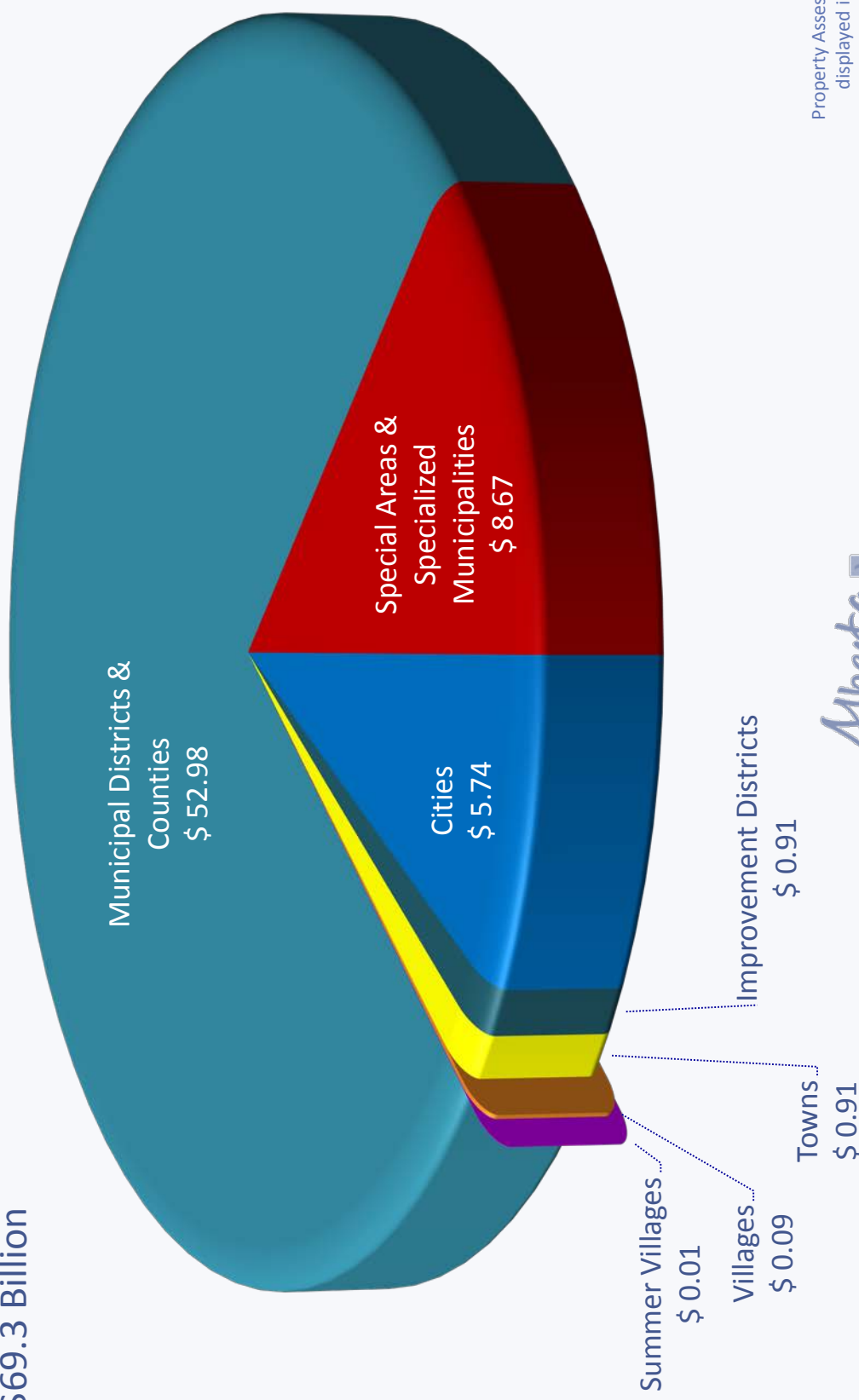
\$69.3 Billion



Property Assessment value  
displayed in billions

# 2018 Tax Year Provincial Linear Property Assessment Summary

\$69.3 Billion

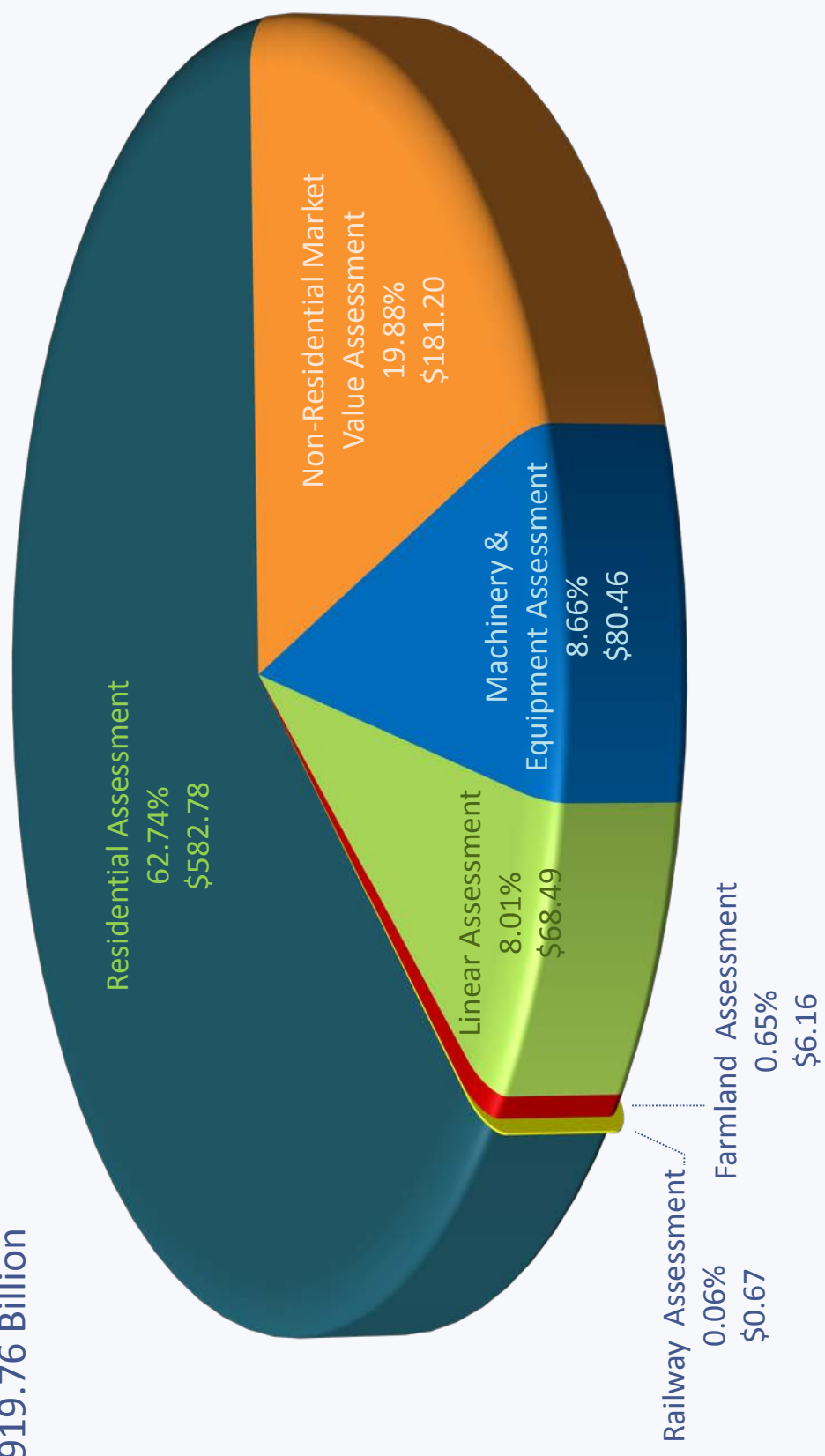


Property Assessment value  
displayed in billions

# 2017 Tax Year Provincial Property Assessment

Property Assessment value  
displayed in billions

\$919.76 Billion



Data Source:  
ASSET Summary Report  
February 7, 2018



# 2018 Tax Year MD of Greenview

## Linear Assessment Summary

The linear property composition is:

- 56.18% Wells, \$2.88 billion
- 39.58% Pipeline, \$2.03 billion
- 3.01% Electric Power Systems, \$154.51 million
- 1.00% Electric Power Generation, \$51.15 million
- 0.23% Telecomm & Cable, \$11.70 million



# 2018 Tax Year MD of Greenview

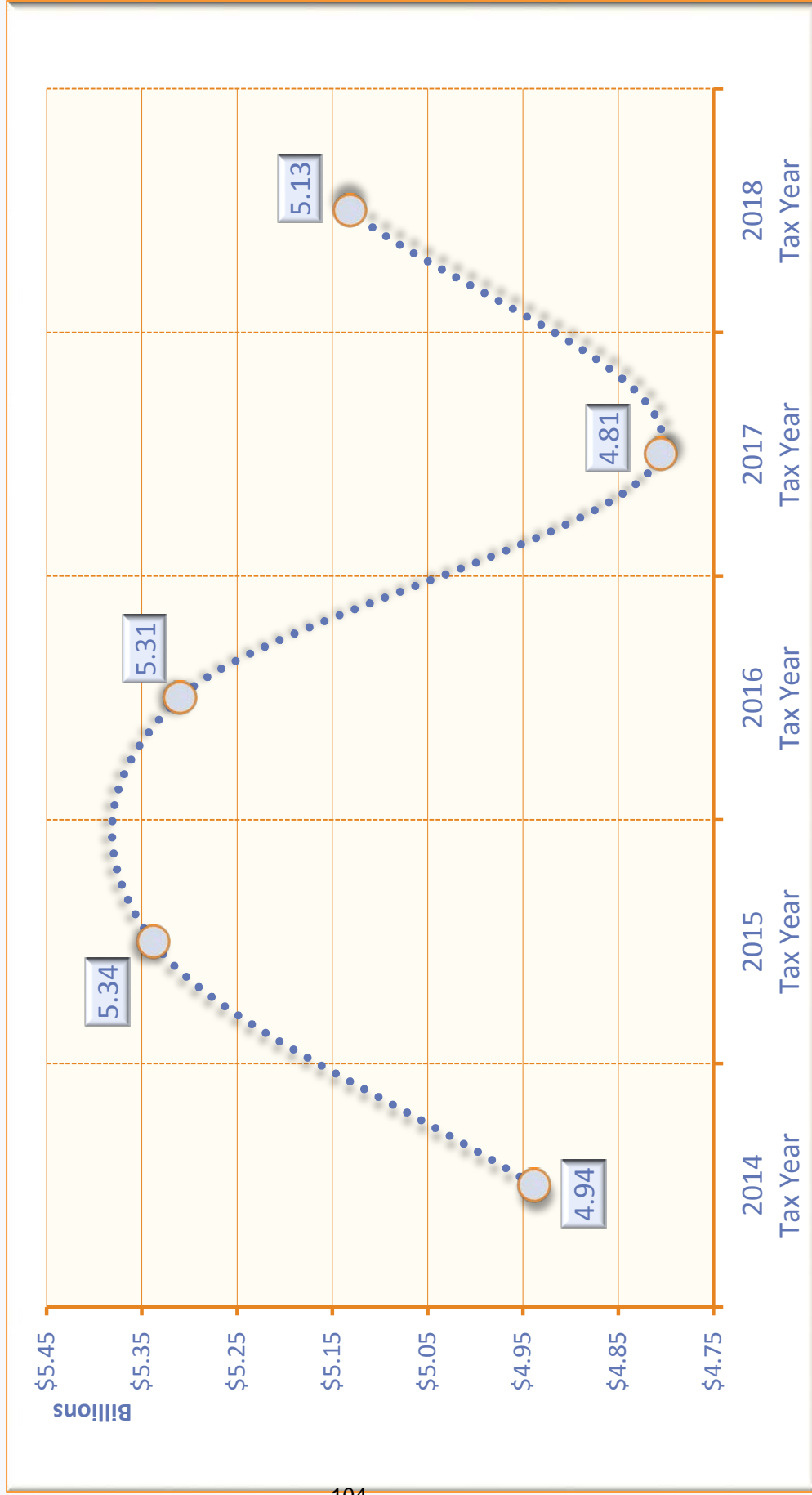
## Linear Assessment Summary

Property Type	2017 Tax Year	2018 Tax Year	% Change
Wells	2,606.71	2,883.24	10.62
Pipelines	1,949.29	2,031.26	4.33
Electric Power Systems	148.60	154.51	3.97
Electric Power Generation	87.06	51.15	-41.24
Telecommunications	14.04	11.50	-18.09
Cable Television	0.19	0.20	1.02
Total	4,805.90	5,131.86	6.84

Property Assessment value  
displayed in millions

# 2014 – 2018 MD of Greenview

## Linear Assessment Summary



# Linear Property Overview



Pipelines (PL)



Gas Distribution (GDP)



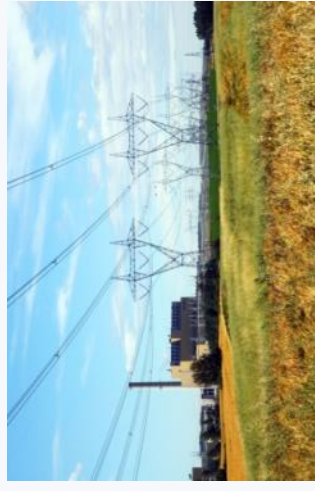
Wells (WL)



Telecommunication (TEL) &  
Cable Distribution  
Undertakings (CBL)



Electric Power Systems  
(ELE)



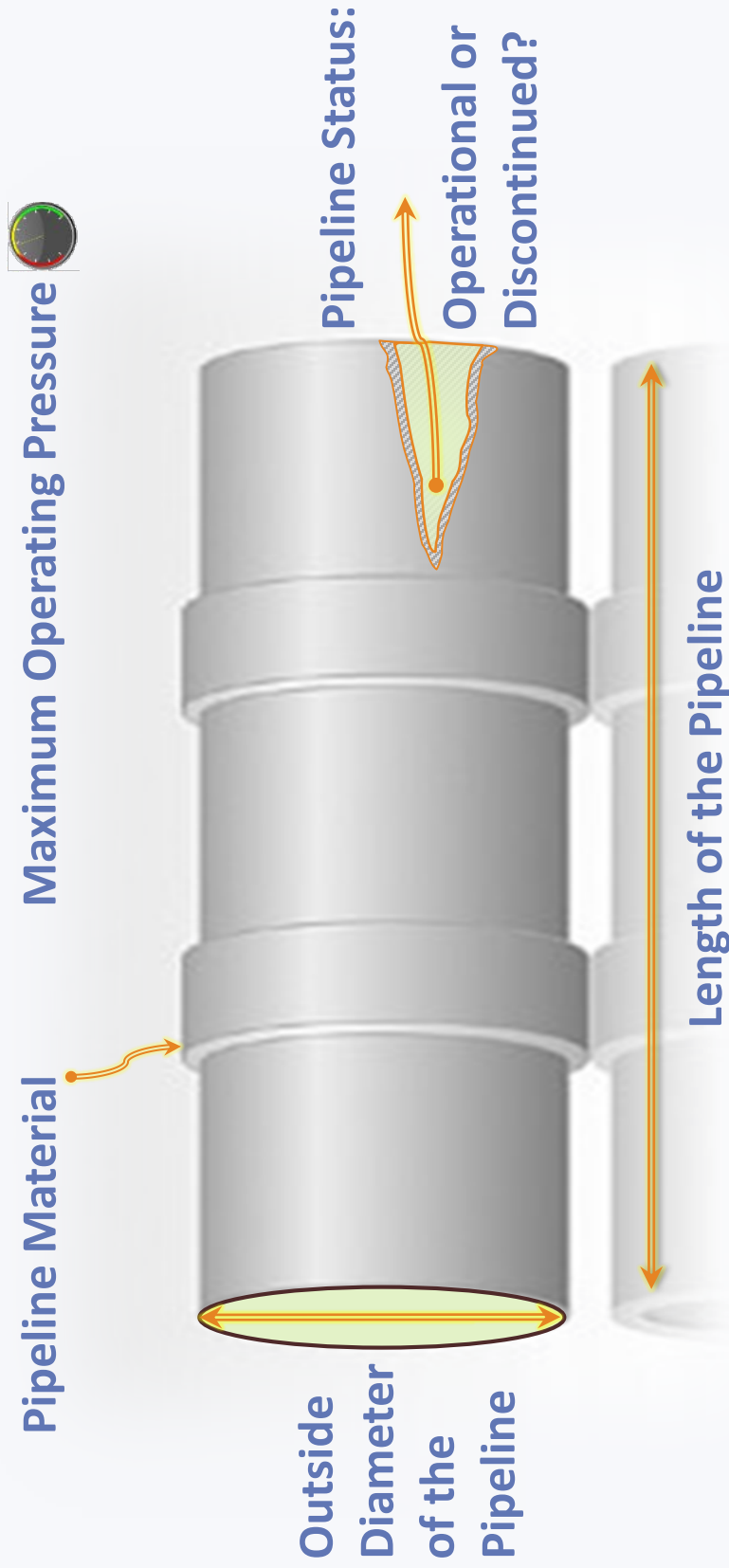
Electric Power Generation  
(EPG)

# Well and Pipeline Data Source

- Monthly datasets are received from the AER including attribute and ownership information
- The linear unit uses Geographical Information System (GIS) to determine the residing municipality
- NEB data
- Request for Information / Company data



# Pipelines are assessed on:





# Pipelines

Outside Dia. mm (OD) (Steel PL-ACC PL110)	Base Cost Schedule A (rounded)	Assessment Year Modifier Schedule B	Depreciation Factor Schedule C	Additional Depreciation Schedule D	Total Value per km
33.4 (1")	26,661	0.971	0.67	1.000	\$ 17,340
60.3 (2")	37,052	0.971	0.67	1.000	\$24,100
88.9 (3")	49,000	0.971	0.67	1.000	\$31,880
114.3 (4")	60,391	0.971	0.67	1.000	\$39,290
168.3 (6")	87,043	0.971	0.67	1.000	\$56,630
219.1 (8")	115,140	0.971	0.67	1.000	\$74,910
323.9 (12")	182,365	0.971	0.67	1.000	\$118,640
508 (20")	330,669	0.971	0.67	1.000	\$215,120
610 (24")	429,411	0.971	0.67	1.000	\$279,360
914 (36")	793,807	0.971	0.67	1.000	\$516,430
1067 (42")	1,016,919	0.971	0.67	1.000	\$661,580

Formula for Schedule A is:  $[(0.568 \times OD^2) + (333.04 \times OD) + 14,904] \times \text{length of PL (km)}$   
 where OD = outside diameter in millimetres

# MD of Greenview Linear Property Facts

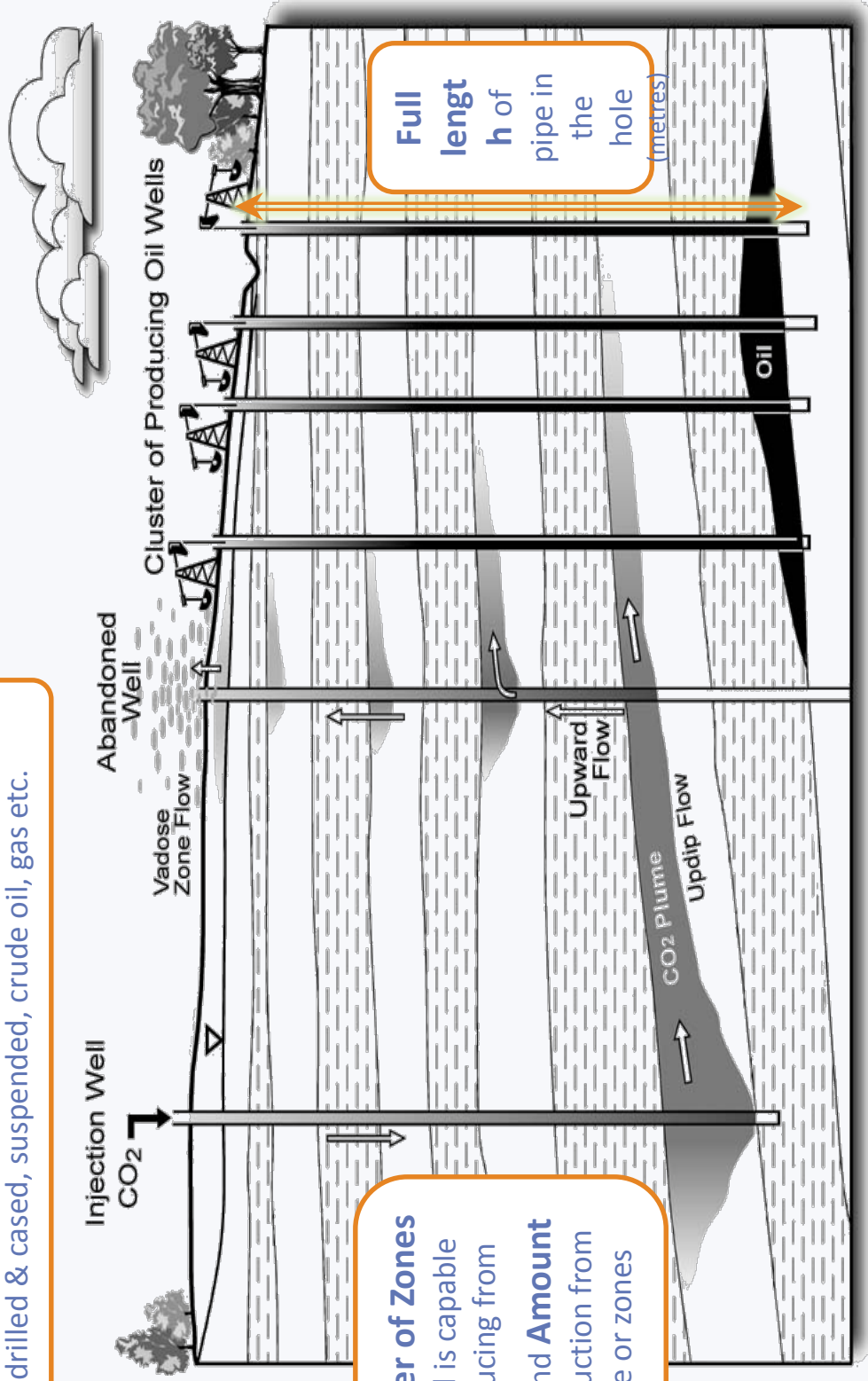
## Pipelines within the MD of Greenview...

- A 4.33% increase of \$84.2 million for an assessed value of \$2.03 billion
- 1,245 km increase in pipeline, totaling 29,394 km of assessed pipeline
- The outside pipe diameter ranges from 3/4 inch to 42 inches
- 168 pipelines were discontinued that are assessed with an 90% additional depreciation
- 60% of the pipelines carry natural gas
- The longest single continuous line is owned by Alliance Pipeline with 224 km in the MD

# Wells are assessed on:

## Well Status

i.e. drilled & cased, suspended, crude oil, gas etc.



# MD of Greenview Linear Property Facts

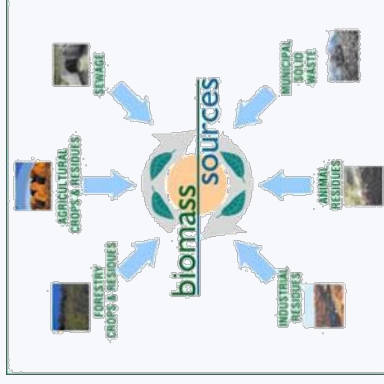
## Wells within the MD of Greenview...

- There was a total well assessment increase of \$276.8 million, or +10.6%, for a well assessment total of \$2.88 billion
- 460 more wells totaling 11,461 assessed wells
- The average well assessment is \$252,000 and the average assessment on fully active wells is \$375,000
- The highest assessment for a well is \$775,660
- The average depth of a well is 3,112 metres and the deepest assessed well is 7,292 metres



# Electric Power Generation

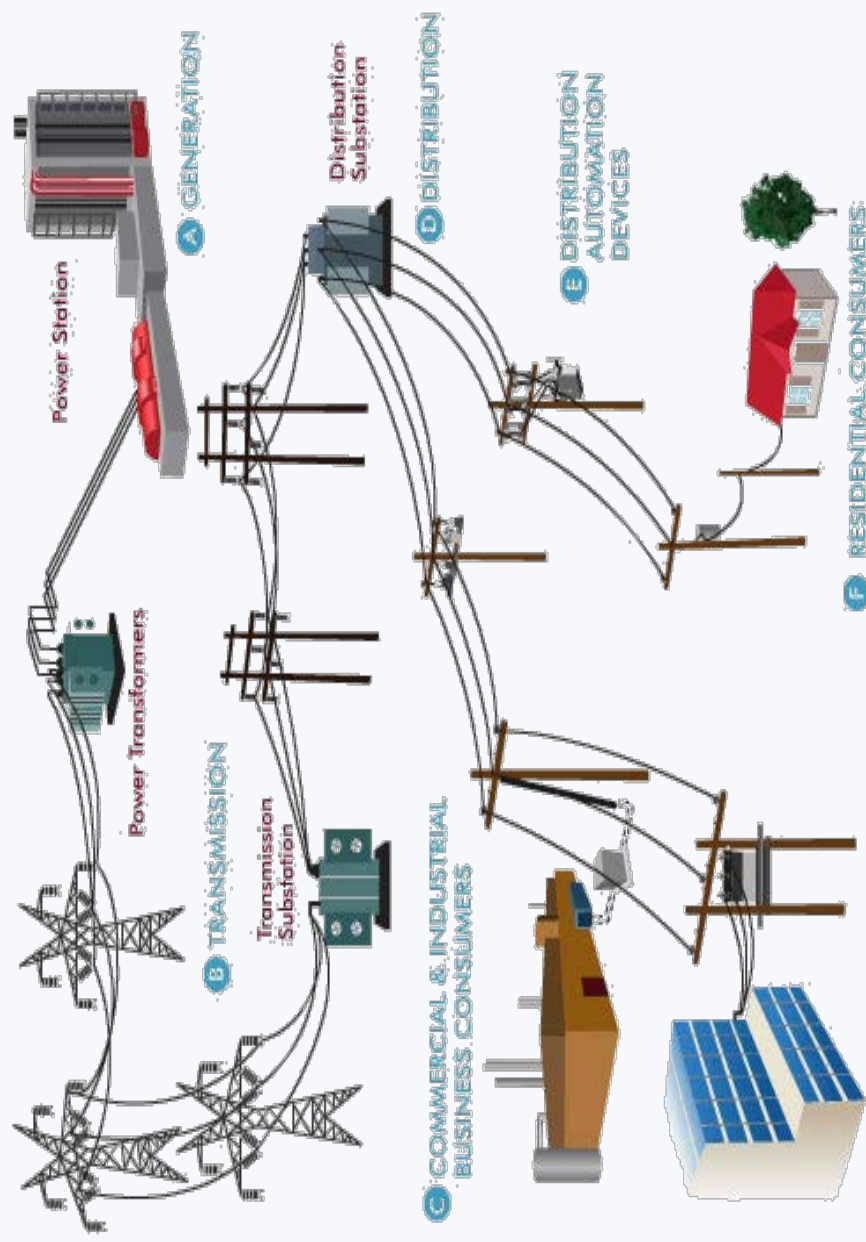
Electric Power Generation (EPG) information is reported by the company. We request all project costs and project descriptions.





# Electric Power Systems

Electric Power Systems (ELE) information is reported by the company.



# MD of Greenview

## Linear Property Facts

### Electric power within the MD

- Electric power systems had a 4.0% increase of \$5.9 million for a total assessment of \$154.4 million
- Electric power generation had a 41.2% decrease of \$35.9 million for a total assessment of \$51.2 million
  - This was primarily due to the decrease in output and removal of assets related to the coal-to-gas conversion of the HR Milner plant
- There are over 980 kms of electric transmission lines with an assessed value of \$79.4 million
- There are 16 electric power substations with an assessed value of \$63.8 million
- There are 4 electric power generation facilities

# Telecommunications

Telecommunications (TEL) information is self reported by the company. Our Request For Information includes:

- Number and types of switches
- Length of the copper wire
- Length of fibre optic cable
- Number of drops (customers) and
- POP (Point of Presence) sites
- Number and location of receiving towers
- Cellular equipment

# Cable Distribution

Cable Distribution Undertakings (CBL) information is reported by the company. Our Request For Information includes:

- Headend equipment
- Number of channels
- Length of the above ground or underground cable
- Length of fibre optic cable
- Number of hookups (customers)

# MD of Greenview Linear Property Facts

## Cable & Telecommunication in the MD

- The cable distribution assessment increased slightly by 1.0%, up \$1,980 for a total of \$196,960
- Telecommunication saw a 18.1% decrease of \$2.5 million in the assessment for a total of \$11.5 million
- There are approximately 1,440 kms of copper wire with an assessed value of \$2.5 million
- There are approximately 580 kms of fibre optic cable with an assessed value of \$2.3 million
- There are 33 towers and 5 cellular equipment sites with an assessed value of \$3.3 million



# Requests for Information

The screenshot displays the 'Alberta Major Projects' web application. The header includes the Alberta Government logo and navigation links for the Economic Dashboard, Major Projects Map, and Ministries. The main content area is titled 'Alberta Major Projects' and describes an inventory of private and public sector projects valued at \$5 million or greater. A search bar is present, and a red circle highlights the 'Map' button in the 'Historical Summary' section. To the right, a map of Alberta shows project locations with color-coded markers for Infrastructure (black), Power (pink), Institutional (dark blue), and Oil and Gas (purple). A red circle also highlights the 'Municipality' dropdown menu, which is currently set to 'Greenview No. 16'. Below the map, there are filters for 'Estimated Cost' (ranging from \$5.0M to \$1.0B+) and 'Sector-Type' (including Commercial, Industrial, Infrastructure, Institutional, Mixed-Use, Oil and Gas, Pipelines, Power, Residential, Retail, and Tourism / Recreation). A 'Tweets' section on the right shows recent tweets about the project inventory.

# Requests for Information

Government of Alberta Home | Ministries | Contact Government

Alberta Regional Dashboard Economic Dashboard Major Projects Map

## Alberta Major Projects

An inventory of private and public sector projects in Alberta valued at \$5 million or greater

Search Projects by Name

Map **List** Historical Summary

This View: CSV XLSX Full Dataset: CSV XLSX Download:

Cost: \$1.9B of \$170.3B Projects valued at \$5 million or greater

Municipality: **Greenview No. 16**

Estimated Cost: \$5.0M - \$1.0B+

Sector-Type: ☐ Commercial ☐ Industrial ☐ Infrastructure ☐ Institutional ☐ Mixed-Use ☐ Oil and Gas ☐ Pipelines ☐ Power ☐ Residential ☐ Retail ☐ Tourism / Recreation ☐ Only show recently added

NAME	MUNICIPALITY	SECTOR / TYPE	COST	STAGE	SCHEDULE
Greenview 2015 Road Maintenance	Greenview No. 16	Infrastructure - Roadwork	\$12.3M	Proposed	
Greenview Sour Gas Plant	Greenview No. 16	Oil and Gas - Gas	\$50.0M	Proposed	
Grovedale and DeBolt Fire Halls	Greenview No. 16	Institutional - Emergency Services	\$14.0M	Proposed	
Grovedale Water Treatment Plant	Greenview No. 16	Infrastructure - Water/Wastewater	\$28.0M	Under Construction	2017 - 2018
HR Milner Generating Station Expansion	Greenview No. 16	Power - Natural Gas	\$1.4B	Proposed	2018 - 2022
Roadwork - 14469	Grande Cache, Greenview No. 16	Infrastructure - Roadwork	\$12.8M	Under Construction	2017 - 2019
Roadwork - 18682	Grande Prairie County No. 1, Greenview No. 16	Infrastructure - Roadwork	\$11.0M	Under Construction	2017 - 2018
Wapiti Gas Plant	Greenview No. 16	Oil and Gas - Gas	\$350.0M	Under Construction	2017 - 2019

Tweets by @ABMajorProjects

AB Major Projects @ABMajorProjects  
TransCanada going ahead with \$2.4-billion expansion of HGT, natural gas system.  
#AlbertaEnergy #ABMajorProjects  
#Infrastructure #Alberta  
#Energy #Infrastructure

Feb 16, 2018

# Requests for Information



# Provincial Well Drilling Activity

Well drilling activity reports are provided to municipalities when a drill completion date was recorded at the AER for wells drilled within the municipal boundary in order to support the Well Drilling Equipment Tax Regulation.

The Activity Report includes a total calculation as prescribed by the WDET Regulation.





# Linear Property Assessment Team

## Contacts

David Imrie	780-427-1688	Director
Aaron Slotsve	780-644-7507	Acting Manager, Utilities Operations
<b>Electric Power Systems</b>		
Aaron Slotsve	780-644-7507	Linear Advisor
<b>Telecommunication Systems</b>		
Brenda Therrien	780-422-8357	Linear Advisor
<b>Well and Pipeline</b>		
Janet Hayes	403-754-6298	Well & Pipe Coordinator (Red Deer)
Shanna McConnell	780-427-3969	Linear Advisor
Mike Minard	780-643-6381	Linear Advisor
<b>Technical Staff</b>		
Maureen Maddock	780-644-7824	Assessment Technician
Gail Reykdal	780-422-8302	Assessment Technician
Claire Pemberton-Pigott	780-422-8887	Assessment Technician
Anita Sjouwerman	780-427-2725	Quality Assurance Analyst
Chetan Adhikari	780-427-4594	Data Analyst
Kathy Zupcic	780-422-8399	Administrative Assistant



# QUESTIONS





# REQUEST FOR DECISION

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SUBJECT: **Budget Book Automation**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: March 12, 2018  
DEPARTMENT: CORPORATE SERVICES  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council approve the purchase of the CaseWare Budget Book Automation Software at a cost of \$71,195.00, with funds to come from the Contingency Reserve.**

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## BACKGROUND/PROPOSAL:

Administration, in an effort to improve efficiencies and productivity has found a software solution that will automatically produce the annual budget book. The CaseWare Budget Book Automation Software, will download the information entered into Questica (budgeting software) straight into the budget book templates that will be created in CaseWare. Questica will be tweaked to capture the same information as the Green Sheets.

The current process includes Corporate Services Executive Assistant (EA) manually producing the budget book by using Excel and Adobe. The duration of the current process takes approximately 28 plus weeks, usually starting in August and completing the presentation to Council by December. Followed by a final product that has been tweaked to fit Council's needs which takes another month or two before the book is ready for print. The Corporate Services EA reproduces a budget book each time a dollar value or information changes in the book. The Corporate Services EA spends many hours copying and transferring information and I spend hours reviewing the information and then double, and triple checking the information; and still, things are missed.

The proposed new software, will eliminate the need for staff to create the information for the Green Sheets separately from Questica. It will also eliminate the need for our Corporate Services EA to spend an extreme number of hours copying and transferring the information from Questica into our Excel/Adobe Budget Book. The software will create a formalized, repeatable documented process that will decrease the amount of staff effort by approximately 30% and minimize the risk of errors in the process. Administration can upload maps and pictures of a certain size. The Questica Budgeting Software will be the only area that the managers and other admin staff will need to develop their budgets and the applicable information sheets. Thus eliminating many hours of duplication.

The five year overall return on investment by implementing the CaseWare software is approximately \$90,000.00.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that the new software will eliminate errors and duplication of effort. Thus freeing up many hours of managers and admin support time that can be used more effectively.

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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 deny the request for the budget book automation software. This is not recommended by Administration due to the reduction in time that will be required to create the budget book and the elimination of errors.

---

**FINANCIAL IMPLICATION:**

The one time cost for the software is \$71,195.00 with annual support cost of \$9,360.00. It is hoped that after a couple of years and with no change in the staff, who are responsible for the budget book development that the annual support will not be necessary.

**Direct Costs: \$71,195.00**

**Ongoing / Future Costs: \$9,360.00**

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**STAFFING IMPLICATION:**

Although, no extra staff will be required, the Corporate Services' EA and I will be responsible to set up the program along with assistance by the supplier.

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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 issue the purchase order and start the process of getting the software ready for use for this coming budget presentation in the fall.

---

ATTACHMENT(S):

- FHB - Budget Book Automation

# BUDGET BOOK AUTOMATION



## Proposal for:

**Ms. Rosemary Offrey**

General Manager, Corporate Services

**MD of Greenview, No. 16 (Greenview)**

## Prepared by:



**Jamie Black, President**

36 Roslyn Road, Winnipeg, Manitoba, R3L 0G6

(844) 852-5225 | [jblack@fhblackinc.com](mailto:jblack@fhblackinc.com)

<https://www.fhblackinc.com>



# PROJECT SUMMARY

**Greenview is interested in Budget Book Automation. Further to our recent discussions, we are writing to propose solutions to achieve this objective.**

## Current Process:

Greenview currently manually produce their budget book using Excel and Adobe.

The duration of the current process is approximately 28 weeks, commencing in August and completing with the presentation to council in December.

During this period, total finance department effort is estimated at over 150 hours (the Corporate Services EA invest 100% of their time [plus overtime] along with the GM of the department investing 25% of time over this 28 week period), plus an unknown amount of time spent by other department managers and admin support.

## Project Goals:

- Decrease Greenview staff time (effort) required to create the budget book by 30%
- Decrease the length of time (duration) it takes to complete the budget book preparation by 30%.
- Minimize the risk of errors in the process.
- Develop a formalized, repeatable documented process.

## Return on Investment:

Over a 5 year period, achieving the above goals will result in Greenview:

- Saving 5250 hours / 140 weeks of Greenview team time (28wks x 5yrs x 37.5)
- Publishing the final budget book 1 month sooner each year.

# PROJECT APPROACH

## **F.H. Black & Company Incorporated's (FHB) CaseWare Certified Consultants will implement CaseWare Working Papers and Financials for Greenview.**

There are multiple options for how to approach this implementation. Possible approaches include everything from Guided Self-Implementation to a completely outsourced model.

Based on the details of our discussion, our proposal outlines a largely outsourced model. Services will be delivered remotely using online screen-sharing / meeting software.

1. FHB will assign a consultant to the project that best suits your requirements.
2. Greenview's champions will take 16 hours of Working Papers Fundamentals online training. This will provide a thorough grounding in the basics of Working Papers.
3. FHB will work with your champions to align your G/L structure, your reporting requirements (both short & long term) and Working Papers functionality to maximize your reporting flexibility.
4. Greenview's champions and FHB's consultant will configure CaseWare to facilitate import of your Questica Budget data with any appropriate groupings.
5. Greenview's CaseWare champion will group all imported G/L accounts, create lead-sheets and reconcile the balance to that presented on the prior year budget book.
6. FHB will customize CaseWare's Financials template to reproduce your published reports.
7. Greenview's champions and FHB's consultant will combine the customized Financials template with the reconciled, grouped G/L to generate drafts of the recreated prior-year budget book. These drafts will be reviewed and all identified issues will be delegated amongst our respective teams for resolution.
8. Greenview's CaseWare champions will sign-off on the budget book when it substantially duplicates your prior-year published book.
10. Our CaseWare Certified Trainer will provide 16 hours of training to your champions on the Financials template to ensure they are able to take over all future modifications and customization.

**Note:** If Greenview had a longer timeline or wished to minimize professional fees, numerous alternate implementation approaches could be considered.

# TIME LINE

If the proposal is accepted by April 13, 2018, we project the following timeline is achievable:

Milestone	Completion Date
1st training course for champions (R Offrey & W Fox)	May 04, 2018
Import of G/L, grouping & balances reconciled to prior year book	May 18, 2018
Customization of CaseWare International's Financials Template to substantially duplicate your prior year presentation	June 01, 2018
Greenview signs-off that prior year budget book has been successfully recreated	June 05, 2018
Roll forward CaseWare file in preparation of current budget book	June 09, 2018
Commence Aftercare	June 09, 2018
2nd training course for champions (R Offrey & W Fox) just prior to 2018 year end commencement	July 27, 2018

# FEES - TOTAL

Fees for the project are divided into 4 categories:

**Software** - from CaseWare International and from our firm designed to automate your budget book production (see pages 5 & 6).

**Training** - for your champions and the rest of your team (see page 7).

**Implementation** - to ensure optimal setup & long-term flexibility (see page 8).

**Aftercare** - provided to your champions to guarantee your ongoing success (see page 9).

5 Year Fee Summary						
	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	Fiscal 2023	Total
Software <sup>1</sup>	\$ 5,430	\$ 3,510	\$ 3,510	\$ 3,510	\$ 3,510	\$ 19,470
Training <sup>2</sup>	3,960	-	-	-	-	3,960
Implementation <sup>3</sup>	61,805	-	-	-	-	61,805
Total Implementation, training & software	71,195	-	-	-	-	85,235
12 months of Unlimited Aftercare <sup>4</sup>	9,360	9,360	9,360	9,360	9,360	46,800
<b>Total<sup>5</sup></b>	<b>\$ 80,555</b>	<b>\$ 12,870</b>	<b>\$ 12,870</b>	<b>\$ 12,870</b>	<b>\$ 12,870</b>	<b>\$132,035</b>

<sup>1</sup> Subject to standard fee increases which may occur from time to time. Historically these have averaged approximately 5% annually.

<sup>2</sup> Training conducted via standard classroom / online sessions.

<sup>3</sup> Implementation services assumes use of pre-developed formats and groupings.

<sup>4</sup> Aftercare is invoiced upon Go-Live and annually thereafter.

<sup>5</sup> All fees are quoted in Canadian dollars, plus applicable taxes.

# FEES - SOFTWARE

## CaseWare International

Software quoted below is purchased directly from CaseWare International. All fees quoted are annual fees and billed on a per named-user basis.

Description	Cost per User	Number of Users	Price
Working Papers	\$ 1,160	2	\$ 2,320
FHB Financials Template	595	2	1,190
Administration Fee	25	1	25
<b>Total</b>			<b>\$ 3,535</b>



# FEES - SOFTWARE

## F.H. Black & Company Incorporated

Our firm has created a number of add-on tools designed to complement the existing features of the software purchased from CaseWare International. These products are sold on a per office location license basis (not per user). Purchase of upgrades is not mandatory.

Description	Price
Working Paper Tools**	\$ 998
Supporting Doc Auto-Loader**	598
Questica Sync**	299
<b>Total</b>	<b>\$ 1,895</b>

\*\* If you opt to upgrade these add-ons in the future, the price for the upgrade will be 50% of the then-current software cost.

# FEES - TRAINING

All of our training courses are led by a CaseWare Certified trainer. Utilizing extensive training materials, the instructor will demonstrate the features of the software, discuss their intended uses, and benefits. Students will be encouraged to ask questions to ensure that they understand how the features will apply to their use. Once all questions have been addressed, students will be directed to complete hands-on practice sets where they can perform the activities previously demonstrated by the instructor.

Description	Cost per Attendee	Attendees	Price
<b>CaseWare Fundamentals</b> This 16 hour online course is taught over four half-days. It provides hands-on experience preparing a working paper file from creation to completion using CaseWare Working Papers.	\$ 990	2	\$ 1,980
<b>Financials Setup</b> This online course provides 16 hours of instruction delivered over 4 days and is designed to provide owners of the Financials templates with the knowledge necessary to implement the unique formatting and reporting requirements for their organizations.	990	2	1,980
<b>Total</b>			\$ 3,960

# FEES - IMPLEMENTATION

As outlined in the Project Approach, we propose a model that shares the workload between your team and our consultants. This approach has the benefit of:

- reducing the workload on your team by transferring one-time tasks to our team (customization of the Financials Template to meet your presentation requirements),
- reducing consulting fees by delegating those implementation tasks that require deep knowledge about your organization (grouping of your G/L) or are tasks that your team will need to perform frequently in the future.

Description	Price
<b>Template customization</b>	\$ 50,105
Includes customization of the Financials template to duplicate all the budget book content as formatted and outlined in the spring provided to our firm. During implementation we may make recommendations for changes to improve usability, to simplify on going maintenance by your team or on rare occasions due to technical requirements of CaseWare.	
<b>Implementation support</b>	11,700
Support to your champions related to setup, assignment & modification of map/group numbers, descriptions & calculated groups, consolidation entities, entity descriptions etc. as required to meet your reporting requirements. Typically we also assist with best practices in the setup of document manager, paperless file creation, issues, milestones, roles, security, amongst other things.	
<b>Total</b>	\$ 61,805

# FEES - AFTERCARE

As with implementation services, there are multiple approaches that you may wish to take respecting support and consulting for your champion(s) after Go-Live:

1. Unlimited Aftercare for as many years as the client prefers.
2. Service Level Agreement for the pre-purchase of blocks of hours at discounted rates.
3. Time & Materials, billed in arrears. The current hourly rate is \$195 / hour.

For organizations such as Greenview, we generally recommend Unlimited Aftercare. In this model, fees are predictable making budgeting straight forward, and there is no risk of increasing fees should your champion(s) require extensive support.

Our Aftercare product is different than technical support:

- Support is typically provided by the senior consultants that managed your implementation.
- It is provided proactively not merely as a result of technical problems. Our team is often engaged to support clients on reconciliation / balancing issues, direction on upcoming PSAB pronouncement requirements or to work with your team to build new content etc.
- Trainees have access to recordings of their training sessions.
- We provide access to recordings of all meetings.
- We provide ongoing webinars on best practices, tips & tricks, What's New etc.

Aftercare can be initiated by email, through our web-based support system or by directly viewing your consultant's calendar to book a meeting at your convenience. Any time the champion(s) have questions or problems, need help modifying content, importing balances etc. their consulting team will configure a web-based support session to jointly resolve the issue with the champion(s).

Description	Annual Cost	Years	Price
Unlimited Aftercare to champions	\$ 9,360	5	\$ 46,800

# IMPLEMENTATION TEAM

## F.H. Black & Company Incorporated

FHB have been CaseWare Certified Consultants and Certified Trainers for nearly 20 years. This affords us direct access to CaseWare International developers and engineers both to obtain their support & training but also to influence the design of new versions of their products.

We are CaseWare International's sole authorized trainer and consultant for government solutions in Canada (page 15).

We are CaseWare International's sole authorized consultant and trainer for Manitoba, Saskatchewan, Alberta, the Yukon, the Northwest Territories and Nunavut.

Our team's extensive experience spans all aspects of finance and technology, enabling us to provide complete governmental & corporate solutions. Our consultants are accountants, former auditors, computer programmers, and much more.

F.H. Black & Company Incorporated's team has over 40 years of experience automating and improving the reporting of nearly 50 governments across North America. There is no other organization in North America that boasts the combination of years of experience, depth of government implementation experience and depth of custom developed CaseWare solutions tailored for government that our firm does.

## Greenview's Implementation Team



### *Darryl Parker, CPA, CMA Manager of Implementation Services*

For the past decade Darryl has lead the technical team at FHB. He has extensive experience implementing CaseWare for dozens of governments, universities, CPA firms and publicly traded companies across North America. Originally a computer programmer, Darryl provides a depth of technical knowledge and problem solving that helps ensure the success of the projects he manages. He is also the firm's lead trainer and has considerable custom development experience within the CaseWare ecosystem.

After a decade of working with the CaseWare suite of products, and in a effort to more fully understand client issues more fully, he pursued and achieved his accounting designation. He now brings both skill sets to the table to ensure that his clients achieve the results they need with all possible tools.



# IMPLEMENTATION TEAM (CONTINUED)



*Tricia Fraser, CPA, CA*  
*Principal Consultant*

Tricia has extensive experience with government finance. She joined FHB from the City of Lethbridge finance department. Her government experience focused initially in the real estate and land development area before transitioning into the finance department where one of her main responsibilities included managing the year-end financial reporting process. Prior to her public service, Tricia spent four years at an accounting firm where she earned her accounting designation and her Master's Degree in Professional Accounting.

It was her experience with financial reporting, in both the public and municipal sector, where Tricia found her passion for CaseWare and all its capabilities in being able to meet both the ever changing requirements of financial reporting standards while maintaining ease of use and delivering outputs that can be tailored to individual's unique reporting situation.

In her time with FHB, Tricia has leveraged her 12 years of CaseWare experience to lead implementations of CaseWare with dozens of governments across the country.



*Tina Steliga*  
*CaseWare Consultant*

With over 20 years of accounting experience in both public accounting and in industry, Tina brings a wealth of knowledge and expertise to our team. With 5 years of CaseWare experience, Tina focuses on the development customization of reporting templates for governments, universities, credit unions and large corporate clients across North America.

Tina has a Business Administration Diploma from Red River College.

# RELEVANT EXPERIENCE

In the last 20 years we have implemented CaseWare in approximately 50 governments and are currently implementing another dozen.

## Examples Include

City of Mississauga

City of Regina

City of Brooks

City of Fort Saskatchewan

City of Vernon

City of Saskatoon

City of Saint John

Regional District of Fraser-Fort George

City of St. Albert

City of Wetaskawin

We have attached several success stories to this proposal submission as further demonstration of our experience (page 16 to 18).

Further, we have selected 4 clients as references for this proposal based on their similarities to your project.

## CLIENT

### City of Fort Saskatchewan

Susan Morrissey, CPA, CGA  
Director of Finance  
T 780.992.6184  
E smorrissey@fortsask.ca

### City of Lethbridge

Darrell Mathews, CPA  
Financial Processes & Controls Manager  
T (403) 329-73083  
E darrell.mathews@lethbridge.ca

### City of Vernon

Debra Law, CPA, CMA  
Manager, Financial Planning & Reporting  
T (250) 550-3552  
E dlaw@vernon.ca

### City of Surrey

Jorge Silvestre, CPA, CGA  
Finance Reporting Manager  
T (604) 592-6938  
E jsilvestre@surrey.ca

## PROJECT SUMMARY

### Working Papers & GAAP Financials

(Dynamics GP users)

### Working Papers & ASPE Financials

(JDE users)

### Working Papers & ASPE Financials

(Vadim users)

### Working Papers & ASPE Financials

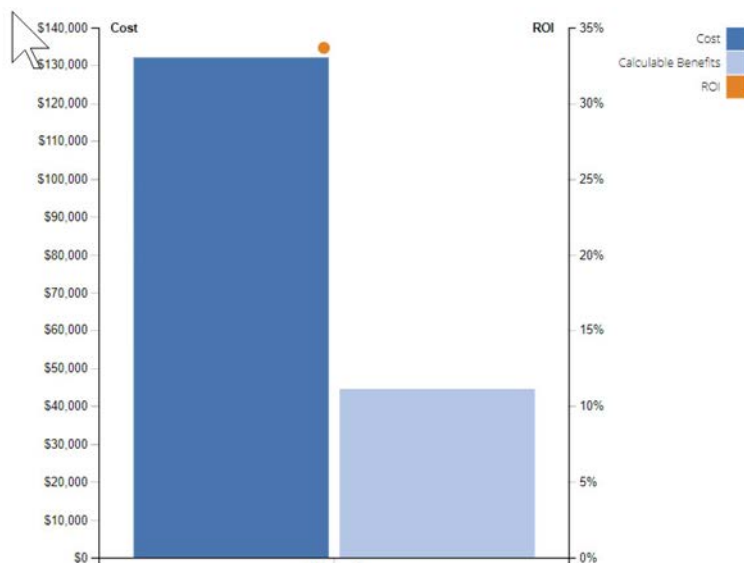
(Unit 4 users)

# SUMMARY

In summary, we are confident that our solution will provide MD of Greenview, No. 16 considerable benefits. In particular, please consider the following:

- 5 year proposed total costs of \$132,035
- Expected Greenview team savings of 741 hours (H)
- Estimated hourly cost (C) of \$60/hr
- Estimated calculable benefit (H x C x Y) \$222,300

We calculate Greenview's 5 year ROI to approximate 59%



F.H. Black & Company Incorporated are confident in our ability to meet your needs. We are very interested in working with Greenview and look forward to meeting with you to answer any questions you may have and determine the next steps in the process.

Jamie Black, President  
F.H. Black & Company Incorporated  
(844) 852-5225 | [jblack@fhblackinc.com](mailto:jblack@fhblackinc.com)

<https://www.fhblackinc.com>

Automate your

# FINANCIAL REPORTING



FINANCIAL STATEMENTS | NOTES | SCHEDULES | ANALYSIS | WORK PAPERS



**SAVE**

Time



**REDUCE**

The risk  
of errors



**ACHIEVE**

More reliable  
results



January 27<sup>th</sup>, 2015

To Whom it May Concern:

This letter is to confirm that F.H. Black & Company is our sole source provider for implementation and training, with respect to CaseWare's Canadian governmental and university solutions.

Please don't hesitate to contact CaseWare if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cal Bruner', with a long horizontal stroke extending to the right.

Cal Bruner,  
CFO  
CaseWare International Inc.

469 KING ST WEST  
2<sup>ND</sup> FLOOR  
TORONTO, ON  
M5V 1K4  
TEL: 416.867.9504  
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**CASEWARE**  
INTERNATIONAL INC.

## CUSTOMER SUCCESS STORY

### CUSTOMER

City of Fort Saskatchewan

### LOCATION

Fort Saskatchewan, Alberta

### OPERATING BUDGET

\$45 Million

## City of Fort Saskatchewan Speeds Reporting Tasks and Simplifies Audits With CaseWare

The City of Fort Saskatchewan is located 15 minutes northeast of Edmonton, Alberta and is home to 18,653 people who appreciate the natural beauty and wealth of both indoor and outdoor activities. The City of Fort Saskatchewan provides residents with a multitude of services and programs and receives its \$45 million annual operating budget from various sources including property taxes, provincial and federal grants, and user fees. The City's financial team is charged with many tasks including preparing year-end processes, working papers and financial statements, and is assisted in its tasks by CaseWare Working Papers, and CaseWare Canadian GAAP Financials.



### A Time-Consuming Process

Until recently, the City's staff relied primarily on spreadsheets to assemble the annual financial statements. "We experienced numerous delays preparing the financials," recalls Mirjam Brett, Finance Director for the City of Fort Saskatchewan. "There were always manual edits and adjustments as we worked to ensure there were no errors. It was an extensive and time-consuming process."

### A Favorite Among Accounting Firms

The City's finance team sought to

shorten and simplify the entire year-end process. They spoke to colleagues at other municipalities to gain insight from their experiences. "We learned that other municipalities are using CaseWare," says Holly Omelchuk, Senior Accountant for the City. "And we know CaseWare is used by many accounting firms, including our auditors."

Based on the positive feedback received from colleagues and the product's reputation, the City moved ahead with the implementation of CaseWare. "We installed the software ourselves but quickly learned that we needed expert advice on setup, and needed training to ensure we used the product correctly and to its fullest potential," says Mirjam.

### Expert Advice Enhances Value

At a Government Finance Office Association (GFOA) conference, Mirjam

### CHALLENGE

Annual financial statement generation at the City of Fort Saskatchewan was a time-consuming and burdensome manual process involving much overtime and weekend work.

### SOLUTION

The City implemented CaseWare Working Papers, GAAP Financials, and Connector with the assistance of F.H. Black & Company, a CaseWare authorized consultant.

### RESULTS

Overtime and weekend labor eliminated. Significant labor savings. Audit preparation faster and easier.

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*"Now, our financial statement generation is almost completely automated. We import the data from our accounting software and make all the adjustments in CaseWare. It is much faster to work in CaseWare, easier to troubleshoot and create any on-the-fly reports we need."*

Mirjam Brett, Financial Director  
City of Fort Saskatchewan

#### **About CaseWare International Inc.**

Accountants and auditors in practices large and small, in corporations, and government recognize CaseWare International as the premier creator of assurance, reporting and analysis tools. In over 130 countries, the CaseWare family of products helps accounting professionals perform their work more easily and efficiently.



met F.H. Black & Company, CaseWare authorized trainers and consultants. "We were impressed and asked them to come in and help us," says Mirjam.

"The experience F.H. Black & Company consultants have in setting up and using CaseWare is invaluable to us," notes Mirjam. "The bonus for us was their knowledge and understanding of the internal processes municipalities experience during year-end preparations and the audit. This meant that we didn't need to spend time explaining how we operate."

Using the import functionality that is built in to CaseWare Working Papers, the City imported its general ledger data and mapped its accounts, recreating the prior year's financial statements as a test. "It worked! F.H. Black provided the training and support to correctly group the accounts, set up the consolidated structure and worked through our year-end process with us," notes Holly.

"Now, our financial statement generation is almost completely automated. We import the data from our accounting software and make all the adjustments in CaseWare," says Mirjam. "It is much faster to work in CaseWare, easier to troubleshoot and create any on-the-fly reports we need."

All supporting information is scanned and electronically attached to the CaseWare files, eliminating the need for thick file folders of supporting data.

#### **Financial Reporting**

"We feel like we have only skimmed the surface of the power of CaseWare. We plan to utilize it more this year to create monthly financials and quarterly reports.

We are looking into using it to help monitor the costs associated with our infrastructure projects."

In addition to using CaseWare to create its annual PSAB-compliant financial statement, the City also is using the software to prepare its annual Financial Information Return (FIR).

An unexpected benefit of the CaseWare solution is its role in helping to train junior accounting staff members. "They are able to immediately see the effect a journal entry has on the financial statement," explains Holly. "It helps them understand the logic and relevance of their work."

#### **Cost Savings**

Mirjam says that CaseWare is saving the City a tremendous amount of time. "Annual report generation used to involve lots of overtime and lots of weekends at the office," she says. "Since we started using CaseWare, we have reduced overtime."

Holly adds, "It is almost push-button easy. CaseWare is definitely paying for itself."

Now preparing for annual audits is much simpler for the City, and it is anticipated that audit costs will come down in the subsequent years. "Because our auditors also use CaseWare, we can simply hand them a memory stick with our data rather than the stacks of paper files we used to," explains Mirjam.

Recently, Mirjam attended the Western Canada GFOA Conference, and was invited to speak about the City's experience with CaseWare at the conference. "I was happy to do so. We are very pleased with CaseWare and the efficiencies it brings us," concludes Mirjam.

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### CUSTOMER

City of Lacombe

### LOCATION

Lacombe, Alberta

### Operating & Capital Budget

\$40 Million

### CaseWare Solutions

CaseWare Working Papers  
Canadian Financials

### Certified Consultant

F.H. Black & Company Incorporated

<http://government.fhblackinc.com>

## The City of Lacombe Saves \$45,000 on Audit Services Thanks to CaseWare

Nestled in one of Central Alberta's most fertile valleys between Calgary and Edmonton lies Lacombe, a historically rich and picturesque city of 12,000. The City of Lacombe is responsible for providing residents with essential services, utilities, and amenities including fire and rescue, water and sewer, transit, and recreational resources.

The City of Lacombe implemented CaseWare Working Papers and Canadian Financials as part of an effort to improve and modernize the production of its annual financial statements. Not only has CaseWare delivered on those expectations, it is delivering time and financial savings well beyond the City's expectations.

### Saving \$45,000 in Fees

"We implemented CaseWare in 2013 and used it that first year to produce the City's financial statements, plus the statements for five of our entities. It was a complete success," recalls Theresa Musser, Financial Services Manager for the City of Lacombe. "Shortly after we implemented CaseWare, we were able to renegotiate our audit services contract with our accountancy firm—for a savings of \$45,000."

### From Months to Weeks

Like many municipalities, the City of Lacombe had been producing its annual fi-



ancial statements using Excel® and Word®. There were literally dozens of complex and interlinked spreadsheets involved in the process that typically took four months to complete.

"It was very time consuming," Musser recalls. "With six separate entities to report on, we sometimes needed to request an extension in order to complete the filings."

Using CaseWare, the City shaved that four-month cycle down to just two weeks. "It's so much more streamlined and straight forward now," Musser notes. "And we've dramatically cut down on the paper used, since all of our data and supporting documents are now stored electronically in the CaseWare files."

Without the need to print and route paper files throughout the office and to and from auditors, the entire process is more visible, trackable, and accountable.

### CHALLENGE

The City of Lacombe had long relied on a series of spreadsheets and text documents to produce its annual reports. The process was time consuming, complex, and potentially error prone.

### SOLUTION

F.H. Black & Company implemented CaseWare Working Papers and Canadian Financials and set up templates to speed the production of annual and quarterly reporting.

### RESULTS

The City was able to renegotiate its audit contract for a savings of \$45,000. Statement generation time cut from four months to two weeks. Audits are faster and there is greater confidence in the numbers.

*"Shortly after we implemented CaseWare, we were able to renegotiate our audit services contract with our accountancy firm—for a savings of \$45,000."*

Theresa Musser  
Financial Services Manager

#### **About CaseWare International Inc.**

Accountants and auditors in practices large and small, in corporations, and government recognize CaseWare International as the premier creator of assurance, reporting and analysis tools. In over 130 countries, the CaseWare family of products helps accounting professionals perform their work more easily and efficiently.



#### **Streamline Audit Cycle**

The City's audit firm also uses CaseWare, which further speeds and simplifies the statement production process. "The auditors have easier access to our data now; they can quickly find the files they need to review, and can follow a clear audit trail to where our numbers are coming from," Musser says. "Before CaseWare, our auditors were typically on site for ten days. Now they only need three days on site. We are realizing an overall annual savings of 25 percent. This is a huge benefit to Lacombe."

Now, rather than providing numbers and supporting data to the audit firm for compilation of the financial statements, the City is generating its own financial statements using CaseWare. "This is important," says Musser. "It makes for a pure audit, where the accountants are auditing our work, not their own efforts."

#### **Partner Adds Value**

The City of Lacombe engaged F.H. Black & Company Incorporated, a CaseWare Certified Consultant, to implement CaseWare. "F.H. Black is just fantastic at what they do. They thoroughly understand the software and the nuances of municipal accounting," says Musser. "They set up our templates, provided us with great training, and help us understand additional ways we can leverage CaseWare."

#### **Leverage the Tool**

One of the additional ways the City of Lacombe is leveraging CaseWare is by using it to produce its Financial Informational Return (FIR) and quarterly financial reporting. "F.H. Black prepared the templates for us and now producing these reports is very straightforward and efficient," says Musser. "We had never even attempted quarterly reporting before because we saw it as too labour intensive."

#### **Improve Confidence in the Numbers**

In addition to the substantial cost and time-savings attributed to CaseWare, the City also has improved overall confidence in its financial statements. "When you're relying on spreadsheets, you must constantly double and triple check formulas and formatting for accuracy," notes Musser. "There was always a concern that as we copied worksheets, something would get dropped or broken. With CaseWare, we have no such concerns."

#### **We Love It**

CaseWare has literally transformed financial statement generation for the City of Lacombe. Musser concludes, "Our auditors love it. Our Council loves it. Our Commissioners love it. And we love it!"

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# REQUEST FOR DECISION

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SUBJECT: **Hamlet of Landry Heights Municipal Water Installation Costs**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: March 12, 2018 CAO: MH MANAGER: SAR  
DEPARTMENT: PLANNING & DEVELOPMENT GM: GG PRESENTER: LL  
STRATEGIC PLAN: Infrastructure

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION:** That Council approve a water service connection fee for the Hamlet of Landry Heights at a cost of \$12,500.00 per lot, plus the additional application fee in accordance with the Schedule of Fees Bylaw, and all related labour, material and installation costs for a water service from the building structure to the property line will be the sole responsibility of the landowner.

---

## BACKGROUND/PROPOSAL:

At the February 20, 2018, Committee of the Whole meeting, Administration presented Council with the public consultation process to be undertaken with the landowners of Landry Heights. The outcome is to have the landowners of Landry Heights decide on whether or not a municipal water services should be constructed in Landry Heights. The landowners of Landry Heights have been invited to an open house on March 22, 2018, and in order to provide the landowners with the most accurate information, Administration is asking that Council make a decision on the cost of municipal water service installation.

Administration is hereby advising that the municipal water service connection fees be established in accordance with the Schedule of Fees Bylaw, set at \$12,500.00 per lot plus the required application fees. Municipal water services would be provided up to the property line only, and landowners would be responsible for the cost and installation of services on private property.

Administration is looking for a decision from Council, so as accurate information be provided at the open house and that the landowners of Landry Heights can make an informed decision on whether or not a municipal water servicing should be constructed in Landry Heights.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the recommended motion is that Council will be aware of the costs associated with the municipal water service connection, and that this information can be present to the landowners of Landry Heights.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

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

**Alternative #2:** Council has the alternative to pass a Local Improvement Bylaw for the cost of water services to the Hamlet of Landry Heights.

---

FINANCIAL IMPLICATION:

**Direct Costs:** N/A

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

---

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**

Empower

**PUBLIC PARTICIPATION GOAL**

Empower - To place final decision-making in the hands of the public.

**PROMISE TO THE PUBLIC**

Empower - We will implement what you decide.

---

FOLLOW UP ACTIONS:

An open house for will be held on March 22, 2018 at 7:00 p.m. the Grovedale Public Service Building for the landowners of Landry Heights.

---

ATTACHMENT(S):

N/A





# REQUEST FOR DECISION

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SUBJECT:	<b>Road Allowance Restriction Policy EES 12</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 12, 2018	CAO: MH	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: GG	PRESENTER: GG
STRATEGIC PLAN:	Level of Service		

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy EES 12

---

## RECOMMENDED ACTION:

**MOTION: That Council direct Administration to bring forward the Road Allowance Restrictions Policy EES 12 to the April 10<sup>th</sup> Policy Review Committee meeting for review.**

---

## BACKGROUND/PROPOSAL:

In response to ratepayer and MD of Greenview concerns regarding the clearing of road allowances, Reeve Gervais has requested that Policy Number EES 12 Road Allowance Restriction Policy be brought forth to the next Policy Review Committee meeting April 10<sup>th</sup> for the PRC to review.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefits of the recommendation will send Policy EES 12 back to the Policy Review Committee to determine if changes are required.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not accept the recommended motion however, administration would recommend a review of this policy be undertaken.

**Alternative #2:** Council has the alternative to postpone the policy review to a later date.

---

## FINANCIAL IMPLICATION:

There are no financial implications of this request.

**Direct Costs:** N/A

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

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:**

The follow up actions will entail the policy to be drafted and taken to Council to finalize policy.

---

**ATTACHMENT(S):**

- EES 12 – Current Road Allowance Restrictions Policy
- Road Allowance License Agreement

	<b><i>M. D. OF GREENVIEW NO. 16</i></b> <b><i>POLICY &amp; PROCEDURES MANUAL</i></b>	Section:  <b>ENGINEERING &amp; ENVIRONMENTAL SERVICES</b>
---	---	---

**POLICY NUMBER: EES 12**

**POLICY TITLE: ROAD ALLOWANCE RESTRICTIONS**

**Page 1 of 2**

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

**11.04.206**

## **PURPOSE:**

To protect the public traveling on developed or undeveloped road allowances; to ensure access to all developed and undeveloped road allowances; and to provide a mechanism for leasing developed or undeveloped road allowances.

## **POLICY:**

The Municipal District of Greenview Council acknowledges that all developed road allowances are for the use of the traveling public, and no private entity may block, fence or otherwise impede access unless special approval is granted by Council. Undeveloped road allowances may be fenced off when it is considered that doing so would be mutually beneficial for the adjacent landowner and the M.D. Approval for this activity must be granted by Council for each specific location on site.

1. A fence, gate or other obstruction upon road allowances will not be permitted unless specifically approved by Council.
2. Fences may be permitted across or along undeveloped road allowances only if the Municipal District issues a Road Allowance License to the landowner, and the landowner abides by all the conditions outlined in the License. Large areas, such as community pastures or large grazing leases, may be given special consideration due to the public nature of these enterprises.
3. As a matter of policy, the construction of Texas Gates on roadways or road allowances will not be permitted. Council may review and approve applications on a case-by-case basis and will be in exceptional circumstances.

The MD will take action if notified of any unauthorized blockages or obstructions on Municipal roads or road allowances, unless they are temporary in nature and circumstances.

4. The MD will attempt to determine responsibility for ownership or erection of the obstruction.
5. If the structures are not temporary in nature and circumstances, Administration will notify the offending party in writing and inform that the structures must be removed within fourteen (14) days. In the case of temporary structures such as electric fences, Administration will give verbal notification to the offending party that the structure must be removed within twenty-four (24) hours unless otherwise permitted by the MD. During the winter season the Director of Operations may extend the deadline date; however, the offending party will enter into a temporary agreement with the M.D. until the structures can be removed. The Agreement will indemnify and hold harmless the M.D. of Greenview No. 16, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Municipal District, the offending party, or their employees, agents or representatives.

**POLICY TITLE: ROAD ALLOWANCE RESTRICTIONS**

**Page 2 of 2**

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

**11.04.206**

6. An inspection by Municipal District staff will take place after the deadline date and if the blockage is still in place, it will be removed by Municipal District staff and costs invoiced to the responsible party.
7. The offending party will receive fourteen (14) days written notification for the removal of permanent structures and twenty-four (24) hours verbal notification for the removal of temporary structures prior to this action, indicating:
  - a) That the M.D. will not be held responsible for any damages or loss if livestock are set loose by the removal of these structures;
  - b) The exact date the structures will be removed;
  - c) The structures will be held by the M.D. and will become the property of the M.D. unless the costs of removal are paid by the offending party; and
  - d) That upon notification above, all liability will be the responsibility of the offending party.

---

REEVE

---

C.A.O.



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16 ROAD ALLOWANCE LICENSE

The personal information on this form is being collected for the purpose of *granting a license for temporary occupation or use of a road allowance* in accordance with the *Highway Traffic Act, Section 16, 1 (Q)*, or if no specific legislation applies it is under the *Freedom of Information and Protection of Privacy Act, Section 33 (c)*, or both. If you have any questions about the collection, contact the Municipal District of Greenview FOIP Assistant at 780-524-7600.

License No. R.A.L. #

Date:

The Municipal District of Greenview No. 16 agrees to license from the date of this Agreement to the end of the license term, and for three-year terms thereafter, all that parcel of land illustrated on the attached map and described as follows:

**ALL THAT PORTION OF STATUTORY ROAD ALLOWANCE WHICH FORMS**  
(referred to as "the licensed premises")

TO: Name	Address	Phone Number
(referred to as "the Licensee")		

**SUBJECT** to the following conditions:

1. The Licensee agrees to pay the M.D. of Greenview No. 16, in advance, the sum of **TEN (\$10.00) DOLLARS** per one-half mile or portion thereof, per year as rental fee for this land. The Licensee further agrees to pay any applicable tax levied against him in respect of this license including Government of Canada Goods and Services Tax (G.S.T.) and any municipal taxes.

The Licensee also agrees to pay any advertising costs related to this license.

2. The M.D. of Greenview No. 16 may adjust the annual rental rate upon giving 30 days written notice to the Licensee with the increase to be effective the first day of January of the year following the date of such notice.
3. The Licensee shall not, without the consent of the M.D. of Greenview No. 16 assign, sublet or transfer the licensed premises or any portion thereof, and if the Licensee ceases to be the owner or occupier of land adjoining the licensed premises, this license shall terminate and no longer be in effect.
4. The said lands are to be utilized exclusively for agricultural purposes.
5. The Licensee shall maintain a right of foot passage over the licensed premises or any portion thereof, and for such purpose shall provide suitable gates if and when directed by the M.D. of Greenview No. 16 at such places as directed by the M.D. of Greenview No. 16.
6. The Licensee shall indemnify and hold harmless the M.D. of Greenview No. 16, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Licensee, his employees or agents, in the performance by the Licensee of this Agreement. Such indemnification shall survive this Agreement.
7. The Licensee shall not cut or remove any timber from the said lands without the written consent of the M.D. of Greenview.
8. The Licensee is responsible for weed control on the licensed land.
9. This agreement comes into effect on the date of its third and final reading by the Council and subsequent passage of a bylaw closing the subject road allowance.
10. Either party may terminate this license by giving the other party 30 days written notice.
11. The Licensee must be and remain in good standing with the Municipal District.
12. This license may be extended at the request of the Licensee if all above conditions are still being met.

\_\_\_\_\_  
Authorized M.D. Representative

\_\_\_\_\_  
Date of Passage of Bylaw by M.D. Council

**BYLAW NUMBER:** \_\_\_\_\_

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Name



# REQUEST FOR DECISION

SUBJECT: **Township Road 672 – Connector Road Detailed Accounting Costs**

SUBMISSION TO: REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: March 12, 2018      CAO: MH      MANAGER:

DEPARTMENT: INFRASTRUCTURE & PLANNING      GM: GG      PRESENTER: GG

STRATEGIC PLAN: Level of Service

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

## RECOMMENDED ACTION:

**MOTION:** That Council accept the detailed accounting cost associated with RD17001 – Twp. Rd. 672 Landfill Connector Road for information, as presented.

## BACKGROUND/PROPOSAL:

On February 16<sup>th</sup>, 2018 Reeve Gervais requested via email a detailed accounting report of all the costs associated to RD17001 – Township Road 672 Connector Road to be presented to Council after the 4<sup>th</sup> quarter report that was presented to the Committee of the Whole.

As discussed by Council at the last Regular Council Meeting, Administration has provided the break down for the object costs related to the project and examples of what are included.

Not all items or contractors are exhausted in the breakdown provided.

<b>Contractor Services</b>	\$1,912,085.15
Some contractors hired for the project. i.e. Hollingworth, Dirt Worx, Black Timber, and Willy Morrison.	
<b>Engineering Services</b>	\$232,615.46
53% of cost is onsite supervision (\$122,406.36). Preliminary engineering, detail design, environmental analysis, contract administration, legal survey and post construction (\$110,209.10)	
<b>Other Government Fees</b>	\$59,184.17
Provisional roadway mapping, Ducks Unlimited, Environmental Risk Assessment.	
<b>Right of way</b>	\$123,194.00
Purchase of private borrow payout, disturbed land payout and land purchase from one landowner.	
<b>Environment Components</b>	\$121,824.00
Purchase of culverts, seed, geogrid etc.	
<b>Gravel</b>	\$154,270.16
Cost of material and hauling to location.	



<b>Construction Supervision</b>	\$11,597.67
Day labour supervisor costs from 2016 to clear brush.	
<b>Advertising Services</b>	\$123.24
2016 Advertising cost to advertise Public Notice of Water Act Notice of Decision.	
<b>TOTAL COST</b>	\$2,614,893.85

There is a difference between the 4<sup>th</sup> quarter report and the total that is presented within this document as this report represents the costs associated from 2016 and 2017 combined to include the costs of contractor services, environmental fees, advertising and engineering consultants that were paid out from 2016 fiscal year.

Administration has confirmed that there were no significant changes to the original design or additional costs associated between the original design and the Record of Drawings. There were minor slope elevations that were adjusted with a total change of material usage of 1,000 m<sup>3</sup> actual used. The Record of Drawing provided provides the staked center line (black solid under red line) and the record grade centre line (red line over the black solid line).

The drawing states that the culverts in place that are the perforated 8 inch pipes were necessary as per Environment to confirm there is water flow from one side of the road to the other without detrimental concerns of the trees on either side not having the water to strive.

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council request of the cost breakdown.

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

#### ALTERNATIVES CONSIDERED:

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

---

#### FINANCIAL IMPLICATION:

##### **Direct Costs:**

##### **Ongoing / Future Costs:**

There are no financial implications to the recommended motion.

---

#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

- Record Drawing (As-Built)
- Typical cross section
- Preliminary Design
- Plan Profile

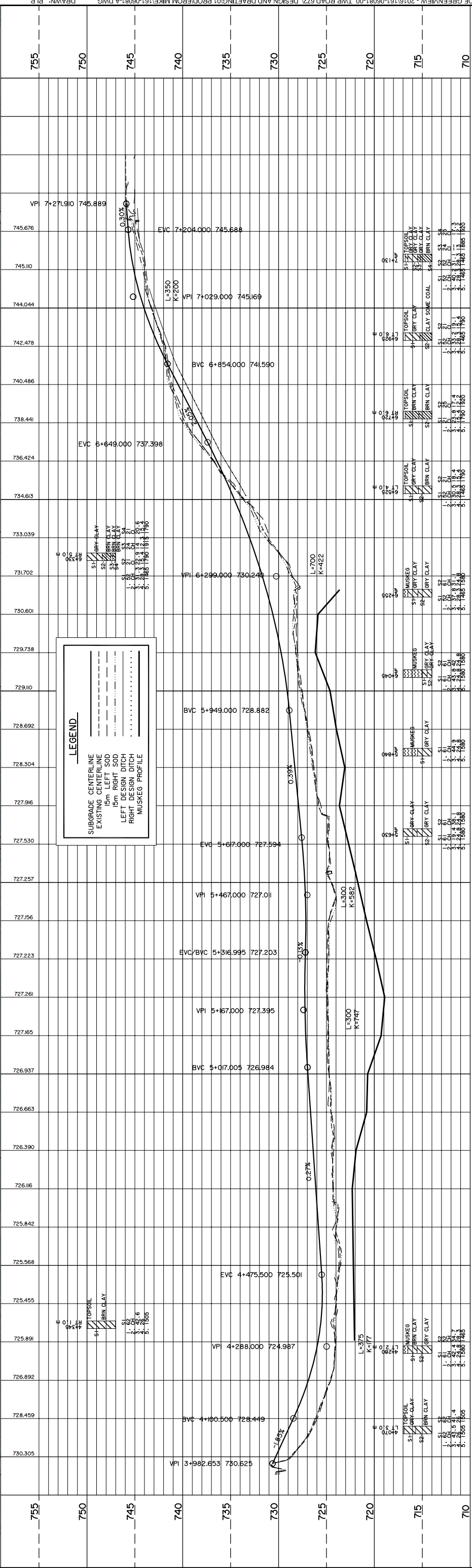
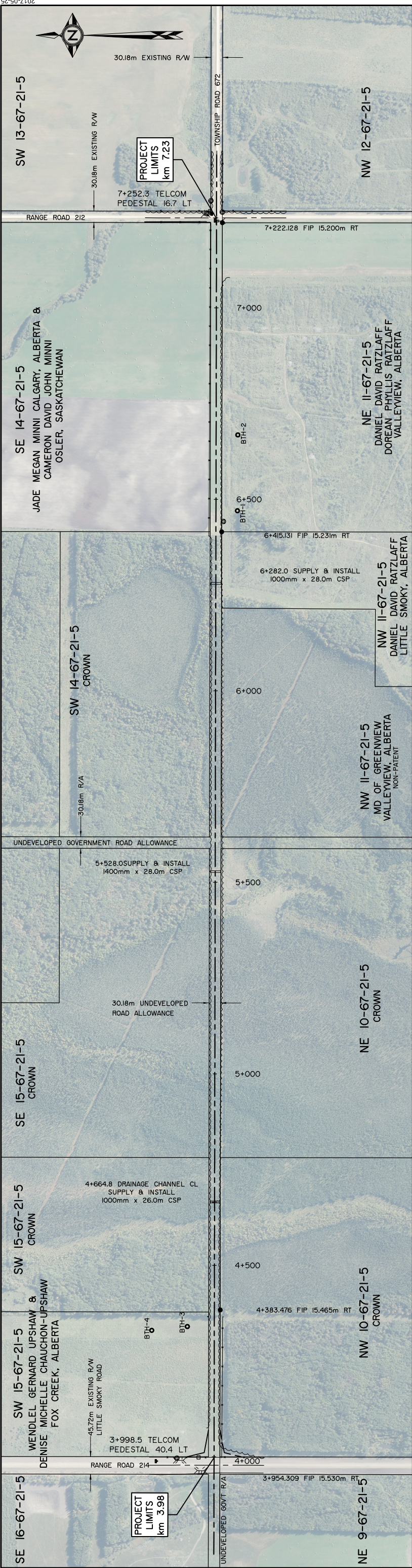
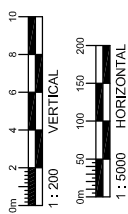




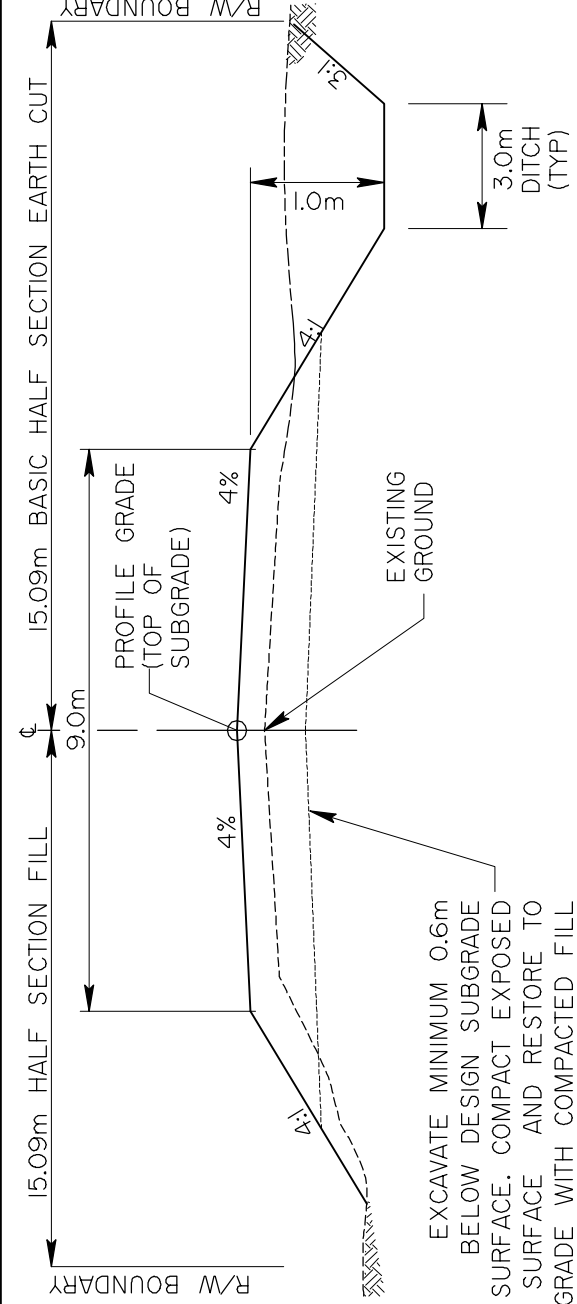






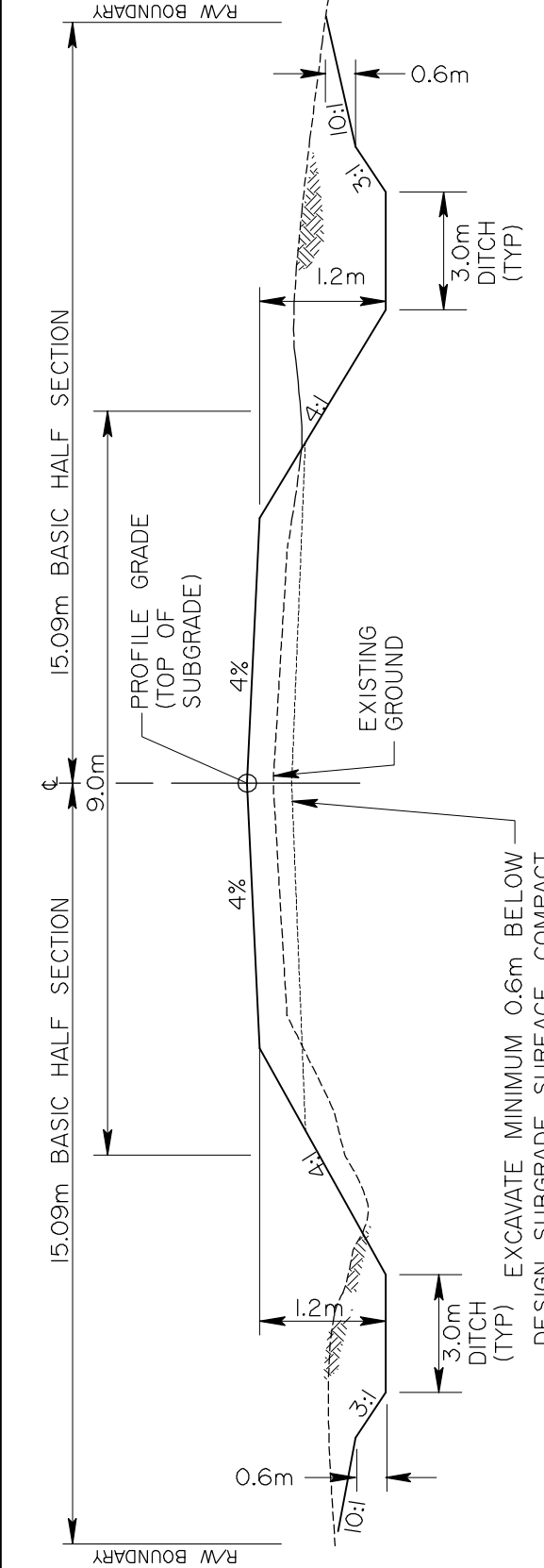
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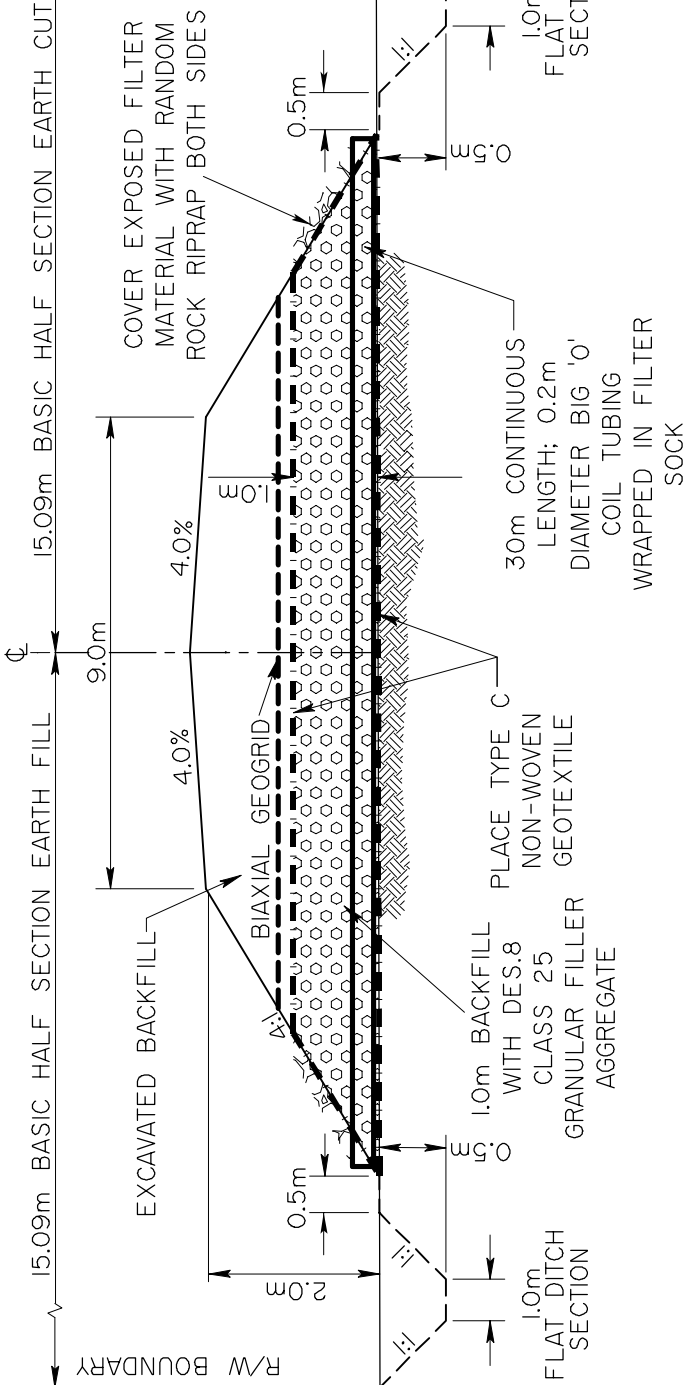
TYPICAL CROSS SECTION

4+000-4+280, 6+280-6+630 & 6+840-7+240 N.T.S.



HILL CUT TYPICAL

6+630 TO 6+840 N.T.S.

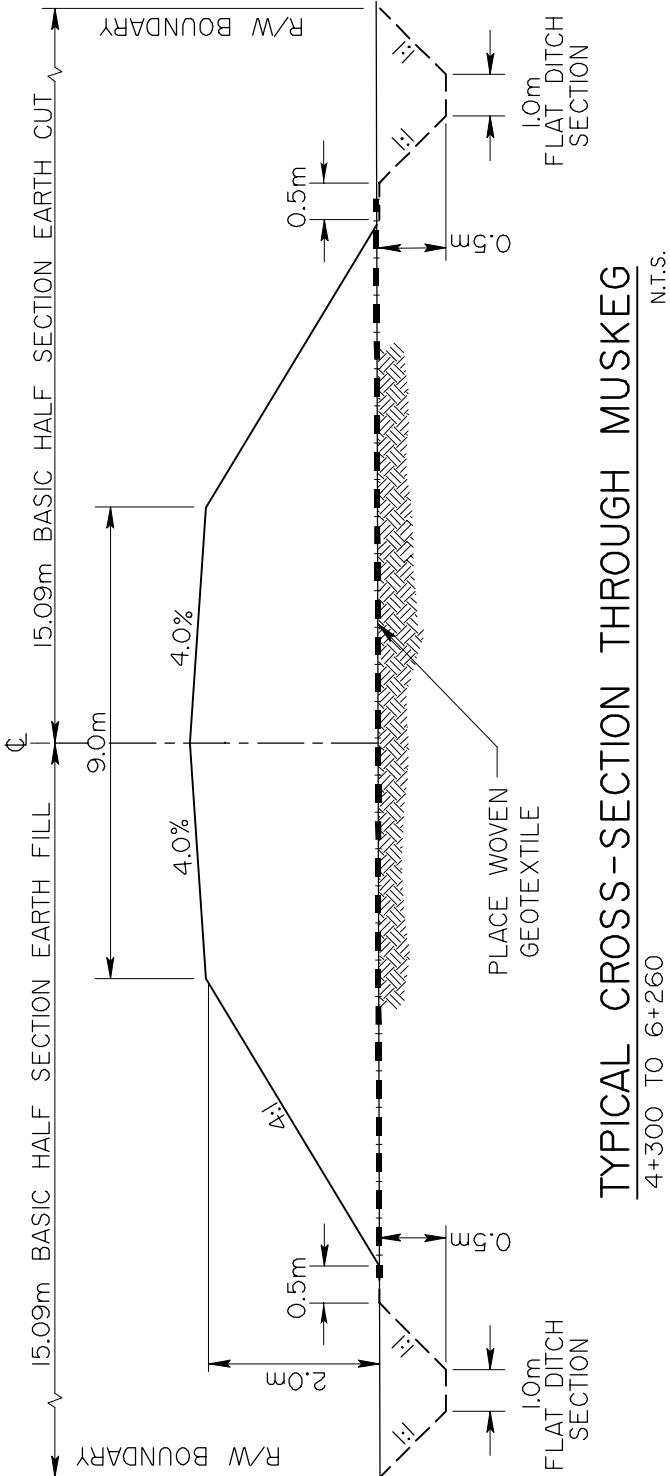


MUSKEG PERFORATED PIPE, INSTALLED AS PER SPECIFICATION 2.8 PERFORATED PIPE SUB-DRAIN. PIPES TO BE INSTALLED AT MAXIMUM INTERVALS OF 100m

SUB-DRAIN TYPICAL INSTALLATION

4+300 TO 6+260 N.T.S.

NOTE:  
INSTALL PERFORATED PIPE SUB-DRAINS AS DIRECTED BY CONSULTANT.



TYPICAL CROSS-SECTION THROUGH MUSKEG

4+300 TO 6+260 N.T.S.

CONSULTANT		DESIGNER		MUNICIPAL DISTRICT OF GREENVIEW No. 16	
JOB No.		DATE			
161-06081-00		2016-05-16			
		LOCATION			
		GRANDE PRAIRIE			
		REVISION			
		ADDED PERFORATED PIPE TYPICAL			
		DATE			
		2016-08-06			
		BY			
		CRT			
		SITE			
		67-21-W5M			
		SHEET			
		2 of 2			
		HIGHWAY			
		TWP RD 672			
		CONTRACT			
		161-06081-00			
		DRAWING			
		RD-06081-02			





# REQUEST FOR DECISION

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SUBJECT: **Draft Caribou Range Plan Report**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: March 12, 2018  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN:

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Draft Caribou Range Plan. December 2017.

**Federal** (cite) – Species At Risk Act. S.C. 2002, c. 29.

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## RECOMMENDED ACTION:

**MOTION: That Council accept the report on the Draft Caribou Range Plan for information, as presented.**

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## BACKGROUND/PROPOSAL:

Under the Federal Species at Risk Act (SARA), the Provincial governments are required to create action plans to protect the habitat of threatened or endangered species. The Draft Caribou Range Plan was released in December 2017. The Government of Alberta is currently in its final stages of public consultation on the Draft Plan and hosting sessions in Northern Alberta.

In order to prepare Members of Council who plan to attend these sessions, Administration drafted a report outlining potential impacts and areas of concern. The Caribou Range plans have a number of potential impacts to industry, which could have considerable impacts to the local and regional economy. There are also potential impacts to municipal linear tax revenues, which in turn could affect service delivery within Greenview. While specific details of the Caribou plans are concerning to Greenview, the precedent set by the Caribou range plans for other species at risk under SARA is cause for further concern.

The report provided outlines key messages from Greenview in response to the Draft Range Plan, as well as a summary of the affected areas in the municipality, and a broad impact assessment.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Council Members may be informed on impacts specific to Greenview if they choose to attend the public information sessions hosted by the Province
2. Council Members may also be aware that these concerns are not limited to Caribou Range Plans, but may arise for other plans required under SARA regarding other threatened or endangered species in Alberta.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may request administration to look further in to the issue of Caribou Range Plans or other species at risk in the Greenview area which may be impacted by plans in the future.

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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.

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ATTACHMENT(S):

- Caribou Range Plan Report



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Caribou Range Plan: Key Messages

- Greenview is impacted by 4 Caribou ranges:
  - **A La Pêche** (Summer range 92% undisturbed, Winter Range 12% Undisturbed)
  - **Little Smoky** (1% undisturbed)
  - **Redrock-Prairie Creek** (Summer range 82% undisturbed, Winter range 29% undisturbed)
  - **Narraway** (16% undisturbed)
- There is concern with more severe actions in areas where there are high levels of disturbance. Land in all four ranges within Greenview have high disturbance. Severe actions, such as establishing conservation areas or a moratorium on development, would have significant consequences for industry and strongly impact Greenview and surrounding areas.
- Greenview is concerned with the potential impacts to the forestry and oil and gas sectors, as these industries drive the local and regional economy. This carries with it the potential of reduced investment and job loss, which would have broader impacts on the local economy. Additionally municipalities potentially face significant loss in linear assessment revenue.
- Greenview is asking the province to work with industry for actions to restore caribou habitat. AAMDC Zone 4 has endorsed a resolution to convention for the Province to review tenure requirements specifically for extensions. Industry can delay projects to allow for orderly development, which reduces fragmentation and their footprint on caribou habitat. This resolution has also received support from the Canadian Association of Petroleum Producers (CAPP).
- Concern regarding management of gravel and sand operations. The province plans on restricting sand and gravel extraction to in-range use. This could impact Greenview in areas where pits are located in ranges, with the intended use in other parts of the municipality, although further evaluation would be required for the specific impacts.
- There is also concern with the approach to fire disturbance. In the case of a wildfire impacting 5% of a caribou range, the range plan would be re-evaluated to “adjust other contributions to habitat disturbance.” Greenview is in an area where wildfire is a significant threat. There is little clarity as to what changes would occur, and the potential impacts and consequences this could have.

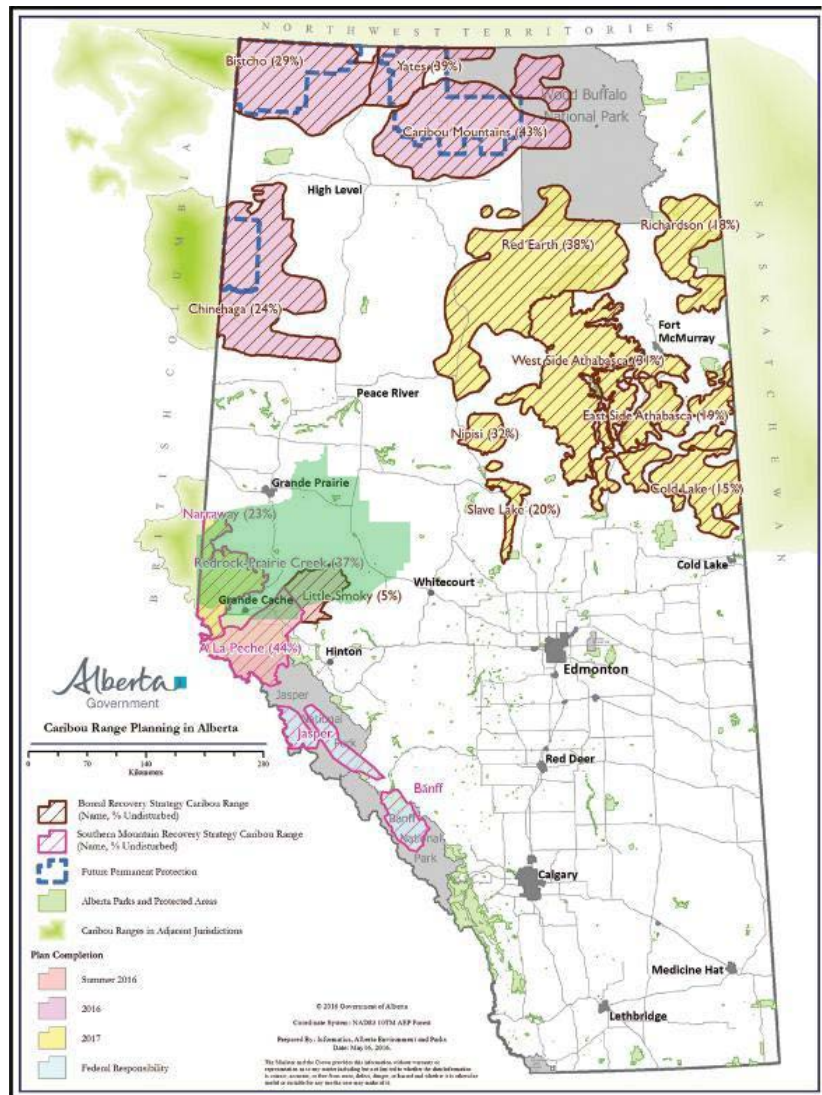
## Report on Caribou Range Planning in the M.D of Greenview

Within the M.D of Greenview, there are four caribou populations outlined under the draft caribou range plan. There is the southern mountain woodland caribou populations of the A La Peche Range, Narraway Range and Red Rock – Prairie Creek Range, as well as the boreal woodland caribou population in the Little Smoky Range. The total size of the ranges in the Greenview area is 1,556,788 hectares, although only a portion of each range is within Greenview. Under the Federal Species at Risk Act (SARA), the goal for provinces is to work toward 65% undisturbed habitat within the ranges. Currently the Little Smoky range is listed as 1% undisturbed habitat. The A La Peche summer range is 92% undisturbed, but the winter range is 12% undisturbed. The Redrock – Prairie Creek summer range is 82% undisturbed, while the winter range is 29% undisturbed. The Narraway range is listed at 16% undisturbed.

In each of the ranges, the provincial government recognizes that these areas contribute to the economic and social sustainability of the region where they are located as a whole. The economies of the region are highly dependent on the resource sector and therefore, “range planning has the potential to both positively and negatively impact the region.”<sup>i</sup>

In the area around Greenview, there are a number of communities that rely heavily on resource extraction. According to the Draft Caribou Range Plan, communities in the area most reliant on oil and natural gas include, Fox Creek (28%) and Grande Cache (27%). Communities in the area most reliant on forestry include, Woodlands County (56%), M.D of Greenview no. 16 (15%), Town of Hinton (15%), Grande Prairie County (13%), and the Town of White Court (12%). Further there are forestry centers in the Town of Edson, Grande Cache, Peace River, and the City of Grande Prairie.<sup>ii</sup>

Aside from recognizing the overall dependence of the region on resource extraction, the province has not done specific economic impact assessments on the range plans and what they mean for the communities in the area. Much of this consultation is coming as a part of the phase II engagement that the province entered in December of 2017 with the release of the draft plan. Until now many of the meetings were between the Province and Indigenous communities, some industry representatives, and other stakeholders, such as Environmental NGOs. As a result, many of Alberta’s northern municipalities where the caribou ranges are located have felt inadequately consulted. Phase II involves representatives from the provincial government meeting in several northern communities to engage the broader public, municipalities and stakeholders near the ranges to prepare range specific details.



Preliminary statements from industry indicate that the caribou range plans may have significant impacts on production, and may result in job loss and/or the closure of some facilities. The prospect of either of these, deeply concern local communities. In the Greenview area, impacts on forestry could be severe. The two companies that face the greatest challenges are Alberta Newsprint Company (ANC) and Foothills Forest Products (FFP). Depending on the scenario, it has been said that up to three forestry facilities could face closure, resulting in the loss of hundreds of jobs. In the event of an emergency protection order, being the worst case scenario, forestry companies could be denied access to the areas within the ranges entirely. It is presented that the province has two choices: 1) allow limited harvest inside the ranges, or 2) face the potential lay-off of hundreds or even thousands of employees, according to the Denhoff Report released in 2016. Some preliminary assessments by the forestry industry indicate that there will be 1 job lost for every 1000 m<sup>3</sup> reduction in allowable annual cut (AAC).

### Estimates of Economic Impacts at Selected AAC Reduction Scenarios (Example)

Estimated Impacts						
AAC Reduction within Caribou Ranges	Wood Supply Reduction (m <sup>3</sup> /yr)	Gross Output Impact (\$millions)	GDP Impact (\$millions)	Employment Income Impact (\$millions)	Employment Impact (person- years) <sup>7</sup>	Tax Revenue Impact (\$millions)
10%	419,458	146.2	59.8	34.0	433	14.2
20%	838,915	292.3	119.5	67.9	866	28.4
30%	1,258,373	438.5	179.3	101.9	1,298	42.6
40%	1,677,831	584.6	239.1	135.9	1,731	56.8
50%	2,097,289	730.8	298.8	169.9	2,164	71.1
60%	2,516,746	877.0	358.6	203.8	2,597	85.3
70%	2,936,204	1,023.1	418.4	237.8	3,029	99.5
80%	3,355,662	1,169.3	478.2	271.8	3,462	113.7
90%	3,775,120	1,315.4	537.9	305.7	3,895	127.9
100%	4,194,577	1,461.6	597.7	339.7	4,328	142.1

MNP Alberta Forest Sector Economic Impact Study, January 29, 2016. P. 11.

Few specific assessments are available for the impacts of Caribou Range Planning on the oil and gas sector. At this time, there is a general concern and uncertainty surrounding what the impacts on industry will be and it is largely dependent on the measures imposed by the Province. There has been concern raised by organizations such as CAPP that the caribou range plans could significantly impact investment in the region. The uncertainty surrounding the issue is not lending to strong investment interest. An emergency protection order halting all development, much like with forestry, could have catastrophic impacts. More extreme measures are likely to occur in areas where there is greater disturbance. This is a fairly significant threat in the Greenview area as there are ranges identified to be around 90% disturbed habitat. The energy sector has declared its willingness to contribute to caribou management but they stress that the costs need to be appropriate to maintain industry competitiveness. The energy sector is pressing for an approach of binding voluntary deferrals and tenure flexibility, where tenure extensions are granted to delay development until there is stability of caribou populations in the area.<sup>iii</sup> The impact on industry is of great concern to municipalities of the North as there are potential significant impacts to linear assessment revenue that accompany reduced investment potential, and the risk of reduced development.



Another solution considered by the Province is the utilization of Conservation Areas. These areas would honour existing forestry and oil and gas tenure, but would not allow (or significantly limit) new tenure and development. All four caribou ranges within the M.D of Greenview are currently identified as potential areas for Caribou Conservation Areas in the Central Region. This could be detrimental to industry investment opportunities and development in the region. It would also limit revenues for municipalities with reduced linear assessment.

These concerns are also shared by other municipalities impacted by the Caribou Range Plans. The Northwest Species at Risk Committee (NWSAR), representing 6 municipalities, highlights concerns with the impacts on industry, economic development in the region, and the resulting reduction in revenue for municipalities. The NWSAR challenges the Province to consider strategies that work with industry in a working landscape, alternative prey management solutions, as well as better consulting stakeholders within the affected regions such as Indigenous people, municipalities, and industry.

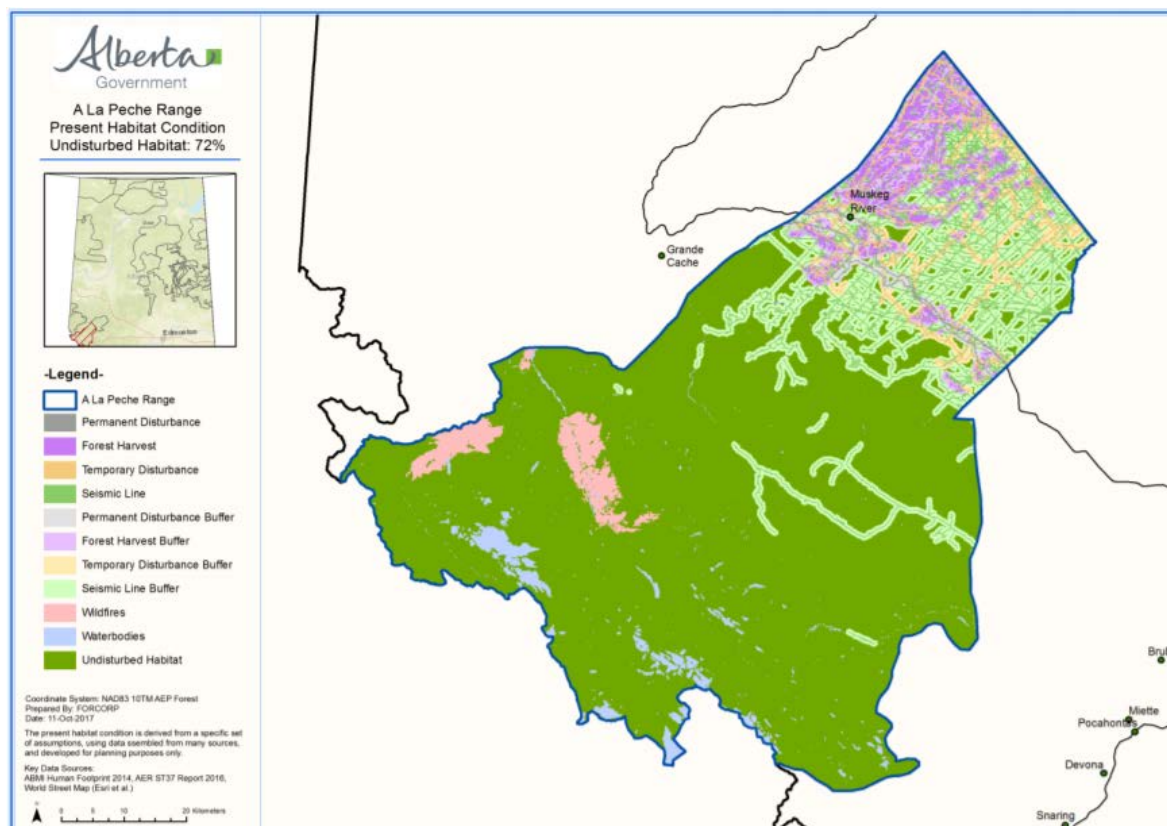
### **Next Steps: End Stages of Consultation through to Implementation**

The Government of Alberta is entering its final stages of consultation before finalizing the Caribou Range Plan and releasing the range specific details. This includes hosting a number of meetings across the North to get public, municipal, and other stakeholder feedback. As this is the last of the consultations, it is important for municipalities to take this opportunity to make their position known. The Province intends to release the range specific plans in Spring 2018, which does not leave a lot of turn-around time from these meetings to the release of the final Range Plan. Additionally, Environment and Climate Change Canada intends to do an assessment of the Caribou Range Plans proposed by the Provinces in April 2018, adding further constraints to the timeline the government of Alberta has to finalize the Caribou Range Plan.

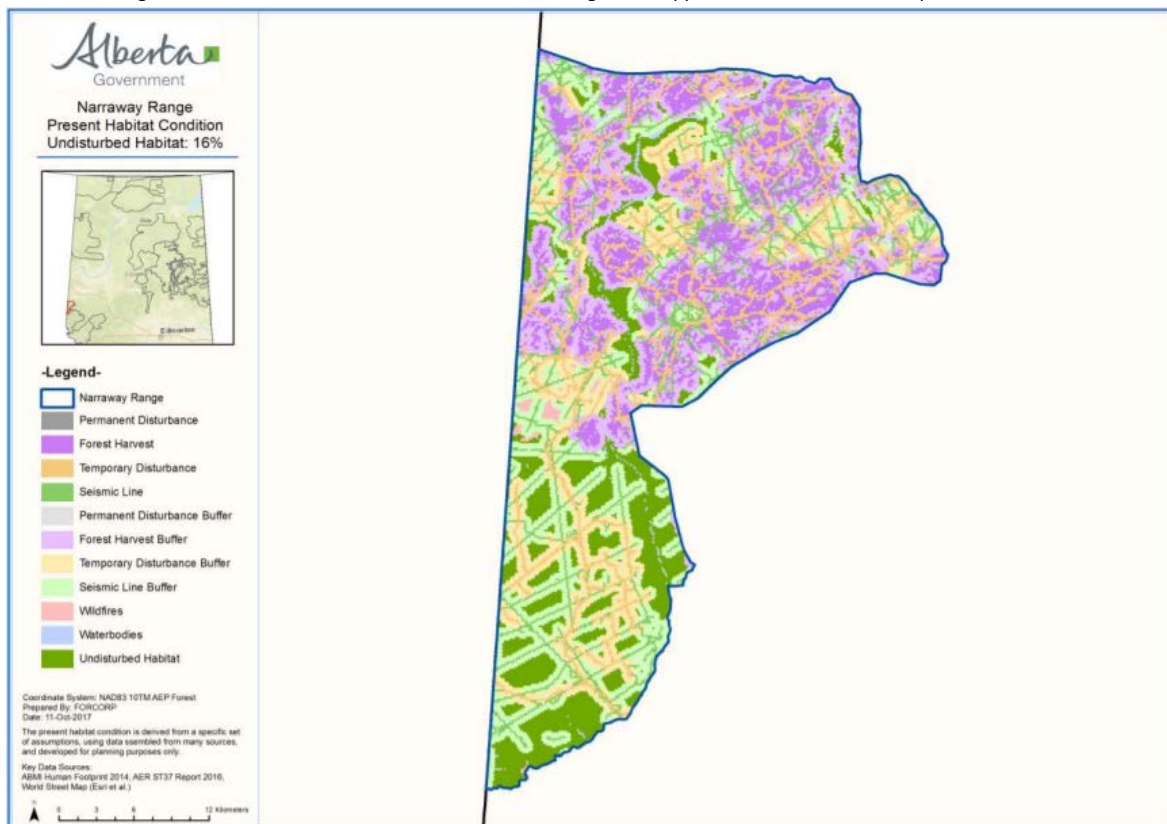
With the Caribou Range Plan being in its end-stage, municipal and industry stakeholders have emphasized the importance of participating in the process. The Northwest Species at Risk Committee made of Northwestern Alberta municipalities have been vocal about their concerns regarding the Caribou Range Plans in their region. Many of their concerns are applicable in Greenview. Industry Stakeholders in the Forestry industry and oil and gas, such as the Canadian Association of Petroleum Producers (CAPP) have also called for the support municipalities in sharing their concerns.

The Caribou Range Plans are inevitable, but municipalities have an important opportunity to present their concerns. The Province has not presented the socio-economic impact assessments, and there are concerns from municipalities and industry across the province on the potential consequences of these plans on their regions.

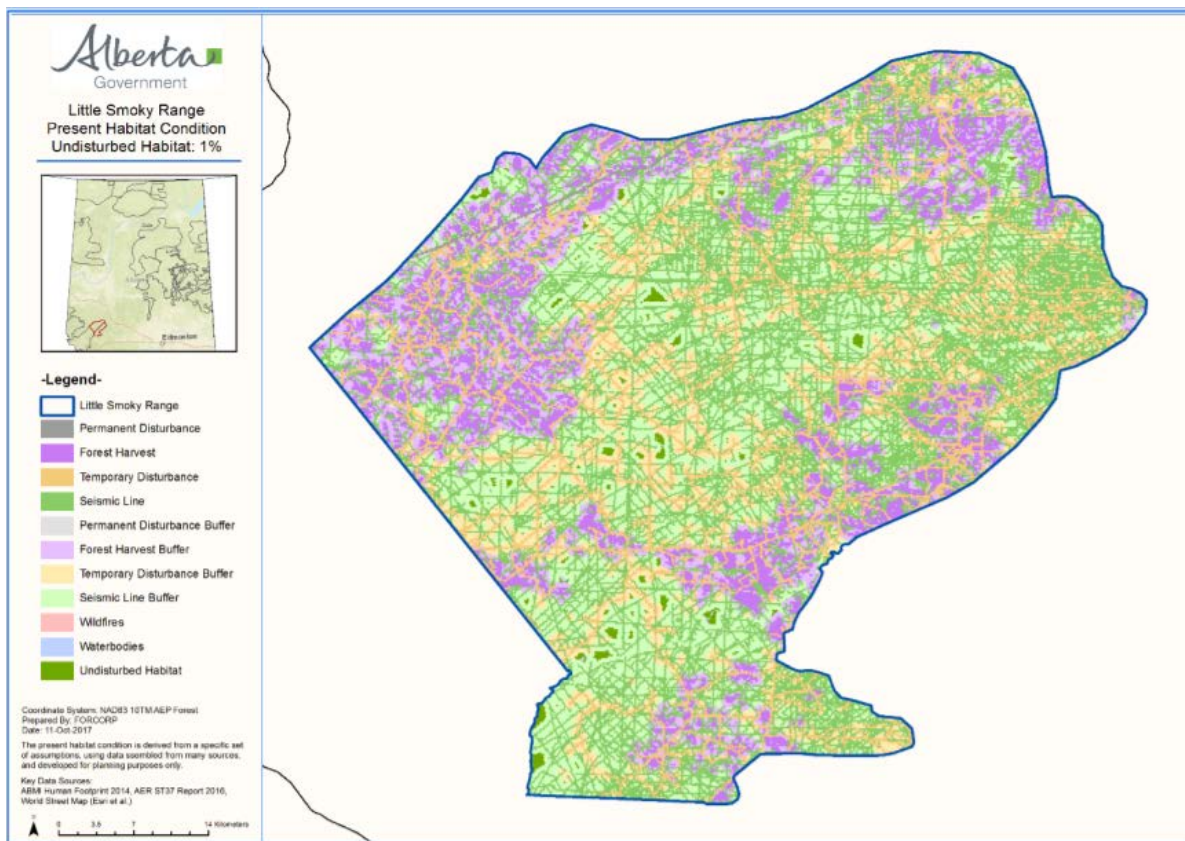
## Appendices: Range Plans in Greenview Area



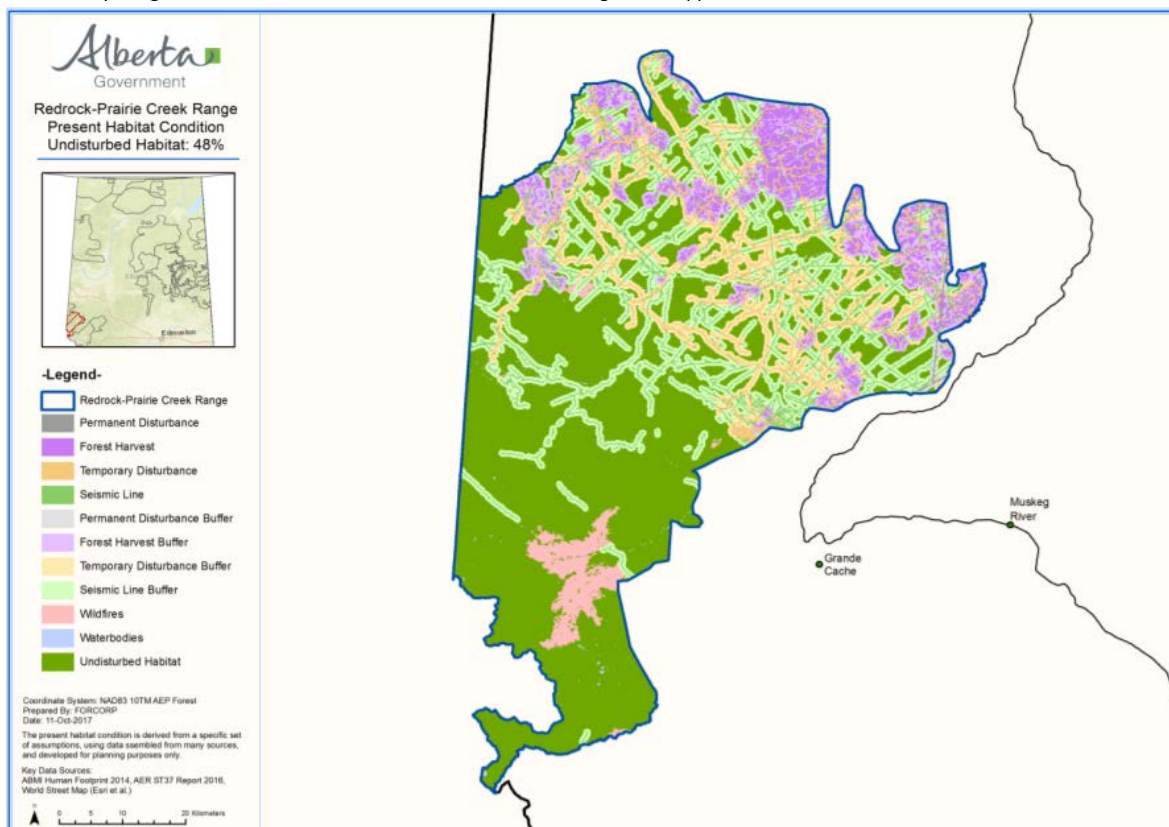
A La Pêche Range. Government of Alberta. 2017. Draft Caribou Range Plan: Appendices. December 2017. p. 8.



Narraway Range. Government of Alberta. 2017. Draft Caribou Range Plan: Appendices. December 2017. p. 70.



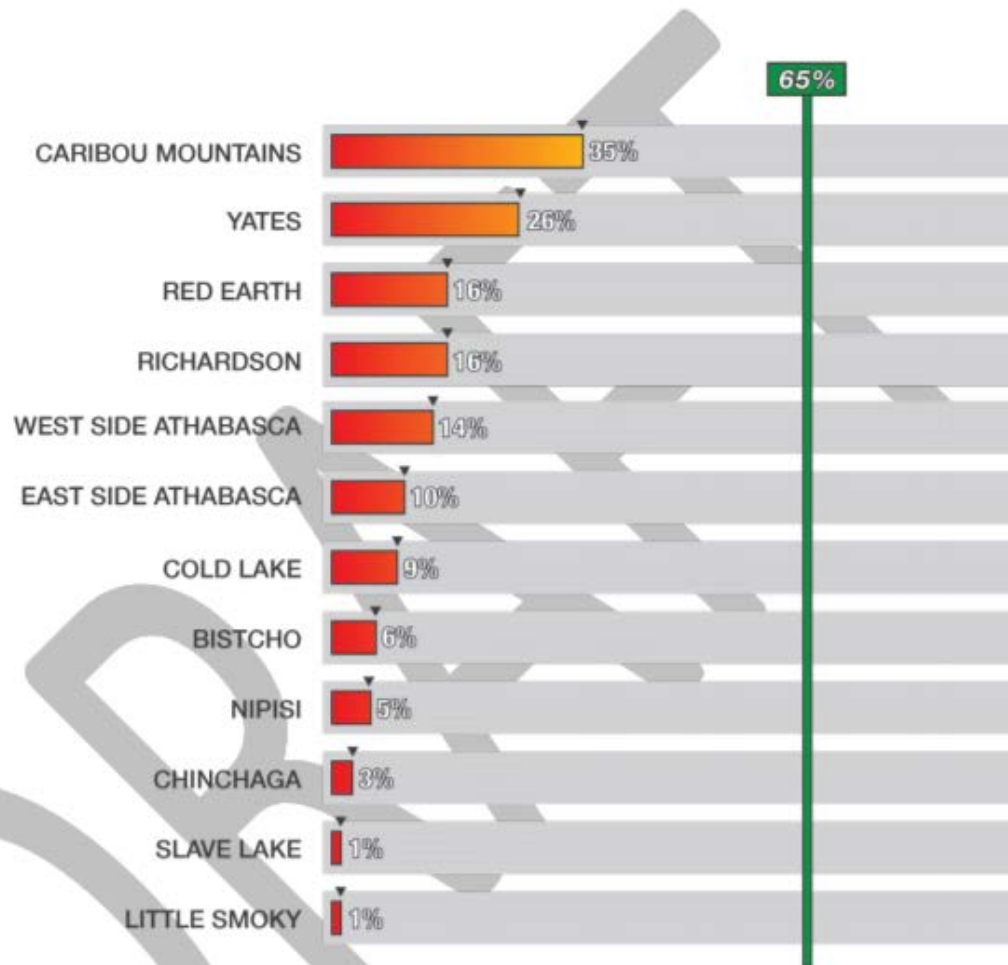
Little Smoky Range. Government of Alberta. 2017. Draft Caribou Range Plan: Appendices. December 2017. P.61



Redrock-Prairie Creek Range. Government of Alberta. 2017. Draft Caribou Range Plan: Appendices. December 2017. p. 98.



MOVING TOWARDS  
**65% UNDISTURBED CARIBOU HABITAT**  
*Boreal Caribou Ranges*

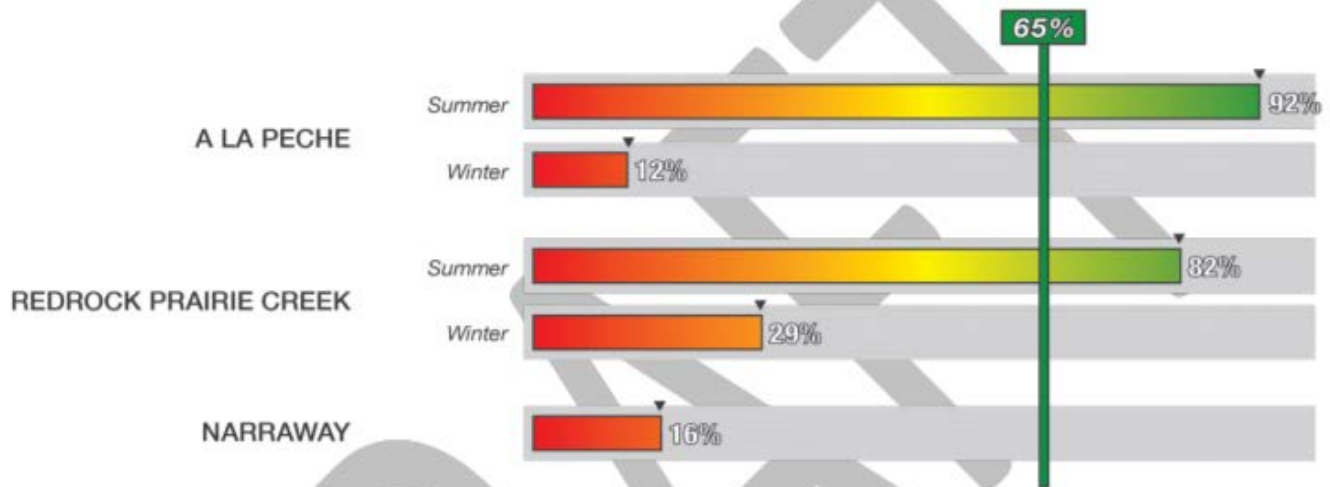


Undisturbed Habitat for all Caribou ranges. Government of Alberta. 2017. Draft Caribou Range Plan. December 2017. p. 28-29.





MOVING TOWARDS  
**65% UNDISTURBED CARIBOU HABITAT**  
*Southern Mountain Caribou Ranges*



Undisturbed Habitat for all Caribou ranges. Government of Alberta. 2017. Draft Caribou Range Plan. December 2017. p. 28-29.

<sup>i</sup> Government of Alberta. 2017. Draft Provincial Woodland Caribou Range Plan, Appendices 1, 7, 8, 11.

<sup>ii</sup> Ibid., 23-24.

<sup>iii</sup> Canadian Association of Petroleum Producers. 2017. "A Competitive Policy and Regulatory Framework for Alberta's Upstream Oil and Natural Gas Industry." 2017-0035: 26.





# REQUEST FOR DECISION

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SUBJECT: **School Snack Programs**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: March 12, 2018  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

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RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** N/A

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RECOMMENDED ACTION:

**MOTION: That Council accept the report on school snack programs for information.**

---

BACKGROUND/PROPOSAL:

The issue of school snack programs emerged from a grant funding request from Sheldon Coates Elementary School in Grande Cache. At the time Council denied the request for funding, but directed administration to report on school snack programs offered in schools within the M.D of Greenview. All area schools were contacted regarding:

1. What snack or meal programs was offered in the school;
2. How the program is delivered to students;
3. How the program is funded; and
4. The approximate cost of delivering the program.

The following report was drafted summarizing the responses. Not all schools provided a response to all categories. School programs vary from a snack program, a weekly breakfast program, to a daily hot lunch program. Some schools offered multiple snack and lunch programs for students. Most programs were funded through partnerships with local organizations and businesses, as well as Provincial government funding, and were often coordinated through parent councils. Few Schools provided specific cost details for the programs offered to the students. From funding estimates provided, a snack program costs approximately \$3000.00 per year, whereas a school meal program costs roughly \$3000.00 per year. Additional funds are required for food safe kitchens and training of staff.

---

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of this motion is that it brings closure to the direction of Council to look in to programs offered in Greenview schools.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

ALTERNATIVES CONSIDERED:

1. Council may choose to fund school snack programs in the future. However, administration recommends that Council not fund these kind of initiatives, as they set a precedent for future action.
2. Council may direct staff to explore the school snack programs further.

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

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):

- School Snack Program Report



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## School Snack Program Summary

Schools within the M.D of Greenview were surveyed for the snack or meal programs that they offer to their students. Schools were asked to describe the program that they offered, how it is delivered to students, how the program is funded and the overall estimated cost of the program. The majority of schools in the Greenview area offer some sort of snack, breakfast or lunch program to students. The type of programs vary, as well as delivery methods, and funding sources.

Harry Gray Elementary School in Valleyview offers a snack box program which provides healthy snack foods to supplement student breakfasts or lunches. The snack is free of charge for students and is picked up at the front office. Parent Council volunteers put the snack boxes together.

St. Stephen's Catholic School was a part of a pilot project through the government of Alberta. St. Stephen's provides free hot lunch to all students every day of the week. Lunches are made on-site and served to students at the cafeteria. This project was entirely funded by the Government of Alberta.

Hillside High School in Valleyview has no snack, lunch or breakfast program for students. They have a cafeteria, where students are able to purchase meal and snack items.

Oscar Adolphson Primary School provides a hot lunch program in partnership with local Valleyview businesses.

Ridgevalley School recently started a free breakfast program. The kids help put together the breakfasts, which are distributed on-site. The program is sponsored by company donations.

Penson School in Grovedale has recently began a hot breakfast served on Fridays. The breakfast is free for all students. The Parent Council organizes and provides the breakfast. The Parent Council gathers donations from businesses and members of the community.

Grande Cache High School offers a breakfast program for students. The program is provided through the cafeteria at the school. It is funded through various grants and donations from community and corporate sponsors.

SonRise Christian School Grande Cache provides a free breakfast program to students. This program is provided through the school cafeteria in conjunction with Grande Cache Community High School. The funding for the elementary portion is covered by Government of Alberta Grants amounting to approximately \$3000 per month.

Summitview School in Grande Cache provides a snack program for students. The program is funded primarily through business and community donations. It is estimated that the cost of the snack program is about \$3000 per year.

Sheldon Coates Elementary School in Grande Cache provides a snack program for students. Healthy snacks are provided to supplement student breakfasts and lunches. The snack program is funded largely by donation and is organized by the Parent Council. Sheldon Coates also has received grant funding from the Government of Alberta to fund a breakfast program. The funding from the government will be used to remodel the kitchen and for food safe training for staff.



# Manager's Report

**Function:** Infrastructure & Planning

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

**Date:** 3/1/2017

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

- Attended Shared Accountability Training
- Revised Engineering Technologist Job Description
- Council requests and Public requests
- Attended EOI meetings in DeBolt, Valleyview, & Grovedale
- WSP project meeting update
- Associated Engineering project meeting update

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

- The renovation at the FCSS building for the reception area is still in progress, 45% complete to date, carry over from last year, step 3 of 5.
- Installation of security cameras at Tony Creek Lagoon, Sturgeon Height Lagoon and Grovedale Lagoon, still in progress, getting quotes for the gate operator and electrical installation.
- Sturgeon Heights lagoon and transfer station investigation for power to be installed.

### **Manager Operation, Gord Meaney**

#### **East Sector**

- Council approved low bid and awarded Windsor Ford, of Grande Prairie, the Light Truck Tender in the amount of \$730,597.91 to be taken from the 2018 Operations Capital Budget.

**The following results are tenders submitted through APC during the month of February, 2018 that came in under \$199,999.99.**

### Single Drum Packer

Company	Make/Model	Year	Price	2018 Budget	Delivery Date	Comments
*Japa Machinery Group	XCMG CV123PD	2018	\$134,000	\$225,000	April, 1, 2018	Awarded Met all specs
Redhead Equipment	Case SV212	Used	\$141,477	II	N/A	Used
NC Equipment	Dynapac CA2500D	2017	\$148,304	II	2-3 weeks	Not to spec
Redhead Equipment	Case SV215	2018	\$161,477	II	120 days	-
Strongco	Volvo SD115B	2018	\$162,250	II	60 – 90 days	-
SMS Equipment	HAMM H14	2018	\$190,500	II	March 30, 2018	-
Finning Cat	Cat CS56B	2018	\$210,800	II	5 – 6 weeks	-
Rentco	AMMANN ASC 110	2018	\$216,111	II	April 1, 2018	-
NC Equipment	Dynapac CA3500D	2018	\$216,871	II	45 days	-

**\*Low Bid**, Japa Machinery Group is out of Edmonton, AB. Funding coming from the Operations 2018 Capital Budget.

### Gravel Pony Pup

Company	Make/Model	Year	Price	2018 Budget	Delivery Date	Comments
*Gerry's Trailer Sales Ltd.	Cross Country Tridem	2019	\$44,558	\$60,000	12 weeks	Awarded Met all specs
Hayworth Equipment Sales	Load Line GRPP-17 Tridem Pony Pup	2018	\$48,108	II	8 weeks	-
Summit Trailer Ltd.	Peak Tridem Pup	2018	\$58,608	II	In stock	-

**\*Low Bid**, Gerry's Trailer Sales Ltd. is out of Edmonton, AB. Funding coming from the Operations 2018 Capital Budget.



### Tool Tender

Company	Price	Delivery Date	Comments
*Shaw's Enterprises Ltd.	\$138,200	10 weeks	Awarded. Met all specs
Wearpro Equipment & Supply	\$147,000	3 weeks	Option A
Wearpro Equipment & Supply	\$148,680	3 weeks	Option B
Inland Industrial Supply	\$213,980	March 1, 2018	-

\***Low Bid**, Shaw's Enterprises Ltd. Nisku, AB. Funding coming from Operations 2018 Operational Budget.

### Blade Tender

Company	Price	Delivery Date	Comments
*Shaw's Enterprises Ltd.	\$163,003	90 days	Awarded. Met all specs
Valley Blades	\$167,890	5 – 6 weeks	-
Wearpro Equipment & Supply	\$169,717	-	-

\***Low Bid**, Shaw's Enterprises Ltd. Nisku, AB, Funding was taken from Operations 2018 Operational Budget.

**The grader and tractor tenders will be presented to Council on March 26, 2018.**

### East Sector

- The front desk administrative assistant received training in File Hold, attended the Web Site Editing seminar and the advertising for the EOI packages meeting.
- Answered auditors' questions.
- The signage and culvert quotes are being prepared.
- Gravel transfer is taking place from Adams' Pit to the Hunke Pit.
- Updated the Roles and Responsibilities list for Operations.
- Attended three meetings for the EOIP. Valleyview, DeBolt and Grovedale.
- Hired one new equipment operator for the Valleyview area.
- Our department is involved in the Shared Accountability training.

### West Sector

- In the process of hiring three equipment operators and a road co-ordinator.

- Gravel transfer is taking place from the Murtron Pit to the Lignite Stockpile site.
- 13 trips, 67.5 hours and 301.07 tonnes of sand/salt were applied to Hwy. 666

### **Shop**

- A second RAP student was hired on as well as a temporary mechanic to fill in during the Chief Mechanic's absence.
- Getting tool quotes for the service truck in Grovedale.
- Inspections are completed for our picker trucks in both Valleyview and Grovedale.

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

### **Water**

- Alberta Environment and Parks inspection of the DeBolt Water treatment Plant was successfully completed.
- Moving forward on schedule with the Grovedale Water Treatment Plant predesign and reverse osmosis supply contract.
- Reviewing operations and schedule of fees for updating.
- 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 completed by two operators.
- Updating and developing policies.
- Working with Corporate Services/ Diamond to produce accurate utility reporting.
- Manager and assistant manager attending Annual AWWOA conference in Banff in early March.

### **Waste Water**

- Tony Creek Lagoon is operational with some seasonal deficiencies to be addressed in the spring.
- Sturgeon Lagoon expansion and old Grovedale lagoon decommissioning work has started.
- Environmental reports and tests for lagoon release have been completed with no issues or concerns.

### **Solid Waste**

- Two solid waste staff will be taking Landfill certification in March.
- New reporting data software installed at the Greenview Regional to provide accurate reporting.
- Problems with the new Hook Bin Truck are still being addressed by supplier.
- Solid waste department has been using the skid steer to clear snow at transfer stations and lagoons whenever possible.

## Manager Planning & Development, Sally Rosson

- Hamlet of Landry Heights landowners were mailed Open House notices for the scheduled meeting to be held on March 22, 2018 at 7:00 p.m. in the Grovedale Public Service Building with discussion on providing municipal water services to the Hamlet.
- Adopted Land Use Bylaw 17-779 along with the associated mapping is available on Greenview's Website.
- Alberta Safety Codes Authority (ASCA) provided presentation to the Planning staff regarding the issuance of provincial permits in 2017. By ministerial order effective May 1, 2016, with the Alberta Municipal Affairs allows ASCA to manage provincial permit issuance in accordance with the Safety Codes Act. The Act
- Changes to the current Schedule of Fees Bylaw is expected to be available for Council review at the March 26, 2018 meeting.
- Planning staff are working with the landowner, Jamie Driedger, Sureway Logging Ltd through the Development Permit process to rectify the recent changes to the drainage on a lot in Grovedale. A drainage plan will be required to be registered as an easement on the lot upon the issuance of the Development Permit. Mr. Driedger has agreed to remove the top soil and ensure the drainage flows across their lot and will provide Greenview with a surveyed drainage plan as proof of positive drainage flows from west to east. The drainage work should be complete within the next three weeks (March 21, 2018 deadline). This is in response to a discussion raised by Councillor Bill Smith. It was discussed with Councillor Smith that it would be up to Sureway Logging to rectify the issue. A \$5,000.00 fine was also discussed and endorsed; however, will not be imposed in regards to the groundwork performed within the drainage course as since that discussion the wording in the new LUB has been reviewed and this work cannot be construed as a development offence because it is not defined as development.

Development is defined as:

- a) An excavation or stockpile and the creation of them; or
- b) A building or an addition to or replacement or repair of a building; or
- c) A change of use of land or a building; or
- d) A change in the intensity of use of land or a building.

With the adoption of the Land Use Bylaw 17-779, offenses under the Land Use Bylaw are now updated:

\$250.00 for a first offence;  
\$2,000.00 for a second offence and  
\$5,000.00 for each subsequent offence.

If a development or use of land or buildings is not in accordance with Land Use Bylaw, Planning staff will apply the penalty amount.

- The following information provides a breakdown of the new applications received in the various development categories:

Monthly Summary of Activity FEBRUARY 2018	
TYPE OF PLANNING & DEVELOPMENT ACTIVITY AND	

<b>NUMBER OF APPLICATIONS:</b>	
<b>BUSINESS LICENSES:</b>	4
<b>DEVELOPMENT PERMIT APPLICATIONS:</b>	20
<b>LEASE REFERRALS:</b>	4
<b>LAND USE AMENDMENTS (RE-DESIGNATION):</b>	0
<b>SUBDIVISION APPLICATIONS:</b>	1
<b>APPROACH APPLICATIONS:</b>	9



# Manager's Report

**Function:** Community Services

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

**Date:** 3/12/2018

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

#### **Greenview Multiplex**

Administration is working on a final accounting of the Greenview Regional Multiplex Project. Once completed, a final meeting will be conducted with the Design Committee and a recommendation will be presented for the designation of the surplus funds.

A Greenview Regional Multiplex Board Meeting was held on February 28<sup>th</sup>. The Facility Manager will be presenting the 2018 Operating Budget to the respective Councils.

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

Administration is working on the disbursement of the budgeted funds to various community organizations.

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

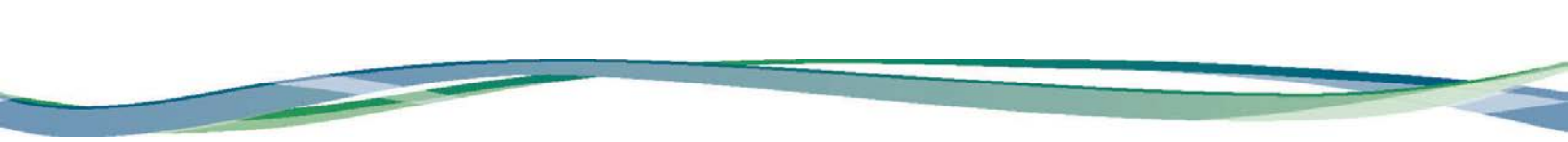
#### **Weed Control**

Agriculture Services received a request to meet with the Town of Grande Cache regarding weed control within the Town's boundaries. It was a productive meeting and Agriculture Services will be offering their technical assistance to help redevelop the Town's invasive species control program. Agricultural Services also met with the Grande Cache Environmental Committee on the same issue and it was determined that with technical assistance provided by the Agriculture Services department the committee would be a great avenue for educating the public on invasive species control.

#### **Problem Wildlife**

Agriculture Services is going to be working in partnership with the Valleyview Grazing Reserve regarding livestock predation issues. The Problem Wildlife Officer (PWO) attended a Grazing Association Meeting to investigate concerns from association members and to offer remedial assistance - . The PWO has gone





out to the grazing reserve on a couple of different occasions to investigate signs of predation. An action plan is being designed to address predation issues. Future discussions will be held with other grazing associations as well.

**Economic Development Officer, Kevin Keller**

**2018 Growing the North – February 21<sup>st</sup> and 22<sup>nd</sup>**

Greenview was the Growing the North Conference Platinum Sponsor, it is a two-day annual regional economic development networking event. Planning for the 2019 Growing the North Conference begins in April 2018.

**Upcoming Economic Development Events**

**Minute Taking Workshop**

The workshop will be offered at the Greenview Regional Recreational Multiplex on March 27<sup>th</sup> to not-for-profit groups and societies within Greenview. The workshop provides the foundation for well-structured and recorded board meeting minutes. Many of the invited attendees access Greenview grant funding.

**Calgary Outdoor Adventure Tourism Tradeshow**

The Calgary Outdoor Adventure Tourism Tradeshow will be held at the BMO Centre in Calgary on March 24<sup>th</sup> and 25<sup>th</sup>. The tradeshow is an opportunity to showcase Greenview tourism and outdoor experience opportunities to an estimated audience of 20,000 visitors, many of which are planners and agencies. This year Greenview has extended an invitation to the Town of Grande Cache to promote the region. Other regions within Greenview will be requested to attend in future years.

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

**Provincial FCSSAA Board**

The FCSS Manager will sit on the Provincial FCSSAA Board for the second year of a two-year term. The Board will complete a strategic planning session on March 1<sup>st</sup>.

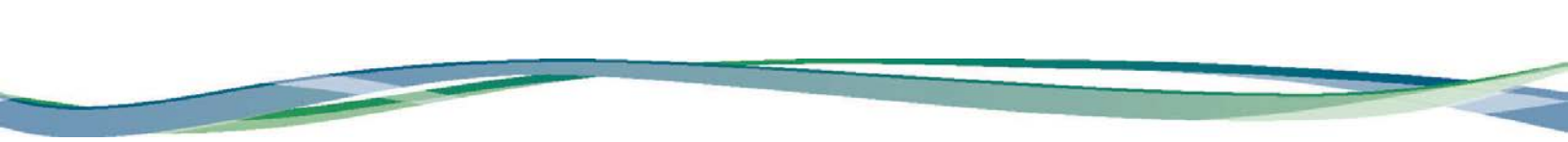
**Family and Community Support Services Association of Alberta (FCSSAA) Conference**

The FCSS Northwest Region is co-hosting the 2018 Annual FCSSAA Conference at the Fantasyland Hotel in Edmonton November 28<sup>th</sup> to November 30<sup>th</sup>. The FCSS Manager is on the planning committee which is responsible for themes, breakout sessions, and putting forth ideas for the speakers.

**FCSS Programs**

Finding our Voices, a self-esteem group for women, began on February 13<sup>th</sup> and will run for 6 weeks. There are 6 women enrolled in this program.

The Canadian Volunteer Income Tax Program will be offered to eligible participants at the Community Resource Centre in March and April. These clinics provide free income tax filing for low



income individuals who have simple tax returns. Clinic dates are currently being identified and will soon be announced.

Ready-to-Rent is a program covering tenant and landlord rights and responsibilities that will be offered to high-school students in Ridgevalley at the beginning of March. The program will be offered to Valleyview Hillside High School students in April and May.

Volunteer Appreciation Dinners will be held at the Memorial Hall in Valleyview on April 25<sup>th</sup> and in Grovedale on April 26<sup>th</sup>, both events will run from 6:00 p.m. to 8:00 p.m. Nomination forms are available at the FCSS office, on the Greenview website, and at the Grovedale and DeBolt sub- offices.

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

#### **Fire Departments**

The Fire Services Coordinator completed a pre-delivery inspection at the Rosenbauer manufacturing plant of the new fire tender designated for the Fox Creek Fire Department. The manufacturer has met the specification requirements and is repairing a few minor deficiencies. The new unit will be delivered by the end of March and Protective Services will have it in service shortly after in Fox Creek.

The Alberta Emergency Management Agency delivered a Municipal Elected Officials course at the FCSS building on March 13<sup>th</sup>. The course is designed to deliver the core principles of emergency management and the elected officials roles and responsibilities during a municipal emergency.

The Fire Services Coordinator, in his capacity as Deputy Director of Emergency Management, attended a large scale emergency exercise at the County of Grande Prairie hosted by the Grande Prairie Regional Emergency Partnership (GPREP). GPREP conducted the exercise in conjunction with the Government of Alberta. This year's joint exercise was centered on a large scale mock wildfire threatening a large portion of the communities.

#### **Health & Safety**

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

The Alberta Health and Safety Association (AMHSA) requested municipalities to participate in a committee to address safety procedures for riding lawn mowers and weed trimmers. The request resulted after Occupational Health and Safety (OHS) investigated the fatality of a riding lawn mower operator in another municipality. Greenview is participating in the committee to provide assistance with the

development of procedures and practices to prevent future incidents of this nature within the municipal setting.

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

#### **Kakwa Falls**

The Kakwa Falls area is widely known for its beauty and experiences offered to outdoor users such as off-road vehicle and equestrian enthusiasts. In the summer of 2017, Greenview significantly supported the users of this area by entering into a partnership with the Swan City Snowmobile Club and Alberta Environment and Parks. The partnership provided financial resources to improve the Air Strip and Lick Creek access areas where outdoor users stage before carrying on to Kakwa Falls. A large portion of this work has been completed and will continue into 2018 to include the installation of bathroom facilities and better way-finding signage to provide direction to the area's natural features. The result of these efforts are already being noticed and Administration is receiving positive comments from the public regarding the upgrades accomplished to-date.



As a result of this work, Greenview has been viewed as a catalyst of further potential development in the area. Administration has recently been asked to join Alberta Environment and Parks in a Kakwa trails stakeholders' session specifically intended to identify existing and new trail opportunities as part of the provincial government's effort to prioritize areas and assess feasibility for future recreation development and management.

#### **Highway 669 Day Use Area**

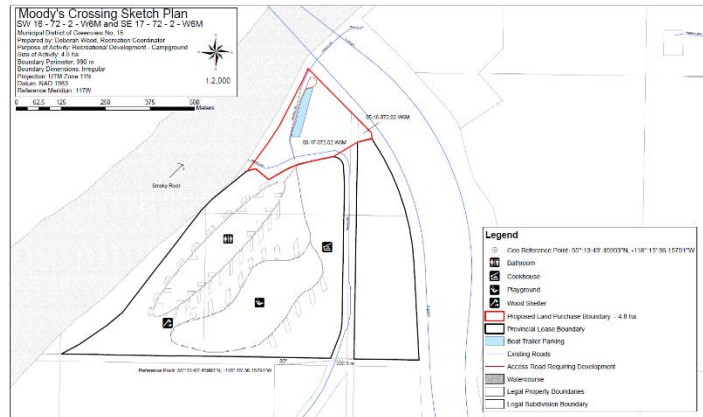
Highway 669 Day Use Area is a recreation project identified in the 2018 capital budget with construction slated to commence in the summer/fall of 2018. The site is located at the junction of the Little Smoky River and Highway 669. It is currently being used as an informal recreation site for picnics, campfires and river access. Administration is working towards acquiring a recreation lease on this site that will result in upgrades such as safer river access, approved fire pits, garbage and bathroom facilities. Administration is currently conducting a consultation



process with First Nations where site visits have been requested and are being scheduled according to weather and snow conditions.

## Moody's Crossing

Greenview's desire to build a campground and day use area named Moody's Crossing at the intersection of Highway 43 and the Smoky River, between DeBolt and Bezanson, has taken a significant step forward in the month of February. As a result of Administration's endeavors with the Alberta Ministry of Transportation, a lease has been tentatively agreed upon for the portion of land which falls under their jurisdiction and within the boundaries of Moody's (outlined in red on the adjacent sketch). Once ratified, this agreement will help ensure the construction of the day use portion of the project can begin in the spring/summer of 2018. The portion of land where the proposed campground is to be built is located on vacant crown land and Administration continues to work with Alberta Environment and Parks to navigate the multiple phases required to obtain a lease. To-date all correspondence with Alberta Environment and Parks has been well received and progress remains encouraging.



## STILE



As an organization, Greenview strives to incorporate safety, teamwork, integrity, leadership and excellence in service (STILE). STILE has been a key factor in guiding Greenview to being the successful organization that it

is today and the Recreation Services Department is undertaking a unique exercise to assist with STILE recognition. For a 2-week period in the month of March, Administration will complete a daily exercise on STILE by reflecting and documenting how STILE impacted the day's activities. The purpose of the exercise is to further gain an understanding of how STILE is incorporated on a day to day basis within the Recreation Services Department.





## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** Corporate Services

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

**Date:** 3/2/2018

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

The Auditors were on site for approximately one week in February. They advise that the audit is process is moving along smoothly and should be completed by the end of March. They plan to present the financial statements to Council on either April 9<sup>th</sup> or 23<sup>rd</sup>.

The Shared Accountability/Rapid Team Results is a process that large successful companies have adopted to teach staff how to communicate successfully and how to build better, more efficient teams. Although, timing is inconvenient and participants are stretched for time, our training is progressing very well. This process includes the Chief Administrative Officer, General Managers, Managers and Supervisors. The intent of the process is to create an accountable team that shares ideas, clear communications, and creates cooperative cross functional activities, trust and respect, as well as holding each other accountable. While the consultant is only available for 4 months, the process must continue indefinitely for the Greenview team to successfully change our old habits. A big thank you to all staff for their time and skilled input.


Administration is preparing for the Finance Intern who will start with Greenview in May. I am pleased to report that Greenview received 16 applications for this opportunity. These were all reviewed and six (6) chosen from the group for first round of interviews. The interviews are planned for March 8<sup>th</sup> and 9<sup>th</sup>.

The Designated Industrial Properties contract with Municipal affairs has been signed and returned to Municipal Affairs. Administration added 15% on top of the contract cost for Accurate Assessment Group, for the cost to Greenview for the Administrative duties, however, Municipal Affairs denied the additional cost.

The revised Budget Plan and Schedule has been shared with all managers, general managers and admin support.

The 2018 Approved Budget Book, will be available by the end of March, following receipt of the message from the Reeve and a final review the Environmental Department's green sheets by department manager. The budget book will not be added to Greenview's Website until the printed (professional) copy is ready.





The following is an update on the FileHold – Electronic Records Management System:

To date there are over 33,689 records housed in FileHold, consisting of our Tab scanned records, records entered on a daily basis (invoices, daily mail, new contracts, minutes, agendas, etc.) and by staff members transferring records from the W Directory and their departmental e-folders.

Legacy Records Scanned by TAB totaled 22,764. Of this total, 21,133 have been entered into FileHold, with 1,631 remaining to be entered. Greenview's Grande Cache Admin Support and Greenview's Admin Support, FOIP/Records are adding the Tab scanned records into FileHold daily.

Administration is pleased to report that Staff have been receptive to using and adding records into FileHold. Training is on-going and is now done on a one-on-one basis.

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

The start of every year is exceptionally busy for Donna, she continues to work on Year-end, making sure the Auditors needs are met and any request they may have is fulfilled. She has also been in attendance for the Shared Accountability scheduled training days & conference call days. Donna and Greenview's HR Recruiter completed the interviews for the DeBolt Admin Support Position and is pleased to advise that an offer has been accepted. The new employee will start mid-March.

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

Positions filled since last report: 1) Special Projects Coordinator 2) Equipment Operator, Valleyview.

Open Competitions: 1) 2) Assistant Manager, Operations - Valleyview 3) Equipment Operator - Grovedale (three positions) and 4) Heavy Equipment Technician - Grovedale.

Seasonal Hiring: Vegetation Management Technician, Weed/Pest Inspector, Groundskeeper, Gravel Checker, Recreational Assistant).

Internal Competition: There are no internal competitions.

Positions at Request to Hire Stage: 1) Communications Specialist.


Positons at Offer Stage: 1) Roads Coordinator West - Grovedale, 2) Administrative Support - DeBolt.

Resignations; 1) Equipment Operator- Grovedale (two positions) 2) Apprentice Technician – Valleyview, Roads Coordinator West - Grovedale.

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

Shane has started the ordering process for Council Chambers Upgrades with the install date set for the first week of April, 2018. He provided audio & visual support for both the AAMDC meeting held at the Burnside Performing Arts Theatre as well as Committee of the Whole meeting held at the DeBolt Public Services Building.

The ordering of IT equipment as per the 2018 Information Systems Budget is ongoing and configuration of the computer equipment already purchased as per the 2018 Information systems Budget has started. New



user set up for the Operations Equipment Operator is complete along with all other IT support tasks for staff as required.

Shane, along with PCIT, continue working on the Active Directory and Folder Migration Project.



# CAO's Report

**Function:** CAO

**Date:** March 12<sup>th</sup>, 2018

**Submitted by:** Mike Haugen

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### **Fox Creek Joint Meeting**

I recently attended the joint meeting between Fox Creek and Greenview. In addition to discussion of geothermal opportunities and the Intermunicipal Collaboration Framework, we also toured the new Fire Hall and Fox Creek Multiplex. Greenview is funding 50% of the new Fox Creek Fire Hall. The Fox Creek Multiplex is a \$32 Million project of which Greenview is contributing \$19 Million.

### **Shared Accountability Framework**

The Shared Accountability Framework is a process being implemented by Administration. The end result is a habitual culture that communicates successfully and builds better, more efficient teams. This is an intense and ongoing process. Despite this, and already extremely busy Administration is progressing with the process and it is starting to be sent down through the organization. I commend Staff for taking part in this and moving the initiative forward while progressing with their already hectic normal work plans and activities.

### **Grants for Financial Assistance**

The Valleyview Midget Ice Bears were awarded a grant in the amount of \$1,500.00 for the Midget D Hockey Provincials as per Council Policy. Thirteen individuals will be participating in the Midget D Provincials.

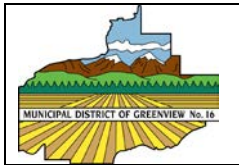
I have included a copy of the Financial Assistance for Achievement Recognition Policy as a refresher/information for members of Council.

### **AAMDC Resolution re Tenure**

As a follow-up to the AAMDC resolution put forward regarding Tenure, Administration has been in contact with the Canadian Association of Petroleum Producers (CAPP). CAPP believes that the resolution is aligned with their goals and is attempting to provide us with a Letter of Support prior to the AAMDC Convention.

### **Upcoming Dates**

AAMDC	March 19 <sup>th</sup> - 21 <sup>st</sup>
FCM	May 31 <sup>st</sup> – June 3 <sup>rd</sup>



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

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 14**

**POLICY TITLE: FINANCIAL ASSISTANCE FOR ACHIEVEMENT  
RECOGNITION**

**Page 1 of 1**

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

**11.05.292**

**PURPOSE:**

To provide a guideline when awarding financial assistance to non-profit organizations and school participants in offsetting costs when participating in provincial, national or international events.

**POLICY:**

The Municipal District of Greenview will financially assist non-profit organizations and school groups or individuals when they qualify to compete at provincial, national and/or international levels to recognize their significant achievement.

1. Non-profit organizations and school participants can apply for financial assistance from the M.D.
2. Applicants must be a member of a recognized non-profit organization or school group to qualify.
3. Council will provide funding to individuals or teams that compete at provincial, national and/or international competitions.
4. Participants must be a resident of the M.D. or of the incorporated municipalities within the M.D.
5. The C.A.O. may authorize the payment of a base grant of \$200 plus \$100 per participant, to a maximum of \$2,000 subject to available funds in the established annual budget.
6. The C.A.O. will inform Council of all payments made under this policy.

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REEVE

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C.A.O.



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Reeve Dale Gervais		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/27/2018	Joint Council Meeting	Meeting with the Town of Fox Creek
2/28/2018	Greenview Regional Multiplex Board	
3/5/2018	Other	Rural Education Symposium
3/6/2018	Joint Council Meeting	Meeting with Town of Valleyview, Sturgeon Lake Cree Nation and Greenview
3/8/2018	Other	Caribou Meeting
3/9/2018	Event	Greenview Regional Multiplex Grand Opening





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Deputy Reeve Tom Burton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/26/2018	Council Meeting	Regular MD business discussions
2/27/2018	Joint Council Meeting	Fox Creek discussed the ICF, Geo-thermal opportunities, Heli-pad, tour the Fire hall and Multi-plex
3/2/2018	Community Planning Association of Alberta	Meet & Greet with UofL students, discussed the upcoming conference, appointed an auditor, reviewed where we are on the budget (positive side)
2/8/2018	Grande Prairie Area Master Recreational Plan	The MD's turn to host, held the meeting at the Greenview Regional Multi-Plex, introduction of the Regional Recreational Coordinator and work plan, review a draft business plan template, updates on projects that are currently happening
2/8/2018	AEP Caribou Open House	Review the options that Alberta Environment and Parks are looking at, for Caribou recovery at an open house
2/9/2018	Greenview Regional Multi-Plex Grand Opening	A thank you opportunity for the sponsors, people of the region
2/10/2018	Royal Canadian Legion, Grande Prairie	Recognition Wall Unveiling



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	
2/26/2018	Regular Council Meeting	
2/27/2018	Joint Council Meeting	Meeting with the Town of Fox Creek
3/1/2018	Other	Sweathouse Hall meeting
3/6/2018	Joint Council Meeting	Meeting with the Town of Valleyview and Sturgeon Lake Cree Nation
2/8/2018	Greenview Regional Waste Management Commission	
3/8/2018	Other	Sunset House Hall Meeting
2/9/2018	Other	Multiplex Grand Opening
3/10/2018	Other	Grand Prairie Royal Canadian Legion Recognition Wall Reveal



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Councillor Les Urness		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/26/2018	Regular Council Meeting	
2/27/2018	Joint Town/MD Committee	Meeting with town of Fox Creek
2/28/2018	Greenview Regional Multiplex Board	
3/6/2018	Other	Tri council meeting with Town of Valleyview, Sturgeon Lake Cree Nation and Greenview
3/8/2018	Greenview Regional Waste Management Commission	
3/8/2018	Event	Greenview Multiplex Grand Opening