

### MUNICIPAL DISTRICT OF GREENVIEW No. 16

### REGULAR COUNCIL MEETING AGENDA

Mon	day April 9, 2018		9:00 AM Council Cham Administration Bui	
#1	CALL TO ORDER			
#2	ADOPTION OF AG	SENDA		1
#3	MINUTES		3.1 Regular Council Meeting minutes held March 26, 2018 to be adopted	3
			3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING			
#5	DELEGATION	10:30 a.m.	5.1 Grande Prairie Regional Tourism Presentation	12
#6	BYLAWS		6.1 Bylaw 18-791 2018 Tax Rate	44
			6.2 Bylaw 18-792 Re-designate from Agriculture One (A-1) District to Country Residential One (CR-1) District	55
#7	OLD BUSINESS			
#8	NEW BUSINESS		8.1 Terms of Reference – Citizens' Panel for the review of the Sturgeon Lake Area Structure Plan	77
			8.2 Sturgeon Lake Area Structure Plan – Proposal and Terms of Reference	82
			8.3 Tri-Municipal Industrial Partnership – Memorandum of Agreement	99
			8.4 Collection of Pre & Post-Receivership Tax Debt	115

		8.5 Fox Creek Multi-use Facility	123
		8.6 Canadian Mental Health North West Region Fundraising Event	126
		8.7 Grande Prairie Art Gallery Fundraiser	130
		8.8 Grande Prairie Royal Canadian Legion No. 54 Grant Funding Request	133
		8.9 Grande Theatre Players Fundraising Request	144
		8.10 Grande Cache Environmental Committee	147
		8.11 Managers' Reports	154
#9	Members Business Report	Councillor Bill Smith	164
		Deputy Reeve Tom Burton	165
#10	CORRESPONDENCE	<ul> <li>Environment Committee Terms of Reference</li> <li>Workers Compensation Board – National Day of Mourning</li> <li>Northern Lakes College – Media Release</li> <li>Peace Library System March Board Meeting Highlights</li> <li>NOVA Gas Transmission – Gold Creek South Receipt Meter Station Expansion</li> </ul>	
#11	IN CAMERA		

#12 ADJOURNMENT

### Minutes of a

### **REGULAR COUNCIL MEETING MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

M.D. Administration Building,

Valleyview, Alberta, on Tuesday, March 26, 2018

# 1: **CALL TO ORDER** 

Reeve Dale Gervais called the meeting to order at 9:01 a.m.

**PRESENT** Reeve

> **Deputy Reeve** Councillors

Shawn Acton Winston Delorme **Roxie Rutt** 

Bill Smith Les Urness

Mike Haugen

Rosemary Offrey

**Grant Gyurkovits** 

**Dennis Mueller** 

**Diane Carter** 

Lianne Kruger

Dale Gervais

Tom Burton

Chief Administrative Officer

General Manager, Corporate Services ATTENDING

General Manager, Community Services General Manager, Infrastructure & Planning **Communications Officer Recording Secretary** 

Dale Smith

Councillor

MOTION: 18.03.128. Moved by: COUNCILLOR ROXIE RUTT

That Council adopt the March 26th, 2018 Regular Council Agenda as presented.

**CARRIED** 

#3.1

ABSENT

AGENDA

#2:

REGULAR COUNCIL **MEETING MINUTES**  MOTION: 18.03.129. Moved by: DEPUTY REEVE TOM BURTON

That Council adopt the minutes of the Regular Council Meeting held on Monday

March 12<sup>th</sup>, 2018 as presented.

**CARRIED** 

**BUSINESS ARISING** FROM MINUTES

3.2 BUSINESS ARISING FROM MINUTES:

**PUBLIC HEARING** 

4.0 PUBLIC HEARING

There were no Public Hearings scheduled.

Page 2

#5 DELEGATIONS

5.0 DELEGATIONS

5.1 GREENVIEW VETERINARY CLINIC RENOVATIONS - DR. POZNIAK

**PRESENTATION** 

GREENVIEW
VETERINARY CLINIC
RENOVATIONS

MOTION: 18.03.130. Moved by: DEPUTY REEVE TOM BURTON

That Council accept the presentation from Dr. JM Pozniak regarding

renovations to the Greenview Veterinary Clinic for information, as presented.

**CARRIED** 

5.3 KLASSEN BROTHERS PRESENTATION - GREENVIEW'S GRAVEL HAUL RATES

GRAVEL HAUL RATES

MOTION: 18.03.131. Moved by: COUNCILLOR ROXIE RUTT

That Council accept the presentation from Klassen Brothers regarding

Greenview's Gravel Haul Rates for information, as presented.

CARRIED

5.2 CANADIAN FIBEROPTICS CORPS. DELEGATION

CANADIAN FIBEROPTICS

MOTION: 18.03.132. Moved by: COUNCILLOR SHAWN ACTON

That Council accept the presentation from Canadian Fiberoptics Corp. regarding the existing issues of the lack of high speed internet and broadband in rural

Alberta for information, as presented.

**CARRIED** 

Reeve Gervais recessed the meeting at 10:12 a.m. Reeve Gervais reconvened the meeting at 10:21 a.m.

6.1 BYLAW 18-790 SCHEDULE OF FEES

BYLAW 18-790 FIRST READING

MOTION: 18.03.133. Moved by: COUNCILLOR LES URNESS

That Council give first reading to Bylaw 18-790 Schedule of Fees Bylaw.

CARRIED

**5.4 TERRAPIN GEOTHERMICS** 

TERRAPIN GEOTHERMICS

MOTION: 18.03.134. Moved by: DEPUTY REEVE TOM BURTON

That Council accept the presentation from Terrapin Geothermics regarding the

results of the geothermal study as presented, for information.

Reeve Gervais recessed the meeting at 12:08 p.m. Reeve Gervais reconvened the meeting at 1:20 p.m.

MOTION: 18.03.135. Moved by: COUNCILLOR LES URNESS

That Council approve up to \$50,000.00 from the Economic Development budget for Terrapin Geothermal to prepare and apply for grant funding for geothermal projects within Greenview.

CARRIED

MOTION: 18.03.136. Moved by: COUNCILLOR ROXIE RUTT

That Council transfer \$50,000.00 from Contingency Reserve to the Economic

Development budget.

**CARRIED** 

#6 BYLAWS

### 6.0 BYLAWS

### 6.2 BYLAW 18-791 2018 TAX RATE

BYLAW 18-791 FIRST READING MOTION: 18.03.137. Moved by: DEPUTY REEVE TOM BURTON

That Council give first reading to the 2018 Tax Rate (Property Tax) Bylaw 18 - 791.

**CARRIED** 

#/

**OLD BUSINESS** 

7.0 OLD BUSINESS

There was no Old Business presented.

#8

**NEW BUSINESS** 

8.0 NEW BUSINESS

### 8.1 STAKEHOLDERS IN BANKRUPTCY OR RECEIVERSHIP

STAKEHOLDERS IN BANKRUPTCY

MOTION: 18.03.138. Moved by: COUNCILLOR SHAWN ACTON

That Council accept the RMRF List of Bankruptcy and Receivership - MD of

Greenview Report for information

**CARRIED** 

STAKEHOLDERS IN BANKRUPTCY

MOTION: 18.03.139. Moved by: COUNCILLOR ROXIE RUTT

That Council write off the uncollectible taxes for the following accounts; Legend Energy for \$557.89 and Northpoint Resources for \$692.78, due to these companies being bankrupt, as well as Waldron Energy Corporation for \$1,893.14 and Tallgrass Energy Corp. for \$2,414.34, due to no further funding available.

### **8.2 HISTORY OF TONNE/KM HAUL**

HISTORY OF TONNE PER KM HAUL RATES

MOTION: 18.03.140. Moved by: DEPUTY REEVE TOM BURTON

That Council direct administration to raise the Greenview haul rates to \$0.19 per tonne/km on the Forestry Trunk Road and to \$0.17 per tonne/km on all other

Greenview hauls.

CARRIED

### 8.3 VALLEYVIEW INTERMUNICIPAL DEVELOPMENT PLAN – PROPOSAL AND TERMS OF REFERENCE

VVIDP

MOTION: 18.03.141. Moved by: DEPUTY REEVE TOM BURTON

That Council approve that Valleyview Intermunicipal Development Plan -

Proposal and Terms of Reference.

**CARRIED** 

### 8.4 TERMS OF REFERENCE FOR THE CITIZEN PANEL REVIEW FOR THE VALLEYVIEW INTERMUNICIPAL DEVELOPMENT PLAN

CITIZEN'S PANEL

MOTION: 18.03.142. Moved by: COUNCILLOR ROXIE RUTT

That Council approve the Terms of Reference for the Public Consultation portion

of the Valleyview Intermunicipal Development Plan.

**CARRIED** 

### **8.5 DISCHARGE OF DEFERRED RESERVE CAVEATS**

DISCHARGE OF DEFERRED RESERVE CAVEATS

MOTION: 18.03.143. Moved by: COUNCILLOR BILL SMITH

That Council direct Administration to request Alberta Land Titles to discharge, at Greenview's expense, twenty-one (21) deferred reserve caveats, of which

Greenview no longer has a need to retain.

**CARRIED** 

### 8.6 2018 GRADER TENDER AWARD

2018 GRADER TENDER AWARD

MOTION: 18.03.144. Moved by: COUNCILLOR SHAWN ACTON

That Council award the 2018 Grader Tender to Brandt Tractor Ltd. of Clairmont,

Alberta for the purchase of one (1) grader in the amount of \$459,600.00.

### 8.7 2018 TRACTOR TENDER AWARD

2018 TRACTOR TENDER AWARD

MOTION: 18.03.145. Moved by: DEPUTY REEVE TOM BURTON

That Council award the 2018 Tractor Tender to Prairie Coast Equipment of Grande Prairie, Alberta for the purchase of two (2) tractors in the amount of

\$269,980.00.

**CARRIED** 

### 8.8 ROAD CLOSURE BYLAW 17-778

**ROAD CLOSURE** 

MOTION: 18.03.146. Moved by: COUNCILLOR BILL SMITH

That Council decline the application to close a partial undeveloped road allowance, adjoining the west boundary of SE 23-69-22 W5M as per Section 22

of the Municipal Government Act.

CARRIED

### 8.9 GRADER BEAT LEVEL OF SERVICE

LEVEL OF SERVICE GRADER BEATS

MOTION: 18.03.147. Moved by: COUNCILLOR SHAWN ACTON

That Council accept the following information on the snow removal on Municipal

roadways level of service, as presented.

**CARRIED** 

### **8.10 2018 FIRE GUARDIAN APPOINTMENT**

2018 FIRE GUARDIAN APPOINTMENT MOTION: 18.03.148. Moved by: DEPUTY REEVE TOM BURTON

That Council appoint Jeff Francis, Greenview Protective Service Manager and Derian Rosario, Greenview Fire Service Coordinator as Greenview's Fire

Guardians for the period of March 2018 to February 2019.

**CARRIED** 

### **8.11 VALLEYVIEW RAPID ATTACK FIRE APPARATUS**

RAPID ATTACK FIRE APPARATUS

MOTION: 18.03.149. Moved by: COUNCILLOR WINSTON DELORME

That Council approve the purchase of a Rapid Attack firefighting vehicle from Fort Garry Fire Trucks, Winnipeg, Manitoba in the amount of \$248,870.00, with funds to come from the approved 2018 Protective Services Capital Budget.

### 8.12 MOODY'S CROSSING, ALBERTA TRANSPORTATION LEASE

### MOODY'S CROSSING

MOTION: 18.03.150. Moved by: COUNCILLOR BILL SMITH

That Council authorize Administration to enter into a Recreation Lease with Alberta Transportation on 8.90 acres within SE 17-72-2 W6M, at a cost of \$1.00 for the purpose of the development and management of Moody's Crossing day use area.

CARRIED

### **8.13 WATINO BOAT LAUNCH FUNDING**

### WATINO BOAT LAUNCH

MOTION: 18.03.151. Moved by: COUNCILLOR LES URNESS

That Council approve funding in the amount of \$22,400.00 to the Watino River Boat Association for the purpose of building a boat launch on the Smoky River at SE 34-77-24 W5M, with funds to come from the Community Service Miscellaneous Grant.

**DEFEATED** 

MOTION: 18.03.152. Moved by: DEPUTY REEVE TOM BURTON

That Council approve funding in the amount of \$12,000.00 to the Watino River Boat Association for the purpose of building a boat launch on the Smoky River at SE 34-77-24 W5M, with funds to come from the Community Service Miscellaneous Grant.

CARRIED

Reeve Gervais recessed the meeting at 2:58 p.m. Reeve Gervais reconvened the meeting at 3:11 p.m.

### 8.14 PHILIP J CURRIE DINOSAUR MUSEUM FUNDING REQUEST

**PHILIP J CURRIE** DINOSAUR **FUNDING REQUEST** 

MOTION: 18.03.153. Moved by: COUNCILLOR WINSTON DELORME

That Council approve an operating grant in the amount of \$200,000.00 to the Philp J Currie Dinosaur Museum for the 2018 calendar year, with funds to come

from Community Services Miscellaneous Grant.

**CARRIED** 

### 8.15 COUNCIL - CAO COVENANT INITIAL DISCUSSION

COUNCIL / CAO COVENANT

MOTION: 18.03.154. Moved by: COUNCILLOR SHAWN ACTON

That Council direct Administration to forward the draft Council/CAO Covenant to

the Policy Review Committee.

### 8.16 CENSUS PLAN

**CENSUS PLAN** 

MOTION: 18.03.155. Moved by: COUNCILLOR ROXIE RUTT

That Council accept the Census Plan Report for information as presented.

### 8.17 FOX CREEK AREA SYNERGY GROUP

**FOX CREEK AREA** SYNERGY GROUP

MOTION: 18.03.156. Moved by: COUNCILLOR BILL SMITH

That Council appoint Councillor Shawn Acton and alternate Reeve Dale Gervais

to the Fox Creek area Synergy Group.

**CARRIED** 

### **GREENVIEW VETERINARY SERVICES BUILDING RENOVATIONS**

MOTION: 18.03.157. Moved by: REEVE DALE GERVAIS

That Council authorize Dr. Pozniak, at his own cost, to conduct renovations to the living space at the Valleyview Vet Clinic for the purpose of creating an additional bedroom subject to all work meeting all appropriate building codes

and Greenview Administration approval.

CARRIED

COUNCILLORS **BUSINESS &** REPORTS

### 9.1 COUNCILLORS' BUSINESS & REPORTS

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

REEVE'S REPORT

### 9.1 REEVE'S REPORT:

WARD 2

REEVE DALE GERVAIS submitted an update to Council on his recent activities, which include:

Municipal Planning Commission Meeting Round Table Meeting with Premier Notley Rural Municipal Association Spring Conference Philip J Currie Dinosaur Museum Board Meeting

Philip J Currie Dinosaur Museum Symposium and Gallery Display Opening

WARD 6

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

**Municipal Planning Commission Meeting** East Smoky Recreation Board Meeting

Rising Above Fundraiser Rural Municipal Association Spring Conference Grande Prairie Regional Tourism Board Meeting

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

**Grande Spirit Foundation Meeting** 

Elected Officials Education Program - Regional Partnerships and Collaboration

Rural Municipal Association Spring Conference

Landry Heights Open House

Peace Library System Board Meeting

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

Municipal Planning Commission Meeting

Valleyview and District Recreation Board Meeting

Rural Municipal Association Spring Conference

Landry Heights Open House

Food Expo

WARD 3 COUNCILLOR LES URNESS submitted an update to Council on his recent

activities, which include:

Municipal Planning Commission Meeting

Rural Municipal Association Spring Conference

WARD 8 COUNCILLOR BILL SMITH updated Council on his recent activities, which include:

Rural Municipal Association Spring Conference

Environmental Farm Plan & Growing Forward 2 Open House Workshop

Landry Heights Open House

Canadian Fiberoptics Presentation

MOTION: 18.03.158. Moved by: COUNCILLOR BILL SMITH

That Council direct Administration to add Richard and Doreen Bizovie to be

added to the Landry Heights mail listing.

CARRIED

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

Rural Municipal Association Spring Conference

Met with Victor Lake Co-op regarding arterial roads within the Co-op.

WARD 5

**COUNCILLOR DALE SMITH** was unavailable to present his activities report.

MOTION: 18.03.159. Moved by: COUNCILLOR WINSTON DELORME

That Council reschedule the April 10<sup>th</sup> Municipal Planning Commission Meeting

to April 17<sup>th</sup>, 2018, Administration Building, Valleyview.

**CARRIED** 

9.0 MEMBERS BUSINESS

9.0 MEMBERS BUSINESS

#10 CORRESPONDENCE

**10.0 CORRESPONDENCE** 

MOTION: 18.03.160. Moved by: COUNCILLOR WINSTON DELORME That Council accept the correspondence for information, as presented.

CARRIED

#11 IN CAMERA

11.0 IN CAMERA

There was no In Camera presented.

12.0 ADJOURNMENT

#12 ADJOURNMENT MOTION: 18.03.161. Moved by: COUNCILLOR ROXIE RUTT

That this meeting adjourn at 3:59 p.m.

CHIFF ADMINISTRATIVE OFFICER	RFFVF



### REQUEST FOR DECISION

SUBJECT: Grande Prairie Regional Tourism Presentation

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: March 26, 2018 CAO: MH MANAGER: DEPARTMENT: CAO SERVICES GM: PRESENTER:

STRATEGIC PLAN: Level of Service

### **RELEVANT LEGISLATION:**

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

### **RECOMMENDED ACTION:**

MOTION: That Council accept the presentation from the Grande Prairie Regional Tourism Board for information, as presented.

### BACKGROUND/PROPOSAL:

Grande Prairie Regional Tourism Association's Presentation to MD of Greenview Council will focus first on educating Council about what GPRTA is and what GPRTA does, as an advocate and promoter of Tourism for our entire Region. Secondly, it will make mention of what some of our most resent challenges are and those that we face going forward. And last, it will include a Funding ask, which has been sent to all our Municipal Partners.

### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update on the Grande Prairie Regional Tourism Board.

### DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

### **ALTERNATIVES CONSIDERED:**

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

### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PΙ	JBL	IC.	F٨	IG/	٩GE	MF	NT	IF۱	/FI	•

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):

• None



### TOURISM IS BIG BUSINESS FOR ALL OF US & VITAL TO THE ECONOMY!

- NDUSTRY SUPPORTING 19,000 BUSINESSES • IN ALBERTA, TOURISM IS AN \$8.3 BILLION INDIRECTLY) ACROSS THE PROVINCE. AND 127,000 JOBS (DIRECTLY AND
- NORTHERN ALBERTA ALONE AVERAGED \$423 MILLION DOLLARS IN TRAVELER SPENDING, EMPLOYED 6,060 JOBS.
- 4<sup>TH</sup> ECONOMIC DRIVER IN THE GRANDE PRAIRIE REGION.
- DURING THIS TIME IN ALBERTA'S ECONOMY, TOURISM PRESENTS SIGNIFICANT OPPORTUNITY.

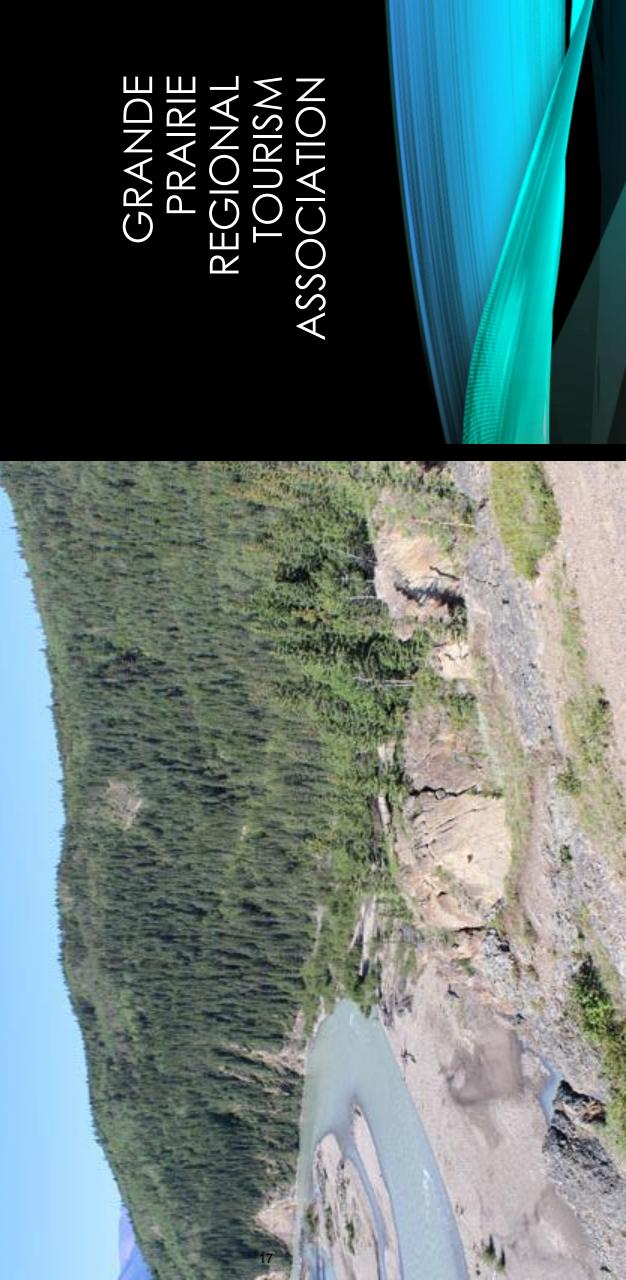
# **ACRONYM EXPLANATION**

DMO - DESTINATION MARKETING ORGANIZATION

destination marketing throughout the Province. Tourism organizations that are in charge of

**GPRTA** advises and carries out the marketing money is used for Marketing the region . The DMF - DESTINATION MARKETING FUND- This initiatives for the Grande Prairie DMF.







### WHO WE ARE

- society and is the DMO (destination marketing organization) Grande Prairie Regional Tourism Association is a not for profit for Grande Prairie & Region;
- A champion for regional tourism that engages in marketing, advocacy and educational activities.
- We also hold contracts for managing the Visitor Information **Centre and Reception for Centre 2000**

### WHAT WE DO

- Market the region
- Manage the Visitor Information Centre 7 days a week 8-10 hrs/day – year round
- Support Local events
- Produce the Grande Prairie & Region Guide
- Affend Tradeshows
- Provide Content Bags over 4000 a year

## **MORE OF WHAT WE DO**

- Provide Step on Guides for Rotary Bus Tours
- Community Surveying
- Design & Print, Distribute Regional Maps
- Creating and continuing to build regional content
- Host Welcome Wednesdays for Visitors all summer
- Redesign & Management of the tourism regional website
- Do the Campground Report



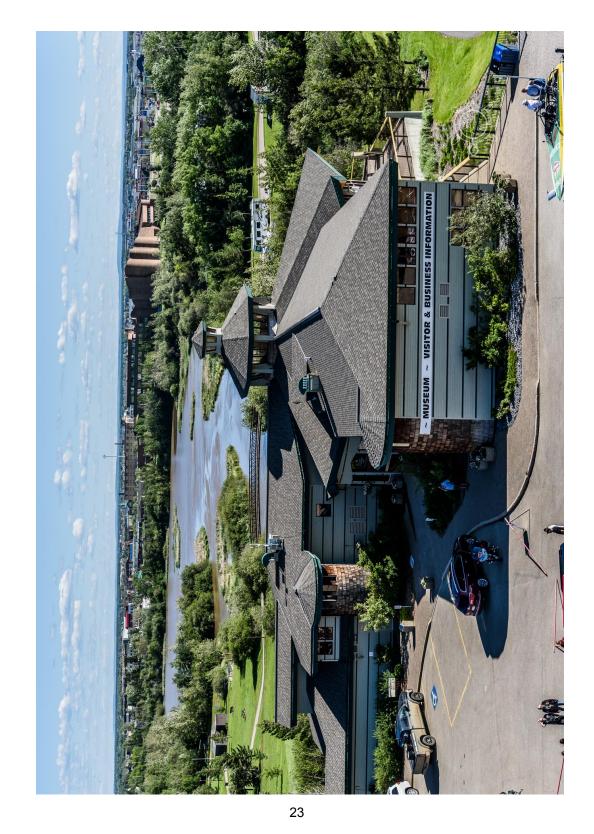
## TRAVEL ALBERTA FUNDING ATTAINED Through the work of the GPRTA

- 2014- \$309,000.00
- 2015-\$453,000.00
- 2016-\$214,000.00
- Total- \$976,000.00

GPRTA used to get a 15% administration Fee for doing all the work. As of 2017 with one days notice we no longer receive this administration Fee.

2017 numbers are not in until end of March.

### Grande Prairie & Region Visitor Information Services 2017



### From May-At the info Centre we be peology Who Did We

From May-Sept long
At the information
Centre we had 26,334
people
through the doors

(average 3 per group)

From May-Sept long

we spoke to 6000

groups of visitors

47% of visitors were from other parts of Alberta

We replied to over 600 visitor related calls & emails

24% were from USA 3% of Visitors were from Europe,

26% of visitors were from other provinces or the territories

May

Sees

through

August

## ▶ 34% were first-time visitors

- ▶ 97% planned to return.
- ▶ 81% travelled by private vehicle- or RV
- 17% travelled by air
- ▶ 37 % stayed with friends or family

Visitor Survey

Results for

- ▶ 31% stayed in a Hotel or Motel
- ▶ 32 % stayed in a campground
- For the Grande Prairie region, average total expenditure per person of \$350.
- ▶ In order of spend- visitors to the Grande Prairie region spent more on food, followed by accommodations/camping, festivals, fuel.
- they would recommend family or friends visit the ▶ 99.6% of visitors to Grande Prairie indicated that Grande Prairie region.

Grande

Prairie at

events

Over 150 Relocation Packages were made for recruiting physicians and police officers to our region in 2017

Over 4000 packages were made for sporting events, conferences, and event volunteers in the City and County of Grande Prairie in 2017

Our reach

outside of

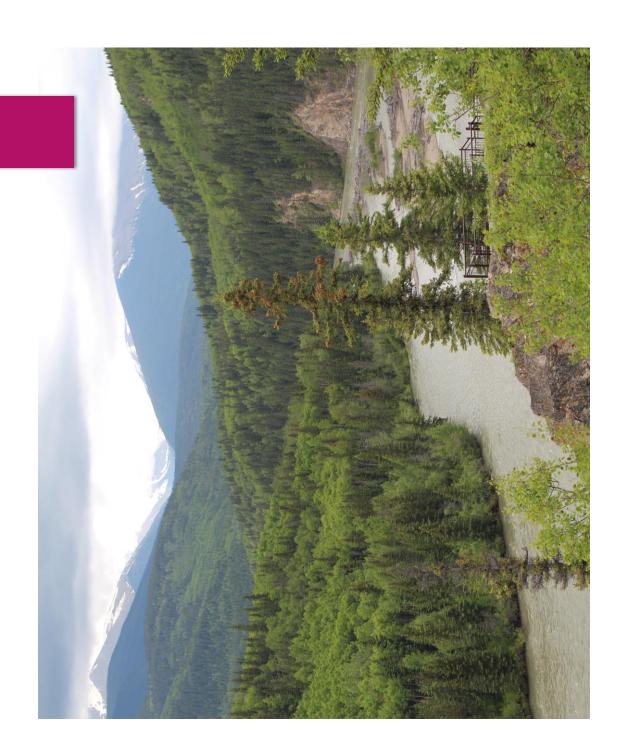
Approximately 10,000 Regional Guides were distributed to our schools in Grande Prairie and the County of GP to help educate local families about what there is to see and do.

Over 20,000 Regional Guides were dispersed outside of our region throughout Alberta and British Columbia!

the

Information

Centre



Main Highlights for MD of Greenview

Camping

Hiking/Biking

HorseBack Riding

Nitehawk Adventure

Park – Summer & Winter

Provincial Parks

Fishing

Snowmobiling

Off Roading

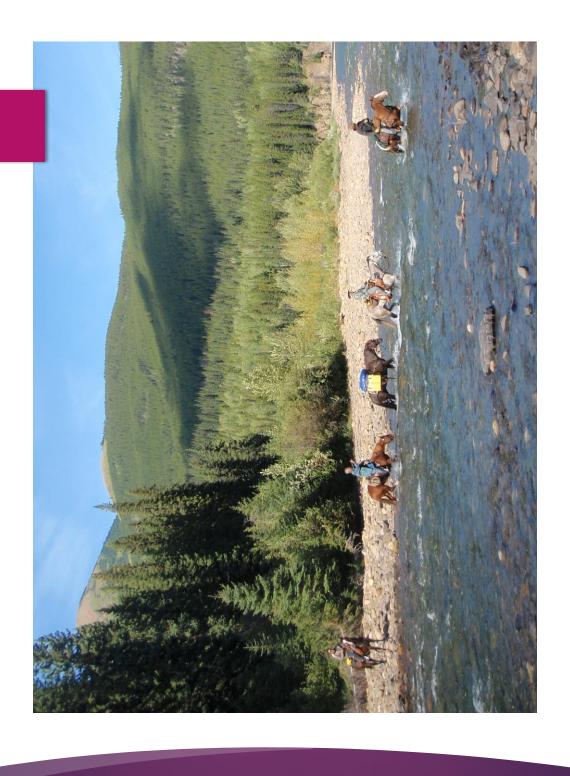
### MD of Greenview Recommendations

116, MD of Greenview campground stays, such as Nitehawk Year Round Adventure Park, Musreau Lake, and the Grande Cache Campground were booked. Recommendations are not included in this number.

Places to stay in the areas of Valleyview and Fox Creek were often suggested for visitors travelling on Hwy 43.

Two lakes and Kakwa Wildlands area was a major recommendation for visitors who had the proper equipment to visit.

Sulfur Gates was a popular suggested stop for many visitors travelling south on Hwy 40.



### MD of Greenview

Adventures

Adventure packages such as Horse Trekking Adventures in the Kawa Wildlands and Wild River Adventure Tours on the local rivers were our largest amount of adventure / experience bookings.

We always recommended that visitors travelling on either Highway 43 or 40 stop in at the visitor information centres along the way. Two of which are located just outside of Valleyview and in Grande Cache.

Hiking and mountain views in the Grande Cache area was a great recommendation to help visitors avoid the crowds of the national parks.

## FUNDING REQUEST

- > \$0.50 increase to per capita funding In 2018
- Additional \$0.50 increaseto per capita fundingIn 2020
- ➤ Plus \$5,000 for Visitor Information Services per year

## REASONS FOR THE ASK

• GPRTA does not have a sustainable funding model.

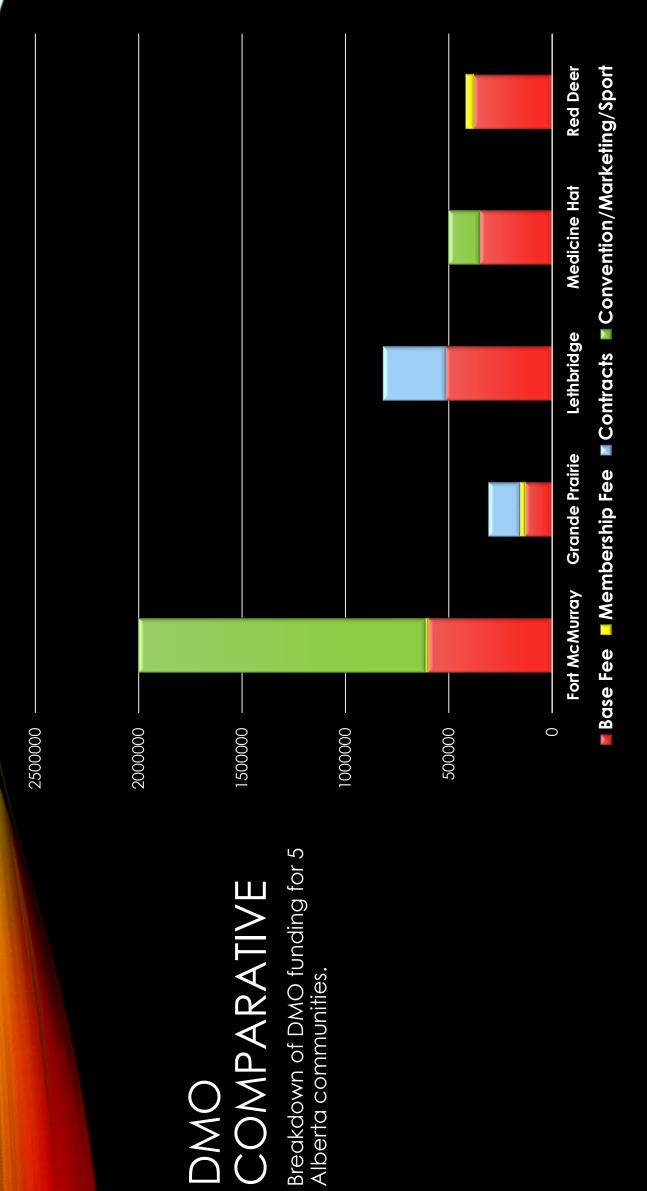
## REASONS FOR THE ASK

### **2**#

 The GPRTA has not had an increase in per capita funding in over 10 years.

### **2**#

Destination Marketing Organization's (DMO) in GPRIA is one of the lowest per capita funded the province.



OW0

\$900,000,006\$

\$249,620.00 - Convention, Events

\$323,272.00 - Base for VIC

Base for convention & event+

**Base for Sports funding +** 

Lethbridge

Base for marketing+

**Base for Visitor Services+** 

Marketing Base

**Base Total** 

\$516,892.00 -

funding+membership fees+

\$50,000.00 -

\$8000.00

**Sports Base** 

\$306,000.00

\$132,619.00

Per-capita + membership

**Grande Prairie** 

35

\$420,000.00

\$382,000.00

\$500,000.00

\$350,000.00

**Base+ marketing fees** 

**Medicine Hat** 

Base + Membership

**Red Deer** 

\$1.8-2 million	\$400,000	Base+ Fees for Service+ membership	Fort
Total budget	Base Value	Model	City
RITIVES	DMO COMPARI		

### **5**#

Including Co-op Marketing & Visitor Information Centre Provincial Funding Cuts

crucial in assisting us in maintaining our levels of Information Services, however GPRTA's Board of Directors feels that \$25,000.00 is a fair ask and is Please note: The County of Grande Prairie has never been asked for funding for Visitor service.

### BUDGET

- You will find attached a copy of GPRTA's Operational Budget. This budget will not adequately cover annual operational costs.
- We have also include two other budgets; one showing an increase to per capita funding across all Municipalities, plus County Visitor Information Services Funding.
- And another showing the necessary budget cuts required to achieve a balanced budget, but with reduced level of service.

## Budget needed for Operations

Pevenie		Fynansas			
שמישוחים		cybellses			
Membership - City of GP	\$ 85,695.00	GPRTA Salaries	\$ 113,500.00	Executive Director, Bookkeeper & Office Manager	
Membership - County of GP No.1	\$ 27,879.00	Regular Staff	\$ 76,196.00	8 months VIC Front desk manager & Marketing person	nos
Membership - Beaverlodge		Travel Alberta Staff	\$ 33,000.00	VIC Manger- 4months + 2 Staff for VIC- 4 months	
Membership - Sexsmith	\$ 3,275.00	STAT Pay	\$ 3,300.00		
Membership - Wembley	\$ 1,895.00	Part Time & Weekend VIC	\$ 7,500.00		
Membership - MD Greenview	\$ 6,978.75	El Expenses	\$ 6,888.00		
Membership - Saddle Hills	\$ 2,781.25	CPP Expenses	\$ 11,558.00		
Membership - Village of Hythe		Vacation Pay	\$ 17,000.00		
Membership - Associate		WCB Expense			
Membership - Commercial		Vehicle Allowance	\$ 1,200.00		
Membership - Executive		Cell Phone Allowance	\$ 600.00		
Membership - Accomodations	\$ 4,700.00	Employee Benefits	\$ 1,300.00	Only Executive Director gets basic benefits	
Destination Marketing Fund	\$ 30,000.00	RRSP Contributions	_		
Contract Alberta Culture & Tourism	\$ 57,000.00	Payout of RSP Contributions owing to Louise	\$ 7,050.00		
/IC Grant	\$ 55,970.00	Total Salaried Expenses		\$ 281	281,092.00
Centre 2000 Reception	\$ 8,100.00	Administrative Expenses			
		Lease - Office	\$ 18,852.00		
	\$ 11,000.00	Telephone/Fax/Copier/Cell	\$ 6,500.00		
	\$ 317,889.00	Insurance Expense	\$ 3,900.00		
		Office Supplies	\$ 3,500.00		
		Postage/Freight	\$ 4,000.00		
		Bank Charges & Interest	\$ 1,000.00		
		Debit Fees	\$ 1,100.00		
		Web Page	\$ 5,000.00		
		Travel Costs	\$ 12,000.00	Trade shows and conferences and meetings	
		Business Relations	\$ 1,000.00		
		Professional Development	\$ 1,900.00		
		Membership Charges/Fees	\$ 750.00		
		Operating Expenses	\$ 3,000.00		
		Technology Upgrades	<b>ش</b>		
		Board of Directors Lunches	\$ 500.00		
		Board Development	\$ 500.00		
		Professional Fees	\$ 3,500.00	FOR Grant - Review engagement	
		Auditor Fees	\$ 6,000.00	For GPRTA	
		Total administration expenses		\$ \$	76,002.00
		Grand Total for Expenses	\$357,094.00		
		Operating/Deficit	\$ (30 205 00)		

# Budget with Increase across all municipalities

Revenue		Expenses		
With increase across all Partners		GPRTA Salaries	\$113,500.00	Executive Director, Bookkeeper & Office Manager
Membership - City of GP	\$ 119,973.00	Regular Staff	\$ 76,196.00	Crystal 8 months VIC Front desk manager & Marketing persor
Membership - County of GP No.1	\$ 39,030.00	Travel Alberta Staff	\$ 33,000.00	Crystal VIC Manger- 4months + 2 Staff for VIC- 4 months
Membership - Beaverlodge	\$ 4,313.40	STAT Pay	\$ 3,300.00	
Membership - Sexsmith	\$ 4,585.00	Part Time & Weekend VIC	\$ 7,500.00	
Membership - Wembley	\$ 2,653.00	El Expenses	\$ 6,888.00	
Membership - MD Greenview	\$ 9,770.25	CPP Expenses	\$ 11,558.00	
Membership - Saddle Hills	\$ 2,781.25	Vacation Pay	\$ 17,000.00	
Membership - Village of Hythe	\$ 1,447.25	WCB Expense	\$ 800.00	
Membership - Associate	\$ 7,000.00	Vehicle Allowance	\$ 1,200.00	
Membership - Commercial	\$ 7,500.00	Cell Phone Allowance	\$ 600.00	
Membership - Executive	\$ 4,000.00	Employee Benefits	\$ 1,300.00	Only Executive Director gets basic benefits
Membership - Accomodations	\$ 4,700.00	RRSP Contributions	\$ 1,200.00	
Destination Marketing Fund	\$ 30,000.00	Payout of RSP Contributions owing to Louise	\$ 7,050.00	
Contract Alberta Culture & Tourism	\$ 57,000.00			\$ 281,092.00
Contract - City VIC Grant	\$ 55,970.00	Administrative Expenses		
Centre 2000 Reception	\$ 8,100.00	Lease - Office	\$ 18,852.00	
County VIC contribution	\$ 25,000.00	Telephone/Fax/Copier/Cell	\$ 6,500.00	
Gift Shop Sales	\$ 11,000.00	Insurance Expense	\$ 3,900.00	
Total Revenue	\$394,823.15	Office Supplies	\$ 3,500.00	
		Postage/Freight	\$ 4,000.00	
		Bank Charges & Interest	\$ 1,000.00	
		Debit Fees	\$ 1,100.00	
		Web Page	\$ 5,000.00	
		Travel Costs	\$ 12,000.00	Trade shows and conferences and meetings
		Business Relations	\$ 1,000.00	
		Professional Development	\$ 1,900.00	
		Membership Charges/Fees	\$ 750.00	
		Operating Expenses	\$ 3,000.00	
		Technology Upgrades	\$ 3,000.00	
		Board of Directors Lunches	\$ 500.00	
		Board Development	\$ 500.00	
		Professional Fees	\$ 3,500.00	FOR Grant - Review engagement
		Auditor Fees	\$ 6,000.00	For GPRTA
		Total operations		\$ 76,002.00
		Grand Total for Expenses	\$357,094.00	
		Operating Surplus	\$ 37,729.15	

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Revenue Membership - City of GP					
Membership - City of GP		Expenses			
	85,695.00	GPRTA Salaries	\$	90,800.00	Executive Director, Bookkeeper & Office Manager
Membership - County of GP No.1	27,879.00	Regular Staff	\$	71,000.00	8 months VIC Front desk manager & Marketing person
Membership - Beaverlodge	3,081.25	Travel Alberta Staff	Υ	33,000.00	VIC Manger- 4months + 2 Staff for VIC- 4 months
Membership - Sexsmith	3,275.00	STAT Pay	Ą	3,300.00	
Membership - Wembley	1,895.00	Part Time & Weekend VIC	\$	7,200.00	
Membership - MD Greenview	6,978.75	El Expenses	↔	6,888.00	
Membership - Saddle Hills	2,781.25	CPP Expenses	Ŷ	8,986.04	
Membership - Village of Hythe	1,033.75	Vacation Pay	↔	18,463.00	
Membership - Associate	7,000.00	WCB Expense	↔	800.00	
Membership - Commercial	7,500.00	Vehicle Allowance	↔	1,200.00	
Membership - Executive	4,000.00	Cell Phone Allowance	Ŷ	600.00	
Membership - Accomodations	4,700.00	Employee Benefits	Ŷ	1,300.00	Only Executive Director gets basic benefits
Destination Marketing Fund	30,000.00	RRSP Contributions	Ϋ́	1,200.00	
Contract Alberta Culture & Tourism	57,000.00	Payout of RSP Contributions o	\$	7,050.00	
Contract - City VIC Grant	55,970.00				251,787.00
Centre 2000 Reception	8,100.00	Administrative Expenses			
		Lease - Office	↔	18,852.00	
Gift Shop Sales	11,000.00	Telephone/Fax/Copier/Cell	↔	6,500.00	
Total Revenue	317,889.00	Insurance Expense	↔	3,900.00	
		Office Supplies	↔	3,500.00	
		Postage/Freight	ᡐ	4,000.00	
		Bank Charges & Interest	↔	1,000.00	
		Debit Fees	Υ	1,100.00	
		Web Page	⊹	5,000.00	
		Travel Costs	\$	4,000.00	Trade shows and conferences and meetings
		Business Relations	↔	1,000.00	
		<b>Professional Development</b>	Υ	1,000.00	
		Membership Charges/Fees	↔	750.00	
		Operating Expenses	ዯ	3,000.00	
		Technology Upgrades	ዯ	2,000.00	
		<b>Board of Directors Lunches</b>	ᡐ	500.00	
		Board Development	ዯ	500.00	
		Professional Fees	ዯ	3,500.00	FOR Grant - Review engagement
		Auditor Fees	ᡐ	6,000.00	For GPRTA
		Total operations	ᡐ	66,102.00	66,102.00
		Grand Total for Expenses	Ϋ́	317,889.00	
0		Operating Surplus/Deficit	٠	1	

## In Closing...

- Tourism is defined as people traveling to and staying in places outside their usual environment for short periods of time. An activity essential to the life of communities, because of its direct effects on the social, cultural, educational, and economic sectors within them.
- ► The GPRTA believes strongly in the Tourism Industry and its importance Visitors to our region but to attract New Residents and Professionals to to this region. A unified Tourism message is needed, not only to draw our communities.
- support we can continue to advocate and market our region to the GPRTA wants to be part of the MD's Strategic plans and with your benefit of all.

BEING AN ADVOCATE FOR TOURISM IN OUR REGION, WE APPRECIATE YOUR INVOLVEMENT WITH THE GRANDE PRAIRIE REGIONAL TOURISM ASSOCIATION. THANK YOU, FOR YOUR CONSIDERATION AND FOR

Questions ?



### REQUEST FOR DECISION

SUBJECT: **2018 Tax Rate Bylaw 18 - 791** 

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION MEETING DATE: April 9, 2018 CAO: MH MANAGER: DD DEPARTMENT: FINANCE GM: RO PRESENTER: DD

STRATEGIC PLAN: Level of Service

### **RELEVANT LEGISLATION:**

Provincial (cite) - Municipal Government Act of Alberta, Sections 353 to 359 inclusive and Ministerial Order

MAG: 003/18

Council Bylaw/Policy (cite) - N/A

### **RECOMMENDED ACTION:**

MOTION: That Council give second reading to the 2018 Tax Rate (Property Tax) Bylaw 18 - 791.

MOTION: That Council give third reading to the 2018 Tax Rate (Property Tax) Bylaw 18 – 791.

### BACKGROUND/PROPOSAL:

The Municipal Government Act, Revised Statues of Alberta 2000 Chapter M-26, (January 1, 2018); Section 353 requires Council to pass an Annual Property Tax Bylaw. The bylaw authorizes Council to impose an annual property tax to ensure that the funds collected provide sufficient revenue to cover the budgeted expenditures of the municipality.

The first reading of the 2018 Tax Rate Bylaw was passed at the March 26<sup>th</sup> meeting. At this meeting Administration recommended that Council approve the 2018 Tax Rate Bylaw based on the 2016/2017 mil rates of 2.7000 (Residential/Farmland) and 7.8280 (Non-Residential).

Based on current assessments and the reduction in the 2018 budget, maintaining the 2016/2017 municipal mil rates of 2.7000 (Residential/Farmland) and 7.8280 (Non-Residential) along with a draw down from Reserves of \$34,829,783.00; will enable Greenview to generate sufficient revenue to support the 2018 Council approved budget.

Administration has received the final School Tax mil rate for the 2018 Tax Rate Bylaw. The rates have changed from 2.4679 to 2.4275 for Residential/Farmland and from 3.5017 to 3.3421 for Non-Residential properties. These changes are reflected in the revised bylaw attached. The reduction in the School Tax mil rates for 2018 created a saving of approximately \$978,015.00 for Greenview stakeholders.

Notwithstanding Administration's recommendation to continue with the current mil rates, some property owners may see an increase in their 2018 tax notice. Any increase in the 2018 tax notice will be due to an increase in assessments.

The 2018 Tax Rate Bylaw 18 - 791 attached, has been revised to include the new Designated Industrial Properties (DIP) requisition mil rate of 0.034178 as per Ministerial Order No. MAG: 003/18. The requisitions created from this order is approximately \$350,955.00. The requisition mil rate will be added to all Designated Industrial Property owners' tax notices.

### BENEFITS OF THE RECOMMENDED ACTION:

- The benefit of the recommended action is that it will provide Administration with the opportunity to prepare and distribute the 2018 tax and assessment notices by Municipal Affairs deadline of April 26<sup>th</sup>.
- 2. The benefit of the recommended action is that it will ensure Greenview's mil rates are within the maximum tax ratio of 5:1 noted in Section 358.1 of the MGA.

### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages as a result of following the recommended action.

### **ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may increase the 2018 mil rate. This alternative is not recommended by Administration due to the current economic conditions as well as the fact that Greenview is able to balance the 2018 budget without increasing the mil rate.

**Alternative #2:** Council may decrease the 2018 mil rate. This alternative is not recommended by Administration since the decreased mil rate would require funding from other sources.

### FINANCIAL IMPLICATION:

The 2018 Consolidated Approved Budget, is a balanced budget, comprised of revenues and expenditures totalling \$155,744,948.00.

### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

### **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

### **PUBLIC PARTICIPATION GOAL**

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

### **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

### **FOLLOW UP ACTIONS:**

Once Council Makes a decision, Administration's follow up action will be to prepare and distribute the 2018 tax and assessment notices by April 26<sup>th</sup>, 2018.

### ATTACHMENT(S):

- 2018 Proposed Tax Rate Bylaw 18 -791
- Copy of sections 353 359 of the MGA
- MAG: 003/18 Ministerial Order



### BYLAW NO. 18-791 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to authorize the rates of taxation to be levied against assessable property within the Municipal District of Greenview No. 16 for the 2018 taxation year

Whereas, the Municipal District of Greenview No. 16 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on December 11, 2017; and

Whereas, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2018 total \$ 155,744,948; and

Whereas, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$53,420,624 and the balance of \$102,324,324 is to be raised by general municipal taxation; and

### Whereas, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farm land	1,730,598
Non-residential `	20,808,913
Opted Out School Boards	
Residential/Farm land	70,849
Non-residential	2,173
Total School Requisitions	22,612,533
Requisition Allowance MGA(359(2))	100,000
Seniors Foundation	1,235,700

Whereas, the Council of the Municipality is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

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

47 Bylaw

**Whereas**, the assessed value of all property in the Municipality of Alberta as shown on the assessment roll is:

	<u>Assessment</u>
Residential	672,469,690
Non-residential	5,994,292,890
Farm land	57,481,660
Machinery and equipment	4,531,184,940
	11,255,429,180

**THEREFORE** under the authority of the Municipal Government Act, the Council of the Municipal District of Greenview, in the Province of Alberta, enacts as follows:

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

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential/Farmland Non-Residential	1,970,869 82,393,440	729,951,350 10,525,477,830	2.7000 7.8280
ASFF Residential/Farm land Non-residential	1,702,268 19,860,488	701,243,141 5,942,517,468	2.4275 3.3421
Opted-Out School Boards Residential/Farm land Non-residential	69,689 2,074	28,708,209 620,582	2.4275 3.3421
Requisition Allowance	\$100,000	6,673,089,400	0.015
Seniors Foundation	1,235,700	11,255,429,180	0.1098
Designated Industrial Properties	350,955	10,268,450,880	0.034178

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

Read a first time this <b>26</b> day of <b>March</b> , A.D., 2018.	
Read a second time this day of, A.D., 2018.	
Read a third time and passed this day of, A.D., 2018.	
	REEVE
	CHIEF ADMINISTRATIVE OFFICER

49 Bylaw

### Division 2 Property Tax

### Property tax bylaw

- (1) Each council must pass a property tax bylaw annually.
  - (2) The property tax bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of
    - (a) the expenditures and transfers set out in the budget of the municipality, and
    - (b) the requisitions.
  - (3) The tax must not be imposed in respect of property
    - (a) that is exempt under section 351, 361 or 362, or
    - (b) that is exempt under section 363 or 364, unless the bylaw passed under that section makes the property taxable.

1994 cM-26.1 s353

### Tax rates

- (1) The property tax bylaw must set and show separately all of the tax rates that must be imposed under this Division to raise the revenue required under section 353(2).
  - (2) A tax rate must be set for each assessment class or sub-class referred to in section 297.
  - (3) The tax rate may be different for each assessment class or sub-class referred to in section 297.
  - (3.1) Despite subsection (3), the tax rate for the class referred to in section 297(1)(d) and the tax rate for the sub-classes referred to in section 297(2.1) must be set in accordance with the regulations.
  - (4) The tax rates set by the property tax bylaw must not be amended after the municipality sends the tax notices to the taxpayers unless subsection (5) applies.
  - (5) If after sending out the tax notices the municipality discovers an error or omission that relates to the tax rates set by the property tax bylaw, the Minister may by order permit a municipality to revise the property tax bylaw and send out a revised tax notice.

RSA 2000 cM-26 s354;2016 c24 s52

### **Calculating tax rates**

**355** A tax rate is calculated by dividing the amount of revenue required by the total assessment of all property on which that tax rate is to be imposed.

1994 cM-26.1 s355;1995 c24 s47

### Calculating amount of tax

**356** The amount of tax to be imposed under this Division in respect of a property is calculated by multiplying the assessment for the property by the tax rate to be imposed on that property.

1994 cM-26.1 s356

### Special provision of property tax bylaw

- **357 (1)** Despite anything in this Division, the property tax bylaw may specify a minimum amount payable as property tax.
  - **(1.1)** Despite section 353, a council may pass a bylaw separate from the property tax bylaw that provides for compulsory tax instalment payments for designated manufactured homes.
  - (2) If the property tax bylaw specifies a minimum amount payable as property tax, the tax notice must indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the requisition referred to in section 326(1)(a)(ii).

RSA 2000 cM-26 s357;2016 c24 s53

### Tax rate for residential property

**357.1** The tax rate to be imposed by a municipality on residential property or on any sub-class of residential property must be greater than zero.

2016 c24 s54

### Maximum tax ratio

### **358.1 (1)** In this section,

- (a) "non-conforming municipality" means a municipality that has a tax ratio greater than 5:1 as calculated using the property tax rates set out in its most recently enacted property tax bylaw as at May 31, 2016;
- (b) "non-residential" means non-residential as defined in section 297(4);
- (c) "tax ratio", in respect of a municipality, means the ratio of the highest non-residential tax rate set out in the municipality's property tax bylaw for a year to the lowest residential tax rate set out in the municipality's property tax bylaw for the same year.
- (2) No municipality other than a non-conforming municipality shall in any year have a tax ratio greater than 5:1.
- (3) A non-conforming municipality shall not in any year have a tax ratio that is greater than the tax ratio as calculated using the property tax rates set out in its most recently enacted property tax bylaw as at May 31, 2016.
- **(3.1)** If in any year after 2016 a non-conforming municipality has a tax ratio that is greater than 5:1, the non-conforming municipality shall reduce its tax ratio for subsequent years in accordance with the regulations.
- (4) If in any year after 2016 a non-conforming municipality has a tax ratio that is less than the tax ratio it had in the previous year but greater than 5:1, the non-conforming municipality shall not in any subsequent year have a tax ratio that is greater than that new tax ratio.
- (5) If in any year after 2016 a non-conforming municipality has a tax ratio that is equal to or less than 5:1, the non-conforming municipality shall not in any subsequent year have a tax ratio greater than 5:1.
- **(6)** Where an order to annex land to a municipality contains provisions respecting the tax rate or rates that apply to the annexed land, the tax rate or rates shall not be considered for the purposes of determining the municipality's tax ratio.
- (7) For the purposes of this section,
  - (a) the tax set out in a municipality's property tax bylaw to raise revenue to be used toward the payment of
    - (i) the expenditures and transfers set out in the budget of the municipality, and
    - (ii) the requisitions, shall be considered to be separate tax rates, and
  - (b) the tax rate for the requisitions shall not be considered for the purposes of determining the municipality's tax ratio.
- (8) The Lieutenant Governor in Council may, for the purposes of subsection (3.1), make regulations establishing one or more ranges of tax ratios that must be reduced to 5:1 within a specified period.

### Requisitions

- (1) When a requisition applies to only part of a municipality, the revenue needed to pay it must be raised by imposing a tax under this Division in respect of property in that part of the municipality.
  - (2) In calculating the tax rate required to raise sufficient revenue to pay the requisitions, a municipality may include an allowance for non-collection of taxes at a rate not exceeding the actual rate of taxes uncollected from the previous year's tax levy as determined at the end of that year.
  - (3) If in any year the property tax imposed to pay the requisitions results in too much or too little revenue being raised for that purpose, the council must accordingly reduce or increase the amount of revenue to be raised for that purpose in the next year.

1994 cM-26.1 s359;1995 c24 s49

### **Alberta School Foundation Fund requisitions**

- **359.1** (1) In this section, "Alberta School Foundation Fund requisition" means a requisition referred to in section 326(1)(a)(ii).
  - (2) In 1995 and subsequent years, when an Alberta School Foundation Fund requisition applies only to
    - (a) one of the assessment classes referred to in section 297,
    - (b) a combination of the assessment classes referred to in section 297, or
    - (c) designated industrial property, the revenue needed to pay it must be raised by imposing a tax under this Division only in respect of property to which that one assessment class has been assigned, property to which any assessment class in that combination has been assigned or designated industrial property, as the case may be.
  - (3) Despite subsection (2), if a council has passed bylaws under sections 364(1.1) and 371, the council may apply an appropriate amount received under the business tax to the payment of the Alberta School Foundation Fund requisition on the non-residential assessment class referred to in section 297 to offset the increase in the tax rate applicable to that class that would otherwise result.
  - (4) The tax rate required to raise the revenue needed to pay the Alberta School Foundation Fund requisition
    - (a) must be the same within the assessment class to which the requisition applies if it applies to only one class,
    - (b) must be the same for all assessment classes that are to be combined if the requisition applies to a combination of assessment classes, and
    - (c) must be the same for all designated industrial property.
  - (5), (6) Repealed by Revision.
  - (7) In calculating the tax rate required to raise sufficient revenue to pay an Alberta School Foundation Fund requisition, a municipality
    - (a) must not include the allowances referred to in section 359(2),
    - (b) may impose a separate tax to raise the revenue to pay for the allowances referred to in section 359(2), and
    - (c) may include the amounts referred to in section 359(3).
  - **(8)** Section 354 does not apply to tax rates required to raise revenue needed to pay an Alberta School Foundation Fund requisition.

RSA 2000 cM-26 s359.1;2016 c24 s135;2017 c13 s1(32)

### School board requisitions

- **359.2** (1) In this section, "school board requisition" means a requisition referred to in section 326(1)(a)(iii).
  - (2) In 1995 and subsequent years, when a school board requisition applies only to
    - (a) one of the assessment classes referred to in section 297,
    - (b) a combination of the assessment classes referred to in section 297, or
    - (c) designated industrial property, the revenue needed to pay it must be raised by imposing a tax under this Division only in respect of property to which that one assessment class has been assigned, property to which any assessment class in that combination has been assigned or designated industrial property, as the case may be.
  - (3) Despite subsection (2), if a council has passed bylaws under sections 364(1.1) and 371, the council may apply an appropriate amount received under the business tax to the payment of the school board requisition on the non-residential assessment class referred to in section 297 to offset the increase in the tax rate applicable to that class that would otherwise result.
  - (4) The tax rate required to raise the revenue needed to pay the school board requisitions
    - (a) must be the same within the assessment class to which the requisition applies if it applies to only one class,
    - (b) must be the same for all assessment classes that are to be combined if the requisition applies to a combination of assessment classes, and
    - (c) must be the same for all designated industrial property.
  - (5), (6) Repealed by Revision.

- (7) In calculating the tax rate required to raise sufficient revenue to pay a school board requisition, a municipality
  - (a) may include the allowances referred to in section 359(2), and
  - (b) may include the amounts referred to in section 359(3).
- (8) Section 354 does not apply to tax rates required to raise revenue needed to pay school board requisitions.

RSA 2000 cM-26 s359.2;2016 c24 s135;2017 c13 s1(33)

### Designated industrial property assessment requisitions

- **359.3 (1)** In this section, "designated industrial property requisition" means a requisition referred to in section 326(1)(a)(vi).
  - (2) The Minister must set the property tax rate for the designated industrial property requisition.
  - (3) The property tax rate for the designated industrial property requisition must be the same for all designated industrial property.

2016 c24 s57

### Cancellation, reduction, refund or deferral of taxes

**359.4** If the Minister considers it equitable to do so, the Minister may, generally or with respect to a particular municipality, cancel or reduce the amount of a requisition payable under section 326(1)(a)(vi).

2016 c24 s57



### MINISTERIAL ORDER NO. MAG:003/18

I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Section 359.3(2) of the *Municipal Government Act*, make the following order:

The property tax rate for the 2018 designated industrial property requisition shall be \$0.000034178 per dollar of designated industrial property assessment.

Dated at Edmonton, Alberta, this Zzug day of Jack. , 2018

Shaye Anderson

Minister of Municipal Affairs



### REQUEST FOR DECISION

SUBJECT: Bylaw No. 18-792 Re-designate from Agricultural One (A-1) District to Country

Residential One (CR-1) District

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION MEETING DATE: April 9, 2018 CAO: MH MANAGER: SAR DEPARTMENT: PLANNING & DEVELOPMENT GM: GG PRESENTER: LL

STRATEGIC PLAN: Development

### **RELEVANT LEGISLATION:**

Provincial (cite) – Municipal Government Act, RSA 2000

**Council Bylaw/Policy** (cite) – Municipal Development Plan 15-742, Grovedale Area Structure Plan 04-432 and Land Use Bylaw 17-779.

### RECOMMENDED ACTION:

MOTION: That Council give First Reading to Bylaw No. 18-792, to re-designate a 4.64 hectare ± (11.47 acre) parcel from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-9-69-7-W6.

MOTION: That Council schedule a Public Hearing for Bylaw No. 18-792, to be held on May 14, 2018, at 10:00 a.m. for the re-designation of a 4.64 hectare ± (11.47 acre) parcel from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-9-69-7-W6.

### BACKGROUND/PROPOSAL:

The application for land use amendment A17-006 has been submitted by Amanda and Donald Disher-Cornelsen to re-designate a 4.64 hectare ± (11.47 acre) parcel from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-9-69-7-W6, in the Grovedale area, Ward 8. The proposed rezoning would allow for the subsequent subdivision of a residential parcel.

Due to the location of the proposed amendment, the future subdivision will not meet the maximum 4.04 hectares +/- (10.0 acre) size required of a Country Residential One (CR-1) District parcel, necessitating a variance of the parcel size. The location of the proposed amendment is the only location where subdivision is possible on the quarter section as there is better agriculture land rating of 33% to the south, and a plausibly of wetlands to the north. A variance of the parcel size would be needed to accommodate the proposed driveway.

ATCO Electric, ATCO Pipelines, ATCO Pipelines, and Greenview Environmental Services and Construction and Maintenance have no concerns with the application.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Country One (CR-1) District, with the exception of the size variance. The

application meets the requirements of Municipal Government Act, Municipal Development Plan and the Grovedale Area Structure Plan. Administration does not anticipate any negative development or land use impacts from the proposal and the proposed amendment will be compatible with existing surrounding residential developments. Administration is recommending that Council give First Reading to Bylaw 18-792.

### BENEFITS OF THE RECOMMENDED ACTION:

 The benefit of the Council accepting the recommended motion is that re-designation would allow the Landowner to increase the residential opportunities available in Greenview through a future subdivision.

### DISADVANTAGES OF THE RECOMMENDED ACTION:

The disadvantage of Council accepting the recommended motion is that rural residential is an
unsustainable method of housing when Council considers costs of servicing, servicing levels, as well
as service delivery.

### **ALTERNATIVES CONSIDERED:**

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

**Alternative #2:** Council has the alternative to deny the request completely and not allow the rezoning. The proposed amendment is contemplated by the existing legislation and does not, in and of itself, represent an issue from Administration's perspective.

### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

### STAFFING IMPLICATION:

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

### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

### **INCREASING LEVEL OF PUBLIC IMPACT**

Consult

### **PUBLIC PARTICIPATION GOAL**

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

### **PROMISE TO THE PUBLIC**

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

### **FOLLOW UP ACTIONS:**

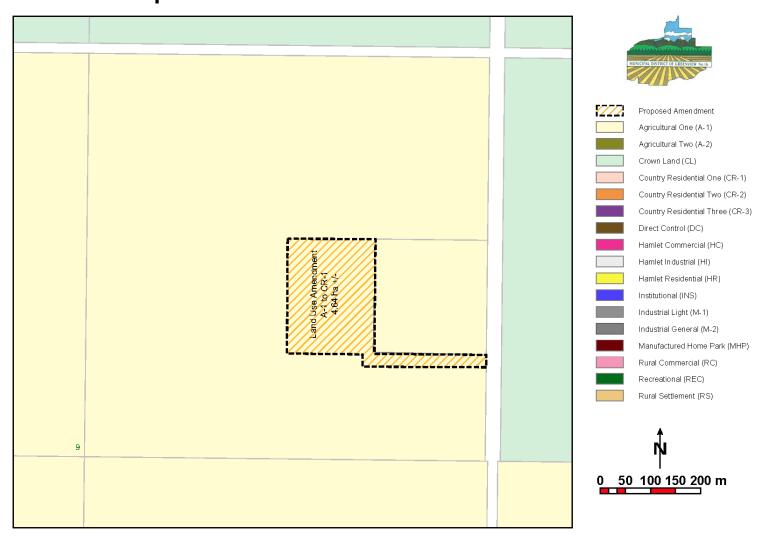
Administration will notify the landowner of the decision of Council and send an advertisement for the Public Hearing.

### ATTACHMENT(S):

- Schedule 'A' Proposed Land Use Amendment
- Schedule 'B' Owner Location Map
- Schedule 'C' Farmland Report and Map
- Schedule 'D' Municipal Government Act, RSA 2000, s. 230 Public Hearings and s. 692(1)–(9) Planning Bylaws
- Schedule 'E' –Municipal Development Plan 15-742, s. 2.0 Country Residential
- Schedule 'F' Grovedale Area Structure Plan 04-432, s. 2.2 Country Residential
- Schedule 'G' Land Use Bylaw 17-779 -, s.8.4 Country Residential One (CR-1) District
- Schedule 'H' Bylaw No. 18-792

### Schedule 'A' - Proposed Land Use Amendment

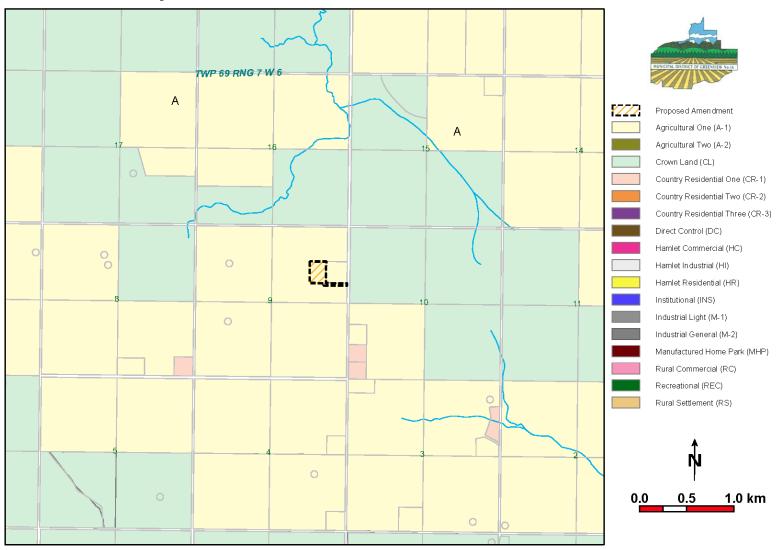
### **Proposed Land Use Amendment NE-9-69-7-W6**



### **Proposed Land Use Amendment NE-9-69-7-W6**



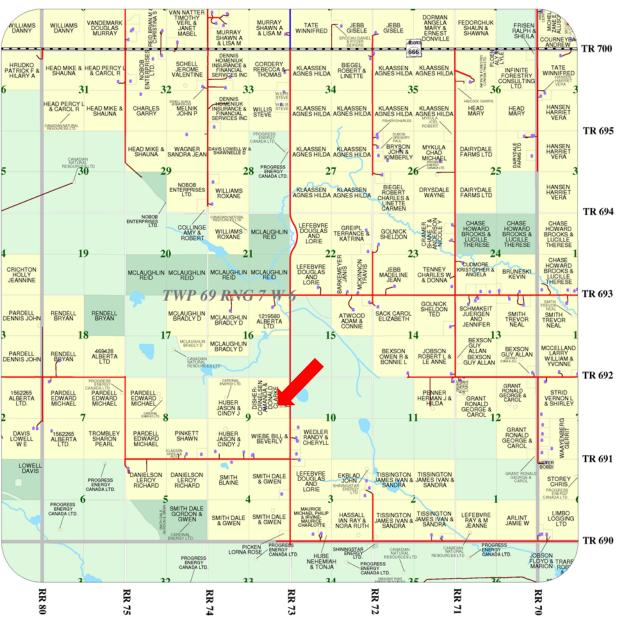
### **Proposed Land Use Amendment NE-9-69-7-W6**



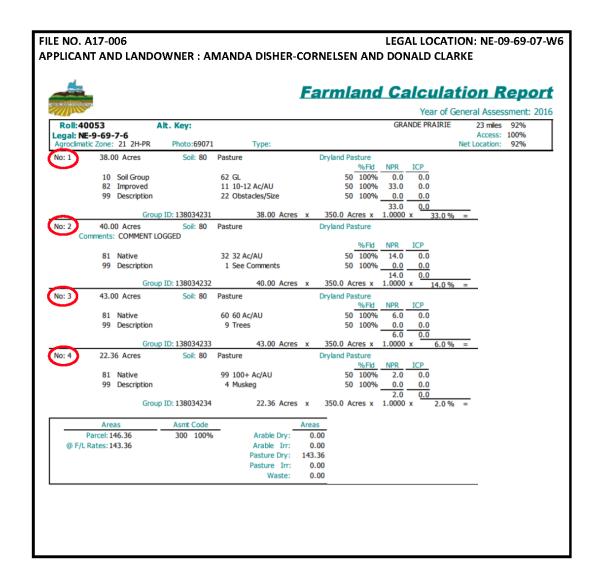
Township 69, Range 7



### M.D. of Greenview No. 16



### Schedule 'C' - Farmland Report and Map





### Schedule 'D' - Municipal Government Act, RSA 2000

Section 229

MUNICIPAL GOVERNMENT ACT

RSA 2000 Chapter M-26

### **Public Hearings**

### When to hold public hearing

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

- (a) before second reading of the bylaw, or
- (b) before council votes on the resolution.
- (2) If a public hearing is held on a proposed bylaw or resolution, council must conduct the public hearing during a regular or special council meeting.
- (3) A council may by bylaw establish procedures for public hearings.
- (4) In the public hearing, council
  - (a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and
  - (b) may hear any other person who wishes to make representations and whom the council agrees to hear.
- (5) After considering the representations made to it about a proposed bylaw or resolution at a public hearing and after considering any other matter it considers appropriate, the council may
  - (a) pass the bylaw or resolution,
  - (b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
  - (c) defeat the bylaw or resolution.

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

1994 cM-26.1 s230

### Division 12 Bylaws, Regulations

### Planning bylaws

692(1) Before giving second reading to

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

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

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

- (3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,
  - (a) councils may hold a joint public hearing to which section 184 does not apply, and
  - (b) municipalities may act jointly to satisfy the advertising requirements of section 606.
- (4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),
  - (a) include in the notice described in section 606(2)
    - the municipal address, if any, and the legal address of the parcel of land, and
    - (ii) a map showing the location of the parcel of land,
  - (b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment roll of the municipality, and
  - (c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.
- (5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.
- (6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.
- (6.1) Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.
- (7) In this section,
  - (a) "adjacent land" means land that is contiguous to the parcel of land that is being redesignated and includes

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

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

### Schedule 'E' - Municipal Development Plan 15-742

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

### **SECTION 4 COUNTRY RESIDENTIAL**

### 4.1 INTRODUCTION

Multi-lot country residential subdivisions are an important component of Greenview's residential land use pattern. Due to the proximity of employment opportunities in Grande Prairie, Valleyview and Fox Creek, it is anticipated that country residential demand within commuting distance of these centres will continue to grow, or in the case of Fox Creek, present future country residential development opportunities.

### 4.2 OBJECTIVES

- (a) To ensure that multi-lot country residential developments are properly serviced and situated in appropriate locations.
- (b) To meet the need and demand for properly serviced country residential lots throughout Greenview.
- (c) To ensure that country residential development does not negatively impact surrounding land uses or local infrastructure.

### 4.3 POLICIES

Better Agricultural Land	4.3.1	Except where exempted under Policy 3.4.3 ("Vacant First Parcel Out") country residential subdivision shall not occur on Better Agricultural Land.
Parcel Size	4.3.2	Proposed country residential parcels shall be in accordance with the requirements of the LUB. Country residential parcels of a size in excess of that permitted under the LUB shall only be considered if, in the opinion of Greenview the additional lands are warranted by site-specific topographic or geographic constraints, or the location of existing buildings, shelterbelts and other improvements.
Proximity to Intensive Agriculture	4.3.3	Proposals for country residential subdivisions shall not be supported in proximity to existing CFOs and other intensive agricultural uses.
Cluster Development	4.3.4	In order to protect environmentally sensitive areas and to preserve agricultural land for agricultural use, Greenview shall encourage applicants for subdivision to incorporate cluster design as a means of minimizing potential impacts and promoting efficiency of development.
Restrictions on Location	4.3.5	Greenview shall direct the development of multi-lot country residential subdivisions away from:
		(a) Urban fringe areas except where allowed in an IDP;
		(b) Waste transfer stations and active, abandoned or un-reclaimed
September 2016		Page <b>17</b>

sanitary landfills;

- (c) Environmentally sensitive lands;
- (d) Existing confined feeding operations;
- (e) Highways, unless accommodated in an approved ASP;
- (f) Existing sand and gravel extraction sites;
- (e) Sour gas facilities or other potentially hazardous industrial operations; and
- (f) Gun ranges.

4.3.6

### Evaluation of Residential Subdivision Proposals

Multi-lot country residential subdivisions shall only be supported if the following conditions are met:

- (a) The proposal complies with Policy 4.3.1 ("Better Agricultural Land");
- (b) The proposed subdivision is contiguous to other country residential development to encourage cluster development unless it cannot be supported due to environmental constraints;
- (c) The land has a demonstrated ability to accommodate on-site water services, unless the proposed subdivision is to be served by a municipal water supply. For any proposal that proposes to utilize wells or groundwater-fed dugouts for water supply, the applicant shall submit to Greenview a hydrogeological assessment prepared by a qualified professional engineer that determines the availability of an onsite water supply that does not negatively impact neighbouring licensed wells and is adequate for domestic purposes in accordance with guidelines from Alberta Environment and Parks ("AEP");
- (d) The land has a demonstrated ability to accommodate on-site sewer services, unless the proposed subdivision is to be served by a municipal sewer system. For any proposal that proposes to utilize on-site sewage disposal systems, the applicant shall submit to Greenview soils tests prepared by a qualified professional engineer that demonstrates the presence of suitable soil conditions in accordance with the requirements of Alberta Municipal Affairs;
- (e) The proposal does not conflict with existing surrounding agricultural uses;
- (f) The subject lots contain a suitable building site;
- (g) Significant recreational or environmental areas are not be negatively impacted;
- (h) The site has legal and physical access to the satisfaction of Greenview; and

September 2016 Page 18

(i) The proposed development does not unduly hinder the future extraction of known natural resources.

### Resubdivision of Lots

4.3.7 The resubdivision of a country residential parcel will not be allowed unless the applicant can demonstrate to Greenview that the proposal will meet the criteria under Policy 4.3.5 ("Evaluation of Development Proposals").

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

Municipal District of Greenview No. 16

Grovedale Area Structure Plan

### SECTION 2 DEVELOPMENT POLICIES

### 2.1 AGRICULTURE

- (a) The use of land that is identified as Agriculture on Map 2 shall be limited to the following:
  - extensive agriculture;
  - confined feeding operations subject to Policy 2.1(d);
  - residential development subject to Section 2.2;
  - industrial development subject to Section 2.5;
  - public uses;
  - recreational uses; and
  - uses ancillary to those listed above.
- (b) Unless otherwise noted in this Plan, the subdivision of better agricultural lands for non-agricultural purposes shall not be permitted.
- (c) The basic unit for extensive agricultural purposes shall be the quarter section. The subdivision of land for extensive agricultural purposes shall not be encouraged unless the subdivision is intended to consolidate resultant parcels with adjacent land to create a more viable agricultural unit.
- (d) Confined feeding operations shall not be permitted in a Country Residential Development Area as identified in Map 3. Existing extensive agricultural uses shall be allowed to continue in these areas.

### 2.2 COUNTRY RESIDENTIAL

- (a) The subdivision of the first parcel out of an unsubdivided quarter section (farmstead separation or one country residential parcel) shall be permitted in the Plan area regardless of the agricultural capability of the land in question.
- (b) The subdivision of land for multiple parcel country residential use outside a Country Residential Development Area shall not be permitted on better agricultural lands as defined in the Municipal Development Plan. The subdivision of better agricultural lands within a Country Residential Development Area may be permitted.

January 2005

- (c) Subject to rezoning, the maximum allowable lot density for country residential development outside the Country Residential Development Area shall be 4 lots plus the balance of an unsubdivided quarter section or a fragmented parcel. The maximum allowable lot density for country residential development within the Country Residential Development Area shall be 27 lots per quarter (26 lots plus the balance). 1
- (d) Proposals for multiple parcel country residential subdivision may be supported provided that:
  - the proposal is not located on better agricultural land:
  - adequate distance separations are provided from potentially incompatible land uses such as industrial development and intensive agricultural operations;
  - the developer has demonstrated the presence of a reliable, potable water supply;
  - proposals in the Country Residential Development Area have provided for the connection to the municipal sewage system;
  - the land in question has physical access to a developed public roadway;
  - internal subdivision roads are designed and constructed to Municipal District standards.
- (e) The Municipal District shall require the developer to provide an area structure plan prior to rezoning and subdivision of lands located within a Country Residential Development Area, a Hamlet Expansion Area, and/or within 800m of a highway. Such a Plan shall address methods of servicing, phasing of development, lot density, traffic circulation, municipal reserve allocation and any other information deemed necessary by the Municipal District to determine the suitability of the site for residential development.
- (f) Manufactured home subdivisions may be permitted in a Country Residential Development Area. In order to ensure that such developments are compatible with existing development, manufactured home subdivision lots shall be a minimum of 3 acres, and the provisions outlined in Section 2.2 of this Plan shall apply.
- (g) Subject to rezoning, the resubdivision of an existing first parcel out may be permitted.

January 2005

<sup>1</sup> changes made by Bylaw No. 09-594

#### Schedule 'G' - Land Use Bylaw 17-779

#### Municipal District of Greenview No. 16

Land Use Bylaw No. 17-779, 2018

#### 8.4 Country Residential One (CR-1) District

#### 8.4.1 Purpose

a) The purpose of this District is to accommodate residential development on mid-sized parcels, which include minor agricultural pursuits and allow for the keeping of a limited number of livestock.

#### 8.4.2 Uses

a) Table 8-7 identifies the permitted and discretionary uses within the CR-1 District:

Table 8-7: CR-1 Permitted and Discretionary Uses

Permitted Uses		Discretionary Uses		
1.	Accessory Building	1.a	Dwelling Unit, Manufactured	
2.	Agricultural Pursuit, Minor	2.a	Home Occupations, Major	
3.	Backyard Hen Enclosure	3.a	Sign	
4.	Bed and Breakfast			
5.	Bee Keeping			
6.	Boarding and Lodging			
7.	Dugout			
8.	Dwelling Unit, Modular			
9.	Dwelling Unit, Single Detached			
10.	Home Occupation, Minor			
11.	Kennel, Hobby			
12.	Shipping Container			
13.	Solar Collector, Minor			
14.	Suite, Attached			
15.	Suite, Detached			
16.	Wind Energy Conversion System, Minor			

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#### 8.4.3 Regulations

a) On a parcel located in the CR-1 District, no building or structure shall be constructed, located or altered, and no subdivision approved which contravenes the regulations set out in Table 8-8.

Table 8-8: CR-1 District Regulations

Ma	tter to Be Regulated	Regulation
.1	Maximum density	A maximum of 2 dwelling units per parcel, which may include:  a maximum of 1 primary dwelling units  a maximum of 1 suite
.2	Minimum parcel size	1.2 ha (3.0 ac)
.3	Maximum parcel size	4.0 ha (9.9 ac)
.4	Minimum parcel width	30.0m (98.4 ft.)
.5	Minimum setback of principal building from:	30.011 (98.41.)
.5	Front parcel and exterior side parcel lines      Interior side parcel line     Rear parcel line	Provincial highway: 40.0 m (134.5 ft.) Internal subdivision road: 7.5 m (24.6 ft.) Service road: 7.5 m (24.6 ft.) All other roads: 40.0 m (134.5 ft.) Undeveloped road allowance: 40.0 m (134.5 ft.) 7.5 m (24.6 ft.) 15.0 m (49.2 ft.)
.6	Minimum setback of accessory building from:	
	Front parcel and exterior side parcel lines	Provincial highway: 40.0 m (134.5 ft.) Internal subdivision road: 7.5 m (24.6 ft.) Service road: 7.5 m (24.6 ft.) All other roads: 40.0 m (134.5 ft.)
	<ul> <li>Interior side parcel line</li> </ul>	5.0 m (16.4 ft.)
	Rear parcel line	5.0 m (16.4 ft.)
.7	Maximum building and structure height	
	<ul> <li>Principal building and structures</li> </ul>	10.0 m (32.8 ft.)
	Accessory building	10.0 m (32.8 ft.)
.8	Maximum parcel coverage (all buildings)	35 %

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## **BYLAW No. 18-792**

OF THE MUNICIPAL DISTRICT OF GREENVIEW No. 16

# A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw No. 17-779, being the Land Use Bylaw for the Municipal District of Greenview No. 16

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

1. That Map No.17 in the Land Use Bylaw, being Bylaw No. 17-779, be amended to reclassify the following area:

All that Portion of the
Northeast (NE) Quarter of Section Nine (9)
Within Township Sixty-Nine (69)
Range Seven (7) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

This Bylaw shall come into force and effect upon the day of final passing.
Read a first time this day of, A.D.,
Read a second time this day of, A.D.,
Read a third time and passed this day of, A.D.,
KLLVL
CHIEF ADMINISTRATIVE OFFICER

75 Bylaw

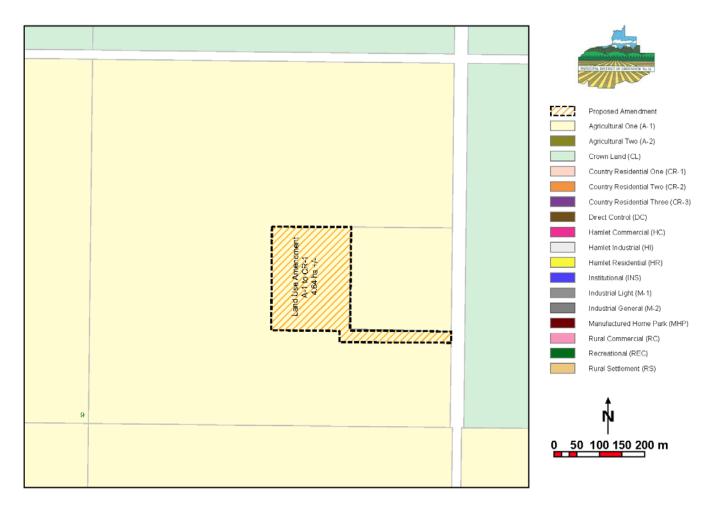
#### **SCHEDULE "A"**

#### Bylaw 18-792

#### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the Northeast (NE) Quarter of Section Nine (9) Within Township Sixty-Nine (69) Range Seven (7) West of the Sixth Meridian (W6M)

Is reclassified from Agricultural One (A-1) District to Country Residential One (CR-1) District as identified below:





## REQUEST FOR DECISION

SUBJECT: Terms of Reference - Citizens' Panel for the review of the Sturgeon Lake Area

Structure Plan.

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION MEETING DATE: April 9, 2018 CAO: MH MANAGER: SAR DEPARTMENT: PLANNING & DEVELOPMENT GM: GG PRESENTER: LD

STRATEGIC PLAN: Development

#### **RELEVANT LEGISLATION:**

**Provincial** – Municipal Government Act, 2000, M-26, S. 153 – General duties of councillors "Councillors have the following duties: (a) to consider the welfare and interests of the municipality as a whole and to bring the council's attention anything that would promote the welfare or interests of the municipality;"

Council Bylaw/Policy - Bylaw No. 01-344 Sturgeon Lake Area Structure Plan

#### **RECOMMENDED ACTION:**

MOTION: That Council approve the attached 'Terms of Reference - Citizens' Panel' for the review of the Sturgeon Lake Area Structure Plan.

#### BACKGROUND/PROPOSAL:

Administration is proposing that a Citizens' Panel be utilized as part of the public consultation process for the review of the Sturgeon Lake Area Structure Plan (SLASP). The attached Terms of Reference indicate that a maximum of seven (7) members will be required for the Citizens' Panel, and the tentative schedule proposes to cover the period September 15, 2018 to February 25, 2019.

The objectives of forming a Citizens' Panel as part of the public consultation portion of the SLASP review are to a) Allow the public to participate in the review and adoption of local land use policies that will affect their community; b) Provide an opportunity for members of the public to learn about the importance of land use policies, which policies are required by legislation and how these policies are created; and c) Receive genuine and constructive feedback from citizens that have a working understanding of the land use policies being reviewed.

In order to maintain the open, inclusive and transparent governance of the municipality, it is essential that council receives input from the public when important decisions are being made. The Citizens' Panel process was utilized successfully for both the Land Use Bylaw review and the Grovedale Area Structure Plan review.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the Citizens' Panel representation would establish one avenue of public consultation and engagement for the review of the SLASP.

2. The benefit of the Citizens' Panel would not only provide feedback but also educate and inform the public regarding the changes made to the SLASP prior to its adoption.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

#### **ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to propose that additional or alternative requirements or timelines be identified in the proposal.

#### FINANCIAL IMPLICATION:

Budget has been identified within the Planning & Development Budget.

**Direct Costs:** \$9,000.00 has been approved in Planning & Development Budget for the Citizen Panel membership.

**Ongoing / Future Costs:** \$9,000.00 has been approved in Planning & Development Budget for the Citizen Panel membership.

#### 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**

Involve

#### **PUBLIC PARTICIPATION GOAL**

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

#### PROMISE TO THE PUBLIC

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

#### **FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

#### ATTACHMENT(S):

1) Terms of Reference - Citizens' Panel



## Municipal District of Greenview Sturgeon Lake Area Structure Plan

## Terms of Reference CITIZENS' PANEL

### Legislation

#### **The Municipal Government Act:**

#### "Section 153 - General Duties of Councillors

- (1) Councillors have the following duties:
  - (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality."

#### Introduction

In order to maintain the open, inclusive and transparent governance of the municipality, it is essential that the municipality consults with the public when important decisions have to be made. Public engagement is a form of public consultation where decision makers solicit input from the general public via a process that uses specialists to educate a representative sample of the non-specialist population on a subject matter before allowing them to formulate an informed response. Administration is proposing that a public engagement tool known as a Citizens" Panel be utilized as part of the public consultation process for the Sturgeon Lake Area Structure Plan (SLASP) review.

A Citizens' Panel is a public engagement process where over a period of time a consulting firm selects a representative sample of the general population from a pool of volunteers to form a panel and helps educate this panel of citizens on a certain issue, process or topic. After helping the panel understand the relevant subject matter, the consultants then facilitate healthy and productive discussion and deliberation among group members allowing everyone's ideas, views and opinions to be shared. In the closing stages of this public engagement process, the consultant assists the members of the panel with the production of a number of recommendations that can be provided to elected officials and their administration.

The membership for the Citizens' Panel will consist of up to a maximum of a seven (7) members who meet the following criteria:

- 1. Must be a property owner within the 2003 Sturgeon Lake Area Structure Plan boundaries; and
- 2. Be willing to work to provide constructive feedback as a community representative and participate in the review of the Plan to represent the citizens of the Sturgeon Lake community.

The recommendations produced by Citizens' Panels are extremely valuable as they enable informed citizens to help their government understand how the public feels about certain topics and what they would like to see happen.

### **Objectives**

The objectives of forming a Citizens' Panel as part of the public consultation portion of the SLASP review are to:

- 1. Allow the public to participate in the review and adoption of the Statutory plan (Area Structure Plan) that will affect their community;
- 2. Provide an opportunity for members of the public to learn about the importance of municipal legislation, which policies are required by legislation and how these policies are created; and
- Receive genuine and constructive feedback from citizens that have a working understanding of the land use planning being reviewed.

#### **Process Outline**

The steps involved in the administration of the Citizens' Panel are outlined below. They are subject to further refinement as work progresses.

#### Step 1: Start Up and Background Information

Upon adoption of the Terms of Reference by Greenview's Council, the Terms of Reference will be placed in both the Terms of Reference and Request for Tenders (RFT) for the SLASP Review. Once the Terms of Reference for the SLASP Review has been adopted and the RFT sent out, administration will finalize the general details about the Citizens' Panel (i.e. approximate number of meetings and recommendations required). Along with administrations' reviews of all relevant plans and studies, the aforementioned general details will be placed in a background report.

#### **Step 2: Hand-Off To Consultant**

Once a consulting firm has been selected to help with the creation of the new SLASP, the administration will meet with the firm to present them with the background report and review expectations for the Citizens' Panel. The meeting will provide an opportunity to decide the number of:

- i) Members that will be required for the Citizens' Panel (maximum of seven (7) members);
- ii) Meetings where the panel will convene; and
- iii) Recommendations that the panel will provide to Council.

Additionally, the date of the initial public meeting for the review, where the consultants would canvass for volunteers to form the Citizens' Panel, would be agreed upon between administration and the consultant. This step would mark the transfer of responsibility for the Citizens' Panel from administration to the consulting firm.

#### Step 3: Management of the Citizens' Panel by the Consultant

Over a period of time defined by administration, the consulting firm would advertise openings for members on the Citizens' Panel in local media, fill these openings with candidates from a pool of volunteers so as to create a representative sample of the local population, facilitate the Citizens' Panel meetings, assist the Citizens' Panel with the production of a pre-determined number of recommendations for the SLASP Review, and provide these recommendations to administration at a debriefing.

#### **Step 4: Presentation of Recommendations**

Once administration receives the Citizens' Panel recommendations, the recommendations will be presented at a Council meeting for review. The Council, administration and the consulting firm will consider the recommendations during the remainder of the SLASP Review process.

### **Project Schedule**

It is assumed the project would commence by **June 30, 2018**. The anticipated project completion date is **November 30, 2019**, thus the project will span for a period of approximately eighteen (18) months.

During the course of the project, scheduling and other issues may arise that will require some flexibility in the timeline. Revisions in the timeline will normally occur at the commencement of each phase in consultation with the joint Councils.

A tentative schedule of steps described above, is outlined below:

Step 1: Start Up and Background Information – July 30, 2018

**Step 2:** Initial Meeting with Consultants – September 15, 2018

Step 3: Management of the Citizens' Panel by the Consultants - July 30, 2018 - February 25, 2019

Step 4: Presentation of Recommendations – February 25, 2019

### **Project Outline Prepared**

Prepared by:

Planning and Development Department Municipal District of Greenview No. 16 March 2018



## REQUEST FOR DECISION

SUBJECT: Sturgeon Lake Area Structure Plan – Proposal and Terms of Reference

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION MEETING DATE: April 9, 2018 CAO: MH MANAGER: SAR DEPARTMENT: PLANNING & DEVELOPMENT GM: GG PRESENTER: LD

STRATEGIC PLAN: Development

#### **RELEVANT LEGISLATION:**

**Provincial** – Municipal Government Act, 2000, M-26, s. – 633(1) 'For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.'

Council Bylaw/Policy - Bylaw 01-344 Sturgeon Lake Area Structure Plan

#### **RECOMMENDED ACTION:**

MOTION: That Council approve the Sturgeon Lake Area Structure Plan – Proposal and Terms of Reference.

#### BACKGROUND/PROPOSAL:

The Sturgeon Lake Area Structure Plan (SLASP) was last adopted in 2002, and a review of the plan is necessary to ensure it remains relevant with current planning principles and development matters, as well as to ensure future land use meets the needs of the communities it serves. A Proposal and Terms of Reference is attached for Council to consider for a review of the SLASP.

The attachment outlines the consultant's terms and requirements and summarizes timelines for the entire SLASP review. Focus areas that are to be considered include public and stakeholder input addressing strengths and weakness of the existing plan and the update of policies in accordance with current legislation. It is necessary that future land use plans be outlined, development opportunities and constraints be updated and identified, including the density of population proposed for the areas or parts of the area. Future development must be balanced with the interests of the community, preservation of the environment, particularly Sturgeon Lake, to the greatest extent possible.

For continued intergovernmental relations, it is necessary to consult with the Sturgeon Lake Cree Nation, the Town of Valleyview and other provincial governmental agencies as a component of the SLASP review process. Greenview recognizes that settlement areas including the Sturgeon Lake Settlement and Calais subdivision areas are bordered by Sturgeon Lake Cree Nation lands. In accordance with 4.3.5 of the current Sturgeon Lake Area Structure plan, the Plan limits further subdivision within these specific areas stated as such: "No additional subdivision shall be allowed in Calais and Sturgeon Lake Settlement, unless subdivision severs as the first parcel out or is physically severed." "The allowable development density for settlement areas shall be 1 unit per subdivided lot."

An Area Structure Plan provides a framework for the subsequent subdivision and development of an area of land within a municipality. It further describes the sequence of development anticipated for the lands, the land uses proposed for the area, and addresses the general location of transportation routes and public utilities. An Area Structure Plan contains land use and development guidance for Administration, the general public, developers, landowners, Municipal Planning Commission members and Council.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the Sturgeon Lake Area Structure Plan – Terms of Reference is that the review process would be initiated by administration.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to propose that additional or alternative requirements or timelines be identified in the proposal.

#### FINANCIAL IMPLICATION:

**Direct Costs:** Planning Budget provides \$100,000.00 in 2018 and additional \$50,000.00 in 2019 for the review of the Sturgeon Lake Area Structure Plan (SLASP).

**Ongoing / Future Costs:** Budget details for SLASP review including public engagement and Citizens' Panel expenses were established in 2018-19 Planning Budget in the amount of \$9,000.00.

#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

#### PUBLIC FNGAGEMENT 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:**

Planning staff will continue with the review process for the Sturgeon Lake Area Structure Plan.

ATTACHMENT(	S	):
		, -

• Sturgeon Lake Area Structure Plan – Proposal & Terms of Reference

## **Request for Proposal**

## **Municipal District of Greenview Sturgeon Lake Area Structure Plan Review**



Closing Time: May 25, 2018 at 14:00 HRS MST

### **Request for Proposal**

## Municipal District of Greenview (Greenview) Sturgeon Lake Area Structure Plan (SLASP) Review

#### 1. Proposal Submission

Interested consultants may submit a proposal for the services requested in the "Terms of Reference" attached. Proposals must be received by May 25, 2018 at 14:00 Hrs (MST) (the "RFP Closing Time") in a sealed envelope and addressed to:

Attention: Sally Rosson, Manager, Planning & Development Municipal District of Greenview No. 16 Box 1079, 4806 – 36 Avenue Valleyview, AB TOH 3N0

Proposals must be received at the front reception desk at the above specified address on or before the RFP Closing Time (as per the time-date stamp and clock located at the main reception desk of the Greenview's Administration Office), or they will not be accepted for this specific RFP. Faxed or emailed proposals will not be accepted nor considered. Any proposals that are received via facsimile or email will be returned to the consultant via method received.

The Municipal District of Greenview (hereafter referred to as 'Greenview' are not responsible for the timeliness of documents delivered nor will Greenview accept any proposal delivered to a location other than the reception desk at the above specified address.

At a minimum, each proposal shall contain the following:

- a) A consulting firm profile outlining expertise, history, philosophy and target market;
- b) Staff to be assigned to the project and their relevant experience and qualifications;
- c) Methodology to complete project phases, including price and time allocated for each task;
- d) Schedule of fees for staff assigned to the project;
- e) All-inclusive total price for all components of the project;
- f) Number of proposed meetings, including the purpose and structure of the meeting;
- g) Minimum of two written letters from your references for similar projects completed; and
- h) Minimum of two examples of similar projects completed within the last three (3) years.

Proposals will be opened following the RFP Closing Time. Proposals received after the submission deadline or not meeting the submission requirements will not be accepted. Interested consultants will submit one hard copy and one Adobe PDF version of the proposal on USB key.

Greenview may reject any proposal(s) that are unsigned, incomplete, conditional, illegal, or if the proponent fails to meet all the requirements stated in this request. Greenview also reserves the right to disqualify any consultant's submission whose credentials or performance has been deemed unsatisfactory in the past.

#### 2. Inquiries

Refer all written proposal inquiries to Sally Rosson, Manager, Planning & Development, Municipal District of Greenview by email at sally@mdgreenview.ab.ca. Telephone inquiries will not be accepted.

Greenview is under no obligation to respond to any inquiry submitted to it in respect of this RFP. If Greenview, in its sole and unfettered discretion, determines that a written response to an inquiry is warranted, written inquiries and the responses thereto will be provided as an "Addendum" posted to the Alberta Purchasing Connection (APC) website. It will be each consultant's responsibility to check APC for any additional information. Inquiries will be accepted up to five (5) business days before the RFP Closing Time. Such written response(s) will be issued in the form of an addendum to this RFP and will be deemed to be part of this RFP.

Should a consultant find any discrepancies, omissions, ambiguities or conflicts with the RFP requirements, it will be the responsibility of the consultant to bring the matter to the attention of the specified individual above, within five (5) business days before the RFP Closing Time. Failure to do so will result in the consultant accepting all responsibility for the decisions made regarding their proposal submission.

#### 3. Description of the Project

Attached is the "Terms of Reference" describing the project to be undertaken by the selected consultant. It is recommended that consultants review existing planning documents to gain a better understanding of planning policies and document structure.

#### 4. Consultant Experience

All interested consultants are required to provide a minimum of two (2) references with their proposal submission confirming/detailing the quality of work completed for similar projects. Two (2) samples of recent similar projects, preferably in the vicinity of a lake with activities similar to Sturgeon Lake, are also required to be included with the proposal submission, briefly describing the Client, purpose, process, and outcome of the project.

#### 5. Team Structure of Consultant

Should the consultant be comprised of two (2) or more consulting firms, one (1) firm must act as the team lead for the purpose of completing the project. Greenview will deal directly with the firm named as team lead, and the management and compensation for additional firms will be the responsibility of the team lead. A list of all firm names, principals and team qualifications will be required with the proposal submission in order to be accepted.

#### 6. Project Completion Date

It is anticipated that the consultant will be selected by **June 30, 2018** and project commencement will be no later than **July 30, 2018**. Final completion of the project with adoption by Council is proposed for no later than **November 30, 2019**. Greenview reserves the right to extend this time frame at its sole discretion.

#### 7. Proposal Evaluation and Awarding Proposals

After the RFP Closing Time, Greenview will review and evaluate all the Proposals received based upon the information supplied by the consultants in accordance with the submission requirements of this RFP. In evaluating the Proposals received, Greenview will consider all of the criteria listed below and Greenview will have the sole and unfettered discretion to award up to the maximum number of points for each criteria as listed below. By submitting a Proposal, each consultant acknowledges and agrees that it waives any right to contest in any legal proceedings the decision of Greenview to award points in respect of the criteria noted below. Each proposal will be evaluated solely on its own content.

At a minimum, proposals will be evaluated based on the inclusion of the following submissions:

- a) Proposed methods for working on a project;
- b) Knowledge and skills you can offer this project;
- c) Electronic capability of finalizing the project including graphic design or alternatives;
- d) Provision of the proponent(s) resumes including:
  - i) Background and training, and
  - ii) Years of experience; and
- e) Provision of corporate references from previous work, preferably in work similar to the work described.

Proposals will be evaluated based on the following criteria:

RATED CRITERIA	POINTS	POINT WEIGHT	MAXIMUM POINTS
Project Team Experience	0 to 10	x 2	20
Understanding of Project	0 to 10	х 3	30
Methodology	0 to 10	x 2	20
Project Schedule	0 to 10	x 1	10
Price	0 to 10	x 2	20
TOTAL	-	-	100

Scoring is based on a scale of 0 to 10. A score of 0 points means the consultant did not complete the proposal requirement or they did not understand the requirement to correctly fulfill it. A score of 5 points means the consultant has come close to completing the requirement; however, the information provided suggests there are more efficient methods to complete the requirement. A score of 10 points means the consultant completed the requirement and exceeded requirement expectations. Points ranging between the above defined point values will be at the discretion of the evaluator and the information provided within the proposal.

Assignment of points for price will be determined by the number of proposals received and ranked lowest price (10 points) to highest price (1 point). All other proposals will be ranked within a decimal range of 2 to 9 points as determined by the number of proposals received.

Following the evaluation process and ratification by Greenview's Council, the proposal with the most points will be awarded the contract to complete the work defined within the Terms of Reference. The selected consultant will be notified as soon as possible following the completion of the evaluation process. An interview process may be conducted by Greenview with two (2) or more consultants, prior to awarding the contract, should proposals be ranked within 5 points of each other.

At all times, Greenview reserves the right to seek written clarification regarding a Proposal from a consultant. Such clarification shall be deemed an amendment to such consultant's Proposal.

#### 8. Rejection of Proposals

Greenview reserves the right to reject any and all proposals received as a result of this request and to cancel this solicitation at any time prior to the execution of a contract.

#### 9. Incurring Costs

Greenview is not liable for any costs or expenses incurred by consultants in the preparation or submission of their proposals or for attendance at any meetings related to this request for proposal prior to the issuance of a contract.

#### **10. Final Negotiations**

Greenview reserves the option to negotiate the final costs, scope of work and modified terms and conditions as well as the option to limit or include parties at Greenview's sole and full discretion in such negotiations.

#### 11. Delay with Negotiations

If a written contract cannot be negotiated within a reasonable period of time with the selected consultant, Greenview may, at its sole discretion at any time thereafter, terminate negotiations with the consultant and either negotiate a contract with the next qualified consultant or choose to terminate the solicitation process and not enter into a contract with any of the consultants.

#### 12. Freedom of Information and Protection of Privacy

This request for proposal is subject to all applicable legislation including the Municipal Government Act, the Freedom of Information and Protection of Privacy Act, the bylaws and policies.

#### 13. Documents

All documents submitted by a Proponent shall become the property of Greenview upon being presented, submitted or forwarded to Greenview. Should any documents be submitted electronically, notwithstanding the prohibition on same contained elsewhere in this RFP, then their content and the media they are contained in shall also become the property of Greenview upon their being presented, submitted or forwarded to Greenview.

#### 14. Law and Forum of Proposal

The law to be applied in respect of this RFP shall be the law of the Province of Alberta and all civil actions commenced in relation to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a Proposal, the consultant is deemed to have agreed to attorn to the jurisdiction of the Courts of the Province of Alberta.

#### 15. General Conditions Applicable to this RFP

By submitting a Proposal, a consultant agrees:

- a) to be responsible for conducting its own due diligence on data and information upon which its Proposal is based;
- b) that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- c) that it has gathered all information necessary to perform all of its obligations under its Proposal;
- d) that it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;
- e) to hold harmless Greenview, its elected officials, officers, employees, agents or advisors and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- f) that it shall not be entitled to claim against Greenview, its elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from Greenview or otherwise (including information made available by its elected officials, officers, employees, agents or advisors), regardless of the manner or form in which the information is provided is incorrect of insufficient;
- g) that Greenview will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of, preparing, submitting, or disseminating a Proposal, or for any presentations or interviews related to the Proposal, or due to Greenview's acceptance or non-acceptance of a Proposal; and
- h) to waive any right to contest in any proceeding, case, action or application, the right of Greenview to negotiate with any consultant for the Contract whom Greenview deems, in its sole and unfettered

discretion, to have submitted the Proposal most beneficial to Greenview and acknowledges Greenview may negotiate and contract with any consultant it desires.

By submitting a Proposal, a consultant agrees and acknowledges that this procurement process is a Request for Proposal and is not a tendering process. It is part of an overall procurement process intended to enable Greenview to identify a potential successful consultant. The submission of a Proposal does not constitute a legally binding agreement between Greenview and any consultant.

Greenview may elect at its sole discretion to accept or reject any Proposal or part thereof and to waive any defect, irregularity, mistake or non-compliance in any Proposal and to accept or reject any Proposal or alternative Proposal, in whole or in part, which it deems to be most advantageous to its interests.

No implied obligation of any kind or on behalf of Greenview shall arise from anything in these RFP documents.

Notwithstanding any other provision of this RFP to the contrary, Greenview is not bound to accept any Proposal. At any time prior to execution of the Contract, Greenview may, in its sole and unfettered discretion, or for its own convenience, terminate the procurement process, cancel the Work or proceed with the Work on different terms. All this may be done with no compensation to the consultants or any other party.

Selection of the successful consultant, if any, is at the sole and unfettered discretion of Greenview.

### Terms of Reference Municipal District of Greenview ('Greenview') Sturgeon Lake Area Structure Plan Review

#### 1. Context

The latest version of the Sturgeon Lake Area Structure Plan (SLASP) was adopted in July 2002 to ensure that the viability of Sturgeon Lake is maintained and that development in the area is undertaken in an orderly and efficient manner. The SLASP defines specific land uses within the Plan area and outlines future subdivision and development possibilities and addresses the feasibility of additional development, infrastructure and servicing requirements.

This diversity of land use, coupled with the importance of the lake as a regional recreational and environmental resource, results in a need to ensure that the lake is protected from the potentially detrimental impacts of development. In addition, it is necessary to ensure that development that occurs around the lake is carried out in a sensitive manner. There are long-lasting concerns respecting water quality, resulting in a strong desire to prevent further degradation.

#### 2. Purpose of Review

Greenview is seeking the services of a qualified professional planning consultant to undertake a full review of the SLASP. The following list specifies focus areas where the updated SLASP needs to clarify, strengthen, remove or add to its land use policies to meet the needs of both municipalities.

#### These areas of focus are:

- a) Review and update the existing plan to reflect current legislation and statutory plans with respect to policy direction;
- b) Review and update lands identified as suitable for public recreational, residential, commercial and industrial opportunities;
- c) Utilize public engagement sessions to receive input from landowners within the Plan area, and other affected stakeholders;
- d) Update and identify development opportunities and constraints, including the density of population proposed for the areas or parts of the area;
- e) Establish clear direction and mapping on services such as Plan area location, boundaries including secondary boundaries and future land use;
- f) Review recreational vehicle use and design requirements for recreational developments;
- g) Balance development aspirations of landowners with the interests of the community as a whole;

- h) Ensure the preservation of the environment, including Sturgeon Lake, the surrounding watershed and existing established vegetation and trees, to the greatest extent possible;
- Ensure the preservation of agricultural land.

While the consultant will be required to address the identified areas of focus, it should be noted that the areas of focus are a minimum requirement for successfully completing the review. It is anticipated that additional items will require attention through the preparation of the SLASP with feedback from Council, administration and the public.

#### 3. Provincial Land Use Policies

The Municipal Government Act requires that all statutory plans are consistent with the Provincial Land Use Policies.

#### 4. Municipal Development Plans

Greenview's Municipal Development Plan was adopted in 2016 to provide guidance with the overall planning framework for the Municipality. The Plan sets priorities to ensure that long term planning will be undertaken in a manner that is sustainable and protects the agricultural and rural development interests of the municipality. Greenview is committed to further the economic goals of the municipality and strengthen the need for environmental conservation and protection.

#### 5. Sturgeon Lake-Puskwaskau Sub-Regional Integrated Resource Plan

This Plan, approved in 1987, applies to Public Lands within and surrounding the Sturgeon Lake watershed. Although Greenview is not bound by the provisions of this Plan when addressing development issues on privately held lands, the Management Guidelines contained in the Plan respecting the Sturgeon Lake watershed area may provide guidance for the preparation of the SLASP.

#### 6. Current Sturgeon Lake Area Structure Plan (current SLASP)

The current SLASP was adopted in 2002 to provide a framework for the long-term growth and development of the lands within the current SLASP area. The SLASP established a growth strategy with policies that would enable the municipality to prohibit or regulate the use and development of lands within the Plan area according to the planning principles and development strategies found in Greenview's statutory plans.

To efficiently and effectively control the use and development of the area in question, the SLASP is to be reviewed every five (5) years to ensure it remains consistent with other legislation and statutory plans and to ensure it is consistent with the community's vision and Council's strategic priorities. Since it has been well over five (5) years since the adoption of the Plan, municipal staff are proposing a comprehensive review. The Plan area is shown on Schedule 'A' attached.

#### 7. Consultant

Greenview is requesting proposals from qualified professional planning consultants with extensive experience in formulating Area Structure Plans in Alberta, preferably in the vicinity of a lake with activities similar to that of Sturgeon Lake. The selected consultant will complete the required work outlined in the work program agreed to by Greenview and the consultant.

#### 8. Project Team

The project team will consist of the consultant's staff and Greenview staff. Municipal staff will act as a resource for the consultant's staff in order to provide the requested municipal data. The project lead is the Planning and Development Manager for Greenview. The consultant will be the project manager and ensure personnel are properly assigned and timelines are met. The consultant will prepare the new Area Structure Plan, including amendments, regulations and schedules, and prepare and present the document at the required public engagement meetings. Municipal staff, in providing requested municipal data, will ensure a copy of the current SLASP is provided, as well as any other planning hierarchy documents that are necessary for the successful completion of this project, such as the Municipal Development Plan, minor Area Structure Plans, or the like.

#### 9. Public Engagement / Citizens' Panel

A Citizens' Panel will be established utilizing a diverse membership from Greenview citizens who own property within the current SLASP area. This panel will include seven (7) members. The consultant will be responsible for conducting no less than four (4) meetings with the Citizens' Panel to facilitate a healthy and productive discussion and deliberation among panel members allowing everyone's ideas, views and opinions to be shared. In the closing stages of this process, the consultant will assist the members of the panel with the production of a number of recommendations that can be provided to elected officials and their administration.

The objectives of forming a Citizens' Panel as part of the public consultation portion of the SLASP review are to:

- a) Allow the public to participate in the review and adoption of local land use policies that will affect their community;
- b) Provide an opportunity for members of the public to learn about the importance of land use policies, which policies are required by legislation and how these policies are created; and
- c) Receive genuine and constructive feedback from citizens that have a working understanding of the land use policies being reviewed.

#### 10. Work Program

The SLASP review will be undertaken in three (3) generalized phases. These phases may be further clarified by the consultant; however, Greenview expects at a minimum that the project will proceed in the recommended order. Public consultation will be a large component of the project and it is expected that the consultant will be able to utilize a number of public engagement strategies that will be effective for the given audience. Consultation will not be limited to only the public, and the consultant should be able to demonstrate effective communication skills when interacting with stakeholders, provincial departments and agencies, Greenview's Council and administration. The proposed phases are as follows:

#### **Phase 1: Background Review and Analysis**

The consultant will begin the project with a start-up meeting with each of administration, Council and the Citizens' Panel. A background report will be compiled outlining the current policies affecting the areas of focus and any other policy suggestions requiring attention as a result of the public consultation and from meetings with administration, Council and the Citizens' Panel.

Pubic engagement sessions will be conducted and will cover the areas of focus plus any other topics required by the consultant to complete the project.

#### Phase 2: Preparation of Sturgeon Lake Area Structure Plan

A draft Area Structure Plan will be prepared by the consultant and submitted to administration, Council and Citizens' Panel for review and feedback prior to public consultation occurring. Public consultation should occur prior to final approval of the draft Area Structure Plan to ensure the document is userfriendly for the public and to measure the level of support by the public for the regulations being suggested. A final draft with relevant changes as a result of the public engagement will then be prepared and provided to municipal staff.

#### **Phase 3: Plan Adoption**

The consultant will present the final draft Area Structure Plan to Council for first reading. Following first reading, the consultant will provide a public notice indicating the date, time and place of a public hearing to be held for the draft Area Structure Plan. After the public hearing has been closed, second and third reading dates will be scheduled for the Plan. The consultant will provide all final copies of the approved Plan in accordance with the deliverables criteria.

#### 11. Project Schedule

The project schedule provided by the consultant should meet the indicated milestones below. Any changes to the schedule must be agreed to by the consultant and Greenview. It is anticipated that the consultant will be selected by May 15, 2018 and project commencement will be no later than June 30, 2018. Final completion of the project with adoption by Council is proposed for no later than December 15, 2018. Greenview reserves the right to extend this time frame at its sole discretion.

#### **Tentative Schedule Dates"**

1.	Contract acceptance date	June 30, 2018
2.	Appointment of Citizens' Panel by Council no later than	July 30, 2018
3.	Council consultation no later than	<b>September 15, 2018</b>
4.	Commence engagement with Citizens' Panel no later than	September 15, 2018
5.	Background report submitted to Council no later than	October 15, 2018
6.	First gameral mublic angagement cossions from	October 15, 2018 to
0.	First general public engagement sessions from	January 30, 2019
7.	Workshop with Council no later than	January 30, 2019
8.	Draft SLASP for Citizens' Panel review and recommendation to Council no later than	February 25, 2019
9.	Draft SLASP for Council review no later than	February 25,2019
10.	Second public engagement sessions no later than	March 30, 2019
11.	First Reading of Bylaw from Council no later than	April 30, 2019
12.	Public Hearing no later than	June 15, 2019
13.	Presentation to Council with any changes no later than	July 30, 2019
14.	Second reading from Council no later than	September 30, 2019
<b>15.</b>	Third reading from Council no later than	November 30, 2019

**Note:** Greenview reserves the right to extend this time frame at its sole discretion.

#### 12. Deliverables

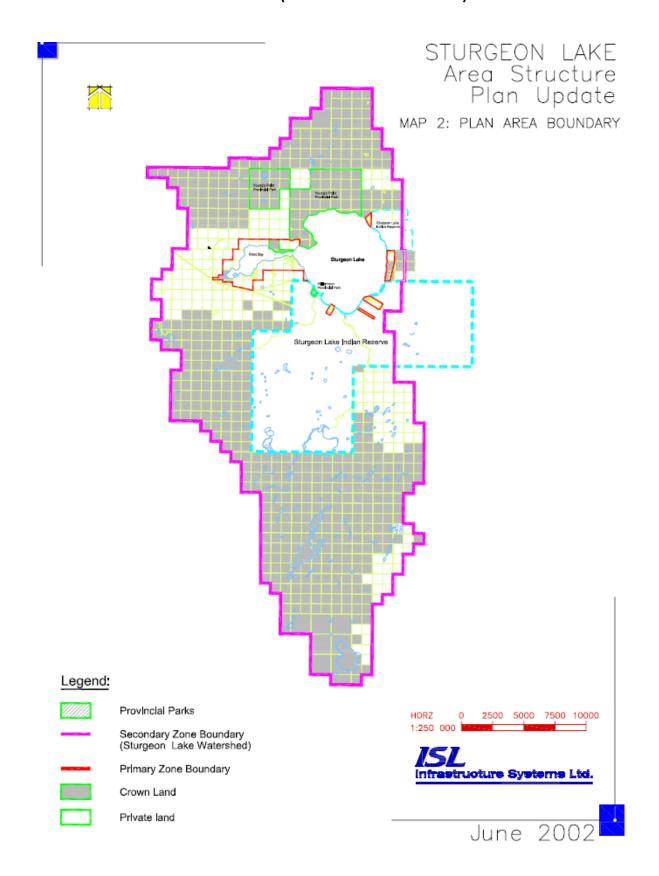
All materials created must be easily transferable for display on Greenview's website. Newsletters, brochures and all other forms of communication required to inform the public shall be prepared by the consultant in full colour format. Presentations shall include the use of PowerPoint wherever possible. The following documents will be required to be submitted upon completion of the Sturgeon Lake Area Structure Plan:

- a) Five (5) bound color copies of the final SLASP, including all maps, illustrations and schedules;
- b) One (1) electronic copy of the final SLASP document and final schedules in Microsoft Word Compatibility Mode format;
- c) One (1) electronic copy of the final SLASP document and final schedules in PDF format;
- d) Two (2 memory sticks of all and any related colour photos, graphics, presentations given during the project and maps, in compatible formats;
- e) All complete mapping files in a compatible format; and
- f) All database material received from the Province, any other agencies, boards or commissions as part of this review, and all database materials produced by the consultant.

#### 13. Public Consultation

Public engagement is critical to the success of the project and the consultation process must be clearly detailed by the consultant. The methods and tools for engaging the public in each phase must be described showing how effective feedback can be received. At a minimum, a public engagement session will be conducted to receive feedback prior to a presentation of a draft ASP to Greenview's Council and one (1) public engagement prior to public hearing. Notice of the sessions will be posted in the local newspaper and on Greenview's website at least two (2) weeks prior to the session date. Each session must present proposed concepts for the public to consider. The public engagement strategies will be detailed in the consultant's proposal to determine the level of effectiveness expected with the methods being utilized.

#### Schedule 'A' (Current Plan area of SLASP)





## REQUEST FOR DECISION

SUBJECT: Tri-Municipal Industrial Partnership - Memorandum of Agreement

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION MEETING DATE: April 9, 2018 CAO: MH MANAGER: KK DEPARTMENT: ECONOMIC DEVELOPMENT GM: PRESENTER: KK

STRATEGIC PLAN: Regional Cooperation

#### **RELEVANT LEGISLATION:**

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council approve the Tri-Municipal Industrial Partnership Memorandum of Agreement as presented.

#### BACKGROUND/PROPOSAL:

In March 2017 the Tri-Municipal Industrial Partnership Committee instructed Administration to develop a corporate model for the Tri-Municipal Industrial Partnership to operate under. Legal counsel was contracted to develop the Agreement on behalf of all municipal partners within the Tri-Municipal Industrial Partnership. During the last quarter 2017 all partner municipalities had an opportunity for administration and separate legal counsel to review the proposed agreement. On March 27, 2018 the Tri-Municipal Industrial Partnership Committee endorsed the Memorandum of Agreement and requested the respective Administrations to forward the Memorandum of Agreement to their respective municipal Councils for approval

#### BENEFITS OF THE RECOMMENDED ACTION:

 The benefit of endorsing this memorandum of Agreement is that Partner municipalities will have a clear understanding of the individual partner commitments and legal entity that will manage the Tri-Municipal Industrial Partnership.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the stated motion.

#### **ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the option to approve amend or deny the requested motion. However, Administration is recommending that Council endorse the Memorandum of Agreement

#### 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**

Inform

#### **PUBLIC PARTICIPATION GOAL**

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

#### **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

#### **FOLLOW UP ACTIONS:**

Administration will advise the Tri-Municipal Industrial Partnership partner municipalities of Council's decision on this matter in writing.

#### ATTACHMENT(S):

• Copy of Memorandum of Agreement

MEMORANDUM OF AGREEMENT entered into this	day of _	<del></del>
2018.		

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

a municipality incorporated under the laws of the Province of Alberta (hereinafter referred to as "Greenview"),

OF THE FIRST PART,

- and -

#### COUNTY OF GRANDE PRAIRIE NO. 1,

a municipality incorporated under the laws of the Province of Alberta (hereinafter referred to as "the County"),

OF THE SECOND PART,

- and -

#### CITY OF GRANDE PRAIRIE,

a municipality incorporated under the laws of the Province of Alberta (hereinafter referred to as "the City"),

OF THE THIRD PART.

WHEREAS Greenview, the County and the City (hereinafter together referred to as the "Municipalities") established terms of reference for a Tri-Municipal Industrial Partnership steering committee to consider the feasibility of the joint marketing and development of an industrial development area within Greenview (hereinafter referred to as the "Industrial Area") by the Municipalities for the joint benefit of the region;

WHEREAS the Municipalities wish to proceed further with the investigation and study of the feasibility of the joint marketing, development, construction, and operation of the Industrial Area for presentation to the Council of each of the Municipalities and, subject to final approval by the Council of each of the Municipalities and satisfactory arrangements for the financing of the Industrial Area, with the marketing, development, construction and operation of the Industrial Area, if any;

WHEREAS the Municipalities wish to establish a joint steering committee to be known as the "Tri-Municipal Industrial Partnership Committee" or other formally adopted name (hereinafter referred to as the "Committee") to assist and advise the Municipalities on the feasibility of the joint marketing, development, construction, and operation of the Industrial Area, to make recommendations to the Council of each of the Municipalities concerning the joint marketing, development, construction, and operation of the Industrial Area and to carry out those recommendations which are approved by the Councils of each of the Municipalities on the terms and subject to the conditions set out in this Agreement; and

WHEREAS the Municipalities intend to enter into a further agreement and/or establish a corporate entity to manage the Industrial Area, which will replace the terms of this Agreement and govern the Municipalities' management and ownership of the Industrial Area going forward;

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties hereto in consideration of the mutual covenants and agreements hereinafter set forth covenant and agree with each other as follows:

#### **ARTICLE 1 - DEFINITIONS**

- 1.1 In this Agreement unless the context provides otherwise the following words or phrases shall have the following meanings:
  - a) "Agreement" shall mean this Memorandum of Understanding between the Parties.
  - b) "Committee" shall mean the Tri-Municipal Industrial Partnership Committee established by this Agreement;
  - c) "Completion Date" shall mean the date on which the development and construction of the Industrial Area is available for use by businesses or developers;
  - d) "Corporation" shall mean the corporate entity established by the Municipalities for the operation of the Industrial Area, which may consist of a non-profit corporation to be incorporated pursuant to Part Nine of the *Companies Act*, a for profit Corporation incorporated pursuant to the *Business Corporations Act* and the *Municipal Government Act*, or some other form of corporation to be determined by the parties;
  - e) "Cost of Development" shall mean all of the costs and expenditures for the marketing, development and construction of the Industrial Area including all land acquisition costs, servicing costs, legal costs, architectural and engineering costs, construction costs, carrying costs on interim financing and, without restricting the generality of the foregoing, all costs and charges incidental to the construction and development of the Industrial Area as approved by the Council of each of the Municipalities pursuant to paragraph 5.2;
  - f) "Industrial Area" shall mean the Tri-Municipal Industrial Partnership Area within Greenview to be marketed, developed and constructed by the Municipalities pursuant to this Agreement, as approximately set out in Schedule "A" to this Agreement; with specific development locations to be determined by the Committee as set out herein in a manner that will maximize the economic viability and success of the project for the residents of the Municipalities;
  - g) "Municipality" shall mean any one of the Municipalities;

- h) "Municipalities" shall mean Greenview, the County and the City, the parties to this Agreement;
- i) "Proportionate Share" shall mean the share of a party to this Agreement based upon the percentages described in paragraph 5.1;
- j) "Term" shall mean the period of time that this Agreement shall remain in effect as described in paragraph 7.1.

## ARTICLE 2 -TRI-MUNICIPAL INDUSTRIAL PARTNERSHIP COMMITTEE

- 2.1 The Committee is hereby established and the Committee shall consist of four (4) members of Council from Greenview, and two (2) members of Council from each of the City and the County, along with alternate members to be appointed by each Council.
- 2.2 Each Municipality shall be solely responsible for appointing the members from that Municipality and members may be replaced at any time by Council for the appointing Municipality.
- 2.3 In addition to the eight (8) voting members set out in paragraph 2.1, the following shall be non-voting members of the Committee:
  - a) The Chief Administrative Officer of each Municipality (or their designates);
  - b) The Economic Development Officer of each Municipality (or their designates);
  - c) The Committee's Chief Executive Officer and/or Project Manager (if established); and
  - d) Such other administrative support staff as may be agreed to by the voting members of the Committee.
- 2.4 Greenview shall appoint a Chairperson from amongst the four (4) voting members appointed by Greenview under paragraph 2.1.
- 2.5 The Committee shall annually appoint two (2) Vice-Chairs from among the voting members. One (1) Vice-Chair shall be appointed from the City and One (1) Vice-Chair shall be appointed from the County.
- 2.6 Save as herein provided, the business of the Committee shall be conducted at meetings of members of the Committee, during meeting dates to be determined by the Committee.
- 2.7 Notice of any regularly scheduled meeting of the Committee need not be given to the members of the Committee or the Municipalities.

- 2.8 Any two (2) voting members of the Committee may call a non-regularly scheduled meeting of the Committee.
- 2.9 At least one (1) week's notice of a non-regularly scheduled meeting of the Committee shall be given to each member of the Committee by providing notice to the member personally, or by electronic delivery to the member at their e-mail address shown on the records of the Committee and to the Municipalities, provided that any member may waive notice.
- 2.10 Four (4) or more voting members of the Committee shall be a quorum at a meeting of the Committee, provided that there shall be at least two (2) voting members from Greenview and one (1) voting member from each of the other Municipalities.
- 2.11 Each voting member of the Committee shall have one vote. Each voting member of the Committee must vote on each matter at a meeting of the Committee at which the member is present unless the member is required or permitted by law to abstain from voting.
- 2.12 Subject to this Agreement and within the limitations imposed by it, a resolution passed by a majority of the votes at a meeting of the Committee shall be binding. A tie vote shall be deemed to be defeated.
- 2.13 The Chairperson shall preside at meetings of the Committee and in the absence of the Chairperson, the remaining voting members shall select one of the Vice Chairs (or in both their absences, another voting member) to preside over the meeting.
- 2.14 The Committee may conduct regularly scheduled or non-regularly scheduled meetings by means of electronic or other communication facilities, or a member may participate in a regularly scheduled or non-regularly scheduled meeting by means of electronic or other communication facilities.
- 2.15 A resolution in writing signed by all the voting members of the Committee shall be of the same force and effect as if the same had been passed by a majority of the votes cast at a duly constituted meeting of the Committee.
- 2.16 Greenview shall act as the administrative lead for the Committee, and where approved by the Committee, Greenview may enter into contracts, agreements or procurement processes on behalf of the Committee. References herein to the Committee entering into any agreements or carrying out any tender or proposal process shall be understood to mean Greenview entering into such agreement or tender process on behalf of the Committee, with the prior approval of the Committee. Any approved costs incurred by Greenview in this regard shall be repaid in accordance with the formula and requirements set forth in Article 5.

2.17 For clarity, notwithstanding the name "Tri-Municipal Industrial Partnership Committee," no partnership is created and the parties to the Committee have no right to bind one another or other rights in relation to one another except as specifically set out herein.

## ARTICLE 3 -INVESTIGATION, RESEARCH AND PLANNING FOR THE INDUSTRIAL AREA

- 3.1 The Municipalities hereby delegate to the Committee the power, subject to the prior approval of a budget for the operations of the Committee by the Council of each of the Municipalities, to:
  - Carry out such surveys, investigations and inquiries as may be necessary to enable the Committee to make a recommendation to the Council of each of the Municipalities with respect to the planning, marketing, financing and development of the Industrial Area;
  - b) Retain such employees, consultants and advisors as may be necessary to enable the Committee to carry out the Committee's responsibilities to the Municipalities under the terms of this Agreement, including the hiring of a Chief Executive Officer and/or Project Manager that will report to the Committee;
  - c) If a Chief Executive Officer and/or Project Manager is to be retained by the Committee, to approve a final job description for the Chief Executive Officer and/or Project Manager, consistent with paragraph 3.5 below;
  - d) Develop a market analysis, business plan and an initial budget recommendation for Council of each of the Municipalities setting out the total amount of financing required from the Municipalities for the development and construction of the Industrial Area, along with such other recommendations as the Committee shall consider to be of assistance to the Municipalities in considering whether or not approval shall be given for the completion of the Industrial Area;
  - e) Carry out such recommendations and directions which have been approved or given by all of the Councils of the Municipalities; and
  - f) Carrying out discussion and dialogue as approved by the Committee with interested third parties, groups, corporations and agencies concerning the marketing, financing and development of the Industrial Area.
- 3.2 Without restricting the generality of the foregoing and in accordance with the recommendations approved and directions given by all of the Councils of the Municipalities the Committee may:

- a) Enter into an agreement or agreements with a public relations consultant or consultants to enable the residents of the Municipalities to become familiar with the Industrial Area and the benefits for the residents of the Municipalities in having the Industrial Area developed;
- b) Negotiate for contributions from corporations, community groups, other levels of government and other interested third parties for the Industrial Area;
- c) Co-ordinate the activities of interested community groups and hear recommendations from community groups and other interested parties concerning the design and development of the Industrial Area; and
- d) Solicit expressions of interest for other methods of marketing, financing and developing the Industrial Area for presentation to the Council of each of the Municipalities;
- e) Prepare draft area structure plans and other statutory plans or necessary amendments to statutory plans for consideration, which with the approval of the Committee would be submitted to Greenview as the development authority for the Industrial Area.
- f) Oversee the development of lease agreements, marketing plans, website(s) and incentive plans for the Industrial Area;
- g) Develop a corporate name, brand and logo for the Industrial Area;
- h) Identify required consultations and advocate on behalf of the Industrial Area project with all applicable stakeholders;
- i) Make recommendations to Council of each of the Municipalities regarding the most effective corporate structure and arrangements for the Corporation, and develop a draft of the agreement between the Municipalities and the Corporation governing the future relationship between the parties as it relates to the Industrial Area for consideration by each of the Municipalities.
- 3.3 In addition to the powers, responsibilities and duties set out in this Agreement, the Committee may perform and carry out such additional responsibilities and duties as may be delegated to the Committee by the Councils of the Municipalities from time to time.
- 3.4 The Committee shall provide regular reports to Council for each of the Municipalities regarding the progress in relation to the foregoing and the development of the Industrial Area.
- 3.5 The Chief Executive Officer and/or Project Manager shall be hired as an employee or contractor of Greenview, and be subject to the applicable policies of Greenview until

such time as the Corporation is established; provided that the costs incurred by Greenview in retaining the Chief Executive Officer and/or Project Manager shall be shared by the Municipalities as a Cost of Development.

## ARTICLE 4 -DESIGN, PLANNING AND CONSTRUCTION OF THE INDUSTRIAL AREA

- 4.1 In accordance with the recommendations and directions of all of the Councils of the Municipalities and in accordance with a budget approved by the Councils of all of the Municipalities, the Committee shall:
  - a) Retain the services of such planners, architects, engineers, consultants and managers as may be necessary to prepare detailed plans and drawings for the Industrial Area;
  - b) Subject to the approval of the detailed plans and drawings for the Industrial Area by the Council of each of the Municipalities, call for tenders and proposals for the construction of the Industrial Area in accordance with the approved detailed plans and drawings for the Industrial Area;
  - c) Recommend to the Council of each of the Municipalities a tender or tenders for the construction of the Industrial Area;
  - d) Subject to the acceptance of a tender or tenders within the budget approved for the construction of the Industrial Area, retain such architects, engineers, managers and consultants as may be necessary to ensure that the Industrial Area is constructed in accordance with the recommendations and directions of the Councils of the Municipalities. For clarity, once the Committee approves the budget and form of any tender, Greenview as administrative lead may award a contract in accordance with that tender provided it is within the approved budget; and
  - e) Take such other steps as may be necessary to carry out the recommendations and directions given or approved by the Councils of all of the Municipalities.

#### ARTICLE 5 -FINANCING AND OWNERSHIP OF INDUSTRIAL AREA

5.1 The parties hereto covenant and agree with each other that they shall be responsible for the financing of and payment of the Cost of Development of the Industrial Area in the following percentages:

Greenview	50.0%
The County	25.0%
The City	25.0%

- 5.2 The parties hereto, subject to the final approval of the Cost of Development of the Industrial Area by the Councils of each of the Municipalities and the final approval by the Council of each of the Municipalities of any financing required for each Municipality's Proportionate Share of the Cost of Development, shall advance to Greenview their respective Proportionate Share of the approved Cost of Development.
- 5.3 The parties hereto acknowledge and agree that their respective ownership interests in the Industrial Area shall be in the percentages shown in paragraph 5.1 of this Article and no party to this Agreement shall encumber, lien, hypothecate or dispose of its interest in the Industrial Area without the prior approval of the other parties to this Agreement.
- 5.4 It shall be the sole responsibility of each party to this Agreement to arrange for and obtain such financing as may be required to finance each party's Proportionate Share of the Cost of Development of the Industrial Area; however, no party to this Agreement shall be obligated or required to advance any amount required for the construction of the Industrial Area until the Council of each of the Municipalities has approved the Cost of Development and final approval has been obtained by each of the Municipalities for the financing of each Municipality's Proportionate Share of the Cost of Development.
- 5.5 To the extent development and construction of the Industrial Area proceeds, the parties agree that any net revenues shall be shared or distributed to the parties based on their respective ownership interests set out above, based on the following criteria:
  - a) The calculation of revenue attributable to the Industrial Area shall only apply to new developments within the boundaries of the Industrial Area; such that linear property not directly servicing the Industrial Area and existing development revenues flowing to Greenview shall not be considered revenue to be shared by the Municipalities;
  - b) Net revenue will then be calculated on the basis of all such additional revenue, including municipal property tax derived from assessment, attributable to new developments within the boundaries of the Industrial Area, less the Cost of Development or any ongoing costs incurred by the TMIP.

#### ARTICLE 6 -OPERATION OF INDUSTRIAL AREA

6.1 Upon the completion of the construction of the Industrial Area, or at such other time as agreed to by the Municipalities, the parties hereto may cause the Corporation to be incorporated to operate and maintain the Industrial Area on behalf of the Municipalities.

- 6.2 Unless otherwise agreed to by the parties, each Municipality's ownership and interest in the Corporation shall be in the respective percentages shown in paragraph 5.1 of this Agreement, as may be amended including pursuant to Article 7 below.
- 6.3 Until such time as the Corporation is formed or this Agreement is terminated, the Committee shall continue to operate the Industrial Area in accordance with this Agreement.
- 6.4 The Committee shall forward to each of the Municipalities its proposed capital and operating budget for the following three calendar years at least sixty (60) days prior to the commencement of each calendar year for approval by the Council of each of the Municipalities.
- 6.5 In the event that the Council of each of the Municipalities shall not have approved a capital and operating budget for the Committee for a calendar year by January 1<sup>st</sup> of that calendar year, the following shall apply:
  - a) The Committee shall be entitled to continue the operation of the Industrial Area based upon the previous year's approved budget and the Municipalities shall continue to fund the operations of the Committee based upon the previous year's approved budget for the Committee and the Industrial Area;
  - b) If the Council of each of the Municipalities has not approved a capital and operating budget for the Committee by April 30<sup>th</sup> the Council of each of the three Municipalities shall endeavour to agree upon the appointment of a single arbitrator to settle the operating and capital budget for the following calendar year for the Committee:
  - In the event that the Councils of the three Municipalities have not agreed upon the appointment of a single arbitrator by May 31st of that calendar year, any one of the Municipalities shall be entitled to apply to the Court of Queen's Bench for the Province of Alberta for the appointment of a sole arbitrator pursuant to the Arbitration Act (Alberta);
  - d) The proceedings of the sole arbitrator appointed pursuant to subparagraphs (b) or (c) shall be conducted pursuant to the Arbitration Act (Alberta) and the arbitrator shall make a decision within 60 days of his or her appointment; and
  - e) The decision of the sole arbitrator with respect to the operating and capital budget for that calendar year shall be final and binding upon the Council of each of the Municipalities.

## ARTICLE 7 -TERM AND WITHDRAWAL OF MUNICIPALITY

- 7.1 The term of this Agreement shall commence on the \_\_\_\_ day of \_\_\_\_\_\_\_, 2018 and shall continue until terminated in accordance with the provisions of this Agreement, or until replaced by another agreement following the establishment of the Corporation or otherwise.
- 7.2 In the event that one or more of the Municipalities wishes to dispose of all or a portion of its interest in the Industrial Area at any time (such Municipality being hereinafter referred to as "the Offeror"), the Offeror shall give the other Municipalities (the other Municipalities being hereinafter referred to as "the Offerees") notice in writing ("the Notice") of the Offeror's intention to dispose of its interest in the Industrial Area and the terms upon which the Offeror is prepared to dispose of its interest in the Industrial Area. Unless otherwise agreed to by the parties, the amount of the offer proposed by a Municipality shall be no more than the direct costs such Municipality has contributed to the Committee.
- 7.3 The Offerees shall have a period of sixty (60) days from the date of receipt of the Notice within which to purchase the Offeror's interest in the Industrial Area on the terms and conditions set out in the Notice and on a pro rata basis if there is more than one Offeree.
- 7.4 In the event that one or both of the Offerees shall not advise the Offeror that either or both of them is or are prepared to purchase the Offeror's interest in the Industrial Area on the terms set out in the Notice, the Offeror, for a period of one (1) year from the date of expiration of the period described in paragraph 7.4 of this Article, shall be at liberty to dispose of its interest in the Industrial Area to another municipality on the same terms and conditions as are set out in the Notice subject to such third party municipality undertaking to become a party to the Agreement and bound by the terms of this Agreement.
- 7.5 At any time during the Term of this Agreement, the Council of a Municipality may elect on one (1) year's notice in writing to the other Municipalities to withdraw from the Committee and the Industrial Area and upon the expiration of the said one (1) year period the Municipality electing to withdraw shall continue to remain responsible for any indebtedness which the Municipality has incurred for that Municipality's share of the Cost of Development of the Industrial Area and for any remaining budgeted costs up to the date of withdrawal. The withdrawing Municipality shall no longer be responsible for any additional costs arising from the development or operation of the Industrial Area after the expiration of the said one (1) year period, nor shall it have any entitlement to profits derived from the Industrial Area or the Corporation. Following the withdrawal of a Municipality, the ownership interest of the withdrawing Municipality shall be reallocated to the remaining Municipalities on the basis of their proportionate ownership as set out in paragraph 5.1 or as later amended pursuant to this Agreement, and the Agreement shall otherwise remain in effect.

- 7.6 Notwithstanding the foregoing paragraph 7.5, in the event a Municipality provides notice in writing to withdraw from the Committee, the remaining Municipalities may by agreement elect to dissolve the Committee at the expiry of the one year notice period, or such other time as may be agreed to by the parties. In the event of such a dissolution, the parties shall continue to bear the costs associated with winding-up the Committee in accordance with their respective ownership interests until the Committee is dissolved within that one year period.
- 7.7 In the event it is Greenview that provides a notice of withdrawal pursuant to paragraph 7.5, the following additional considerations shall apply:
  - a) If upon the withdrawal of Greenview, the Committee is dissolved pursuant to paragraph 7.6, the parties shall have no further interest in the Industrial Area, subject to paragraph 7.7(b) and 7.7(c) below.
  - b) In the event any net revenue (as calculated in accordance with paragraph 5.5) is derived from the Industrial Area during a period of three (3) years following the dissolution of the Committee, each Municipality shall be entitled to share in such net revenue on the basis of their respective proportionate shares at the time of dissolution. For clarity, in calculating net revenue following dissolution, any additional costs incurred by Greenview in relation to the Industrial Area shall be accounted for and deducted from any revenue received.
  - c) In no instance shall the City or County receive less than an amount equal to their total funding committed as of the effective date of Greenview's withdrawal. For clarity, committed funding does not include indirect costs or staff time associated with the project.
- 7.8 The Municipalities shall be at liberty from time to time to add another or other parties to this Agreement with the prior approval of the Council of each of the Municipalities. In the event each Council approves, a new party would be added on the following basis, unless otherwise agreed to by all the parties:
  - a) The new party would acquire an ownership share in a percentage agreed upon by each party, and a resulting adjustment to the percentages set out in paragraph 5.1 above shall be made on a pro rata basis such that each existing party's share is reduced proportionately to account for the share given to the new party;
  - b) The new party would contribute a sum of money to reflect the proportionate share being acquired based upon the value of previous contributions made by the existing parties at the time the new party is added, and to reflect the future value and potential value of the Industrial Area;

- c) The Committee shall be expanded to ten (10) voting members, with the new party having the right to appoint two (2) voting members on the same basis as set out in Article 2; and
- d) The new member shall otherwise be bound by the same obligations of the other parties, subject to any other terms or conditions agreed to between the parties.
- 7.9 Other than as set out in this Article (or as provided for in Article 11), no party during the Term shall be at liberty to dispose of its interest in the Industrial Area or to transfer or assign its respective obligations under the Agreement without the prior consent and approval of each of the other parties to this Agreement.

## ARTICLE 8 -RECORDS, ACCOUNTS AND BANKING

- 8.1 The Committee shall supply the Municipalities with such information regarding management and operations as is considered necessary by the Municipalities.
- 8.2 Greenview as the administrative lead for the Committee shall be responsible for managing all funds received and spent by the Committee, pursuant to the approved budget and directions from the Committee.
- 8.3 Proper books of account of the transactions of the Committee shall be kept by Greenview and such books of account together with all letters, bills, papers and other documents relating to the Committee and the Industrial Area shall be kept and be open at all times to the inspection by the Committee.
- 8.4 The Committee shall cause minutes to be made and books to be provided for the purpose of all resolutions passed by, and of all proceedings of any meeting of the Committee and of the names of all persons present at such meeting. Such minutes shall be submitted to all members for distribution to each of the Municipalities.

## **ARTICLE 9 - NOTICES**

9.1 Any notice, direction or other instrument required or permitted to be given under the provisions of this Agreement shall be in writing and may be given by delivery of same or mailing same or sending by facsimile, email, or other similar form of communication to the attention of the respective Chief Administrative Officer.

Any notice, direction or other instrument aforesaid shall, if delivered, be deemed to have been given and received on the day on which it was so delivered and, if not a business day, then on the business day next following the day of delivery and, if mailed, be deemed to have been given and received on the third day following the day on which it was so mailed and, if sent by telegram, telex, telecommunication or other similar form of communication, be deemed to have been given and received on the second business day following the day it was sent. Any party may change its address for notice in the manner aforesaid. If for any reason the method for

giving notice selected by a party is impracticable that party shall be obliged to select an alternate method of giving notice.

## ARTICLE 10 -INDEMNITY

10.1 The parties shall indemnify and save harmless the members of the Committee from against any and all losses, claims, demands, payments, suits, judgments, charges, expenses, actions, causes of actions and costs (including costs on a solicitor and its own client basis) suffered by any or all of them where such losses, claims, demands, payments, suits, judgments, expenses, charges, actions, causes of action or costs result from or occur by reason of any actions taken in good faith by the member of the Committee in the performance of their obligations hereunder.

## ARTICLE 11 -OPTIONS FOR DILUTED INTEREST

11.1 The parties recognize that there may be circumstances where the Committee votes in favour of significant spending which one of the Municipalities (the "Non-Contributing Municipality") may not be prepared to incur, either in whole or in part. In such circumstances, the other Municipalities may agree, in their discretion, that in lieu of a contribution by the Non-Contributing Municipality, the ownership interest of the Non-Contributing Municipality under paragraph 5.1 shall be reduced by a proportionate amount agreed to by the parties to reflect the payment obligations which are sought to be avoided by the Non-Contributing Municipality. Any such arrangement would require the approval of each Municipality.

## **ARTICLE 12\_-AMENDMENT**

12.1 If at any time during the continuance of this Agreement the Municipalities shall deem it necessary or expedient to make any alteration or addition to this Agreement they may do so by means of a written agreement between all of the parties which shall be supplemental hereto and form part hereof.

IN WITNESS WHEREOF the parties have hereunto affixed their seals by the hands of their proper officers in that behalf as of the day and year first above written.

M.D. OF GREENVIEW NO. 16	
PER:	
PER:	

COUNTY OF GRANDE PRAIRIE NO. 1
PER:
PER:
THE CITY OF GRANDE PRAIRIE
PER:
PER:



SUBJECT: Collection of Pre & Post-Receivership Tax Debt

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION MEETING DATE: April 9, 2018 CAO: MH MANAGER: DD DEPARTMENT: FINANCE GM: RO PRESENTER: MJ

STRATEGIC PLAN: Level of Service

#### **RELEVANT LEGISLATION:**

Provincial (cite) – MGA s343 and s347 (1)

Council Bylaw/Policy (cite) – Bylaw 17-780

#### **RECOMMENDED ACTION:**

MOTION: As authorized by Section 347(c) of the Municipal Government Act, that Council move to defer all Pre-Receivership (October 26, 2015) tax arrears and accrued penalties owing for those Pre-Receivership tax arrears on Rolls 315104, 315173, 316417, 316418, 316421, 316422, 316708, 316930, 319273 & 320949; until the earlier of payment of all Post-Receivership taxes or the disposition of the property that is subject to the tax assessment.

## BACKGROUND/PROPOSAL:

A Receiver can be appointed by a Court to manage a company's business when it fails to pay its creditors. The Receiver attempts to liquidate assets and/or restructure the company to prevent it from entering bankruptcy.

Greenview has some industrial accounts that are held by companies under Receivership. While the company is under Receivership, the business is managed normally and payables are expected to be covered. What this means is that the Receiver is responsible to pay the payables, including property taxes that are incurred while the company is under their control.

There are two types of taxes in a Receivership: (1) Pre-Receivership taxes and (2) Post-Receivership taxes. Pre-Receivership taxes are those taxes that the debtor corporation failed to pay prior to the date of Receivership. Post-Receivership taxes are those taxes that accrue after the date of Receivership. The Receiver has taken the position that at this time, it is only responsible for paying Post-Receivership taxes.

Our legal team has reviewed this matter extensively as they have been receiving payments on our behalf from the Receiver. They have recommended that a resolution be passed to defer the Pre-Receivership tax arrears until the earlier of payment of all Post-Receivership tax or the disposition of the property that is subject to the tax assessment.

Our law firm is concerned that if the resolution is not passed, the specific wording in the Municipal Government Act along with the Orders of the Court may allow the Receiver, other creditors or the debtor company to double count payments towards arrears. This would result in a tax loss to the municipality. The unfairness of this result gives Greenview an opportunity to defer the Pre-Receivership taxes.

Our law firm further states that this tax deferral is not granting the debtor corporation a tax break for a couple of reasons: (1) the Pre-Receivership taxes are *already* deferred because the Court Order prevents Greenview from taking any action to collect those Pre-Receivership outstanding amounts; and (2) those Pre-Receivership taxes may be collected at a later date, for example, if land or improvements are sold. It is important to remember that not every company in arrears would be eligible for a tax deferral; only companies in Receivership or Bankruptcy would receive the deferral so that Greenview can effectively deal with those legal processes.

Section 343 (1) of the MGA states "A tax payment must be applied first to tax arrears" while section 347(1) states that "If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property...(c) defer the collection of a tax".

Section 343 of the MGA states that all tax payments shall be made firstly to the tax arrears however in Section 347 it authorizes Council to defer any and all tax where it is equitable to do so by resolution. In order to ensure that the receiver payments are posted to the post-receivership taxes, a Council resolution is required.

Assessment and tax rates change annually so the amounts owing will be different from year to year.

Penalties will continue to be assessed against pre-receiver taxes and any late payments on post-receiver tax amounts as required by our existing Tax Penalty Bylaw.

Section 348(c) of the MGA states that "taxes due to a municipality take priority over the claims of every person except the Crown" so the municipality may expect payment of any outstanding balance upon a sale of the assets, if an asset sale is successful and there are funds that can be distributed to the M.D. after paying other higher priority creditors, for example, the Alberta Energy Regulator.

The Receiver involved with the company owning the noted tax rolls in the recommended motion has already paid \$16,166.59.00 to the Post-Receiver taxes. Following the last payment, this will leave a balance outstanding of Post-Receivership taxes in an approximate amount of \$66,175.12. Currently, \$75,423.03 are owed in Pre-Receivership taxes.

The recommended motion deals with one company that is currently in receivership, however, Administration will connect with Greenview's legal team to determine whether or not a general motion regarding all companies in receivership would be more applicable.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to ensure that Greenview has an option to collect the arrears taxes and penalties upon the company becoming viable or the disposition of the property in question.

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

#### **ALTERNATIVES CONSIDERED:**

Alternative #1: Council has the alternative to defeat the recommended motion. However, this is not recommended by Administration due to our law firm being concerned that if the resolution is not passed, the specific wording in the Municipal Government Act along with the Orders of the Court may allow the Receiver, other creditors or the debtor company to double count payments towards arrears. This would result in a tax loss to the municipality. The unfairness of this result gives the Greenview an opportunity to defer the Pre-Receivership taxes.

#### FINANCIAL IMPLICATION:

\$66,175.12 - Post-Receivership Taxes

\$75,423.03 - Pre-Receivership Taxes

\$12,179.05 - 2018 Property Taxes & Penalties (based on the 2017 Mill Rate)

\$25,487.67 - Arrears Penalties

#### 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:**

Once Council makes the recommended decision, Administration will ensure that all payments received from the Appointed Receiver for this property owner, will be posted to the Post-Receivership property taxes until they are paid in full.

## ATTACHMENT(S):

- RMRF Collection of Pre & Post-Receivership Tax Debt
- MGA Sections 343 (1) and 347 (1)



WRITER'S EMAIL
YOUR FILE

mmccabe@rmrf.com

WRITER'S DIRECT PHONE

780.497.3344 110391-008-MJM

January 15, 2018

Municipal District of Greenview No. 16
Attention: Mike Haugen
Box 1079-4806 36 St
Valleyview AB T0H 3N0
Email: mike.haugen@mdgreenview.ab.ca

Dear Sir:

## Re: Collection of Pre & Post-Receivership Tax Debt

We understand that you, like many municipalities, have recently been provided with payments from receivers purporting to pay "current" taxes. In receiving this, we wanted to communicate to you so these payments can be dealt with in a way that does not disadvantage the municipality.

We recommend that you arrange to bring this matter before Council with the suggestion that Council resolve to defer collection of outstanding taxes. Our reasoning is based on the interplay of s. 343 of the *Municipal Government Act* and the requirement upon a Receiver to pay taxes.

If the Receiver pays current taxes, common sense dictates that he or she will not be liable to pay those current taxes a second time. However, if the Receiver pays some of the Post-Receivership Tax, s. 343 would require that that payment be applied against tax arrears, i.e. the oldest of the Pre-Receivership Tax.

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This might be easiest to follow when looked at graphically.

## Date of Receivership

Pre-Receivership Tax

Post-Receivership Tax

From the forgoing there are two classes of taxes outstanding. The Pre-Receivership Tax and the Post-Receivership Tax.

## Date of Receivership

Pre-Receivership Tax

Post-Receivership Tax

If the Receiver decides to make a payment, it will be against taxes owing during the Receivership because the Receiver potentially has a liability for taxes incurred during the Receivership. So, we take our diagram and put a green box to represent a payment made by the Receiver.

While the Receiver makes the payment as represented in the green box, s. 343 would require that it be applied against the oldest taxes. Those taxes are represented by the red box.

The result would be that the amount that is in the box in red is actually paid and the amount that is in the box in green will not be paid a second time. So, we take you to the third graph.

## Date of Receivership

Pre-Receivership Tax

Post-Receivership Tax

You will see that the amounts outstanding, as noted in the Pre and Post-Receivership Tax amounts have been shortened on both ends. That is because the effect of the Receivership, coupled with an application of s. 343 is resulting in a current payment made by the Receiver being applied against tax debt incurred before the Receiver was appointed.

To use some numbers, if the Receiver pays \$1,000.00, it will eliminate \$1,000.00 of the Receiver's obligation to pay Post-Receivership Tax and, because of the effect of s. 343, that \$1,000.00 would be applied against Pre-Receivership Debt, eliminating that portion of the obligation. The bottom line is that, with the application of s. 343(1), payment of \$1,000.00 could arguably limit the ability of the municipality to collect \$2,000.00 of outstanding tax.

This conundrum is obviously not in the best interests of a municipality, but the problem is readily solved. It is solved by deferring the collection of the Pre-Receivership Tax. That way, payment currently made by the Receiver is applied against current tax and the Pre-Receivership Tax remains unpaid.



S. 347 of the *Municipal Government Act* authorizes a Council to pass a resolution to defer the tax where it is equitable to do so. Plainly, it is equitable, particularly to the municipality, to avoid the conundrum described above.

It is important that there be an actual resolution of Council to this effect. That is a matter of evidence. We raise this because, should the Receiver be diligent, he might pick up on the effect of s. 343 and claim that the effect of his payment has the effect of the double payment described above. The municipality can rebut that by showing the Receiver the resolution.

The wording of the resolution is important. We suggest that a resolution that gives effect to a deferral of the Pre-Receivership Tax until the earlier of payment of all Post-Receivership Tax or disposition of the property that is subject to the tax assessment, might be appropriate.

We appreciate that the forgoing is not straightforward and we would be pleased to discuss it with you at your convenience.

Yours truly,

REYNOLDS MIRTH RICHARDS & FARMER LLP

PER:

MICHAEL J. MCCABE, Q.C.

MJM/ls

1984706.doc

## Municipal Government Act, Chapter M-26, RSA 2000

## **Application of tax payment**

**343(1)** A tax payment must be applied first to tax arrears.

## Cancellation, reduction, refund or deferral of taxes

**347(1)** If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.



SUBJECT: Fox Creek Multi-use Facility

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: April 9, 2018 CAO: MH MANAGER:

DEPARTMENT: COMMUNITY SERVICES GM: DM PRESENTER: DM

STRATEGIC PLAN: Level of Service

#### **RELEVANT LEGISLATION:**

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council accept the report on the Fox Creek Multi-use Facility for information, as presented.

## BACKGROUND/PROPOSAL:

The Town of Fox Creek Council has extended an invitation to Greenview Council to attend their meeting Monday April 9, 2018 at 6:30 p.m. with one of the topics of discussion being the naming of the new multiuse facility located within Fox Creek.

The Town of Fox Creek has informed Administration that the naming rights of the facility will be available for sale/sponsorship. The intent is to have the successful sponsor, the Town of Fox Creek and Greenview in the overall name of the facility. Fox Creek Administration is seeking possible names as to what the actual facility would be deemed ie. (leisure centre, multi-use, recreation centre, multiplex etc.)

In that Greenview is the majority stakeholder of the facility Administration deems it prudent that Council has the opportunity for the facility's naming rights.

#### BENEFITS OF THE RECOMMENDED ACTION:

 The benefit of accepting the presentation is to confirm receipt of the Council update on the Fox Creek Multi-use Facility

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

#### ALTERNATIVES CONSIDERED:

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

## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

## **PUBLIC PARTICIPATION GOAL**

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

## PROMISE TO THE PUBLIC

Inform - We will keep you informed.

## **FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

## ATTACHMENT(S):

Letter form the Town of Fox Creek



VALLEYVIEW

8105 E S 9AM

MUNICIPAL DISTRICT
OF GREENVIEW No. 16

March 19, 2018

Municipal District of Greenview Attn: Mike Haugen PO Box 1079 Valleyview, Alberta TOH 3NO

Re: Naming of the Multi-Use Facility

The Town of Fox Creek Council would like to extend an invitation to the MD of Greenview Council to attend our Monday, April 9<sup>th</sup> Regular Meeting of Council at 6:30 pm. One of the topics of discussion is the naming of the new Multi-Use in Town.

As the MD has partnered with the Town to make this a reality, we would like to include the MD of Greenview Council in the naming of the MD of Greenview and Town of Fox Creek facility.

Please contact Roy Dell, if you have any questions or concerns at 780.622.3896 or by email at operations@foxcreek.ca.

Sincerely,

Rdy Dell Chief Administrative officer Town of Fox Creek

RD/ec



SUBJECT: Canadian Mental Health North West Region Fundraising Event

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: April 9, 2018 CAO: MH MANAGER:

DEPARTMENT: COMMUNITY SERVICES GM: DM PRESENTER: DM

STRATEGIC PLAN: Level of Service

#### **RELEVANT LEGISLATION:**

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council accept the request for sponsorship from the Canadian Mental Health North West Region for information, as presented.

## BACKGROUND/PROPOSAL:

The Canadian Mental Health NW Region is hosting a large fundraising event "The Many Faces of Mental Health Masquerade Gala" at the Pomeroy Inn & Conference Centre, Grande Prairie on May 5, 2018 starting at 5:00 p.m.

The event is expected to draw over 200 supporters and participating business which will be prominently featured at the event. The group has tickets available for \$80.00 each or a table for 10 at \$750.00 as well as sponsorship opportunities ranging from \$200.00 to \$5,000.00

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update on the Canadian Mental Health NW Region Fundraising Event.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

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

## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

## **PUBLIC PARTICIPATION GOAL**

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

## **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

## **FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

## ATTACHMENT(S):

- Sponsorship Opportunities
- Invitation



## Event Sponsor \$5000

- Primary logo placement on CMHA website
- Logo on printed materials
- Free tickets to the event (10)
- Digital evolving logo at the venue
- Business name mentioned on radio ads
- Social media mention

## Silver Sponsor \$1000

- Logo placement on CMHA website
- Logo on printed materials
- Free tickets to the event (2)
- Digital evolving logo at the venue
- Social media mention

## Diamond Sponsor \$2500

- Logo placement on CMHA website
- Logo on printed materials
- Free tickets to the event (5)
- Digital evolving logo at the venue
- Social media mention

## Phantom Sponsor \$200-\$999

- Logo placement on CMHA website
- Logo on printed materials
- Digital evolving logo at the venue
- Social media mention



Come join us for a night of The Many Faces of Mental Health,

Featuring dinner, duelling pianos, live music and silent auction including a live art piece from local artist Tina Martel.

All proceeds will locally support Mental Health. We help individuals with mental illness develop the personal tools they need to lead meaningful & productive lives.

Tickets will be available online: www.gpcmha.ca Individual: \$80

Table for 10: \$750

## Vision

Mentally healthy people in a healthy society.



Canadian Mental Health Association Alberta Northwest Region



SUBJECT: Grande Prairie Art Gallery Fundraiser

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: April 9, 2018 CAO: MH MANAGER:

DEPARTMENT: COMMUNITY SERVICES GM: DM PRESENTER: DM

STRATEGIC PLAN: Level of Service

#### **RELEVANT LEGISLATION:**

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council accept the Grande Prairie Art Gallery Fundraising invitation for information, as presented.

## BACKGROUND/PROPOSAL:

The Art Gallery of Grande Prairie is holding their 38<sup>th</sup> Annual Fundraiser which is their signature event on Saturday April 28<sup>th</sup>, 2018 at the art gallery in Grande Prairie.

Each year since 1980, the Art Gallery of Grande Prairie has held an annual art auction to raise funds for its core operations and programming. This gala, supported by artists, businesses and the local community, is a celebration of the transformative power of the Arts, and acknowledges the important placement of the Gallery in our community.

VIP dinner tickets are available for \$300.00 and auction tickets 2 for \$150.00. Greenview does provide annual funding to the Grande Prairie Art Gallery.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update on the Grande Prairie Art Gallery.

#### 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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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):

Invitation



#### DESCRIPTION

Chrenek Dion & Associates presents
One Louder Goes the Art Auction 38!

The Art Gallery of Grande Prairie's 38th annual fundraiser, our signature event of the year, is here! Join us on Saturday, April 28, 2018 for the region's premiere art gala and auction. All proceeds support the Gallery's exhibitions and programs for the year, one of the largest Free Admission Galleries in Western Canada.

Arrival Times

6:00 pm VIP Ticket Holders

7:00 pm Art Auction 38 + After Party Ticket Holders

Note: VIP guests may select their table when purchasing tickets. \*\*Seat selection option not available on Mobile devices.\*\*



TAGS

Things To Do In Grande Prairie Gala Charity & Causes

1

SHARE WITH FRIENDS



SUBJECT: Grande Prairie Royal Canadian Legion No. 54 Grant Funding Request

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: April 9, 2018 CAO: MH MANAGER:

DEPARTMENT: COMMUNITY SERVICES GM: DM PRESENTER: DM

STRATEGIC PLAN: Level of Service

#### **RELEVANT LEGISLATION:**

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council accept the Grande Prairie Royal Canadian Legion No. 54 Grant Funding request for information, as presented.

## BACKGROUND/PROPOSAL:

The Royal Canadian Legion Branch #54 is now into its 91<sup>st</sup> year of operation as an organization in Grande Prairie and surrounding areas. Over the years the organization has contributed greatly to many Veterans, RCMP, Seniors, Youth and other community groups with funds and many volunteer hours to help the community grow and build.

The Legion is embarking on a major fundraising campaign with the goal of raising 1.5 million dollars over the next three years in order to do renovations to their facility. The group is requesting funding in the amount of \$50,000.00 annually over the next three years.

The Community Services Miscellaneous Grant Budget has a balance of \$97,016.57 as of March 26, 2018.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update on the Grande Prairie Royal Canadian Legion No. 54.

## 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.

**Alternative #2:** Council has the alternative to provide a portion, or all of the requested funds, however administration would like to inform Council that this may be precedent setting as other organizations of a similar nature from various other communities outside of Greenview may make similar requests.

#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

## **PUBLIC PARTICIPATION GOAL**

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

## **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

## **FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

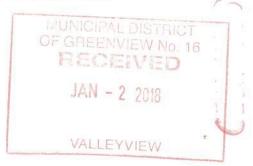
## ATTACHMENT(S):

- Request Letter
- Grant Request

# Remembering Gur Future 365

# **DONOR WALL CAMPAIGN**

www.legiongp.ca donorwall@hotmail.com



M.D of Greenview PO Box 1079 Valleyview, AB TOH 3N0 RE: Dale Gervais Cc: Bill Smith

## Good Day:

The Royal Canadian Legion Br#54 is now into its 91<sup>st</sup> year of operation as an organization in the Grande Prairie and surrounding areas. Over the years our organization has contributed greatly to many Veterans, RCMP, Seniors, Youth and other community groups with funds and many volunteer hours to help the community grow and build.

As we face new challenges and many changes in demographics in the coming years our facility needs modernization to help Physically Challenged Individuals access our premises. We are embarking on a major fundraising campaign with a goal of raising \$1.5m over the next 3 years. Our plans are to renovate our washrooms, dispensing areas (kitchen & beverage) and our banquet area (Corvette Rm).

Does the Municipal District have any grants that we may access & qualify for to help us achieve our fundraising goals?

Your time is valuable and is in great demand as we would meet at your convenience and timelines.

Sincerely Yours in Comradeship

Barry L Lazoruk
Project Coordinator



**Organization Information:** 

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

4307

MUNICIPAL DISTRICT OF GREENVIEW No. 16 RECEIVED

MAR - 2 2018

VALLEYVIEW

## GRANT APPLICATION

Royal Canadian Legion #54 Name of Organization: 9912-101 Ave Grande Prairie, Ab T8V 0X8 Address of Organization: Dan Christenson, 780-532-3110 Contact Name and Phone Number: Chairperson Donor Wall Committee Position of Contact Person: Purpose of organization: We provide assistance to Veterans, RCMP and their families in need. Transportation, housing, medical, financial and equipment to meet their needs. Provide seniors and youth with services they require help with. Registration No. 894045269RR0001 What act are you registered under? Not for profit **Grant Information:** 150,000.00 Total Amount Requested Capital Operating Proposed Project: To modernize our existing facility to better serve physically challenged and handicapped individuals. Enhance our entrance, washrooms, beverage and food dispensing areas, as well as up grade our Corvette Banque facility.

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

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

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



## **Additional Information:**

Have you previously applied for grant from the M. D. of Greenview?
Yes No 🗸
List the last two grants your organization has received from the M.D. of Greenview
1. Amount \$n/a Year
Purpose:
2. Amount \$n/a Year
Purpose:
Have you provided the M.D. of Greenview with a final completion report for grant funds received?
Yes No 🗸
If no, why has the report not been filed?  Not Applicable
Have you applied for grant funds from sources other than the M.D. of Greenview?
Yes No No
Have you received grant funds from sources other than the M.D. of Greenview?
If yes; who, purpose and amount? Have applied to GP Rotary but have had no reply as of yet.
Have you performed any <b>other</b> fund raising projects? If yes; what and how much was raised? Yes, we have contacted our membership and some local businesses. So far we have received
\$30,000.00 in donations.



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

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

## **Applicant Information:**

Name:	Dan Christenson
Signature:	den Thistina
Address:	9912-101 Ave. Grande Prairie, AB T8V-0X8
Telephone Number:	780-532-3110
Date	February 20th, 2018



# APPLICATION FOR GRANT FORM A - OPERATING

REVENUE		Previous Year Actual 20	Current Year Estimates 20	Next Year Proposal 20
1.	Fees			
2.	Memberships			
3.	Other income (please list)			
4.	Grants (please list)			
5.	Donations (please list)			
6.	Interest Earned			
7.	Miscellaneous Income			
	TOTAL REVENUE (add up items 1-7)			
EXPENSES				
	Honourariums/Wages/Benefits			<del></del>
8. 9.				
10.	Travel Expenses Professional Development		A CONTRACTOR OF THE PARTY OF TH	-
11.	Conferences			
12.	Cleaning & Maintenance	<del> </del>		
13.	Licensing Fees			
14.				
15.	Office Supplies Utilities (phone, power, etc.)			
16.	Rent			
17.	Bank/Accounting Charges		<del> </del>	
18.	Advertising			
19.	Miscellaneous			-
19.	Miscellaneous			
20.	Capital Purchases (please list)			
	mom. v. Eventyono			
	(add up lines 8-20)			
S 500 _ 30-200	NET BALANCE			
	(subtract Total Expenses from Total Revenue)			
Cash on Han		_ 0	perating Loans	s
Current Accordings Accordings		_ O _ A	ther Loans ccounts Payable	\$ \$
Accounts Re Inventory to Buildings Furniture/Fix	Dec 31, 20 \$	_		
Land Equipment	\$ \$			

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



## APPLICATION FOR GRANT FORM B - CAPITAL

Purpose for	Grant (please provide full description and detailed project budget);
To moder	nize our facility to be able to train and develop physically challenged
and handi	icapped individuals.
Our budge	et is \$1.5 million over a 3 year period with a request from Greenview
of \$50,000	0.00 per year for 3 years. See attached appendix.
Estimated C	ompletion Date: July 2020
Quotes for I	Project (minimum of three quotes if available. Attach additional quotes if required):
1.	Entrance & Washrooms 6 total washrooms as well as new entrance
Am	ount §300,000
2.	Beverage & Banquet Room
Am	ount \$300,000
3.	Kitchen & Dining Facility Enhancement
Am	ount \$600,000

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

## **ROYAL CANADIAN LEGION BRANCH #54**

## Statement of Financial Position

## December 31 2016

(Unaudited)

ASSETS	(0	2016		2015		2014
Cash in Bank / Unrestricted	ė				۲.	
Cash on Hand	\$	(879.49)	۲.	-10969.72	10.00	(8,527.88)
Accounts Receivable	\$ \$ \$ \$	2,500.00 225.00	\$ \$	2,500.00	\$	2,500.00
Guaranteed Investment Cert.	ç		\$	225.00	\$	225.00
Inventory	ç	25,000.00		25,000.00	\$	25,000.00
Prepaid Expenses	Ş	11,337.00	\$ \$	18,856.73	\$ \$	25,082.56
. repaid Expenses		38,182.51	\$	35,612.01	\$	44 270 69
Capital Assets / Property & Equipment	\$ \$	165,064.72	Ģ	149751.79		44,279.68 66,510.45
and the second s		203,247.23	\$	185,363.80	\$	110,790.13
Restricted funds/Gaming	\$ \$	1,229.70	\$	8,834.79	\$	77.35
Total Assets		204,476.93	\$	194,198.59	\$	110,867.48
LIABILITIES Accounts payable & accrued liabilities		27222.11	\$	10,992.35	\$	24,156.02
NET ASSETS						
Invested in Property and equipment	\$	165,064.72	\$	149,751.79	\$	66,510.45
Restricted	\$ \$	1,229.70	\$	8,834.79	\$	77.35
Unrestricted	\$	10,960.40	\$	24,619.66	\$	20,123.66
	\$	204,476.93	\$	194,198.59	\$	110,867.48
On Behalf of the Board						
Signature						Date
Print name						
Signatura						Date
Signature						
Print name						

SALES		2016		2015		2014
Liq and beer	\$	152,215.58	\$	178,268.52	\$	156,681.62
Confectionary	\$	20,322.12	\$	8,457.34	\$	21,323.49
Kitchen and food	\$	17,942.12	\$	16,217.22	\$	18,172.23
	\$	190,479.82	\$	202,943.08	\$	196,177.34
COST OF SALES					•	250,277.54
Liq and beer	\$	65,266.70	\$	64,485.97	\$	49,955.91
Confectionary	\$	4,901.68	\$	4,213.18	\$	4,420.81
Kitchen and food	\$		\$		\$	3,928.25
	\$	70,168.38	\$	68,699.15	\$	58,304.97
GROSS PROFIT	\$	120,311.44	\$	134,243.93	\$	137,872.37
OTHER REVENUE						
Admin Fees	\$	2,582.82	\$	2,268.91	\$	3,213.83
ATM Revene	\$	1,596.68	\$	5,000.00	\$	2,000.00
Campsite	\$	1,510.18	\$	2,088.44	\$	1,702.94
Contributions and donations	\$	19,575.38	\$	85,492.97	\$	2,155.68
Deposit & Environmental fees	\$	4,051.60	\$	4,065.70	\$	4,659.90
Interest/cash over short	\$	5.70	\$	(85.47)	\$	(747.14)
Legion supplies	\$	1,183.79	\$	125.59	\$	716.46
Membership fees	\$	21,749.37	\$	16,320.49	\$	15,603.91
Other	\$	78	\$	60.00		,
Raffles	\$	14,590.57	\$	9,475.62	\$	15,858.12
Rent	\$	7,792.29	\$	9,720.22	\$	10,647.79
Sports and special events		31,326.94	\$	32,683.32	\$	49,054.51
Chase the Ace & Snowball	\$ \$	204.00	\$	978.00	\$	502.02
Holding	\$	23,054.43	\$	50,613.47	\$	19,636.17
	\$	129,223.75	\$	218,807.26	\$	125,004.19
TOTAL REVENUE	ć	240 525 40	Ļ	252.054.40		252.075.55
TOTAL REVENUE	\$	249,535.19	Þ	353,051.19	\$	262,876.56
EXPENSES (SCHEDULE 1)	\$	247,881.22	\$	255,313.85	\$	255,282.50
NET Profit	\$	1,653.97	\$	97,737.34	\$	7,594.06

Other Expenses		2016	2015		2014
Advertising and promotions	\$	775.00	\$ 711.96	\$	265.97
Amortization	\$	9,224.07	\$ 9,401.15	\$	5,110.00
<b>Building maintennce</b>	\$	3,222.74	\$ 3,539.44	\$	2,258.08
<b>Campsite Maintenance</b>	\$	440.00		12.530	
Deposit& Enviro	\$	849.76	\$ 1,201.58	\$	4,821.40
<b>Dominion Command &amp; dues</b>	\$	-	\$ =	\$	396.00
Entertainment	\$	5,250.00	\$ 5,630.00	\$	10,700.00
Equipment rental	\$	1,393.44	\$ 1,393.44	\$	1,393.44
Freight	\$	512.73	\$ 499.72	\$	547.39
Hospitality	\$ \$ \$ \$ \$ \$ \$	786.22	\$ 1,308.63	\$	1,449.59
Insurance and licenses	\$	7,193.67	\$ 6,673.25	\$	15,088.42
Interest and bank	\$	5,781.39	\$ 5,588.19	\$	5,846.38
Legion supplies	\$	2,782.00	\$ 2,590.10	\$	1,954.02
Miscellaneous	\$	0.89	\$ <del>.</del>	\$	535.30
Office supplies & Equip	\$	4,106.33	\$ 7,736.03	\$	4,408.02
Prizes purchased	\$	6,159.25	\$ 4,936.86	\$	3,931.71
Professional fees	\$	694.00	\$ 277.00	\$	277.00
Property tax	\$	6,333.41	\$ 6,431.32	\$	6,674.20
Remembrance Expenses	\$	4,260.00	\$ 4,924.00	\$	2,850.00
Repairs and maintenance	\$	13,447.71	\$ 16,052.46	\$	10,179.44
Salaries and benefits	\$	120,286.86	\$ 115,596.85	\$	112,247.70
Security	\$	650.00	\$ 432.50	\$	682.50
Special events	\$	13,778.20	\$ 19,784.56	\$	25,083.63
Sports events	\$	1,205.23	\$ 1,542.48	\$	:=::
Travel	\$	90.00	\$ 165.00	\$	100
Utilities	\$	38,658.32	\$ 38,897.33	\$	38,582.31
	\$	247,881.22	\$ 255,313.85	\$	255,282.50



SUBJECT: Grande Theatre Players Fundraising Request

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: April 9, 2018 CAO: MH MANAGER:

DEPARTMENT: COMMUNITY SERVICES GM: DM PRESENTER: DM

STRATEGIC PLAN: Level of Service

#### **RELEVANT LEGISLATION:**

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council accept the Grande Theatre Players fundraising request for information, as presented.

## BACKGROUND/PROPOSAL:

The 14<sup>th</sup> annual Missoula Children's Theatre (MCT) week in Grande Cache will meet May 7-12, 2018. MCT tour actor/directors are in Grande Cache throughout the week auditioning approximately 60-70 students who will then preform two performances of an hour long musical in addition to theatre workshops in the schools.

The residency cost to accommodate the MCT team is approximately \$6,000.00 which the Grand Theatre Players Group has raised approximately one third of the cost. The theatre group is requesting sponsorship in order to continue with their proposed event.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update on the Grande Theatre Players.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

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

## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

# **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

# **PUBLIC PARTICIPATION GOAL**

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

# **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

#### **FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

# ATTACHMENT(S):

Funding Request

Dennis

MUNICIPAL DISTRICT OF GREENVIEW No. 16

RECEIVED

MAR 1 2 2018

VALLEYVIEW

SCANNED

Box 1582 Grande Cache AB TOE 0Y0 February 28, 2018

Mike Haugen MD of Greenview Box 1079 Valleyview AB TOH 3NO

Dear Mr. Haugen:

The  $14^{th}$  annual Missoula Children's Theatre week in Grande Cache will be May 7-12, 2018. This will be another busy and adventure-filled week for myself, my family, and the 60-70 excited students, grades K-12, who will audition after school on May  $7^{th}$ . 60-70 students have been auditioning every year for the past 13 musicals. After their final performance, the children mark their calendars with the dates of next year's MCT week and the title of next year's musical. They are excited a full year in advance!

While the MCT tour actor/directors are in town, they audition on Monday, rehearse after school from Monday through Friday, and by Saturday their cast is ready to perform two performances of an hourlong musical complete with music, sets, lights, make-up, costumes, and props. And after 13 years it still amazes me what they accomplish in such a short time, and also what they organize and fit into the back of an F-150. Also, the team conducts theatre workshops in the schools for approximately 400 students annually.

Participating in an MCT residency teaches our kids more than just theatre. They learn that they are all necessary for the show to go on. Throughout MCT's residency week, our children have fun learning lines, songs and dances. And they learn that if they work hard and push themselves they can create something wonderful.

My commitment to this project since 2005 consists of organizing, advertising, tickets, posters, scheduling workshops in the schools, fundraising, grocery shopping and cooking. The tour team works very long hours and I prepare four meals for them each day, as well as hosting them in our home. This is how we keep this project as affordable as it is.

The residency cost is approximately \$6000, and I am 1/3 of the way to this goal. We need your help. Some of our local businesses have closed and others have been sold to out-of-town owners so some of my traditional sponsors are no longer an option. Please consider a gift to help us ensure that this much-loved program continues in Grande Cache. If you are able, please make your cheque payable to Grande Theatre Players at Box 1582, Grande Cache, TOE 0YO. My number is 827-3390 if you have any questions.

Thank you.

**GRANDE THEATRE PLAYERS** 

Susan O'Reilly, Treasurer



# REQUEST FOR DECISION

SUBJECT: **Grande Cache Environmental Committee** REGULAR COUNCIL MEETING **SUBMISSION TO:** REVIEWED AND APPROVED FOR SUBMISSION MEETING DATE: April 9, 2018 CAO: MH MANAGER: **DEPARTMENT: CAO SERVICES** GM: PRESENTER: MH STRATEGIC PLAN: Intergovernmental Relations **RELEVANT LEGISLATION: Provincial** (cite) – NA Council Bylaw/Policy (cite) - NA RECOMMENDED ACTION: MOTION: That Council recommend to the Town of Grande Cache that Councillor \_ \_ be appointed to the Grande Cache Environmental Committee as the primary and alternate, respectively. BACKGROUND/PROPOSAL: Please see the attached correspondence from the Town of Grande Cache. The Town of Grande Cache is inviting Greenview to hold a position on the Town's Environmental Committee. This is being done in recognition of the fact that environmental issues often occur across municipal boundaries. Information regarding the committee, it role, and logistics are contained in the attachment. BENEFITS OF THE RECOMMENDED ACTION: 1. The benefit of Council accepting the recommended motion is that Greenview will be represented on a Committee that will likely deal with issues affecting Greenview DISADVANTAGES OF THE RECOMMENDED ACTION: This will require additional time and budgetary resources from Greenview and Council. **ALTERNATIVES CONSIDERED:** Alternative #1: Administration notes that meetings occur on the second Monday of each month, which would likely make it difficult for a Councillor to attend. Should Council wish to participate, it may be advisable to utilize a member at large. There is no requirement that the Greenview representative by a member of Council. FINANCIAL IMPLICATION: **Direct Costs:** Costs related to honorariums and mileage would be incurred.

Ongoing / Future Costs: Costs related to honorariums and mileage would be incurred.

#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

# **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

# **PUBLIC PARTICIPATION GOAL**

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

# **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

#### **FOLLOW UP ACTIONS:**

Administration will make the Town of Grande Cache aware of Council's decision.

# ATTACHMENT(S):

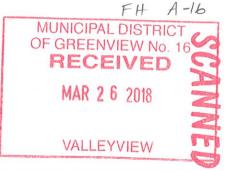
Town of Grande Cache Letter – March 26, 2018



#### TOWN OF GRANDE CACHE

ADMINISTRATION OFFICE

Provincial Building ~ 10001 Hoppe Avenue Box 300 ~ Grande Cache, Alberta ~ T0E 0Y0



MD of Greenview 4806 – 36 Ave. Box 1079 Valleyview, AB TOH 3NO

March 16, 2018

Re: Environmental Committee Terms of Reference

Dear Reeve Gervais & Council;

The Town of Grande Cache Environmental Committee is an advisory group of enthusiastic members that include two members of Town Council, the Town's CAO, and members at large. The Committee recently made recommendations to include a representative from the MD of Greenview, citing that the "environmental matters do not end at our corporate boundaries".

CAO Thompson presented a draft amendment reflective of the committee's recommendation at the March 14<sup>th</sup>, 2018 Regular Council Meeting. In agreement with the recommendation, the following motion was approved.

MOTION: 120/18. Moved by: COUNCILLOR JIM SAVORY

That Council approve the amended Terms of Reference for the Environmental Committee as presented.

CARRIED

Attached is the updated Terms of Reference. There is no financial contributions or commitments implied or expected on your Municipality's behalf. In the spirit of inclusive concerns for our environment, we ask you to consider appointing your area councillor, or a staff member to our Environmental Committee.

Sincerely,

Herb Castle Mayor,

Town of Grande Cache

cc. Environmental Committee

(t) 780.827.3362

(f) 780.827.2406

www.grandecache.ca

#### **Grande Cache Environmental Committee**

# TERMS OF REFERENCE

#### 1.0 CONSTITUTION

1.1 The Grande Cache Environmental Committee (GCEC) is established as a Committee of the Town of Grande Cache to promote environmental policies, practices and projects within the community.

#### 2.0 MEMBERSHIP

- 2.1 The Committee shall consist of not more than eight (8) members, each of whom shall be appointed by Mayor and Council upon the recommendation of the GCEC. The Committee shall consist of two members appointed from Town Council, one member appointed from the MD of Greenview, and not more than four (4) members appointed from the community at large and one representative from the Grande Cache Institution.
- 2.2 The Committee members appointed from the community at large will hold office for a period of one (1) year. Committee members may hold office for more than one term.
- 2.3 The Chairperson for the Committee will be selected from among the members of the Committee. The Committee will determine the period for which the Chairperson is to hold office. If the Chairperson is not present at a meeting, the Committee will determine who will act as Chairperson for the purpose of that meeting.
- 2.4 The Committee members will select a Communications Liaison annually that will assume the role as a key contact between the Committee, the Town Community Relations Officer and the public, to assist in managing the messaging of the social media platforms of the Committee.

# 3.0 SECRETARY

3.1 The Chief Administrative Officer of the Town of Grande Cache, or her designate, will act as Secretary for the committee.

#### 4.0 QUORUM

4.1 The quorum necessary for the transaction of business for the Committee shall be four (4) members. A duly convened meeting of the Committee, at which a quorum is present, shall exercise all or any of the authorities, powers and discretions vested in or excisable by the Committee.

March 14, 2018 Page 1

#### 5.0 FREQUENCY OF MEETINGS

- 5.1 Meetings shall be held not less than eight (8) times per year. Meetings to be held on the second Monday of each month or at the call of the Chairperson and shall be arranged by the Secretary of the Committee.
- 5.3 Meetings will be limited to ninety (90) minutes in duration unless agreed by the Committee, by unanimous vote, to be extended.

# 6.0 CONDUCT OF BUSINESS

6.1 Decisions of the Committee shall be decided by majority vote. In the case of an equality of votes, the Chairperson of the Committee shall have a second or casting vote.

#### 7.0 ATTENDANCE AT MEETINGS

- 7.1 The Committee meetings shall be open to the public except for in-camera issues.
- 7.2 Committee members who are absent for three (3) consecutive meetings, without approval of the Committee, are subject to removal from the Committee.

#### 8.0 MINUTES

- 8.1 The members of the Committee shall cause minutes of the meetings to be made of all motions and proceedings of the Committee, including the names of all those present and in attendance at the Committee meeting.
- 8.2 The Secretary of the Committee shall circulate the minutes of meetings of the Committee to all members of the Committee for approval at the next Committee meeting.
- 8.2 Approved minutes of the Committee shall be provided for Mayor and Council's information.

## **Grande Cache Environmental Committee**

Terms of Reference

#### 9.0 DUTIES

#### 9.1 The Committee shall:

- (a) Consider and recommend to Mayor and Council a broad policy for environmental issues within the community.
- (b) Investigate environmental concerns and problems related to a broad set of environmental issues.
- (c) Recommend environmental best practices for Mayor and Council's support.
- (d) Educate and inform the general public about environmental issues and how they can be addressed.
- (e) Initiate environmental projects such as, but not limited to, Toxic Waste Roundups, including scheduling and organizing events.
- (f) Initiate fundraising and submitting applications for grants that may be available for specific projects.

## 10.0 ADMINISTRATION

- 10.1 Requested allocation of resources (staff, equipment and supplies) to be tracked by Administration.
- 10.2 Allocation of budget to be provided under Council's budget.

#### 11.0 BEST PRACTICES

- 11.1 For the purpose of these Terms of Reference, best practices are defined as:
  - a) Develop standards and practices in response to environmental concerns which allow our community to meet or exceed our desired objectives to promote responsible environmental stewardship.





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

Function: Infrastructure & Planning

Submitted by: Grant Gyurkovits, General Manager Infrastructure & Planning

Date: 4/9/2018

# General Manager, Infrastructure & Planning, Grant Gyurkovits

- Attended Capital Project Progress meeting with Associated Engineering.
- Attended Staff Breakfast in Grande Prairie.
- Attended Capital Project Progress meeting with WSP.
- Continued to attend Shared Accountability Training.
- Held a meeting to discuss various methods of Consultant Selection and Contractor pre-qualification on projects.
- Attended meeting regarding Grader Beat Contracts in DeBolt.
- Attended Spring AMSA meeting.
- Joined Greenview Golf Resort subdivision pre-construction meeting.

#### Manager Construction & Maintenance, Kevin Sklapsky

- Township Road 690 (Bald Mountain Tower road to Highway 40), Township. 721A (DeBolt Public Service Building access) and Range Road 262 (Ridgevalley South) project was advertised and will close April 4, 2018.
- The tender for the Forestry Trunk Road phase 4 project was advertised and will close April 10, 2018.
- An open house was held March 15, 2018 at the Grovedale Public Service Building in regards to the Range Road 60A residential access alignment options.
- Attended the spring AMSA conference.
- Working with our land agent to obtain the final right of way for the Goodwin Phase 2 project. Once we have come to an agreement with the final landowner, the tender will be advertised.
- Received and reviewing the last few draft drainage inventory reports.

- Working with Contractor to negotiate through claim that was submitted for the Gordey Drainage Rehabilitation project.
- Working with WSP on RFP for geotechnical drilling and report for the Forestry Trunk road Km 7 hill realignment at the slide area.
- Day labour crew completed some preliminary drainage work in response to a resident flooding concern received on Township. 672 on the northwest side of Range Road 224.
- Received level 1 assessment report on BF75356 on the Young's Point road. This premature bridge file
  failure was not accounted for during the budget process, when cost estimates for the replacement are
  reviewed, administration will bring back for a Council decision.

## Supervisor, Facility Maintenance, Alfred Lindl

- Renovation of the FCSS reception area is 95% completed. We are working the new ceiling, small mill work deficiencies, repainting wall and installation of new flooring.
- Installed new signage on the towers of the Public Service Buildings in Grovedale and DeBolt. (photos below). 75% of the Building Management System are installed in both locations

# Grovedale and DeBolt Public Service Buildings



- The Environmental Services department as requested to install security cameras at the Tony Creek Industrial Lagoon, Sturgeon Height Lagoon and Grovedale Lagoon, installation is in progress.
- Tinted the windows on the east and south sides of both the Administration Office and the Grovedale Shop A.
- Completed the annual check on all Fire Extinguisher, First Aid and Eye washes on mobile units and in facilities.

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

#### **East Sector**

Quotes for windshield repairs were sent to three companies and the closing date is March 29, 2018. RFT's for Professional Services in regards to three crushing projects will be placed on the APC on March 29, 2018.

- Completed gravel transfer from the Adams Ranch Pit to the Hunke Pit.
- Gravel transfer is taking place from The Athabasca Pit to the 8 Mile and the Valleyview Stockpile sites.
- A gravel checker has been hired with a start date of March 29, 2018.
- Continued involvement with the Shared Accountability training.
- Prepped steamers for winter breakup.
- Additional hired equipment has been utilized for snow clearing during this month.

#### **West Sector**

- Completed the gravel transfer from the Murton Pit to the Lignite Stockpile Site (km 27.5 on the FTR).
- Brushing the ROW on the FTR on the North end has been completed except for a few soft spots that will be taken care of in early summer.
- A Road Coordinator has been hired as well as one equipment operator.
- Major drifting was in issue in the Puskwaskau area and was taken care of with a hired dozer.
- Additional hired equipment has been utilized for snow clearing during this month.
- Prepped steamers for winter breakup.
- Have made arrangements in Grande Cache for a contractor to handle flooding issues in that area.
- Hwy 666 has been cleared by Greenview twice this month.

#### Shop

- CVIP tools for the Grovedale Shop have been purchased.
- Tools for the service truck in Grovedale have been ordered.

#### Manager Environmental Services, Gary Couch

#### Water

- Continue moving forward on schedule with the Grovedale Water Treatment Plant predesign and reverse osmosis supply contract, survey, and geo technical work.
- Made some revisions to schedule of fees for water/sewer to make more consistent throughout Greenview.
- Annual environmental water reporting is completed and submitted to AEP.
- Attended the Annual Alberta Water Wastewater Operators Conference.
- Updating and developing policies.
- Working with Corporate Services to produce utility reporting.
- Grande Cache bottled water program prep work on going.

#### **Waste Water**

- Sturgeon Lagoon expansion and old Grovedale lagoon decommissioning work has started.
- Reviewing design for Grovedale sanitary as Alberta Transportation has disallowed installation along Highway 666 right-of-way.
- Working with the Town of Grande Cache public works department on sewer dumping concerns.

#### **Solid Waste**

- Greenview Regional Waste Management Commission work and meeting preparations
- The new Hook-Bin truck is now operational and going well.
- Solid waste department has been using the skid steer to clear snow at transfer stations and lagoons whenever possible.
- Began preparations for transfer station upgrade work to begin in the spring, after the melt.

## Manager Planning & Development, Sally Rosson

- Hamlet of Landry Heights Municipal Water Services Open House was held on March 22, 2018. Approximately thirty people were in attendance.
- Landowners of the Hamlet of Landry Heights were mailed Ballots on March 23, 2018 for landowners to vote on whether they wanted municipal water services.
- The following information provides a breakdown of the new applications received in the various development categories:

Monthly Summary of Activity in March 2018			
TYPE OF PLANNING & DEVELOPMENT ACTIVITY	NUMBER OF APPLICATIONS		
BUSINESS LICENSES:	1		
DEVELOPMENT PERMIT APPLICATIONS:	22		
LEASE REFERRALS:	7		
LAND USE AMENDMENTS (RE-DESIGNATION):	0		
SUBDIVISION APPLICATIONS:	8		

APPROACH APPLICATIONS:	1
------------------------	---

- Development permits received for major projects in March were:
  - Shell Canada Oil and Gas Facility, \$35,000,000
  - XTO Energy Gas Facility Expansion, \$26,500,000
  - Paramount Resources 5000 HP Compressor, \$14,500,000
  - Secure Energy Services Waste Management Facility, \$12,000,000



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** Community Services

Submitted by: Dennis Mueller, General Manager Community Services

Date: 4/9/2018

**General Manager Community Services, Dennis Mueller** 

Agricultural Services Manager, Quentin Bochar

#### **Peace Country Classic Agriculture Show**

Agriculture Services had a booth at the Peace Country Classic Agriculture Show at the Entrec Centre in Evergreen Park on March 8, 9, and 10<sup>th</sup>. It appeared to be a successful endeavour. We estimate approximately 1500 people walked by the booth, approximately 300 people visited our booth and approximately 150 people were Greenview residents. We received lots of positive comments about Ag Services and Greenview in general. There were a few queries that were given to Ag staff, and those queries were handed off to the appropriate departments. Most popular items were the poster for wild boars, our mounted Norway rat, and finally weeds and weed control information.

# **Tall Buttercup/ Burdock Incentive Programs**

Agriculture Services also hosted two successful workshops to introduce the new Tall Buttercup/Burdock incentive programs to Greenview residents. Vaughn Leuschen from Dow Agro Sciences was invited to speak about the characteristics and biology of these weed types, as well as how the chemistry of the Greenview approved list of herbicides for the program work on the affected plant species. The workshop in Little Smoky had 12 people attend and was very well received by those individuals. The workshop in Grovedale had 7 people attend and was very well received by those individuals. The incentive program is currently being advertised on all electronic forms for Greenview currently, with M2M (Mountains to Meadows) newsletter, newspaper, radio, and other forms of communications in the near future.

Ag Services had a short meeting with Councillor W. Delorme to bring him up to date on what is happening regarding Tall Buttercup control down in Grande Cache area in the Cooperatives and Enterprises. We also

discussed further what the Town of Grande Cache is proposing to do about invasive plants found within the Town boundaries.

#### **Municipal Excellence Awards**

An application for a 2018 Minister's Awards for Municipal Excellence under the partnership category, was submitted by Agriculture Services for the "Tansy Island Project". This project is an innovative partnership between municipal government, private industry, NGO's, and the provincial government to address the problems of the spread and establishment of invasive plants in a major waterway in Greenview. The project saw approximately 2500 Kg of Common Tansy picked and burned from Tansy Island on the Smoky River for 2016 and 2017 over two days. There was an approximately 85% percent reduction on the amount of infestation on the island.

# **Economic Development Officer, Kevin Keller**

#### **Minute Taking Workshop**

March 27 at the Greenview Recreational Multiplex - offered to Greenview based Not-for-Profit groups and Societies. This Workshop will provide the foundation for groups to keep well-structured and recorded minutes of board meetings. Many of the invited attendees identified often access Greenview grant funding.

## **Calgary Outdoor Adventure Tourism Tradeshow**

Opportunity to showcase Greenview tourism and outdoor experience opportunities to an estimated audience for 20,000 many of which include tour planners and agencies, over 2 days. This year Greenview has extended an invitation to the Town of Grande Cache to promote the region. In future years other regions within Greenview will be requested to attend.

## **Economic Developer of Alberta Conference**

This 2 day conference highlights the successes in Economic Development throughout Alberta and is also an opportunity to network and promote opportunities in Greenview. Many of the learnings from this session will be leveraged over the coming year to increase Greenview's national and international presence.

#### **Grande Prairie Regional Innovation Network**

GPRIN Partners (GPRC, Grande Prairie Chamber of Commerce Alberta Innovates Community Futures, City of Grande Prairie, County of Grande Prairie and Greenview) met to develop of a new 3 year strategy for the organisation. Grande Prairie Regional Innovation Network supports entrepreneurs with innovation, engineering, technical and legal supports as they grow and commercialize this their businesses offerings.

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

#### **Canadian Volunteer Income Tax Program**

The Canadian Volunteer Income Tax Program is currently being offered to eligible participants at the Community Resource Centre during the months of March and April. In addition to the clinics offered in Valleyview there is a volunteer in DeBolt that provides this service. Grovedale residents typically access Seniors Outreach, an externally funded agency, in Grande Prairie. These clinics provide free income tax filing for low income Individuals who have simple tax returns.

#### **Volunteer Appreciation Dinners**

Scheduled in Valleyview at the Memorial Hall on April 25 and in Grovedale on April 26. These events will run from 6:00-8:00 p.m., and nomination forms are available at the FCSS office, on the Greenview. website, and in the Grovedale and DeBolt sub- offices.

#### **FCSS Programs**

The FCSS Manager and Board Chair presented an overview of programs and services to the Town of Valleyview Council on March 12. This presentation included details on budget, respective contributions, and the joint FCSS agreement that expires in March 2018.

The FCSS Board has approved the Body Talk Program. The goal of this 4 week program is to equip children in grade 5 with accurate information about puberty so they can feel comfortable in their bodies and confident in their knowledge. The outline covers anatomy and physiology; puberty and hygiene; healthy relationships and menstruation.

The FCSS Board has approved a 5-month pilot program for residents living in the Co-ops and Enterprises that is an extension of the Home Support Program administered by Grande Cache FCSS. This pilot will include helping seniors with forms at their residence; work collaboratively with the Evergreens foundations to increase an aboriginal presence in Whispering Pines Lodge through cultural activities and inclusivity; and engage aboriginal youth in activities at Whispering Pine Lodge. At the end of the 5-month pilot, a summary report will be provided to the Green View FCSS Board detailing the results.

The FCSS Board has approved the 2018-2020 strategic plan.

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

#### **Fox Creek Fire Department Update**

On March 26<sup>th</sup> the Fire Service took delivery of a new Fire Tender that is to be station at the Fox Creek Fire Department. The Tender is a 2017 Freightliner with 450 HP hauling 3000 gallons of water and an 840 gallon per minute pump. This truck should greatly increase the firefighting capabilities of the Fox Creek Fire Department as they protect part of Greenview.

#### **Rapid Attack Fire Truck**

Council has approved the purchase of a Rapid Attack Fire Tuck replacing the existing unit based in Valleyview. The new unit will enhance the capabilities of the Valleyview Fire Department with the addition of a compressed air foam system that has the ability to have the on board water stretched seven times, 250 gallons of water can be effectively used as 1750.

#### **Recreation Services Coordinator, Stacey Wabick**

#### Kakwa Falls



The Kakwa Falls area is widely known for the beauty and experiences it offers to outdoor users such as off-road vehicle and equestrian enthusiasts. Throughout 2018 Alberta Environment and Parks (AEP) will be taking a closer look at the area and has hired McElhanney consulting to review how it is being used and the current state of the trail systems. Administration attended a kick-off meeting with AEP, McElhanney and other stakeholders to discuss the task at hand. The meeting went well with positive input from all

who attended. Following this exercise, Administration invited AEP to attend a private meeting in April to further discuss Greenview's potential role in this study.

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 AEP to provide financial resources to improve the access to the Air Strip and Lick Creek where users stage before carrying on to the Kakwa Falls. To date Administration has heard positive feedback from the public.

# **Using Local Expertise**

Over the past few years Greenview has made a concerted effort to develop new recreation sites and upgrade existing ones. As the Recreation department has ventured through this process, it has upheld traditional industry practices by ordering items such as fire pits, kiosks and other supplies from 'recreation' suppliers throughout North America. Over the past few months, Administration has approached some local vendors to inquire if some items can be manufactured locally. The result has been positive, and moving forward Greenview recreation sites will have locally made fire pits, kiosks and other items. By deviating from traditional industry practices, Greenview will better support the local economy, experience considerable cost savings while still receiving exceptionally well-built products.

# **Moody's Crossing**

Greenview's desire to build a campground and day use area where highway 43 crosses the Smoky River between DeBolt and Bezanson continues to progress. Approval for Administration to enter into a lease agreement with Alberta Transportation has been granted and the construction of the day use portion of the project will begin in the spring/summer of 2018. The portion of the land where the proposed



campground is to occur 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.

In addition to the lease developments, Administration also responded to a request from the County of Grande Prairie for a presentation. Administration attended the County of Grande Prairie Recreation Board meeting and provided a short PowerPoint presentation that highlighted the overall concept of the project and current status.

#### STILE



As an organization, Greenview strives to incorporate Safety, Teamwork, Integrity, Leadership and Excellence in service (STILE). The Recreation Services Department undertook a unique exercise to assist with STILE recognition. For a 2 week

period in March, Administration completed a daily exercise by reflecting and documenting how STILE impacted the day's activities. At the onset of the exercise the results showed that the department did an adequate job of being able to relate its tasks to STILE. However, as the exercise continued and a more conscience effort was made to link everyday tasks to STILE, the department put forth extra effort to meet as many of the guiding principles of STILE as possible. The undertaking of this exercise has served as a reminder to the Recreation Services Department that STILE is ongoing and must be actively practiced to achieve positive results.

# **COUNCIL MEMBERS BUSINESS REPORT**

Councillor Bill Smith			
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION	
3/27/2018	Tri Municipal Industrial		
	Partnership		
	Other	Canadian Fiberoptics Presentation in Grovedale	



# **COUNCIL MEMBERS BUSINESS REPORT**

Deputy Reeve Tom Burton		
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION
3/27/2018	Tri Municipal Industrial	Discussed Memorandum of Agreement
	Partnership	Senior Manager Report
		Draft Charter
		PTAG Management Plan
		Presentation from the Seven Generations Energy
4/4/2018	DeBolt Seniors Meeting	Met with representatives from the Seniors and Housing
		Ministry and Grande Spirit Foundation. Discussed the
		future of the 2 senior housing facilities in DeBolt. A
		proposal will be coming to Council, from the Ministry to
		set the future direction of the facilities or any senior
		housing facility in DeBolt.