



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Monday, June 11, 2018

9:00 AM

Council Chambers  
Administration Building

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|    |   |     |
|----|---|-----|
| #1 | CALL TO ORDER   |     |
| #2 | ADOPTION OF AGENDA  | 1   |
| #3 | MINUTES   |     |
|    | 3.1 Regular Council Meeting minutes held May 28, 2018 to be adopted                               | 4   |
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| #4 | PUBLIC HEARING  |     |
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| #6 | BYLAWS  |     |
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|    | • Reeve Dale Gervais  | 225 |
|    | • Councillor Shawn Acton  | 226 |
|    | • Deputy Reeve Tom Burton   | 227 |

#10 CORRESPONDENCE

- 4-H Achievement Day Sale
- Holy Family Catholic Regional Division Round Dance Invitation
- Teepee Creek 8<sup>th</sup> Annual TP Golf Tourny
- Gospel Light Church
- Valleyview & District Recreation Department Canada Day Celebration – Legion Flag Raising Ceremony
- Municipal Affairs – Municipal Sustainability Initiative
- Seven Generations Stakeholders Report
- Northern Sunrise County Invitation - 13 Ways to Kill a Community

#11 IN CAMERA

11.1 Privileged Information  
(FOIPP; Section 27)

11.2 Confidential Evaluations  
(FOIPP; Section 19)

#12 ADJOURNMENT

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building,  
Valleyview, Alberta, on Monday, May 28, 2018

**# 1:** Reeve Dale Gervais called the meeting to order at 9:03 a.m.  
**CALL TO ORDER**

|                |                                      |  |
|----------------|--------------------------------------|--|
| <b>PRESENT</b> | Reeve<br>Deputy Reeve<br>Councillors | Dale Gervais<br>Tom Burton<br>Shawn Acton<br>Winston Delorme<br>Roxie Rutt<br>Bill Smith<br>Dale Smith<br>Les Urness |
|----------------|--------------------------------------|--|

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

**ABSENT**

**#2:** MOTION: 18.05.275. Moved by: COUNCILLOR DALE SMITH  
**AGENDA** That Council adopt the May 28<sup>th</sup>, 2018 Regular Council Agenda, with the addition:

- 8.11 Millar Western

CARRIED

**#3.1** MOTION: 18.05.276. Moved by: COUNCILLOR ROXIE RUTT  
**REGULAR COUNCIL** That Council adopt the minutes of the Regular Council Meeting held on Monday  
**MEETING MINUTES** May 14<sup>th</sup>, 2018 as presented.

CARRIED

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

Council requested an update on the Gospel Light Church ongoing sewage back up problem as per their May 14<sup>th</sup>, 2018 presentation to Council. Greenvview's Environmental Department is considering installation of an inspection chamber at the property line which will help to alleviate any flow back from the service line to the church.



Council asked Administration for an update regarding the Town of Fox Creek Grant. Administration responded that they have not yet been in communication with the Town of Fox Creek but are hoping to make contact this week.

Council asked if the amended audit report has been received. Administration has stated that they have not yet received the audit package.

**#4  
PUBLIC HEARING**

**4.0 PUBLIC HEARING**

There were no Public Hearings presented.

**#5  
DELEGATIONS**

**5.0 DELEGATIONS**

**5.1 VELOCITY GROUP GREENVIEW GOLF RESORT PRESENTATION**

**GREENVIEW GOLF  
RESORT**

MOTION: 18.05.277. Moved by: COUNCILLOR DALE SMITH  
That Council accept the presentation from Velocity Group/Greenview Golf Resort for information, as presented.

CARRIED

Reeve Gervais recessed the meeting at 9:44 a.m.  
Reeve Gervais reconvened the meeting at 9:50 a.m.

**5.2 BILL HANSON DELEGATION**

**DELEGATION**

MOTION: 18.05.278. Moved by: COUNCILLOR SHAWN ACTON  
That Council accept the presentation from Bill Hanson regarding misuse of municipal roads for information, as presented.

CARRIED

**#6  
BYLAWS**

**6.0 BYLAWS**

There were no Bylaws presented.

**#7  
OLD BUSINESS**

**7.0 OLD BUSINESS**

There was no Old Business presented.

#8  
NEW BUSINESS

**8.0 NEW BUSINESS**

**8.1 SOUTHVIEV AND KAKWA PROVINCIAL RECREATION AREAS LEASE REVIEW**

RECREATION  
AREAS LEASE  
REVIEW

MOTION: 18.05.279. Moved by: COUNCILLOR WINSTON DELORME  
That Council accept the presentation of the Southview and Kakwa Provincial Recreation Areas review as presented, for information.

CARRIED

**8.2 VALLEYVIEW INTERMUNICIPAL DEVELOPMENT PLAN – PROPOSAL SELECTION**

VVIMDP –  
PROPOSAL  
SELECTION

MOTION: 18.05.280. Moved by: COUNCILLOR ROXIE RUTT  
That Council approve V3 Companies of Canada Ltd to undertake the Valleyview Intermunicipal Development Plan Review as outlined in the Valleyview Intermunicipal Development Plan – Terms of Reference.

CARRIED

**8.3 2018 1<sup>ST</sup> QUARTER FINANCIAL ‘ACTUAL COMPARED TO BUDGET’ REPORT**

ACTUAL TO  
BUDGET REPORT

MOTION: 18.05.281. Moved by: DEPUTY REEVE TOM BURTON  
That Council accept the 2018 First Quarter Financial ‘Actual compared to Budget’ Report as Information.

CARRIED

**8.4 2018 CRUSHING TENDERS**

SML 060086

MOTION: 18.05.282. Moved by: COUNCILLOR SHAWN ACTON  
That Council award the 2018 Crushing Tender for the Athabasca SML 060086 to R Bee Aggregate Consulting Ltd. of Gibbons, Alberta for the amount of \$879,000.00 coming from the 2018 Operational Road Maintenance Budget.

CARRIED

SML 030052

MOTION: 18.05.283. Moved by: COUNCILLOR LES URNESS  
That Council award the 2018 Crushing Tender for the Goodwin SML 030052 to Okanagan Quality Control Ltd. of Mt. Symons, BC for the amount of \$849,750.00 coming from the 2018 Operational Road Maintenance Budget.

CARRIED

SML 790035

MOTION: 18.05.284. Moved by: COUNCILLOR ROXIE RUTT  
That Council award the 2018 Crushing Tender for the Railrock SML 790035 to Wapiti Gravel Suppliers of Grande Prairie, Alberta for the amount of \$984,200.00 coming from the 2018 Operational Road Maintenance Budget.

CARRIED

## **8.5 ROAD ALLOWANCE RESTRICTION POLICY**

ROAD ALLOWANCE  
RESTRICTION  
POLICY

MOTION: 18.05.285. Moved by: COUNCILLOR WINSTON DELORME  
That Council approve the revised "Road Allowance Restriction Policy" as presented.

MOTION: 18.05.286. Moved by: COUNCILLOR LES URNESS  
That Council table motion 18.05.285. until the Policy Review Committee can review the Road Allowance Restriction Policy.

CARRIED

## **8.6 COUNCIL – CAO COVENANT**

COUNCIL – CAO  
COVENANT

MOTION: 18.05.287. Moved by: DEPUTY REEVE TOM BURTON  
That Council approve the revised Council-CAO Covenant as presented.

CARRIED

## **8.7 GRANDE CACHE COOPERATIVES & ENTERPRISES CEMETERY COMMITTEE**

GRANDE CACHE  
COOPERATIVE &  
ENTERPRISES –  
CEMETERY  
COMMITTEE

MOTION: 18.05.288. Moved by: COUNCILLOR WINSTON DELORME  
That Council approve the Grande Cache Cooperatives and Enterprises Cemetery Committee Terms of Reference as presented.

CARRIED

## **8.8 GRANDE CACHE FITNESS, HEALTH AND WELLNESS SOCIETY GRANT REQUEST**

FITNESS, HEALTH &  
WELLNESS SOCIETY

MOTION: 18.05.289. Moved by: COUNCILLOR BILL SMITH  
That Council accept the Grande Cache Fitness, Health and Wellness Society's grant funding request for information, as presented.

CARRIED

## 8.9 GRANDE PRAIRIE VICTIM SERVICES FALL SOLSTICE

### GRANDE PRAIRIE VICTIM SERVICES FALL SOLSTICE

MOTION: 18.05.290. Moved by: COUNCILLOR DALE SMITH  
That Council provide Pearl Sponsorship in the amount of \$1,000.00 to the Grande Prairie and District Victim Services Unit for their 2018 annual fundraising event, with funds to come from Community Services Miscellaneous Grant.

CARRIED

## 8.10 GROVEDALE RURAL CRIME WATCH

### GROVEDALE RURAL CRIME WATCH

MOTION: 18.05.291. Moved by: COUNCILLOR BILL SMITH  
That Council authorize Administration to enter into an agreement with the Grovedale Rural Crime Watch for office space in the Grovedale Public Service Building at no cost.

CARRIED

## 8.11 MILLAR WESTERN LETTER OF SUPPORT

### MILLAR WESTERN LETTER OF SUPPORT

MOTION: 18.05.292. Moved by: DEPUTY REEVE TOM BURTON  
That Council direct Administration send a letter of support to Millar Western in regard to resuming their wood burner operation at their Fox Creek location.

CARRIED

Reeve Gervais recessed the meeting at 11:57 p.m.  
Reeve Gervais reconvened the meeting at 1:00 p.m.

Councillor Dale Smith re-entered the meeting at 1:09 p.m.

### #9 COUNCILLORS BUSINESS & REPORTS

## 9.1 COUNCILLORS' BUSINESS & REPORTS

**9.2 MEMBERS' REPORT:** Council provided reports on activities and events attended, additions and amendments include the following:

### WARD 1

**COUNCILLOR WINSTON DELORME** submitted his update to Council on his recent activities, which include;  
Meeting with Victor Lake Coop  
Meeting with Presidents and Managers of Coops & Enterprises

### WARD 2

**REEVE DALE GERVAIS** submitted his update to Council on his recent activities, which include;  
Municipal Planning Commission Meeting

Fox Creek Library Board Meeting  
Met with Deputy Minister Eric Denhoff, Alberta Climate Change Office at  
Ministry of Environment & Parks  
Committee of the Whole Meeting  
Fox Creek Synergy Group Meeting  
Policy Review Committee Meeting  
Met with Mayor Jim Rennie from Woodlands County

**WARD 3**                    **COUNCILLOR LES URNESS** submitted his updated to Council on his recent activities, which include;  
Valleyview & District Library Board Meeting  
Tri Municipal Industrial Partnership Meeting  
Committee of the Whole Meeting  
Policy Review Committee Meeting

**WARD 4**                    **COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;  
Municipal Planning Commission Meeting  
FCSS Spring Conference  
Committee of the Whole Meeting

**WARD 5**                    **COUNCILLOR DALE SMITH** updated Council on his recent activities, which Include;  
Municipal Planning Commission Meeting  
Heart River Housing Meeting  
Committee of the Whole Meeting

**WARD 6**                    **DEPUTY REEVE TOM BURTON** updated Council on his recent activities, which include;  
Municipal Planning Commission Meeting  
East Smoky Recreation Board Meeting  
Committee of the Whole Meeting  
Policy Review Committee Meeting  
DeBolt Library Board Meeting

**WARD 7**                    **COUNCILLOR ROXIE RUTT** submitted her update to Council on her recent activities, which include;  
Municipal Planning Commission Meeting  
FCSS Spring Conference  
Committee of the Whole Meeting  
Met with Ratepayer over development concerns  
PACE Board of Directors

Grande Spirit Foundation Meeting  
Philip J Currie Dinosaur Museum Meeting

**WARD 8**

**COUNCILLOR BILL SMITH** submitted his update to Council on his recent activities, which include;  
Municipal Planning Commission Meeting  
Committee of the Whole Meeting

MOTION: 18.05.293. Moved by: COUNCILLOR BILL SMITH  
That Council direct the Policy Review Committee to review the Greenview's Dog Bylaw.

CARRIED

**MEMBERS  
BUSINESS**

MOTION: 18.05.294. Moved by: COUNCILLOR WINSTON DELORME  
That Council accept the Members Business Reports for information, as presented.

CARRIED

**#10  
CORRESPONDENCE**

**10.0 CORRESPONDENCE**

MOTION: 18.05.295. Moved by: COUNCILLOR DALE SMITH  
That Council accept the correspondence for information, as presented.

CARRIED

**#11 IN CAMERA**

**11.0 IN CAMERA**

**IN CAMERA**

MOTION: 18.05.296. Moved by: DEPUTY REEVE TOM BURTON  
That the meeting go to In-Camera, at 1:33 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the In Camera.

CARRIED

**11.1 CONFIDENTIAL EVALUATIONS**

**11.2 PERSONNEL**

**11.3 PERSONNEL**

OUT OF CAMERA

MOTION: 18.05.297. Moved by: DEPUTY REEVE TOM BURTON  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come Out of Camera at 3:34 p.m.

CARRIED

**12.0 ADJOURNMENT**

#12  
ADJOURNMENT

MOTION: 18.05.298. Moved by: COUNCILLOR ROXIE RUTT  
That this meeting adjourn at 3:34 p.m.

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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REEVE



# REQUEST FOR DECISION

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SUBJECT: **Bylaw 18-797 Council Code of Conduct**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 11, 2018 CAO: MH MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER: DL  
STRATEGIC PLAN: Level of Service

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## RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act*, R.S.A 2000, c. M-26, Section 146.1(1).

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION: That Council give First Reading to Bylaw 18-797 Council Code of Conduct.**

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## BACKGROUND/PROPOSAL:

Bill 20, *Municipal Government Amendment Act*, 2015 came into force on October 26, 2017, as well as the *Code of Conduct for Elected Officials Regulation*, AR 200/2017. It amended the *Municipal Government Act* to provide that Council must, by bylaw, adopt a code of conduct to govern all Councillors equally by July 23, 2018. Under these changes, a Councillor in breach of a code of conduct cannot be removed from office, and the requirement that Councillors must abide by the code of conduct was added.

The Regulation established a number of topics that must be included in a code of conduct, including:

- a. Representing the municipality
- b. Communicating on behalf of the municipality
- c. Respecting the decision-making process
- d. Adherence to policies, procedures and bylaws
- e. Respectful interactions with Councillors, staff, the public and others
- f. Confidential information
- g. Conflicts of interest
- h. Improper use of influence
- i. Use of municipal assets and services
- j. Orientation and other training attendance

Codes must also have a complaint process and what and how sanctions will be imposed on an offending Member.

Greenview has added that each Member of Council will receive a copy of the bylaw and will sign a Statement of Commitment at the beginning of their term of office.



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**BENEFITS OF THE RECOMMENDED ACTION:**

1. Council will be compliant with Government of Alberta requirements to have a code of conduct in place.
2. The Code of Conduct is reinforced by the Council-CAO covenant promoting positive relationships and good governance.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could choose to send the Bylaw to Policy Review Committee for further review, although this would likely mean that Greenview would not meet the timeline established by the Government of Alberta to have a code of conduct in place by July 23, 2018.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

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**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

Once Council gives First Reading to Bylaw 18-797, Administration will make any proposed amendments and bring the Bylaw back for Second and Third Reading.

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ATTACHMENT(S):

- Councillor Code of Conduct Guide for Municipalities
- Bylaw 18-797 Council Code of Conduct

# Councillor Codes of Conduct

*A Guide for Municipalities*



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# Councillor Codes of Conduct: A Guide for Municipalities

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The following has been prepared by the Alberta Association of Municipal Districts and Counties (AAMDC), and the Alberta Urban Municipalities Association (AUMA), in partnership with Brownlee LLP.

***This Guidance Document is an educational tool that contains general information intended to assist municipalities in developing a Council Code of Conduct Bylaw. This information is NOT a substitute for legal advice and municipalities are encouraged to consult with their legal advisors.***

# Part 1: The Councillor Code of Conduct Guide

## I. What is a Code of Conduct?

A Code of Conduct sets standards to govern people's actions. Typically, a Code of Conduct will outline behaviour that is acceptable and behaviour that is prohibited; it may also include a statement of principles that set out an organization's values which can help guide decision making when the Code of Conduct is silent on a particular matter.

There is currently no set format or model for a Councillor Code of Conduct (Code). Some Codes are aspirational: setting out principled standards of conduct councillors ought to aspire to. Other Codes are prescriptive: laying out prohibitions and rules councillors must abide by or risk sanction. The most effective Codes are a hybrid of both, combining core values and key principles related to the holding of public office and outlining those behaviours and conduct councillors are obliged to model or avoid.

## II. Why adopt a Councillor Code of Conduct?

In Alberta, many municipalities have code of conduct policies that apply to their employees; however, it is less common to find a Code that applies to councillors. Although many issues addressed in an employee code may equally apply to councillors, councillors are not municipal employees.

The *Municipal Government Act* establishes the general duties of all councillors and requires that all councillors take the official oath prior to assuming office.<sup>1</sup> It establishes rules regarding pecuniary interests<sup>2</sup> and specifies what events/conduct will cause a councillor to be disqualified from holding office.<sup>3</sup> Despite this, the *Municipal Government Act* does not address councillor conduct that falls short of being a disqualifying event. Instead, the Legislature has seen fit to leave it to each Council to consider how it will govern itself and, accordingly, has delegated authority to a Council to pass bylaws in relation to the conduct of Council and councillors.<sup>4</sup>

## III. Why have Councillor Codes of Conduct become mandatory?

In recent years, there is an increased recognition that municipalities benefit from a more detailed and comprehensive Code that governs Council and which complements legislation. In some jurisdictions, such codes have been mandatory for some time.<sup>5</sup> A Code is one aspect of accountability and transparency both internally, among councillors and between Council and Administration, as well as externally, to the public at large.

In 2016, when the Government of Alberta sought feedback on the current *Municipal Government Act*, it received submissions about councillor conduct. These included submissions that Codes needed to be updated and enforced; that disciplinary sanctions, systems and tools to discourage inappropriate conduct needed to be considered in order

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<sup>1</sup> MGA, ss. 153, 155 and 156 respectively.

<sup>2</sup> MGA, ss. 169-173.

<sup>3</sup> MGA, ss. 174-179.

<sup>4</sup> MGA, s. 145.

<sup>5</sup> For example, Ontario and Saskatchewan.

to hold councillors accountable; and, that municipalities should have the power to determine the accountability of their councillors through the creation and enforcement of a Code. Submissions were also made about mechanisms to remove councillors and disallowing disqualified councillors from seeking re-election.

The result of these consultations led to the provisions in Bill 20, *Municipal Government Amendment Act, 2015.a*.

#### **IV. What do the new *Municipal Government Act* amendments require?**

Bill 20, *Municipal Government Amendment Act, 2015* came into force on October 26, 2017. It amends the *Municipal Government Act* to provide that Council must, by bylaw, establish a Code to govern all councillors equally, by **July 23, 2018**. It also provides that councillors cannot be disqualified or removed from office for a breach of the Code. Further, it amended the councillor duties listed in section 153 to include the duty that councillors adhere to the Code established by Council.

The *Code of Conduct for Elected Officials Regulation*, AR 200/2017 (*Regulation*) also came into force on October 26, 2017. The *Regulation* sets out the topics each municipality's Code must include.

According to the *Municipal Government Act* and the *Regulation*, Codes must, at minimum, address the following topics:

- a. representing the municipality;
- b. communicating on behalf of the municipality;
- c. respecting the decision-making process;
- d. adherence to policies, procedures and bylaws;
- e. respectful interactions with councillors, staff, the public and others;
- f. confidential information;
- g. conflicts of interest;
- h. improper use of influence;
- i. use of municipal assets and services; and,
- j. orientation and other training attendance.

Additionally, Codes must:

- a. adopt a complaint system outlining who can make complaints, the method by which complaints can be made, the process to determine a complaint's validity, and the process to determine how sanctions will be imposed for valid complaints;
- b. incorporate by reference any matter required in the Code that is in addressed or included in another bylaw; and

- c. include a provision for the review of the Code and any bylaws incorporated by reference at least once every four years from the date the Code was passed.

Council is to consider ss. 3 and 153 of the *Municipal Government Act* when drafting their Code, but Council is prohibited from including provisions or sanctions that prevent a councillor from fulfilling their legislated duties as a councillor.

### **What kinds of conduct should be addressed under each of the topics?**

The topics enumerated in the *Municipal Government Act* and the *Regulation* are purposefully broad, leaving it open to each Council to determine its values and prescribe conduct that will govern individual councillors. Alberta Municipal Affairs has developed an “Implementation Fact Sheet” for Codes which outlines the intent and rationale of each of the topics, as noted below.<sup>6</sup> However, there are a number of issues Council may want to consider in relation to each topic as it develops its Code.

**a. *Representing the municipality: to build and inspire public trust and confidence in local government by upholding high standards and ideals***

Council may want to consider its key values and principles under this topic. Council should consider the purposes of a municipality<sup>7</sup> and the general duties of councillors<sup>8</sup>, particularly the duty to consider the welfare and interests of the municipality as a whole and to bring to Council’s attention to anything that would promote the welfare or interests of the municipality. In addition, Council may want to provide that councillors should aspire to be good public role models by governing their public behaviours in accordance with Code and ensuring they conduct their personal affairs with integrity in accordance with the law.

**b. *Communicating on behalf of the municipality: to promote public confidence by respecting the process established by council for communicating with the public on behalf of council***

Council may want to consider establishing communication protocols in its Code to address a number of communication issues, including: which councillor or councillors speak on behalf of Council when a matter is decided upon (usually this would be the Mayor/Reeve), how Council and individual councillors address the media, and how Council and individual councillors address communications with third parties, particularly other levels of government.

Council may also want to clarify that communications concerning matters of a political nature should be directed through the Mayor/Reeve whereas matters of an administrative/operational nature are to be directed through the Chief Administrative Officer (CAO). With respect to political matters, the Code should set limits on the

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<sup>6</sup> See “Implementation Fact Sheet: Code for Elected Officials” at <https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/7909d159-924a-4429-a3ea-062d1197e136/download/Code-of-Conduct-for-Elected-Officials.pdf>.

<sup>7</sup> MGA, s. 3.

<sup>8</sup> MGA, s. 153.

Mayor/Reeve's authority and confirm that the Mayor/Reeve must be careful to communicate only positions approved by Council as a whole.

***c. Respecting the decision-making process: to support effective decision-making through the processes set out in legislation and local bylaws for making decisions***

The *Municipal Government Act* requires Council to conduct its deliberations and make its decisions in public, save for exceptions expressly set out in the *Municipal Government Act*. Therefore, Council may want to include provisions in its Code that require councillors to bring their issues, correspondence, secondary materials and information to the attention of all of Council by placing such matters on the agenda or presenting the information to Council in accordance with the process set out by Council. These types of provisions should be consistent with the Council Procedure Bylaw, specifically those provisions dealing with public meeting requirements and agenda processes.

Council may also want its Code to affirm that Council as a whole maintains the authority for all decision-making and that an individual councillor must not purport to bind Council, either by publicly expressing personal views on behalf of Council when not authorized to do so or by giving direction to Administration. Your Code may reinforce that Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum.<sup>9</sup> Your Code may confirm that once Council makes a decision, individual councillors should respect the decision and should not attempt to undermine it.

***d. Adherence to policies, procedures and bylaws: to promote service of the public interest and show leadership up holding legislation, local bylaws and policies adopted by council***

Council should include provisions in its Code that require individual councillors to abide by and uphold legislation, local bylaws and policies adopted by Council. Council may also want to include provisions that disallow councillors from encouraging the public to disobey or disrespect laws, bylaws or council policies.

***e. Respectful interactions with councillors, staff, the public and others: to promote treatment of council members, municipal employees, and others with dignity, understanding and respect***

The Code should recognize the different roles and responsibilities of Administration, Council and individual councillors. The *Municipal Government Act* provides that councillors are to obtain information about the operation or administration of the municipality from the CAO or someone designated by the CAO.<sup>10</sup> Moreover, councillors must avoid involving themselves in matters of Administration, which fall within the jurisdiction of the CAO.<sup>11</sup> The Code should be consistent with these statutory requirements.

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<sup>9</sup> MGA, ss. 180 and 181.

<sup>10</sup> MGA, s. 207(c).

<sup>11</sup> MGA, s. 201(2).



As such, Council may want to establish provisions in its Code for making inquiries of Administration outside of Council meetings. The Code may outline the manner in which inquiries are made of Administration and should stipulate that any information provided in response to a councillor inquiry is provided to all of Council.<sup>12</sup> The Code should be consistent with any existing Council Procedures Bylaw or any such Bylaw must be amended concurrently with the adoption of the Code.

Council may also want to include communication protocols when a member of the public makes an inquiry to a councillor and when a councillor, as a member of the public, makes an inquiry to Administration.

***f. Confidential information:*** *to promote public trust by refraining from using information in a way that would be detrimental to the public interest*

The *Municipal Government Act* provides that a councillor must keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public.<sup>13</sup> However, councillors may also be privy to confidential information received outside of an *in-camera* meeting. As such, Council may wish to broaden the definition of confidential information and prohibit disclosure unless such disclosure is required by law.

It should be noted that the determination of whether confidential information ought to be disclosed is not the decision of an individual councillor. In general, it is a decision that ought to be made by Council as a whole. In the case of information requests made under the *Freedom of Information and Protection of Privacy Act* (FOIP), the determination of whether such information should be released is made by the head of the municipality for the purposes of FOIP.

In order to reduce the risk of unauthorized disclosure of confidential information (inadvertent or otherwise), Council may want to include provisions in its Code that require councillors to return all confidential documents at the conclusion of an *in-camera* portion of a meeting. Further, your Code may remind councillors that it is an offence to willfully collect, use or disclose personal information in contravention of Part 2 of FOIP. A conviction for an offence under this legislation carries with it a fine of up to \$10,000.

***g. Conflicts of interest:*** *to promote public trust by refraining from exploiting the position of councillor for private reasons or that would bring discredit to the office*

The *Municipal Government Act* addresses both the process by which a councillor must deal with pecuniary (i.e. financial) conflicts of interest and the sanctions.<sup>14</sup> Your Code may affirm the importance of abiding by these provisions and should confirm that the determination of whether a councillor has a pecuniary interest is a decision to be made by the individual councillor. Council cannot draft provisions in its Code that allow Council the discretion to dictate whether a councillor must recuse him or herself from discussion of a particular matter.

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<sup>12</sup> MGA, s. 153.1.

<sup>13</sup> MGA, s. 153(e).

<sup>14</sup> MGA, ss. 169-172.

Although councillors must make their own determination about conflicts of interest, a councillor may seek the advice of the CAO respecting a potential conflict prior to the matter coming before Council. Council may go further and include provisions in its Code that encourage a councillor to obtain *independent* legal advice on a potential conflict. If Council includes such provisions, it should address whether the municipality will pay for (or reimburse) a councillor for obtaining independent legal advice and under what circumstances, or whether such advice is obtained at the councillor's sole expense.

With respect to non-financial conflicts of interest, it is important to remember that the Code cannot include provisions or sanctions that prevent a councillor from fulfilling his or her legislated duties as a councillor<sup>15</sup>, including the duty to vote.<sup>16</sup> Therefore the Code cannot create additional duties that require councillors to abstain for non-financial conflicts of interest, but it may include value statements that guide councillor conduct in this regard including statements about acting in the interests of the municipality as a whole, keeping an open mind, allowing affected persons fair and reasonable opportunities to share their views and considering all arguments fairly and thoughtfully before making a decision.

***h. Improper use of influence: to promote the priority of municipal interests over the individual interests of councillors, and to refrain from seeking to influence decisions for personal reasons***

Council should emphasize the importance of advocating for the municipality as a whole in its Code. It should also include statements that promote municipal interests over individual interests, including individual councillor interests. Council should also prohibit councillors from using their influence inappropriately, including to obtain employment with the municipality for themselves, close friends or family, to give individuals or organizations preferential treatment, to act as an agent or advocate of an individual or organization before Council or any of its committees, and to influence members of any adjudicative body whose members are appointed by Council, such as the Subdivision and Development Appeal Board or the Local or Composite Assessment Review Board.

Additionally, Council may want to reiterate the federal *Criminal Code* prohibitions against municipal corruption.<sup>17</sup> The *Criminal Code* states that councillors shall not use the influence of their office for any purpose other than the exercise of their official duties and shall not use their office for any private advantage, sell their vote or receive any preferential treatment from or provide any preferential treatment to another person or corporation.

***i. Use of municipal assets and services: to promote stewardship and public trust by refraining from the use of municipal assets or resources for personal reasons***

Councillors may, by virtue of their office, have access to various municipal property, equipment and supplies. Council must include provisions in its Code addressing appropriate access and use. Council may want to limit use for municipal and council purposes and disallow business use, personal use or profit. Council may also want to

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<sup>15</sup> Regulation, s. 6.

<sup>16</sup> MGA, s. 174(1)(f).

<sup>17</sup> Criminal Code of Canada, s. 123.

address appropriate use of electronic devices (i.e. visiting appropriate sites, streaming and downloading limits, roaming charges).

***j. Orientation and other training attendance: to promote effective leadership and personal development by accessing training opportunities***

The amendments to the *Municipal Government Act* include a provision that municipalities must offer orientation to councillors within 90 days of the councillor taking the oath of office.<sup>18</sup> Council must draft provisions that address orientation and may want to require councillor attendance at orientation and other training as determined by Council.

## **V. Are there sanctions for breaching the Code?**

Without an enforcement mechanism, a Code is merely a series of guidelines. A Code must establish procedures and consequences in the event a councillor fails to adhere to any provision contained in the Code. This will require designating a person or persons for overseeing compliance of the Code.

The *Regulation* provides that sanctions may be imposed if a councillor fails to adhere to the Code and it provides a list of possible sanctions. These include the following:

- a. a letter of reprimand addressed to the councillor;
- b. requesting the councillor to issue a letter of apology;
- c. publication of a letter of reprimand or request for apology and the councillor's response;
- d. a requirement to attend training;
- e. suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the *Municipal Government Act*;
- f. suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the *Municipal Government Act*;
- g. suspension or removal of the chief elected official's presiding duties under section 154 of the *Municipal Government Act*;
- h. suspension or removal from some or all council committees and bodies to which council has the right to appoint members; and,
- i. reduction or suspension of remuneration as defined in section 275.1 of the *Municipal Government Act* corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

Council may choose to adopt some or all the sanctions listed in the *Regulation*. Arguably, Council may also choose to adopt other sanctions more directly related to addressing the breach of the Code, such as limiting council related travel and/or expenses, requiring the return of certain municipal property, limiting access to certain municipal facilities or

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<sup>18</sup> MGA, s. 201.1(1).

restricting how documents are provided to the councillor. If Council decides to adopt any of these sanctions, it is important to remember that any sanctions that are imposed cannot have the effect of preventing a councillor from carrying out his or her legislated responsibilities under the *Municipal Government Act*. Additionally, Council does not have the authority to remove a councillor from office; only a Court or the Minister of Municipal Affairs can do so.<sup>19</sup>

## VI. Who should enforce the Code?

Although the recent amendments to the *Municipal Government Act* have made Codes mandatory, the provisions still respect the autonomy of Councils to govern themselves. Council, as a whole, is expected to enforce its Code. It is not appropriate for a member of Administration, such as the CAO, to enforce the Code or impose sanctions against a councillor.

Each Code must have a complaint system. Council must develop a system which considers the following:

- a. Who can make complaints? – Fellow Councillors? Administration? Ratepayers? The general public? Affected parties? All the above?
- b. How will complaints be made? - Do complaints have to be in writing? To whom must complaints be made or given? Will anonymous complaints be accepted?
- c. How will Council determine if a complaint is valid? - Who will conduct the investigation? Will all complaints require a formal investigation? Will there be a mechanism to address/dismiss invalid, frivolous or vexatious complaints?
- d. How will sanctions be imposed? – What will be considered in deciding which sanction to impose?

Your Code must specify who can make complaints and who will receive complaints. If complaints are to be handled internally by Council, complaints may be received by the Mayor/Reeve but there should be an alternate person, such as the Deputy Mayor/Reeve, if the complaint is about the Mayor/Reeve. Alternatively, complaints could be directed to a third party investigator or independent integrity commissioner (if Council creates such an office) but it is not appropriate for complaints to be directed to the CAO or staff in Administration for investigation.

Council may want to consider if it will have an initial informal complaint process which must be engaged prior to accessing a formal complaint process. Council should have a process to vet complaints to determine if a complaint is invalid, frivolous or vexatious and the Code should outline what it will do with such complaints.

The Code should also address who will investigate complaints and how they will be investigated. It may be Council as a whole, or authority may be delegated to the Mayor/Reeve to investigate complaints. Alternatively, Council may want to create a local or even an intermunicipal council committee comprised entirely of councillors or public members or a combination of both to investigate complaints. A further option would be to

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<sup>19</sup> MGA, ss. 175-178 and 572-574 respectively.

assign an independent third party to investigate complaints, either through retaining an external consultant on an ad hoc or standing basis or by establishing an office of the integrity commissioner. If Council chooses to tailor investigations to the nature of the complaint, the Code should identify the factors that would trigger a particular type of investigation (Mayor/Reeve versus council committee versus third party) and the process for setting up each investigation (how would the committee be formed or how would the third party be retained).

Although the *Municipal Government Act* and the *Regulation* require every Code to include a complaint process, neither imposes a specific process on Council. Therefore, in deciding what type of complaint process to adopt, Council should consider the following:

- Availability of resources and/or expertise;
- Costs;
- Formality of process;
- Seriousness of complaint; and
- Level of independence.

In enforcing the Code, Council must bear in mind that principles of natural justice and procedural fairness likely apply to Council sanctions. In other words, prior to imposing any sanction, the accused councillor should be provided with notice as to the nature of the alleged contravention of the Code and the potential sanction(s) as well as a right to respond to the allegation. Procedurally, after reviewing the results of the investigation and receiving the submissions from the accused councillor, Council should withdraw *in-camera* to consider whether a breach has been established. If there is no consensus then separate reasons can follow, but the decision of Council on whether to sanction the accused councillor must be delivered in public, as Council can only pass a resolution in the public portion of the meeting.

As noted above, some municipalities may choose to create an office of the integrity commissioner to receive complaints, investigate, and recommend sanctions. If you decide to pursue this option, it is important to note that the commissioner needs to be independent and that their mandate should only extend to investigating complaints and *recommending* sanctions. It is still up to Council to make a final determination about the enforcement of its Code and the imposition of sanctions. Establishing an independent office of the integrity commissioner is a significant undertaking which may involve the creation of a designated officer position by bylaw, with potentially significant cost implications, and a thorough discussion regarding this matter is beyond the scope of this Guidance Document.

## **VII. How do you develop, approve and communicate your new Code?**

The ideal time to consider adopting a Code is when there are no immediate or ongoing councillor conduct issues or disputes. That way, your Code can be developed in a calm environment and in a reasonable, principle-driven way. Developing a Code early in Council's term ensures that expectations are agreed upon at an early stage, setting the groundwork for good governance. **Your Code must be adopted by July 23, 2018.**

Developing a Code requires consideration of Council's values. These values will help formulate the ethical basis of the Code and they will help guide behaviour when the Code is unclear or silent. Your Code should not be driven by Administration – it should be driven by Council.

Workshopping with a facilitator can be an effective way to reflect on the values and behaviours Council wants to adopt. Council may also want to seek public input on the values and standards the public believes Council should abide by. Council should also seek legal advice prior to formally adopting the Code to ensure its Code is in line with relevant legislation and case law.

Council must adopt its Code by bylaw. This means the Code will be available for public review and comment. Once adopted, the Code should be made available to Council, Administration and the public. Council may also want to make an annual review and/or training about the Code a provision of the Code.

### **What are some other things to consider in your Code?**

The *Municipal Government Act* and the *Regulation* provide the minimum topics your Code must address. However, there are a number of other issues that are often included in Codes. We have addressed a few of these additional optional considerations below.

#### **a. A Statement of Values**

As discussed above, many Codes identify and elaborate on key principles and values that Council agrees are fundamental to the successful performance of a councillor's duties as an elected official. Common themes include, but are not limited to, integrity, accountability, leadership, responsibility, service, respect, and transparency.

#### **b. Councillor Conduct at Meetings**

If not already dealt with in a Council Procedure Bylaw, the Code could set out appropriate behaviours at meetings including prohibitions on inappropriate, foul or abusive language or limitations on the use of electronic devices.

#### **c. Election Campaigns**

The regulation of municipal election campaigns is governed by the *Local Authorities Election Act* (LAEA). Nevertheless, your Code may address campaign-related issues in a manner that complements the LAEA. For example, your Code may stipulate that councillors are not permitted to use the municipality's equipment and facilities for campaign-related activities. Similarly, the Code may provide that councillors may not engage municipal staff for any election-related purpose during working hours. It would also be prudent to prohibit the use of municipal websites, email and social media accounts for election campaigning, including restricting the linking of private campaign websites and social media accounts to the municipality's website. Further, your Code may stipulate that councillors are personally responsible for ensuring their compliance with all applicable election-related statutes, and therefore should not make inquiries of, or rely on municipal employees for advice and direction in this regard.

#### ***d. Remuneration and Expense Claims***

Councillors inevitably incur a diverse array of expenses in the course of the official duties. Many Codes set out what expenses are reimbursable, including the imposition of any expense limits. Council may want to establish parameters for reimbursement in the following instances:

- Conference fees and any incidental costs including travel, meal and lodging expenses;
- Tickets to community and charitable functions;
- Expenses incurred while hosting third parties, including officials from other heads of government and out-of-town delegations;
- Meal expenses;
- Mileage;
- Cell phone charges;
- General out-of-pocket expenses; and
- Political fundraising events.

With respect to political fundraising events, it is important to note that a municipality is a “prohibited corporation” for the purposes of the *Election Finances and Contributions Disclosure Act*. A prohibited corporation must not reimburse a councillor for buying a ticket to a fund-raising event held by a Provincial political party, a constituency association or a candidate. Such reimbursement has been determined by Alberta’s Chief Electoral Officer to be an indirect contribution in violation of the *Act*.

Further, your Code may set out a process for the review and approval of expense claims, if such a process does not already exist elsewhere in policy.

#### ***e. Gifts and Hospitality***

Council may want to include provisions about the acceptance of gifts, including prizes, and hospitality in its Code, which are items closely related to the topics of “conflict of interest” and “undue influence”. Councillors often received gifts or hospitality as an incidental benefit and as a genuine token of appreciation but if a gift or hospitality is given, *or perceived to be given*, in an effort to influence, or manipulate a councillor, it may be problematic. Council may want to include provisions in its Code to clarify when acceptance of a gift or offer of hospitality is acceptable, including protocols and parameters which address the following:

- circumstances where a councillor receives a benefit from a supplier and subsequently participates in a decision involving that supplier;
- the receipt of food, alcoholic beverages, lodging, transportation and/or entertainment from third parties;

- the entitlement of councillors to accept a complementary ticket or a reduced ticket rate for events such as fundraisers, golf tournaments, concerts, sporting events, etc., and if so when, and in what context;
- the use of property or facilities such as vehicles, office space, or vacation property from third parties;
- the maximum value of gifts which may be accepted by an individual councillor; and,
- the receipt of a gift for the municipality.

It is common for Codes to recognize certain exemptions for gifts and benefits received by a councillor that “normally accompany the responsibilities of office” and are received “as an incident of protocol or social obligation”. Food and beverages consumed by a councillor at events that serve “a legitimate business purpose” is another common exception to the rule against accepting gifts, although additional parameters may be established, such as requiring a representative of the organization extending the invitation to be in attendance and/or a stipulation that the value of the food/drink be “reasonable” and the invitations “infrequent”.

As noted above, your Code may also establish monetary limits respecting the receipt of gifts and benefits from any one person or organization over the course of a specified period. Further, or in the alternative, your Code might require that councillors file an annual disclosure statement listing the gifts and benefits received during a specified period, including an approximation of their monetary value.

Council may also want to address the receipt of “official gifts” received on behalf of the municipality by a councillor as a matter of protocol. The Code may, for example, clarify that such gifts are the property of the municipality and will remain with the municipality after the councillor ceases to hold office.

#### ***f. Use of Social Media***

Although Council is required to address a number of communication issues, Council may want to specifically address the appropriate use of social media. Council may want to adopt provisions that recognize that personal use of social media should be kept separate from a councillor’s professional use. Your Code may want to discourage councillors from opening up their personal social networks for official business as doing so can result in a blurring of the lines between a councillor’s official capacity and their personal capacity and potentially expose the councillor to unintended and undesirable consequences.

Councils may also consider adopting guidelines on responsible social media use by councillors to ensure that the reputation of Council and the municipality is not adversely affected by the social media activity of one councillor. Council may also want to develop protocols about how councillors should respond to comments from residents posted on social media sites, whether these are service requests, compliments or complaints.



## Part 2: Bylaw Template

The following is a sample bylaw for a councillor code of conduct. It is intended to be a template for municipalities in Alberta to assist in the drafting of a bylaw that establishes a code of conduct. It should be carefully reviewed and tailored to the specific needs of each municipality. Each municipality should use their respective bylaw review processes to ensure consistency and accuracy.

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**[INSERT NAME OF MUNICIPALITY]**

**[INSERT BYLAW NUMBER]**

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

**[Optional provision if the Code is also to apply to non-elected members of Council Committees: AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors]; [NOTE: if this bylaw is to apply to non-elected members of council committees the definition of “Member” in Section 2 below will need to be updated accordingly.]**

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the **[insert name of municipality]**;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the **[insert name of municipality]**, in the Province of Alberta, duly assembled, enacts as follows:

### **1. Short Title**

1.1. This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

### **2. Definitions**

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the [insert applicable title: e.g. CAO];
- (c) [Insert applicable title, e.g. “CAO”, “City Manager”, County Manager, “Town Manager”, etc] means the chief administrative officer of the Municipality, or their delegate;
- (d) “FOIP” means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) “Investigator” means Council or the individual or body established by Council to investigate and report on complaints;
- (f) “Member” means a member of Council and includes a councillor or the [insert as applicable: Mayor or Reeve];

-OR-

- (f) “Member” means a member of Council and includes a councillor or the [insert as applicable: Mayor or Reeve] and includes members of council committees or other bodies established by Council who are not councillors or the [insert as applicable: Mayor or Reeve];
- (g) “Municipality” means the municipal corporation of the [Insert name of municipality].

### **3. Purpose and Application**

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

### **4. Representing the Municipality**

- 4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and

- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

## **5. Communicating on Behalf of the Municipality**

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the **[Insert as applicable: Mayor/Reeve]** is Council's official spokesperson and in the absence of the **[Insert as applicable: Mayor/Reeve]** it is the **[Insert as applicable: Deputy Mayor/Deputy Reeve]**. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

## **6. Respecting the Decision-Making Process**

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

## **7. Adherence to Policies, Procedures and Bylaws**

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

## **8. Respectful Interactions with Council Members, Staff, the Public and Others**

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
  - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the [Insert applicable title, e.g. "CAO", "City Manager", County Manager, "Town Manager", as defined above];
  - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

## **9. Confidential Information**

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.

- 9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.4. **[Alternative provision to section 9.2 above]:** In the course of their duties, Members may also become privy to confidential information received outside of an “in-camera” meeting. Members must not:
- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
  - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member’s duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
  - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.
- 9.5. **[Optional additional provision]:** Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
- (a) the security of the property of the Municipality;
  - (b) a proposed or pending acquisition or disposition of land or other property;
  - (c) a tender that has or will be issued but has not been awarded;
  - (d) contract negotiations;
  - (e) employment and labour relations;
  - (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
  - (g) law enforcement matters;
  - (h) litigation or potential litigation, including matters before administrative tribunals; and
  - (i) advice that is subject to solicitor-client privilege.

## 10. Conflicts of Interest

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. **[Optional additional provision:]** It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

## 11. Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. **[Optional additional provision:]** No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.]
- 11.3. **[Optional additional provision:]** Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. **[Optional additional provision:]** Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

## 12. Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 12.2. **[Alternative Provision:]** Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
  - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
  - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the

Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

### **13.Orientation and Other Training Attendance**

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

#### **[Alternate Provision]**

- 13.3. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.

#### **[Alternate Provision]**

- 13.4. Every Member must attend all orientation and other training organized at the direction of Council for the benefit of Members throughout the Council term.

### **[Optional Provision: Remuneration and Expenses]**

- 13.5. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 13.6. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

### **[Optional Provision: Gifts and Hospitality]**

- 13.7. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 13.8. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed **[insert dollar limit]**.
- 13.9. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

### **[Optional Provision: Election Campaigns]**

- 13.10. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

### **[Optional Provision: Informal Complaint Process]**

- 13.11. **[Insert as applicable: Any person [or] Any Member]** who has identified or witnessed conduct by a Member that the **[Insert as applicable: person [or] Member]** reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) requesting the **[insert as applicable: Mayor/Reeve]** to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the **[insert as applicable: Mayor/Reeve]** is the subject of, or is implicated in a complaint, the person may request the assistance of the **[insert as applicable: Deputy Mayor/Deputy Reeve]**.
- 13.12. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

### **14. Formal Complaint Process**

- 14.1. **[Insert as applicable: Any person [or] Any Member]** who has identified or witnessed conduct by a Member that the **[Insert as applicable: person [or] Member]** reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - (b) All complaints shall be addressed to the Investigator;
  - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
  - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
  - (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;



- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

## **15. Compliance and Enforcement**

- 15.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 15.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 15.3. No Member shall:
  - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 15.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
  - (a) a letter of reprimand addressed to the Member;
  - (b) requesting the Member to issue a letter of apology;
  - (c) publication of a letter of reprimand or request for apology and the Member's response;
  - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
  - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
  - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

## 16. Review

- 16.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a First time this \_\_\_\_ day of \_\_\_\_\_ 2018.

READ a Second time this \_\_\_\_ day of \_\_\_\_\_ 2018.

READ a Third time this \_\_\_\_ day of \_\_\_\_\_ 2018.

SIGNED AND PASSED this \_\_\_\_ day of \_\_\_\_\_ 2018.

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[INSERT: MAYOR/REEVE]

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[INSERT: CHIEF ADMINISTRATIVE  
OFFICER/OTHER]



## BYLAW No. 18-797 OF THE MUNICIPAL DISTRICT OF GREENVIEW No. 16

### A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to establish a code of conduct for members of Council

**WHEREAS**, pursuant to Section 146.1(1) of the *Municipal Government Act*, Council must, by bylaw, establish a code of conduct governing the conduct of Councillors;

**AND WHEREAS**, pursuant to section 146.1(3) of the *Municipal Government Act*, Council may, by bylaw, establish a code governing the conduct of Members of Council committees and other bodies established by Council who are not Councillors;

**AND WHEREAS**, pursuant to section 153 of the *Municipal Government Act*, Councillors have a duty to adhere to the code established by Council;

**AND WHEREAS**, the public is entitled to expect the highest standards of conduct from the members that it elects to the Council of the Municipal District of Greenview No. 16;

**AND WHEREAS**, the establishment of a code of conduct for members of Council is consistent with the principles of transparent accountable government;

**AND WHEREAS** a code of conduct ensures that members of Council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of Councillors;


**THEREFORE** the Council of the Municipal District of Greenview No. 16, in the Province of Alberta, duly assembled, enacts as follows:

#### 1. Short Title

- a. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

#### 2. Definitions

- a. **Act** means the *Municipal Government Act*, R.S.A 2000, c. M-26, and associated regulations as amended.
- b. **Administration** means the administrative and operational arm of the municipality, comprised of the various departments and business units, and including all employees who operate under the leadership and supervision of the Chief Administrative Officer.
- c. **CAO** means the Chief Administrative Officer of the municipality, or their designate.
- d. **Deputy Reeve** means the Councillor appointed by Council to fulfill the duties of the Reeve when they are unable to perform the duties of chief elected official or if the office of the Reeve is vacant.
- e. **FOIP** means the Freedom of Information and Protection of Privacy Act, R.S.A 2000, c. F-25, any associated regulations, and any amendments or successor legislation.
- f. **Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.

- 
- g. **Investigator** means Council or the individual or body established by Council to investigate and report on complaints.
  - h. **Member** means a Member of Council and includes Councillors and the Reeve and includes members of Council committees or other bodies established by Council who are not Councillors or the Reeve.
  - i. **Municipality** means the municipal corporation of the Municipal District of Greenview No. 16.
  - j. **Reeve** means the Chief Elected Official who leads the municipality and acts as the public spokesperson for Council and municipality.
  - k. **SLT** means the Senior Leadership Team consisting of the General Managers of Greenview Administration.

### 3. Purpose and Application

- 3.1 The Purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the municipality and a procedure for the investigation and enforcement of those standards.
- 3.2 Every Member will be provided with a copy of this Bylaw and will sign the Statement of Commitment attached as Schedule "A".

### 4. General Principles

- 4.1 Council Members shall govern their conduct in accordance with the requirements and obligations set out in the MGA.
- 4.2 Councillors shall demonstrate fairness, accountability, and impartiality in all Council matters.
- 4.3 Members of Council shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.
- 4.4 Where Council Members are appointed as members of committees or boards, they serve in a liaison role, but not necessarily as an advocate for the committee or board.

### 5. Representing the Municipality

- 5.1 Council Members will observe high standards of professionalism when representing Greenview in their dealings with members of the public, other elected officials, government officials, and Greenview administration. Councillors shall hold themselves to the highest standard when engaging in public activities.
- 5.2 Councillors shall consider the welfare and interests of the municipality as a whole, and the interests of the municipality as a whole supersedes the interests of any particular ward. Councillors shall bring to Council's attention anything that would promote the welfare or interest of the municipality.
- 5.3 Council members will think independently and refrain from forming allegiances or factions within Council.

## **6. Communicating on Behalf of the Municipality**

- 6.1 A Member must not claim to speak on behalf of Council unless authorized to do so.
- 6.2 Unless Council directs otherwise, the Reeve is Council's official spokesperson and in the absence of the Reeve, it is the Deputy Reeve. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 6.3 A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the person disagrees with Council's position.
- 6.4 No Member shall make a statement when they know that statement is false.
- 6.5 No Member shall make a statement with the intent to mislead Council or members of the public.

## **7. Respecting the Decision-Making Process**

- 7.1 Council decisions, resolutions or direction, are made by a majority vote of Councillors. The decisions of Council must be accepted and respected by all Councillors regardless of any personal view of the decision made.
- 7.2 Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the municipality.
- 7.3 All members of Council shall communicate and work toward the effective implementation of the positions and decisions of Council, even if they disagree with Council decisions. In this way Council will foster respect for the democratic decision making process.
- 7.4 Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in doing so, allow the public to view the process and rationale which was used to make decisions and the reasons for taking certain actions.

## **8. Adherence to Policies, Procedures and Bylaws**

- 8.1 Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta.
- 8.2 As Greenview's stewards and decision makers, all Councillors shall respect, and adhere to, the established policies, procedures and bylaws of Greenview, showing commitment to performing their duties and functions with care and diligence.
- 8.3 Members shall respect the municipality as an institution, its policies, bylaws and procedures and shall encourage public respect for the municipality, its bylaws, policies and procedures. A Member must not encourage disobedience of any bylaw, policy or procedure of the municipality responding to a member of the public, as this undermines public confidence in the municipality and in the rule of law.

## 9. Respectful Interactions

9.1 Council is committed to creating and sustaining a vibrant, healthy, safe and caring work environment in all interactions with internal and external stakeholders and Members of Council. Key requirements to support a respectful workplace include, but are not limited to, the following:

- 9.1.1 Be polite, courteous and respectful of others at all times;
- 9.1.2 Treat others equitably and fairly; and
- 9.1.3 Recognize value and diversity.

### 9.2 Councillors

- 9.2.1 All Councillors will be given an in depth opportunity to address matters before Council, in a full, open, transparent, and professional manner with the goal of good governance through healthy debate.
- 9.2.1 Council will take all points of view into account when making decisions.
- 9.2.2 Members shall feel confident to express their views in any session, without fear of interruption and shall feel confident in the Chair's impartiality in controlling the meeting.

### 9.3 Public

- 9.3.1 All Councillors will treat ratepayers and members of the public with respect, professionalism, and dignity.
- 9.3.2 Councillors may publicly express their opinions on Council matters, but not so as to undermine the standing of Council in the public and the community.

### 9.4 Staff

- 9.4.1 Members of Council shall at all times conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration.
- 9.4.2 Councillors will respect the professional opinions of Greenview Administration and be mindful that the CAO is exclusively responsible under the Act for directing staff.
- 9.4.3 Council members shall not give direction, directly or implied, to any municipal employee or contracted resource, other than to, or through the CAO or his or her designate.
- 9.4.4 Internal requests for information and questions relative to Administration will be directed through the offices of CAO and SLT.
- 9.4.5 All personnel matters shall be dealt with strictly in camera with the CAO present.
- 9.4.6 Council will not comment in public regarding the performance of any member of Administration, but will instead refer any question on the performance of a staff member to the Chief Administrative Officer.

## **10. Confidential Information**


- 10.1 Council members shall not, either directly or indirectly release, make public, or in any way divulge any information which is deemed to be confidential unless expressly authorized by Council or required by law to do so. This includes keeping confidential any aspect of in camera deliberation, any information required to be kept in confidence as prescribed by Privacy legislation and information subject to solicitor-client privilege.
- 10.2 Councillors shall not misuse confidential information which they have knowledge of by virtue of their position as Councillor that is not in the public domain. This includes emails and correspondence from other Councillors or third parties such that it may cause harm, detriment, or embarrassment to Greenview Council, other Councillors, Administration, members of the public or third parties.
- 10.3 Councillors shall not use confidential information that may create a benefit for themselves or any other individual.

## **11. Conflicts of Interest**

- 11.1 Council members will disclose their affiliations or interest within an organization that may affect their decision making on matters before Council regarding that organization, and its disclosure shall be noted in the meeting minutes.
- 11.2 The decision with respect to whether any Councillor may have, or may be perceived to have, a pecuniary interest or conflict of interest is the individual Councillors decision to make. The Councillor may discuss this with Council and seek the advice of the Reeve or the Chief Administrative Officer.
- 11.3 When a Councillor believes they have a pecuniary interest or conflict of interest in a matter before Council, or Council Committee, they shall notify the Reeve or Chair of the meeting prior to the matter being considered, that they have a pecuniary or conflict of interest in the matter.
- 11.4 Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 11.5 Members shall approach decision-making with an open mind that is capable of persuasion.
- 11.6 It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in pecuniary or other conflicts of interest.

## **12. Improper Use of Influence**

- 12.1 No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 12.2 Members shall not abuse relationships or interactions with Administration and staff by attempting to take advantage of their position as Councillors. Members will at all times refrain from any behaviour which is, or may be perceived to be, bullying or harassment of other Councillors, rate-payers, members of the public or staff.
- 12.3 Members shall refrain from using their positions to obtain employment with the municipality for themselves, family members or close associates. Members are ineligible



to apply or be considered for any position in the municipality while they hold their elected position for one year after leaving office.

**13. Use of Municipal Assets and Services**

- 13.1 No councillor shall use or attempt to use Greenview's property, funds, services, or information for personal benefit or the benefit of any other individual.
- 13.2 Councillors will abide by all of Greenview's policies and procedures in the use of Greenview property, services, and equipment, and vehicles.
- 13.3 Equipment, facilities and any other M.D of Greenview resources provided to Councillors as part of the regular delivery of their duties will not be used for campaign purposes during municipal elections.

**14. Orientation, Training and Attendance at Meetings**

- 14.1 Councillors will attend regular Council meetings as required under the Act. Councillors will participate in these meetings to represent, to the best of their abilities, the interests of Greenview as a whole, and act as advocates of their respective wards.
- 14.2 Council Members will participate when appointed to committees or boards and inform council as a whole of the activities of that committee or board.

**15. Complaint Process**

- 15.1 Any person, in good faith, may report perceived wrongdoing or make a complaint alleging a breach of the Council Code of Conduct by a Councillor. All reasonable attempts shall be made to keep the reports and complaints confidential until full investigation is completed in order to protect a Councillor and complainant.
- 15.2 The report or complaint shall be in writing addressed to the Reeve, or the Deputy Reeve if the Reeve is the subject of the complaint, and include:
  - 15.2.1 The date and be signed by an identifiable individual; and
  - 15.2.2 Reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation.
- 15.3 The Council Member or Members who are the subject of the complaint will be provided a copy of the complaint and are to provide a written response to the allegations, which will be provided to all of Council.
- 15.4 Upon receipt of a complaint, Council shall meet in camera, excluding the member of Council concerned, review the complaint and written response of the Council Member and decide whether to proceed to investigate the complaint or not. Council, in its sole discretion, may decide to take no action on the complaint. The Council Member(s) concerned shall be notified of the Council decision.
- 15.5 If Council concludes that the Council Member(s) concerned has breached the statutory regulations, it may, in its sole discretion, decide to advise the Council Member(s) of its conclusion and approve moving forward with the appropriate proceedings pursuant to the Act.




- 15.6 At its sole discretion, Council may elect to conduct the investigation into the allegations or select a third party to investigate.

## **16. Sanctions**

- 16.1 In the event that a Member has been determined to have violated any of these terms of Greenview's Code of Conduct or any provision of the Act, then Council may consider disciplinary action on the offending Member.
- 16.2 If Council determines that a complaint made under this Bylaw is valid, then Council, by resolution, may impose one or more of the following sanctions against the offending party(ies):
  - 16.2.1 Verbal reprimand provided by the Reeve or Deputy Reeve;
  - 16.2.2 A letter of reprimand addressed to the Member;
  - 16.2.3 Requesting the Member to issue a letter of apology;
  - 16.2.4 Publication of a letter of reprimand or request for an apology and that Member's response;
  - 16.2.5 Suspension or removal of the appointment of a Member as the Reeve under Section 150(2) of the Act or as Deputy Reeve under Section 152 of the Act;
  - 16.2.6 Suspension or removal of the Reeve's presiding duties under Section 154 of the Act;
  - 16.2.7 Suspension or removal of the Member from some or all Council committees or bodies to which Council has the right to appoint members;
  - 16.2.8 Request for an inquiry under Section 572 of the Act;
  - 16.2.9 Initiation of legal action under Section 175 of the Act;
  - 16.2.10 Reduction or suspension of remuneration as defined in Section 275.1 of the Act corresponding to a reduction in duties, including limiting travel or expenses, and excluding allowances for attendance at Council meetings;
  - 16.2.11 Limiting access to Greenview buildings, aside from entering or leaving Council Chambers for Council meetings;
  - 16.2.12 Return of Greenview property, including laptops, tablets, cellular boosters;
  - 16.2.13 Any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent the Member from fulfilling their legislated duties of a Councillor and the sanction is not contrary to the Act.
- 16.3 Any action taken by Council should include a timeframe and what remedial action is expected.
- 16.4 A decision to apply one or more of the actions detailed above requires a Council resolution.

## **17. Requirements to Fulfill Duties**

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- 17.1 This Code of Conduct, or any provision herein, and any sanctions imposed must not prevent a Councillor from fulfilling their legislated duties as a Councillor, as outlined in the Municipal Government Act.
- 17.2 Any provision deemed to prevent a Councillor from fulfilling their legislated duties, shall be declared invalid, however the rest of the Code of Conduct shall remain in effect.

**18. Review**

- 18.1 This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

**19. Coming Into Force**

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

Read a first time this \_\_\_\_ day of \_\_\_\_\_, A.D. 2018.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, A.D. 2018.

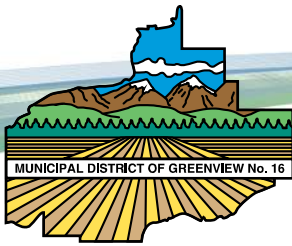
Read a third time and passed this \_\_\_\_ day of \_\_\_\_\_, A.D. 2018.

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**REEVE**

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**CHIEF ADMINISTRATIVE OFFICER**



## **SCHEDULE "A"**

### Statement of Commitment

#### **Statement of Commitment to the Council Code of Conduct for Members of Council**

I \_\_\_\_\_ declare that as an elected Member of the Municipal  
(Full Name)  
District of Greenview No. 16, I acknowledge and support the Council Code of Conduct Bylaw for Members of  
Council.

Signed: \_\_\_\_\_

Declared this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Before me:

\_\_\_\_\_  
Reeve (Deputy Reeve for Reeve)



# REQUEST FOR DECISION

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**SUBJECT:** Bylaw No. 18-796 Re-designate from Agricultural Two (A-2) District to Institutional (INS) District

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

**MEETING DATE:** June 11, 2018      **CAO:** MH      **MANAGER:** SAR

**DEPARTMENT:** PLANNING & DEVELOPMENT      **GM:** GG      **PRESENTER:** PL

**STRATEGIC PLAN:** Development

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## RELEVANT LEGISLATION:

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

**Council Bylaw/Policy** (cite) – Municipal Development Plan 15-742, Valleyview Intermunicipal Development Plan 09-587 and Land Use Bylaw 17-779.

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## RECOMMENDED ACTION:

**MOTION:** That Council give First Reading to Bylaw No. 18-796, to re-designate a 3.59 hectare ± (8.87 acre) parcel from Agricultural Two (A-2) District to Institutional (INS) District within NW-22-70-22-W5.

**MOTION:** That Council schedule a Public Hearing for Bylaw No. 18-796, to be held on July 9, 2018, at 10:00 a.m. for the re-designation of a 3.59 hectare ± (8.87 acre) parcel from Agricultural Two (A-2) District to Institutional (INS) District within NW-22-70-22-W5.

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## BACKGROUND/PROPOSAL:

The application for land use amendment A18-001 has been submitted by Brian and Joanne Gordon to re-designate a 3.59 hectare ± (8.87 acre) parcel from Agricultural Two (A-2) District to Institutional (INS) District within NW-22-70-22-W5, in the Valleyview area, Ward 3. The proposed rezoning would allow for the subsequent subdivision of an institutional parcel to accommodate a K-12 school.

Access to the school will be provided from 56 Avenue, requiring the parcel to be consolidated with the subdivided parcel located in the Town of Valleyview.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within Institutional (INS) District. The application meets the requirements of Municipal Government Act, Municipal Development Plan and the Valleyview IDP. 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 18-796.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the Council accepting the recommended motion is that re-designation would allow for the future subdivision of an institutional to accommodate a K-12 school.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no perceived disadvantages of the recommended motion for Greenvue.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to table Bylaw 18-796 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.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

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

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**PUBLIC ENGAGEMENT LEVEL:**

Greenvue 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

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**FOLLOW UP ACTIONS:**

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

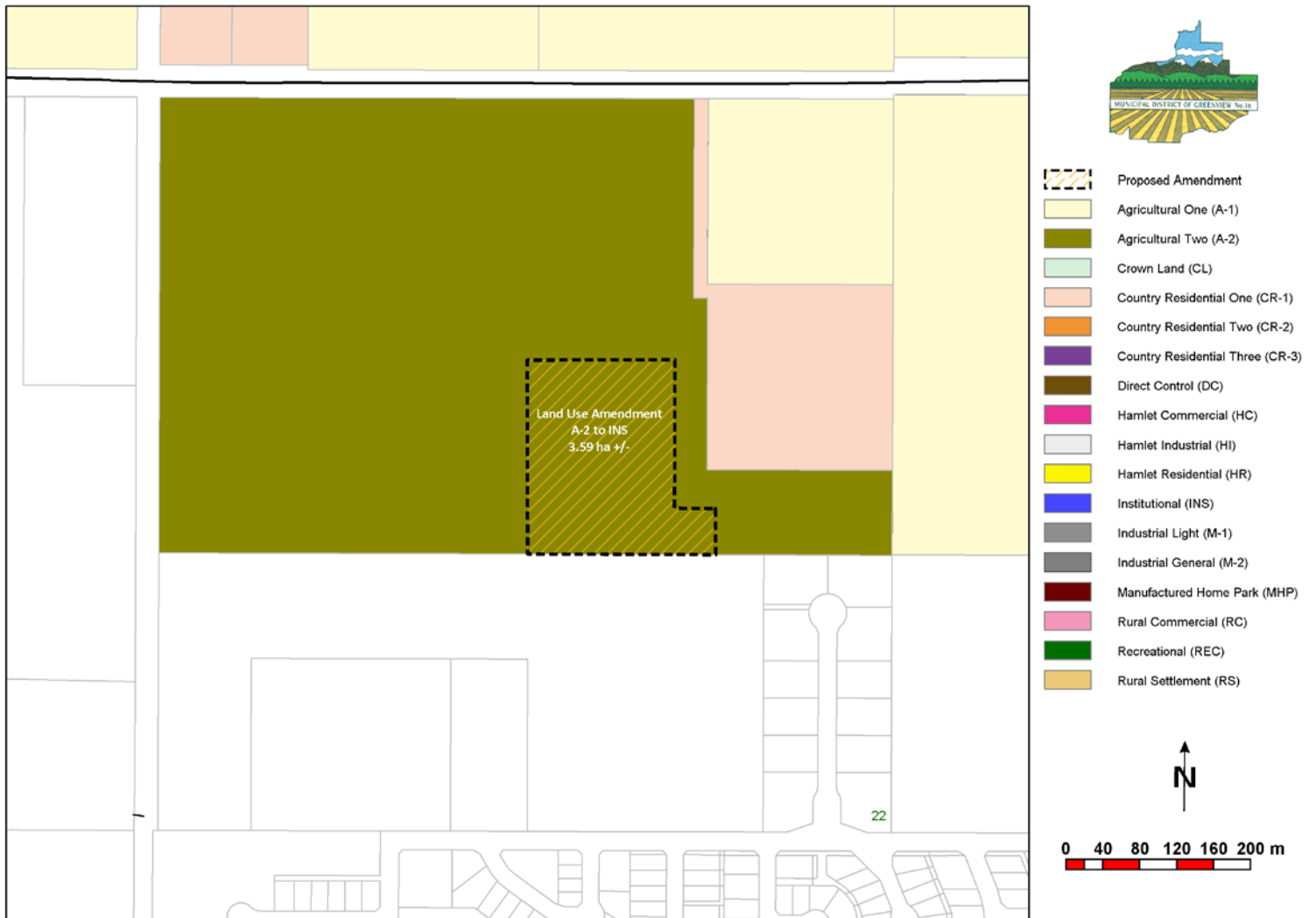
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ATTACHMENT(S):

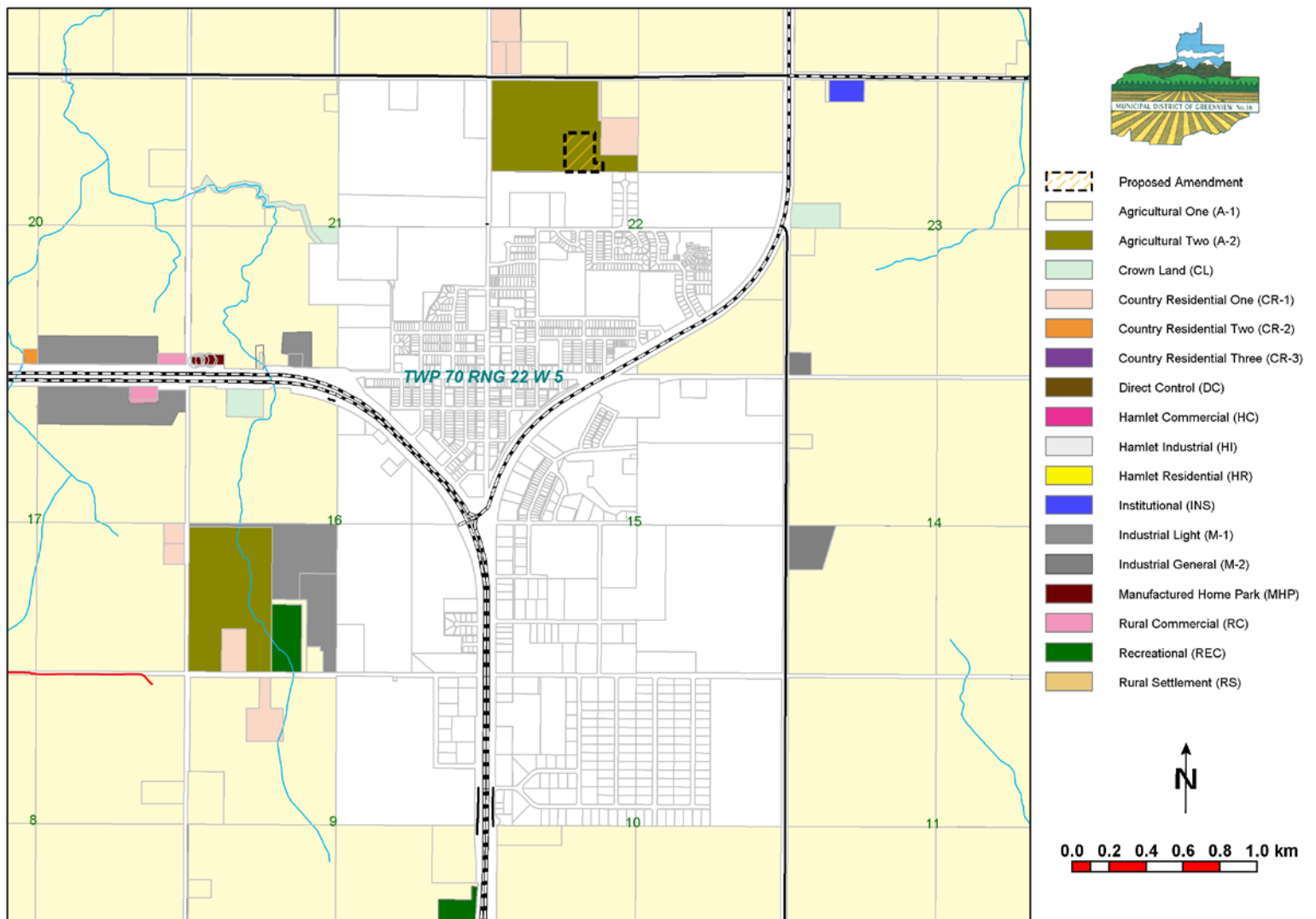
- Schedule 'A' – Proposed Land Use Amendment
- Schedule 'B' – Owner Location Map
- Schedule 'C' – Farmland Report and Map
- Schedule 'D' – Municipal Government Act, RSA 2000, s. 230 Public Hearings and s. 692(1)–(9) Planning Bylaws
- Schedule 'E' –Municipal Development Plan 15-742, s. 3.4.1 (e) Land Use on Better Agricultural Land
- Schedule 'F' – Land Use Bylaw 17-779, s. 8.10 Institutional (INS) District
- Schedule 'G' – Valleyview Intermunicipal Development Plan 09-587, s. 8.0 Public Uses

## Schedule 'A' – Proposed Land Use Amendment

### Proposed Land Use Amendment NW-22-70-22-W5



# Proposed Land Use Amendment NW-22-70-22-W5





## Schedule 'B' – Owner Location Map

FILE NO. A18-001

APPLICANT: BRIAN AND JOANNE GORDON

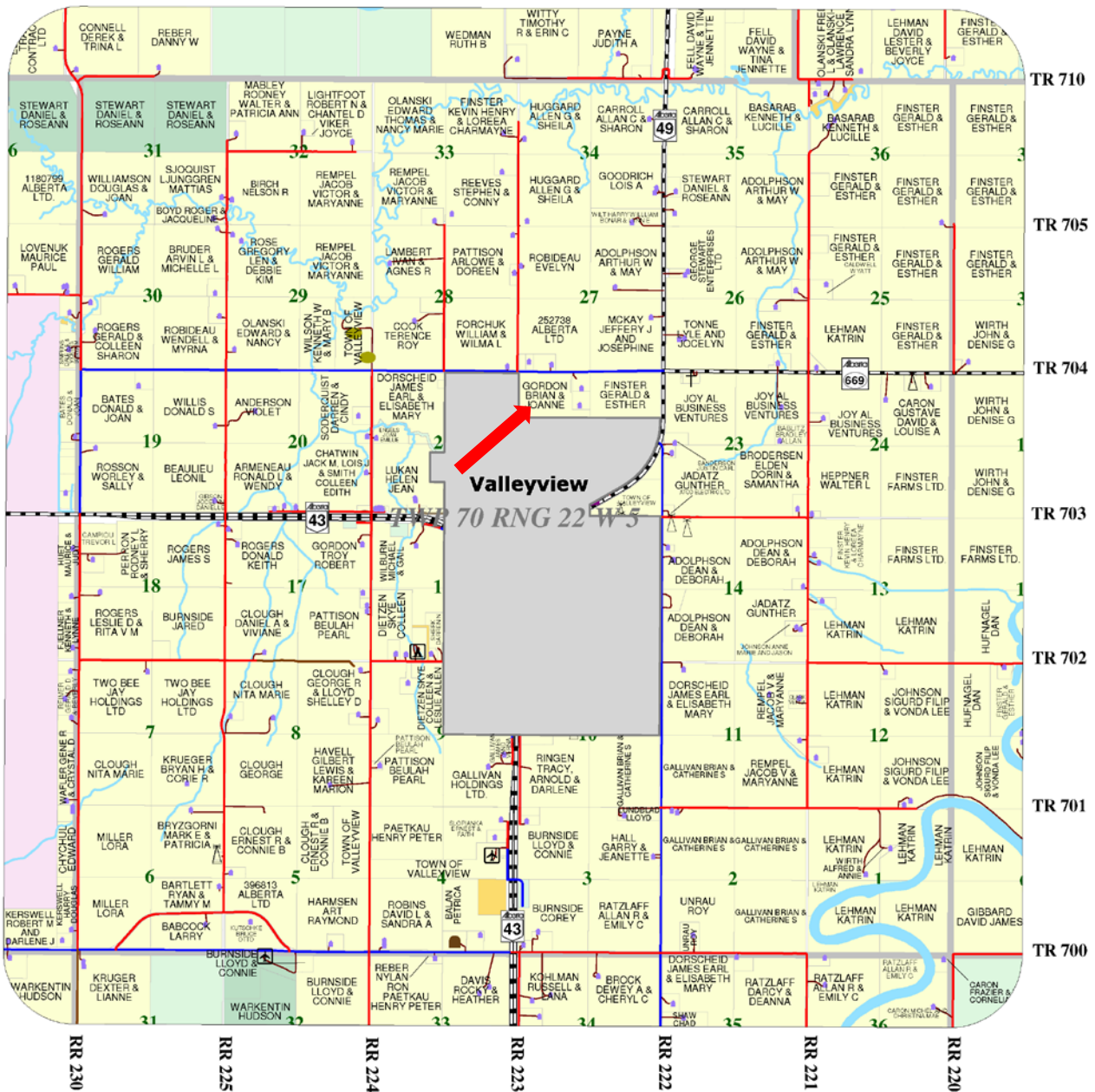
LEGAL LOCATION: NW-22-70-22-W5

LANDOWNER: BRIAN AND JOANNE GORDON

Township 70, Range 22



# M.D. of Greenview No. 16



## Schedule 'C' – Farmland Report and Map

**FILE NO. A18-001**

**APPLICANT: BRIAN AND JOANNE GORDON**

**LEGAL LOCATION: NW-22-70-22-W5**

**LANDOWNER: BRIAN AND JOANNE GORDON**



## Farmland Calculation Report

Year of General Assessment: 2017

|                             |              |            |               |      |
|-----------------------------|--------------|------------|---------------|------|
| Roll: 37823                 | Alt. Key:    | VALLEYVIEW | 1 miles       | 94%  |
| Legal: NW-22-70-22-5        |              |            | Access:       | 100% |
| Aeroclimatic Zone: 21 2H-PR | Photo: 70224 | Type:      | Net Location: | 94%  |

|       |             |                  |                |          |         |                        |       |         |
|-------|-------------|------------------|----------------|----------|---------|------------------------|-------|---------|
| No: 1 | 13.80 Acres | Soil: 42 DG      | Dryland Arable |          |         | Adjusted Rating: 50.0% |       |         |
| %Fld  |             |                  | Group          | Surface  | Subsoil | Texture                |       | NPR     |
| 50    | VWV         | 12 VALLEYVIEW DG | DG 70          | AP0-1 -2 | HC      | -15                    | SIL-L | -2 51.0 |
| 50    | VWV         | 33 VALLEYVIEW DG | DG 70          | AP1-2 -6 | HC      | -15                    | SIL   | 0 49.0  |
|       |             |                  |                |          |         | Adjusted Rating: 50.0  |       |         |
|       |             |                  |                |          |         | %Fld                   | NPR   | ICP     |
| 64    | Flooding    | 1 FD1            |                |          |         | 50 100%                | -3.0  | 0.0     |
| 71    | Topography  | 5 GU-U           |                |          |         | 50 100%                | 0.0   | -0.5    |
| 72    | Stone Cover | 21 S0-S1 (avg)   |                |          |         | 50 100%                | 0.0   | -1.5    |
|       |             |                  |                |          |         |                        | -3.0  | -2.0    |

|                   |                     |               |       |               |                |                  |                  |        |
|-------------------|---------------------|---------------|-------|---------------|----------------|------------------|------------------|--------|
| No: 2             | 20.70 Acres         | Soil: 3       | Bk t- |               | Dryland Arable | Adjusted Rating: | 52.0%            |        |
| %Fld              |                     |               |       | Group         | Surface        | Subsoil          | Texture          | NPR    |
| 60 RYFT-          | 11 RYCROFT Bkt-     |               |       | Bk 70         | AP0-1          | -1 HC            | -15 SIL          | 0 54.0 |
| 40 RYFT-          | 31 RYCROFT Bkt-     |               |       | Bk 70         | AP1-2          | -6 HC            | -15 SIL          | 0 49.0 |
|                   |                     |               |       |               |                |                  | Adjusted Rating: | 52.0   |
|                   |                     |               |       |               |                | %Fld             | NPR              | ICP    |
| 44 Poorly Drained |                     | 1 P0-P1 (avg) |       |               | 50             | 40%              | -1.6             | 0.0    |
| 44 Poorly Drained |                     | 2 P1          |       |               | 50             | 12%              | -1.0             | 0.0    |
| 64 Flooding       |                     | 1 FD1         |       |               | 50             | 60%              | -1.8             | 0.0    |
| 64 Flooding       |                     | 2 FD2         |       |               | 50             | 40%              | -2.4             | 0.0    |
| 71 Topography     |                     | 3 L-GU        |       |               | 50             | 40%              | 0.0              | 0.0    |
| 71 Topography     |                     | 4 GU          |       |               | 50             | 60%              | 0.0              | 0.0    |
| 72 Stone Cover    |                     | 20 S0         |       |               | 50             | 100%             | 0.0              | 0.0    |
|                   |                     |               |       |               |                |                  | -6.8             | 0.0    |
|                   |                     |               |       |               |                |                  |                  |        |
|                   | Group ID: 138029783 |               |       | 20.70 Acres x | 350.0 Acres x  | 1.0000 x         | 45.2 % =         |        |
|                   | Group Summary:      |               |       | 34.50 Acres   |                |                  | 45.1 %           |        |

|       |             |                  |    |                |         |      |         |                        |         |
|-------|-------------|------------------|----|----------------|---------|------|---------|------------------------|---------|
| No: 3 | 32.35 Acres | Soil: 42         | DG | Dryland Arable |         |      |         | Adjusted Rating: 50.1% |         |
| %Fld  |             |                  |    | Group          | Surface |      | Subsoil | Texture                | NPR     |
| 55    | VWV         | 12 VALLEYVIEW DG |    | DG 70          | AP0-1   | -2   | HC      | -15 SIL-L              | -2 51.0 |
| 45    | VWV         | 33 VALLEYVIEW DG |    | DG 70          | AP1-2   | -6   | HC      | -15 SIL                | 0 49.0  |
|       |             |                  |    |                |         |      |         | Adjusted Rating:       | 50.1    |
|       |             |                  |    |                | %Fld    |      | NPR     | ICP                    |         |
| 71    | Topography  | 6 U              |    |                | 50      | 45%  | 0.0     | -0.4                   |         |
| 71    | Topography  | 7 U-GR           |    |                | 50      | 55%  | 0.0     | -1.9                   |         |
| 72    | Stone Cover | 21 S0-S1 (avg)   |    |                | 50      | 100% | 0.0     | -1.5                   |         |
|       |             |                  |    |                |         |      | 0.0     | -3.9                   |         |

|       |                     |            |         |             |               |       |                |         |                        |         |          |      |
|-------|---------------------|------------|---------|-------------|---------------|-------|----------------|---------|------------------------|---------|----------|------|
| No: 4 | Group ID: 138029784 |            |         |             | 32.35 Acres x |       | 350.0 Acres x  |         | 1.0000 x               |         | 46.2 % = |      |
|       | 3.60 Acres          |            | Soil: 3 |             | Bk t-         |       |                |         |                        |         |          |      |
|       | %Fld                |            |         |             |               |       | Dryland Arable |         | Adjusted Rating: 54.8% |         |          |      |
|       |                     |            |         |             |               |       | Group          | Surface | Subsoil                | Terrure | NPR      |      |
|       | 55                  | LADT-      | 11      | LANDRY Bkt- | Bk 70         | AP0-1 | -1             | HC      | -12                    | SIL     | 0        | 57.0 |
|       | 45                  | LADT-      | 32      | LANDRY Bkt- | Bk 70         | AP1-2 | -6             | HC      | -12                    | SILCL   | 0        | 52.0 |
|       |                     |            |         |             |               |       |                |         | Adjusted Rating:       |         | 54.8     |      |
|       |                     |            |         |             |               |       |                |         | %Fld                   | NPR     | ICP      |      |
|       | 64                  | Flooding   |         |             | 1             | FD1   |                |         | 50                     | 100%    | -3.0     | 0.0  |
|       | 71                  | Topography |         |             | 5             | GU-U  |                |         | 50                     | 100%    | 0.0      | -0.5 |
| 72    | Stone Cover         |            |         | 21          | S0-S1 (avg)   |       |                | 50      | 100%                   | 0.0     | -1.5     |      |
|       |                     |            |         |             |               |       |                |         |                        | -3.0    | -2.0     |      |

|                     |             |             |          |                 |      |          |        |   |
|---------------------|-------------|-------------|----------|-----------------|------|----------|--------|---|
| Group ID: 138029784 |             | 3.60 Acres  | x        | 350.0 Acres     | x    | 1.0000 x | 49.8 % | = |
| Group Summary:      |             | 35.95 Acres |          |                 |      |          | 46.6 % |   |
| No: 5               | 5.74 Acres  | Soil: 80    | Pasture  | Dryland Pasture |      |          |        |   |
| 81                  | Native      | 60          | 60 Ac/AU | 50              | 100% | 6.0      | 0.0    |   |
| 99                  | Description | 9           | Trees    | 50              | 100% | 0.0      | 0.0    |   |
|                     |             |             |          |                 |      | 6.0      | 0.0    |   |
| Group ID: 138029785 |             | 5.74 Acres  | x        | 350.0 Acres     | x    | 1.0000 x | 6.0 %  | = |



## **Farmland Calculation Report**

Year of General Assessment: 2017

| Areas               | Asmt Code | Areas             |
|---------------------|-----------|-------------------|
| Parcel: 76.19 Acres | 300 100%  | Arable Dry: 70.45 |
| @ F/L Rates: 76.19  |           | Arable Irr: 0.00  |
|                     |           | Pasture Dry: 5.74 |
|                     |           | Pasture Irr: 0.00 |
|                     |           | Waste: 0.00       |



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

### **Public Hearings**

#### **When to hold public hearing**

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

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

**(2)** When this or another enactment requires a public hearing to be held on a proposed bylaw or resolution, council must

- (a) give notice of the public hearing in accordance with section 606, and
- (b) 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 the 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 the public hearing is held must record the public hearing to the extent directed by the council.

RSA 2000 cM-26 s230;2015 c8 s31

## **Division 12**

### **Bylaws, Regulations**

#### **Planning bylaws**

**692(1)** Before giving second reading to

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

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

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

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

- (a) councils may hold a joint public hearing to which section 184 does not apply, and

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

- (b) “owner” means the person shown as the owner of land on the assessment roll prepared under Part 9.
- (8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must
  - (a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and
  - (b) decide whether or not to proceed with consultation.
- (9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.

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

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

### 3.4 BETTER AGRICULTURAL LAND

#### ***Land Use on Better Agricultural Land***

3.4.1 The development of non-agricultural uses on better agricultural lands will not be permitted, except where Greenview determines that:

- (e) the proposed development promotes the efficiency of local servicing and transportation networks.



## Schedule 'F' – Land Use Bylaw 17-779

Municipal District of Greenview No. 16

Land Use Bylaw No. 17-779, 2018

### 8.10 Institutional (INS) District

#### 8.10.1 Purpose

- a) The purpose of this District is to accommodate lands that are used for, held or otherwise best suited for public and institutional uses, which service the governmental, educational, religious, cultural and recreational needs of the community.

#### 8.10.2 Uses

- a) Table 8-19 identifies the permitted and discretionary uses within the INS District.

Table 8-19: INS Permitted and Discretionary Uses

| Permitted Uses                           | Discretionary Uses                       |
|--|--|
| 1. Accessory Building                    | 1.a Solar Collector, Major               |
| 2. Borrow Pit                            | 2.a Wind Energy Conversion System, Major |
| 3. Cemetery                              |  |
| 4. Child Care, Facility                  |  |
| 5. Community Facility                    |  |
| 6. Corrections Services                  |  |
| 7. Dugout                                |  |
| 8. Dwelling Unit, Accessory              |  |
| 9. Educational Services                  |  |
| 10. Government Services                  |  |
| 11. Health Services                      |  |
| 12. Medical Marijuana Dispensary         |  |
| 13. Place of Worship                     |  |
| 14. Protective Services                  |  |
| 15. Recreation, Indoor                   |  |
| 16. Recreation, Outdoor Passive          |  |
| 17. Shipping Container                   |  |
| 18. Solar Collector, Minor               |  |
| 19. Supportive Living Accommodation      |  |
| 20. Utilities, Major                     |  |
| 21. Wind Energy Conversion System, Minor |  |

#### 8.10.3 Regulations

- a) On a parcel located in an INS District, no building or structure shall be constructed, located or altered, and no subdivision approved which contravenes the regulations set out in Table 8-20.

Table 8-20: INS District Regulations

| Matter to Be Regulated  | Regulation   |
|---|--|
| .1 Minimum parcel size  | 1.0 ha (2.5 ac)  |
| .2 Maximum parcel size  | 4.0 ha (9.9 ac)  |
| .3 Minimum parcel width   | 18.0 m (59.1 ft.)  |
| .4 Minimum setback of principal building from: <ul style="list-style-type: none"> <li>• Front parcel and exterior side parcel lines</li> <li>• Interior side parcel line</li> <li>• Rear parcel line</li> </ul> | Provincial highway: 40.0 m (134.5 ft.)<br>Internal subdivision road: 7.5 m (24.6 ft.)<br>Service road: 7.5 m (24.6 ft.)<br>All other roads: 40.0 m (134.5 ft.)<br>Undeveloped road allowance 40.0 m (134.5 ft.)<br>3.0 m (9.8 ft.)<br>7.5 m (24.6 ft.) |
| .5 Minimum setback of accessory building from: <ul style="list-style-type: none"> <li>• Front parcel and exterior side parcel lines</li> <li>• Interior side parcel line</li> <li>• Rear parcel line</li> </ul> | Provincial highway: 40.0 m (134.5 ft.)<br>Internal subdivision road: 7.5 m (24.6 ft.)<br>Service road: 7.5 m (24.6 ft.)<br>All other roads: 40.0 m (134.5 ft.)<br>1.5 m (4.9 ft.)<br>2.0 m (6.6 ft.)   |
| .6 Maximum building and structure height  | 10.0 m (32.8 ft.)  |
| .7 Maximum parcel coverage (all buildings)  | 40 %   |

\*\*\* See the General Regulations (Section 5.0) for additional regulations and exceptions. \*\*\*

## Schedule 'G' – Valleyview Intermunicipal Development Plan 09-587

### 8.0 Public Uses

The term "public uses" is intended to cover all of those land uses which are considered to be public or quasi-public in nature and which are required for the benefit of the community. Normally, public uses include, but are not limited to, community halls, ball fields, cemeteries, churches, parks, schools, government office buildings and tourist information centres among others.

- 8.1 Subdivision and development of land for public uses will be allowed in the Plan area.
- 8.2 Where the subdivision of a public use is requested in a Residential Reserve, Industrial Reserve or Commercial Reserve area, the location of the subdivision should be such that it does not interfere with the future development of the land for urban purposes.



# BYLAW No. 18-796

## 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. 18-796, 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. 15 in the Land Use Bylaw, being Bylaw No. 18-796, be amended to reclassify the following area:

All that Portion of the  
Northwest (NW) Quarter of Section Twenty-Two (22)  
Within Township Seventy (70)  
Range Twenty-Two (22) West of the Fifth Meridian (W5M)

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 11 day of June, A.D., 2018.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_.

Read a third time and passed this \_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_.

\_\_\_\_\_  
REEVE

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

## SCHEDULE "A"

To Bylaw No. 18-796

### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the  
Northwest (NW) Quarter of Section Twenty-Two (22)  
Within Township Seventy (70)  
Range Twenty-Two (22) West of the Fifth Meridian (W5M)

Is reclassified from Agricultural Two (A-2) District to Institutional (INS) District as identified below:





# REQUEST FOR DECISION

---

SUBJECT: **Aggregate Reserve Usage and Stockpile Inventory Presentation**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 11, 2018 CAO: MH MANAGER: GM  
DEPARTMENT: OPERATIONS GM: GG PRESENTER: GM  
STRATEGIC PLAN: Infrastructure

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council accept the Aggregate Reserve, Usage and Stockpile Inventory presentation for information, as presented.**

---

BACKGROUND/PROPOSAL:

At Council's request, Administration was to bring back a report on aggregate reserve, usage and stockpile inventory throughout Greenview.

Please see the attached presentation.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update on the Aggregate Reserve, Usage and Stockpile Inventory Presentation.
- 

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:**

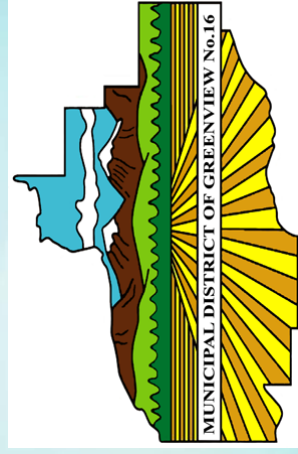
There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

- Power Point presentation.

# Greenview Aggregate Reserves Overview May 2018





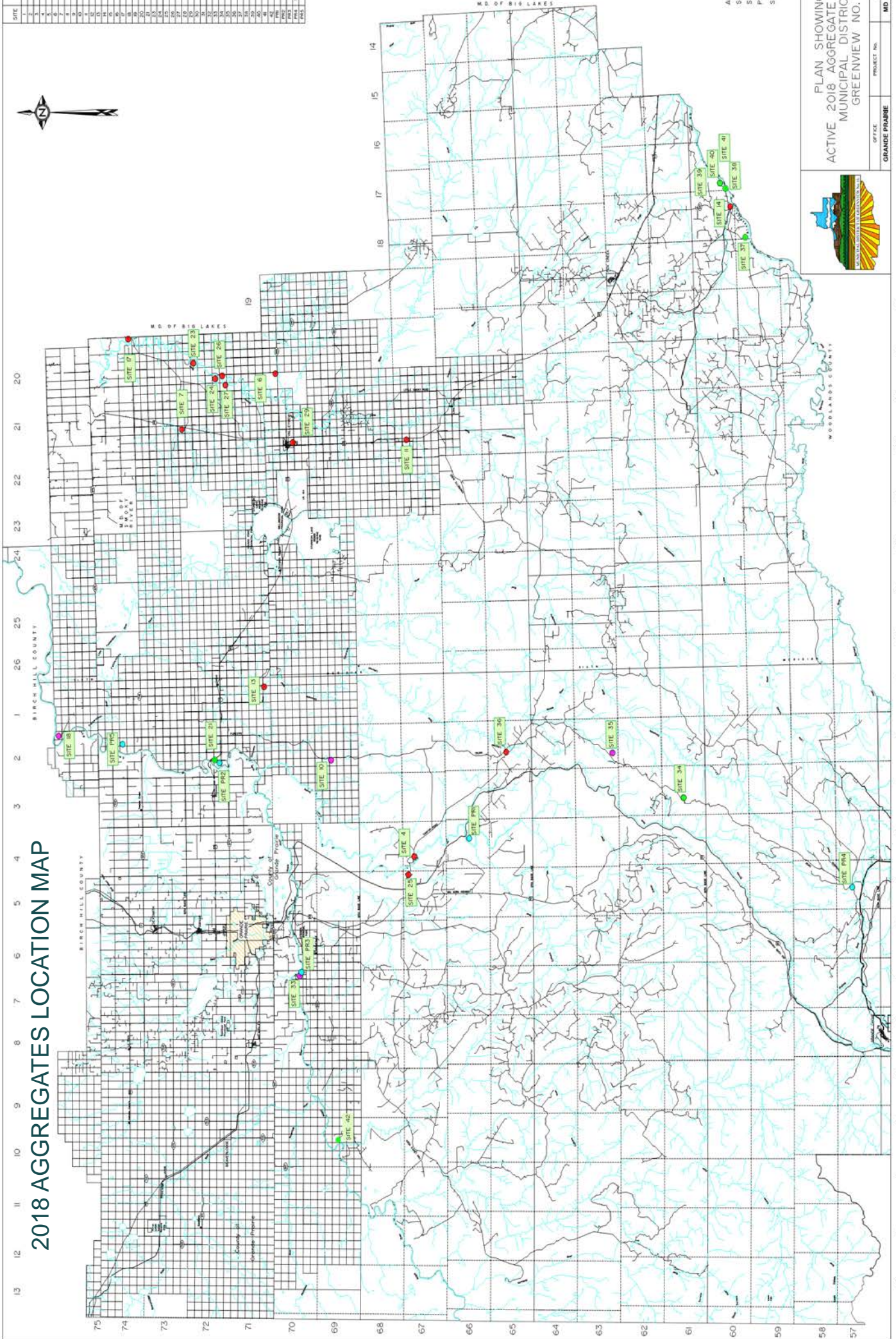
# Overview

- Review current map of all active 2018 Aggregate Locations in the MD of Greenview (SML and Stockpile)
- Review of the 2018 MD Greenview Aggregate Reserve Summary
- Review of the Pit Tonnage Summary (Bar Graphs)
- Photos of Crushing and Stockpiling operations



2018 AGGREGATES LOCATION MAP

| SITE | NAME                      | LEGAL LOCATION  |
|------|---------------------------|-----------------|
| 1    | ANTHONYVILLE PIT          | N 21-24-25 W04M |
| 2    | BEYER & WILSON CORNER PIT | N 21-24-25 W04M |
| 3    | BEYER & WILSON CORNER PIT | N 21-24-25 W04M |
| 4    | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 5    | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 6    | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 7    | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 8    | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 9    | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
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| 11   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 12   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 13   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 14   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 15   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 16   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 17   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 18   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 19   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 20   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 21   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 22   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 23   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 24   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 25   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 26   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 27   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 28   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 29   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 30   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 31   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 32   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 33   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 34   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 35   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 36   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 37   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 38   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 39   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 40   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 41   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 42   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 43   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
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| 50   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
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| 73   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 74   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |
| 75   | EAST GOLD OREX STOCKPILE  | N 21-24-25 W04M |



- ALBERTA TRANSPORTATION SOURCE
- SURFACE MATERIAL LEASE (SML)
- STOCKPILE SITE
- PRIVATE PIT OR STOCKPILE
- SITE NUMBER

SCALE: N.T.S.



PLAN SHOWING  
ACTIVE 2018 AGGREGATE LOCATIONS  
MUNICIPAL DISTRICT OF  
GREENVIEW NO. 16

OFFICE PROJECT NO. PLAN NO. SHEET

GRANDE PRRIE MD AGGREGATE 1 of 1





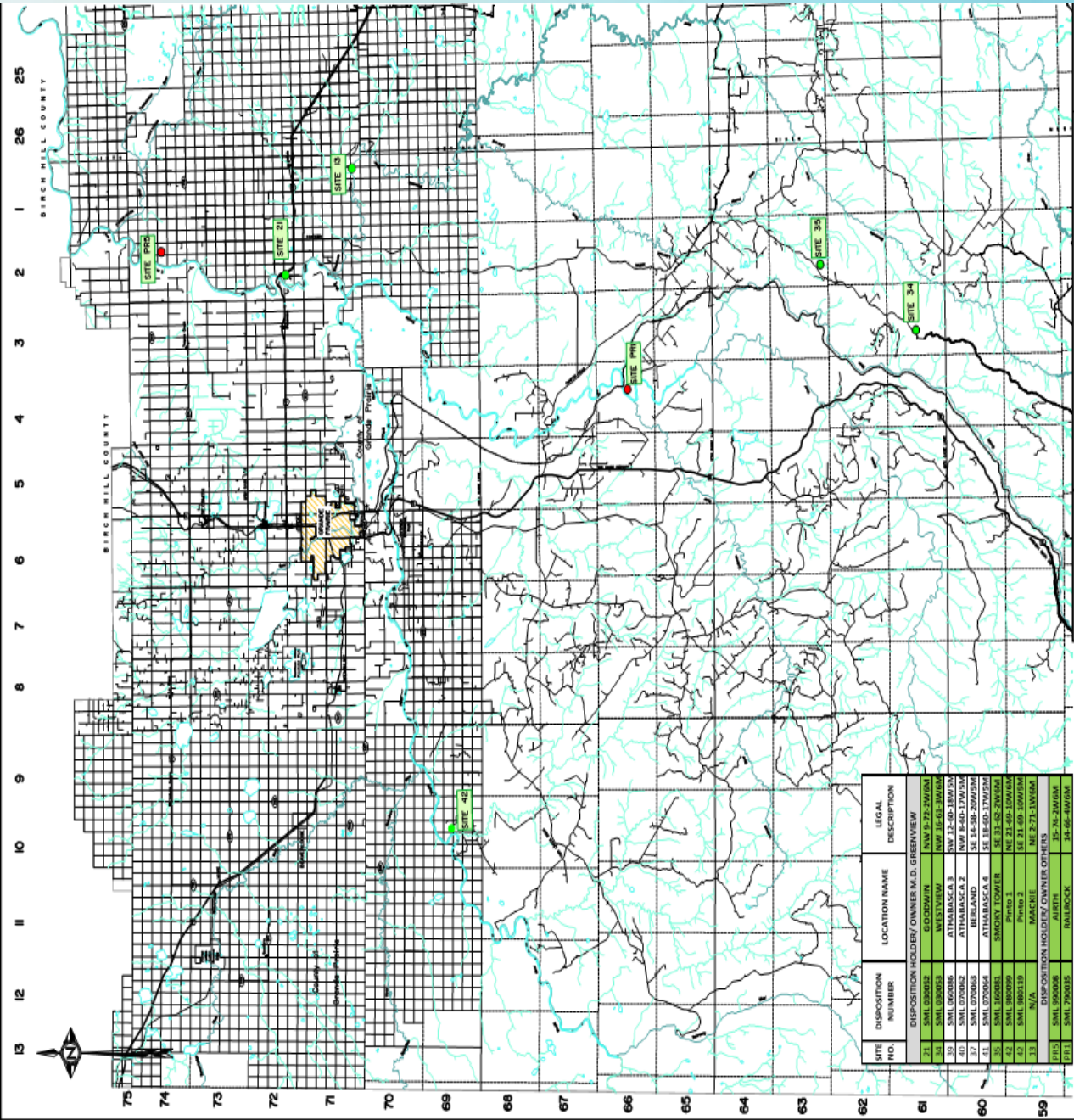
# MD GREENVIEW AGGREGATE RESERVE SUMMARY SML's (2018)


| SITE NO. | DISPOSITION NUMBER (IF APPLICABLE) | LOCATION NAME | LEGAL DESCRIPTION | DISPOSITION HOLDER OR OWNER (IF APPLICABLE) | INITIAL ESTIMATED TONNAGE | TONNAGE HAULED SINCE MD SECUREMENT | EST. SOURCE TONNAGE REMAINING |
|----------|------------------------------------|---------------|-------------------|---|---------------------------|------------------------------------|-------------------------------|
| 21       | SML 030052                         | GOODWIN       | NW 9-72-2W6M      | MD GREENVIEW                                | 955,500                   | 1,346                              | 954,154                       |
| 34       | SML 030053                         | WESTVIEW      | NW 16-61-3W6M     | MD GREENVIEW                                | 2,511,600                 | 334,333                            | 2,177,267                     |
| 39       | SML 060086                         | ATHABASCA 3   | SW 12-60-18W5M    | MD GREENVIEW                                | 2,103,032                 | 392                                | 2,102,640                     |
| 40       | SML 070062                         | ATHABASCA 2   | NW 8-60-17W5M     | MD GREENVIEW                                | 2,389,604                 |                                    | 2,389,604                     |
| 37       | SML 070063                         | BERLAND       | SE 14-58-20W5M    | MD GREENVIEW                                | 4,751,727                 |                                    | 4,751,727                     |
| 41       | SML 070064                         | ATHABASCA 4   | SE 18-60-17W5M    | MD GREENVIEW                                | 541,928                   |                                    | 541,928                       |
| 35       | SML 160081                         | SMOKY TOWER   | SE 31-62-2W6M     | MD GREENVIEW                                | 470,905                   |                                    | 470,905                       |
| 42       | SML 980099                         | Pinto 1       | NE 21-69-10W6M    | MD GREENVIEW                                | 586,950                   |                                    | 586,950                       |
| 42       | SML 980119                         | Pinto 2       | SE 21-69-10W5M    | MD GREENVIEW                                | 614,250                   |                                    | 614,250                       |
| 13       |                                    | MACKIE        | NE 2-71-1W6M      | MD GREENVIEW                                | 40,950                    |                                    | 40,950                        |
| 17       | SML 060085                         | Patterson Pit | SE 11-060-18W5    | WAPITI                                      | 58,656                    | 55,728                             | 2,928                         |
| PR5      | SML 990008                         | AIRTH         | 15-74-2W6M        | TOM AIRTH                                   | 337,878                   | 91,522                             | 246,356                       |
| PR1      | SML 790035                         | RAILROCK      | 14-66-4W6M        | DEVCO                                       | 1,582,308                 | 357,200                            | 1,225,108                     |

|                       |            |
|-----------------------|------------|
| INITIAL RESERVE TOTAL | 16,945,289 |
| TONNAGE HAULED        | 840,521    |
| RESERVE REMAINING     | 16,104,768 |



08-May-18






PLAN SHOWING ACTIVE 2018  
AGGREGATE RESERVES - PITS  
WEST  
M.D. of GREENVIEW NO. 16

SCALE: N.T.S.

| OFFICE       | PROJECT NO. | PLAN NO.   | SHEET  |
|--------------|-------------|------------|--------|
| CLARK COUNTY | 2017-PT 01  | 2017-PT 01 | 1 of 2 |



CLARK COUNTY

M.D. OF GREENVIEW PIT .  
PRIVATE GRAVEL PIT  
SITE NUMBER . . . . .





MD GREENVIEW AGGREGATE RESERVE SUMMARY STOCKPILE (2018)

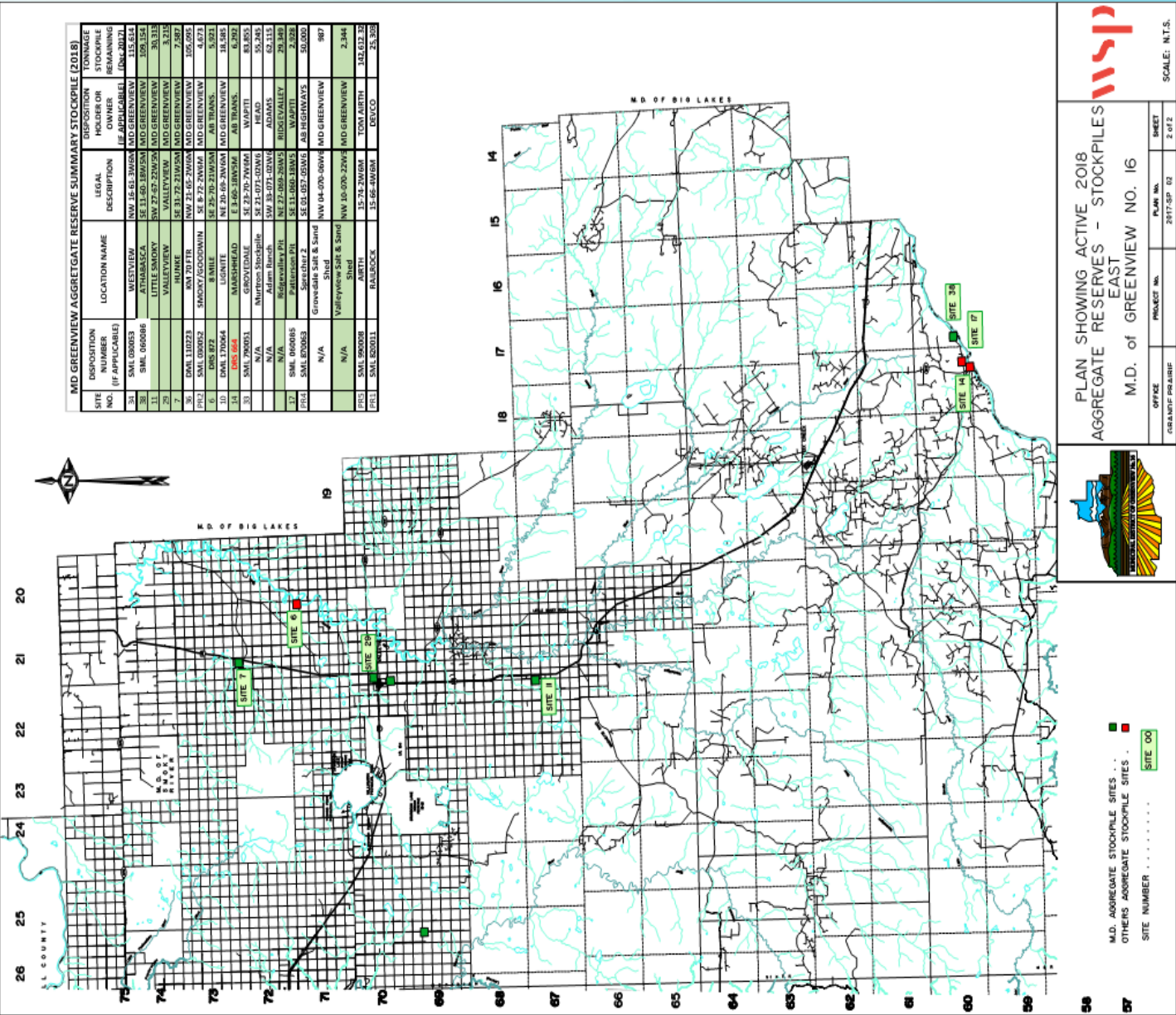
| SITE NO.                | DISPOSITION NUMBER<br>(IF APPLICABLE) | LOCATION NAME               | LEGAL DESCRIPTION | DISPOSITION HOLDER OR OWNER<br>(IF APPLICABLE) | TONNAGE STOCKPILE REMAINING (Dec 2017) | Total Value of Material | Average Cost of Material |
|-------------------------|---------------------------------------|-----------------------------|-------------------|--|--|-------------------------|--------------------------|
| 34                      | SML 030053                            | WESTVIEW                    | NW 16-61-3W6M     | MD GREENVIEW                                   | 115,614                                | \$ 844,936.40           | \$ 7.31                  |
| 38                      | SML 060086                            | ATHABASCA                   | SW 12-60-18W5M    | MD GREENVIEW                                   | 109,154                                | \$ 952,134.21           | \$ 8.72                  |
| 11                      |                                       | LITTLE SMOKY                | SW 27-67-22W5M    | MD GREENVIEW                                   | 30,313                                 | \$ 632,130.21           | \$ 20.85                 |
| 29                      |                                       | VALLEYVIEW                  | VALLEYVIEW        | MD GREENVIEW                                   | 3,215                                  | \$ 95,173.08            | \$ 29.60                 |
| 7                       |                                       | HUNKE                       | SE 31-72-21W5M    | MD GREENVIEW                                   | 7,587                                  | \$ 144,181.28           | \$ 19.00                 |
| 36                      | DML 110223                            | KM 70 FTR                   | NW 21-65-2W6M     | MD GREENVIEW                                   | 105,095                                | \$ 1,360,672.36         | \$ 12.95                 |
| PR2                     | SML 030052                            | SMOKY/GOODWIN               | SE 8-72-2W6M      | MD GREENVIEW                                   | 4,673                                  | \$ 46,663.78            | \$ 9.99                  |
| 6                       | DRS 872                               | 8 MILE                      | SE 25-70-21W5M    | AB TRANS.                                      | 5,921                                  | \$ 103,979.23           | \$ 17.56                 |
| 10                      | DML 170064                            | LIGNITE                     | NE 20-69-2W6M     | MD GREENVIEW                                   | 18,585                                 | \$ 278,484.96           | \$ 14.98                 |
| 14                      | DRS 664                               | MARSHHEAD                   | E 3-60-18W5M      | AB TRANS.                                      | 6,292                                  | \$ 69,209.03            | \$ 11.00                 |
| 33                      | SML 790051                            | GROVEDALE                   | SE 23-70-7W6M     | WAPITI   | 83,855                                 | \$ 751,841.41           | \$ 8.97                  |
|                         | N/A                                   | Murtron Stockpile           | SE 21-071-02W6    | HEAD   | 55,245                                 | \$ 610,345.26           | \$ 11.05                 |
|                         | N/A                                   | Adam Ranch                  | SW 33-071-02W6    | ADAMS  | 62,115                                 | \$ 929,315.29           | \$ 14.96                 |
|                         | N/A                                   | Ridgevalley Pit             | NE 27-069-26W5    | RIDGEVALLEY                                    | 29,349                                 | \$ 212,779.38           | \$ 7.25                  |
| 17                      | SML 060085                            | Patterson Pit               | SE 11-060-18W5    | WAPITI   | 2,928                                  | \$ 22,750.56            | \$ 7.77                  |
| PR4                     | SML 870063                            | Sprecher 2                  | SE 01-057-05W6    | AB HIGHWAYS                                    | 50,000                                 | \$ 519,500.00           | \$ 10.39                 |
|                         | N/A                                   | Grovedale Salt & Sand Shed  | NW 04-070-06W6    | MD GREENVIEW                                   | 987                                    | \$ 27,058.33            | \$ 27.41                 |
|                         | N/A                                   | Valleyview Salt & Sand Shed | NW 10-070-22W5    | MD GREENVIEW                                   | 2,344                                  | \$ 68,886.05            | \$ 29.39                 |
| PR5                     | SML 990008                            | AIRTH                       | 15-74-2W6M        | TOM AIRTH                                      | 142,612.32                             | \$ 952,134.21           | \$ 6.68                  |
| PR1                     | SML 820011                            | RAILROCK                    | 15-66-4W6M        | DEVCO  | 25,303                                 | \$ 209,252.01           | \$ 8.27                  |
| STOCKPILE TOTAL TONNAGE |                                       |                             |                   |  | 861,186                                |                         |                          |
| STOCKPILE TOTAL VALUE   |                                       |                             |                   |  |  | \$ 8,831,427.04         |                          |



08-May-18

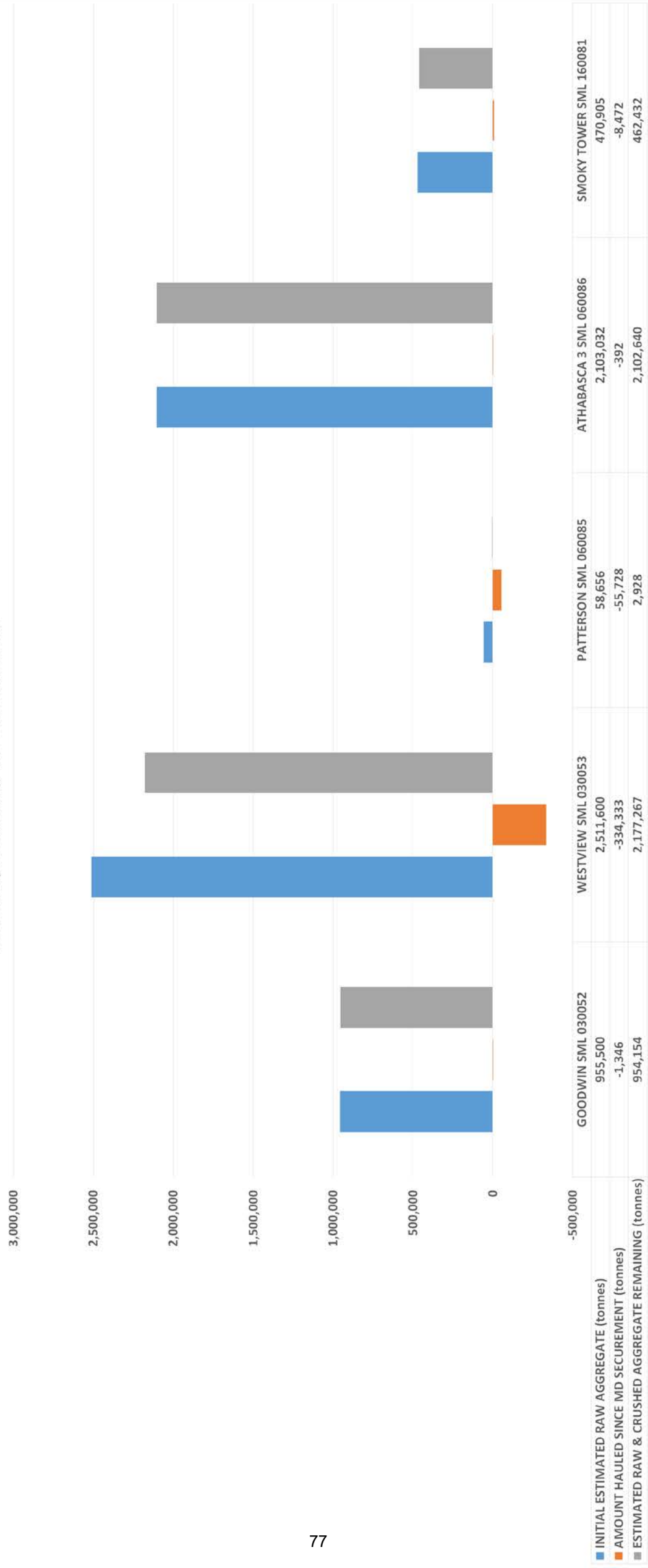




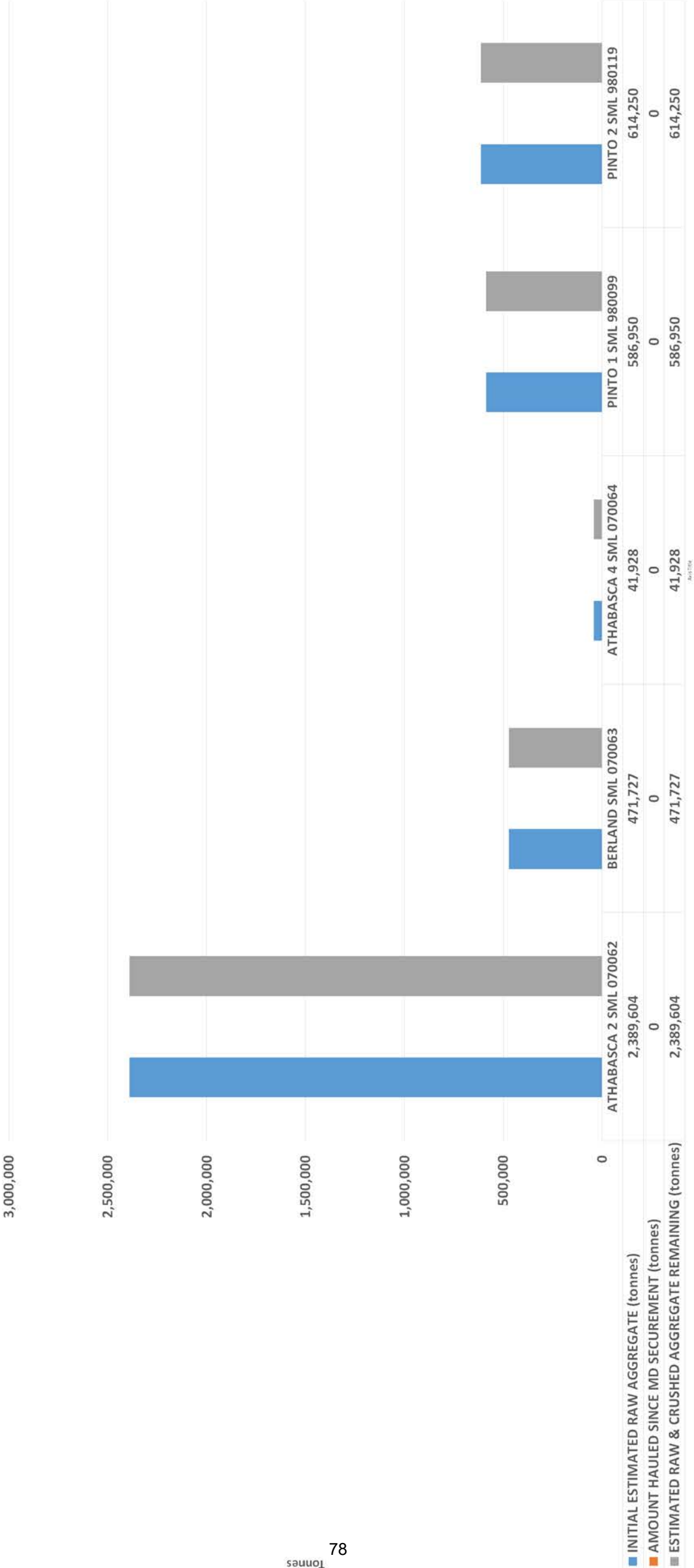




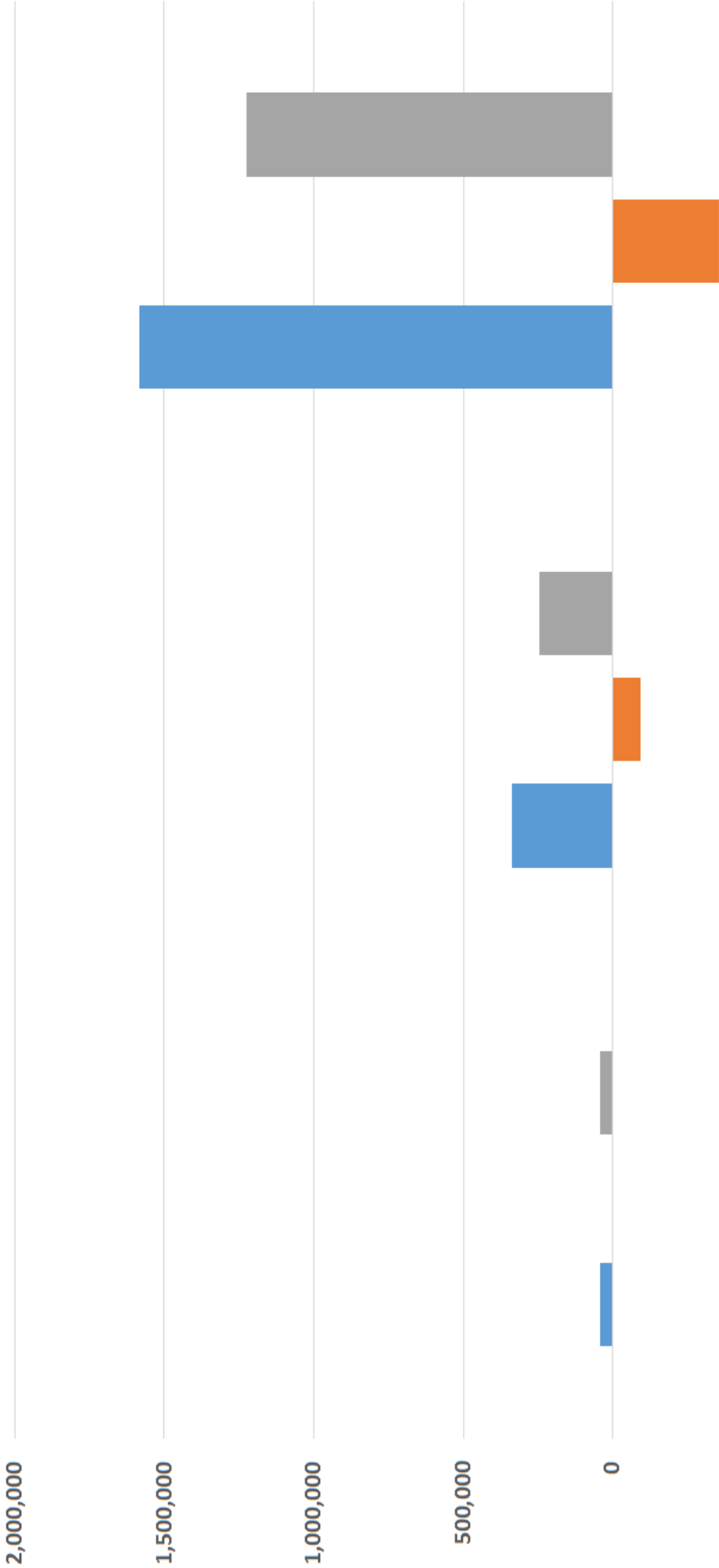
Pit Tonnage Summary, MD Greenview Pits



Pit Tonnage Summary, MD Greenview Pits



Pit Tonnage Summary, MD Greenview Pits



|  | MACKIE SML | AIRTH SML 990008 | RAILROCK SML 790035 |
|--|------------|------------------|---------------------|
| INITIAL ESTIMATED RAW AGGREGATE (tonnes)             | 40,950     | 337,878          | 1,582,308           |
| AMOUNT HAULED SINCE MD SECUREMENT (tonnes)           | 0          | -91,522          | -357,200            |
| ESTIMATED RAW & CRUSHED AGGREGATE REMAINING (tonnes) | 40,950     | 246,356          | 1,225,108           |

Axis Title

# CRUSHING AND STOCKPILING PHOTOS- WESTVIEW





# CRUSHING AND STOCKPILING PHOTOS- WESTVIEW





# CRUSHING AND STOCKPILING PHOTOS- WESTVIEW





# CRUSHING AND STOCKPILING PHOTOS- WESTVIEW





# CRUSHING AND STOCKPILING PHOTOS- RAILROCK





# CRUSHING AND STOCKPILING PHOTOS- RAILROCK



# CRUSHING AND STOCKPILING PHOTOS- RAILROCK

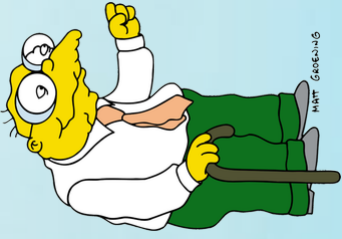




# CRUSHING AND STOCKPILING PHOTOS- RAILROCK



# ROAD ASSESSMENT CYCLE



- > Historically the Operations Department has utilized a gravelling program that was based on the three year cycle. While this was very successful for several years it was not only realized by Council but by Operations as well that the program was not working as it should.
- > What was noticed was that roads with limited traffic were showing a substantial build-up of aggregate while others were down to the bare bones.

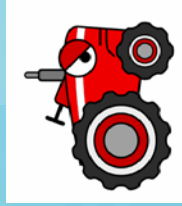


# ROAD ASSESSMENT CYCLE

> After consultation with the Road Supervisors it was decided to inspect all roads though-out the year and make notes so that when the gravelling program was initiated, that rather than looking for roads that did or did not require gravel based on a short inspection, they would have an accumulated list over the entire year so that time was saved and accuracy was exemplified.



> Factors in recent years causing our gravelling program to become more intense and expensive are inclement weather events such as heavy snowfall, heavy and consistent rainfall, saturated roads and extreme flooding. Other contributing factors are increase traffic, heavier loads, non-compliant farmers and ranchers to our policies (although they are few), as well as industry such as oil and logging (whom are becoming more and more compliant to our policies)



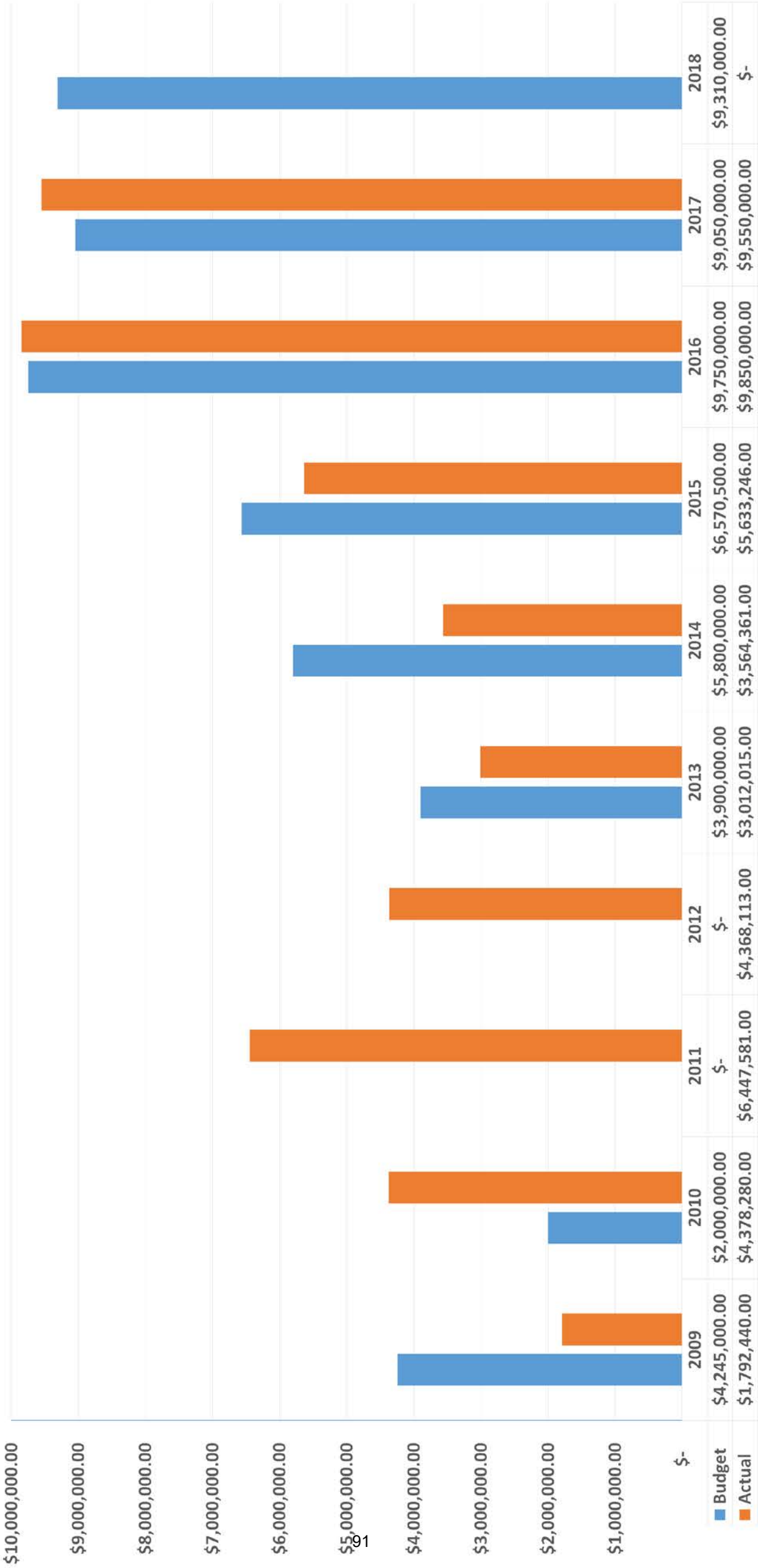


# PHILISOPHY REGARDING GREENVIEW RESERVES



- Over the last few years Greenview's philosophy regarding aggregate purchasing/crushing has been to purchase from the private sector. This has helped maintain our reserves for future years.
- With the acquisition of three new SML's and the final approval of the Athabasca SML's Greenview now has a reserve that will sustain us for the next 50 – 100 years.
- As of last year we are now crushing in our own SML's showing the Alberta Government that we indeed need these SML's as well as additional properties. Exploration will be ongoing and we hope to expand our reserves substantially over the next two to three years securing Greenview's reserves for future generations.

ANNUAL COST OF AGGREGATE



Questions???





# REQUEST FOR DECISION

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SUBJECT: **DeBolt Gospel Church Sewer**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 11, 2018  
DEPARTMENT: ENVIRONMENTAL SERVICES  
STRATEGIC PLAN: Level of Service

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –*Sewer Line Maintenance policy # 4015*

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## RECOMMENDED ACTION:

**MOTION:** That Council approve the installation of an Inspection Chamber with a back flow flapper 0.30 meters from the edge of property line of the Gospel Church in DeBolt, to potentially avoid future sanitary sewer back-up through the sanitary service line onto private property.

---

## BACKGROUND/PROPOSAL:

On May 14<sup>th</sup> 2018 Council passed the following motion:

### **MOTION: 18.05.226**

*That Council direct Administration to work with the Gospel Light Church of DeBolt to find a possible solution and compensation to the ongoing sewage back up problem and to bring back to Council for further direction.*

A representative of the Gospel Light Church made a presentation to council on May 14, 2018 regarding a recent sewer back up incident on their property. (Email attached)

Administration prepared a report in response to the backed up sewer lift station in DeBolt and at the Gospel Church. (Report attached)

As a gesture of good faith, Administration has paid to date \$3,245.73 to Service Plus for the clean-up and repairs to the basement of the DeBolt Gospel Church. (Invoice attached)

A certified plumber was hired to inspect the property's back water valve. It was determined the existing back water valve does not have a proper seal to prevent sewage from backing into the basement, when the sewer system is backed up. It is suggested that the existing back water valve in the basement be replaced with a new back water valve with a seal to prevent further flooding. The valve will require regular inspections and maintenance to ensure proper operation.

In correspondence with a mechanical building engineer it was mentioned that typically they follow specification to have a back water valve on a gravity line inside or outside the building. The building code requires such a valve when the building has drains lower than the street level where the sewer is.

Administration is suggesting that the installation of an Inspection Chamber with a back flow flapper made by Royal Products be installed 0.30meters from the property line in Greenvue's Right of Way. These inspection chambers are used in the municipal world for multiple purposes.

1. Inspection from the surface tells if there is sanitary flow or if the service line plug is on private property or on the municipal side of the property line.
2. Able to clear service line wastewater plugs back to the sanitary collection main within the municipal Right of Way without having to excavate under normal circumstances.
3. The Back Flow Flapper stops sanitary fluids from moving past the property line towards the residence in the event of sanitary mainline collection system back-up.

If approved, Administration could likely co-ordinate installation within 30 day's dependant on contractor availability. Estimated costs would be approximately \$3,500.00 to \$4,500.00.

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion would be the prevention of sewer backing up into the Gospel Church's basement if the Hamlet's sewer system floods.

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. No perceived disadvantages to Councils motion.

---

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has to the alternative to not install a backwater valve at the property line. This is not recommended as without the valve a similar situation could likely occur.

**Alternative #2:** Council has the alternative to replace the back water valve inside the church. This is not recommended as this is private property and would contravene by Sewer Line Maintenance Policy # 4015.

---

#### FINANCIAL IMPLICATION:

**Direct Costs:** Approximately \$3,500.00 to \$4,500.00 for materials, equipment, and labour to install and back fill. With funding coming from the Professional and Special Services Wastewater Collection & Disposal Operational budget.

**Ongoing / Future Costs:** Minor inspection /maintenance.

---

#### 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**

Collaborate

**PUBLIC PARTICIPATION GOAL**

Collaborate - To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solutions.

**PROMISE TO THE PUBLIC**

Collaborate - We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.

---

**FOLLOW UP ACTIONS:**

Order IPEX back water valve for burry, hire contractor to install.

---

**ATTACHMENT(S):**

- Gospel Church report
- MDGV Administration report
- Service Plus Invoices
- Royal Products Inspection Chamber

**From:** [Bill Harder](#)  
**To:** [Lianne Kruger](#)  
**Cc:** [benbrochu@gmail.com](mailto:benbrochu@gmail.com)  
**Subject:** May 14th meeting  
**Date:** Tuesday, May 01, 2018 12:12:01 PM

---

Hi Lianne,

I plan to attend the meeting on May 14th as a delegate of the Gospel Light Church of Debolt.

The issue of concern is the ongoing sewage back up problem in Debolt which has caused the Gospel Light Church to suffer sewage backup numerous times, two of which have been cause for major insurance claims and at least two that we caught at a point where we did our own clean ups!( one of those I brought to council and they reimbursed us for the cash outlay for clean up costs).

After the first sewer backup we had a plumber install a back flow preventer, redid our weeping tile with all the proper sump pump! The second sewer backup we thought was a malfunction of the backup preventer, but it now appears they are limited in what they can hold back!

The matter I want to discuss is the absence of monitoring and maintenance of the lift station where the problem should be dealt with! When we had the original two sewer backups, I did address the council. They were made fully aware of the actions the Gospel Light church had made to mitigate and further sewage back up. The MD committed to correct the lift station issues( I spent quite a bit of time with your operator Al at the time, found alarm switches were not working etc). I Was assured the new alarm system would prevent these kind of upsets.

I use alarm systems in my work, they are only as good as the people managing them. Something is wrong!

We struggle as a small church to keep things going, financially, but more importantly these kind of interruptions cause undue hardship in our programming!

A few years ago our insurance threatened to drop us, they have come through on the last major backup again, then there was the last one that was caught and fortunately the flooring had not even been installed after the last major sewer backup and I understand that some assistance was received in the clean up from the MD.

I hope this gives a bit of background to what I am coming to address the council on. I am away on vacation till May 7th, but trust this will give the background you require for your meeting package. I plan to gather more specifics for the meeting!

I can be reached by email or by phone at 780-876-3101 should you require further information.

Bill Harder

On Behalf of the Gospel Light Church

Sent from my iPhone

## **Administration Notes**

### **RE: DeBolt Gospel Church sewer**

Just before lunch on the 26<sup>th</sup> of April, 2018 Greenview responded to calls regarding a sewer back up that occurred at the Gospel Church in DeBolt. The Church custodian and the Church's pastor had called indicating they had backed up sewage in the church basement.

The main sewer lift station had just called staff with an alarm at approx. 10 am that morning indicating a high level alarm. Two operators went to site and verified the high level in the two lift stations and called for vac trucks and began searching for potential infiltration areas. Overnight large amounts of spring run-off had accumulated and was flooding areas in the hamlet. A significant number of manholes had been sealed off in the past week, in anticipation of potential problems, but three more manholes were found that were currently taking in surface water. They were sealed with plastic and sand bagged to minimize inflow.

Further investigating found a sewer tank at the service station completely under water and was pumping non-stop into our system compounding the infiltration issues. The pump was disconnected until the water subsided

It was determined by our electrical contractor that the Lift station had actually alarmed at 3 am, but that communications were down from 9:30 pm the previous evening to 10 am that day. The communication contractor was contacted and verified a weak signal at the site and repaired the issue.

These communication failures and delayed alarms are being addressed in our upgrades.

Administration agreed to pay the cost to disinfect the basement and complete the cleaning needed to put back in service ASAP.

The sewer service was viewed with a sewer camera by staff to gain as much knowledge of the system as possible and a plumber solicited to inspect the back water valve and sump water pump out system for the church property to ensure proper operation.

The sewer had backed up 4 months earlier in DeBolt, when a large amount of grease broke free and entered our sewer lift. The grease plugged the pumps and backed up the station before staff could get to site and rectify. Over the next few months staff have gone to properties suspected of grease dumping to educate them on FOG (fat, oil, grease) disposal, submitted an article in Meadows to Mountains to inform residents, and are actively using degreasing agents in our system regularly to minimize any future issues.

The work done for the church was not intended as an admission of liability, but rather a gesture of good faith.

Looking back in archives I found correspondence of sewer issues at this property in 2008. A number of recommendations were made and implemented by staff.

Service Master Restore of GP  
T8V 8B5  
Grande Prairie, AB  
10203-121 Street

# Invoice

| Date      | Invoice # |
|-----------|-----------|
| 5/23/2018 | 2540      |

|                                   |
|-----------------------------------|
| <b>In care of:</b>                |
| MD of Greenview<br>C/O Gary Couch |

|  |
|--|
| <b>Insured</b>   |
| Gospel Light Church<br>Lawrence<br>Box 460<br>Debolt, AB T0H 1B0<br>Canada |

| Policy #                                      | Terms  | Due Date  | Project #         | Claim #            |
|---|--------|-----------|-------------------|--------------------|
|   | Net 30 | 6/22/2018 | 18-165-STR        |                    |
| Rebuild Premises as per scope<br>GST on sales |        | 1         | 2,648.13<br>5.00% | 2,648.13<br>132.40 |

GST/HST No.

822131975

**Total** \$2,780.53

**Credits:** \$0.00

**Balance Due** \$2,780.53

E-mail

elva.ward@svmrestore.ca



## Service Master Restore of Grande Prairie

Service Master Restore of Grande Prairie  
10231-121 Street  
Grande Prairie, AB T8V 8B5  
Phone (780) 830-2295

### CHURCH\_OF\_LIGHT-N-BB

#### Basement

| Women's washroom    | Height: 8' |
|---------------------|------------|
| DESCRIPTION         | QTY        |
| 191. Toilet - Reset | 2.00 EA    |

| Men's Washroom      | Height: 8' |
|---------------------|------------|
| DESCRIPTION         | QTY        |
| 194. Toilet - Reset | 1.00 EA    |

Grand Total

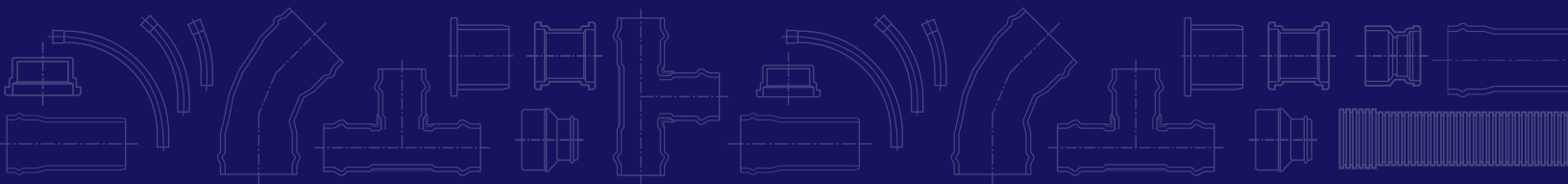
\$465.20

\_\_\_\_\_  
Bregitte Duval

#### Grand Total Areas:

|                             |                                    |                               |
|-----------------------------|------------------------------------|-------------------------------|
| 2,507.42 SF Walls           | 951.98 SF Ceiling                  | 3,459.40 SF Walls and Ceiling |
| 951.98 SF Floor             | 105.78 SY Flooring                 | 310.93 LF Floor Perimeter     |
| 0.00 SF Long Wall           | 0.00 SF Short Wall                 | 325.93 LF Ceil. Perimeter     |
| 951.98 Floor Area           | 1,034.66 Total Area                | 2,717.41 Interior Wall Area   |
| 1,398.33 Exterior Wall Area | 166.48 Exterior Perimeter of Walls |                               |
| 0.00 Surface Area           | 0.00 Number of Squares             | 0.00 Total Perimeter Length   |
| 0.00 Total Ridge Length     | 0.00 Total Hip Length              |                               |

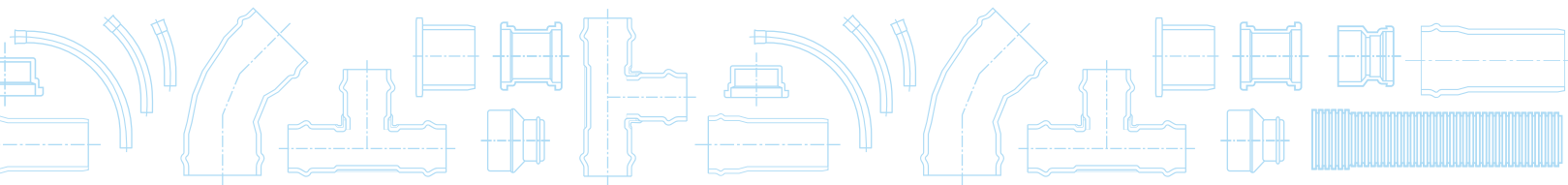




# PVC Inspection Chambers

For use with storm and sanitary sewer services.





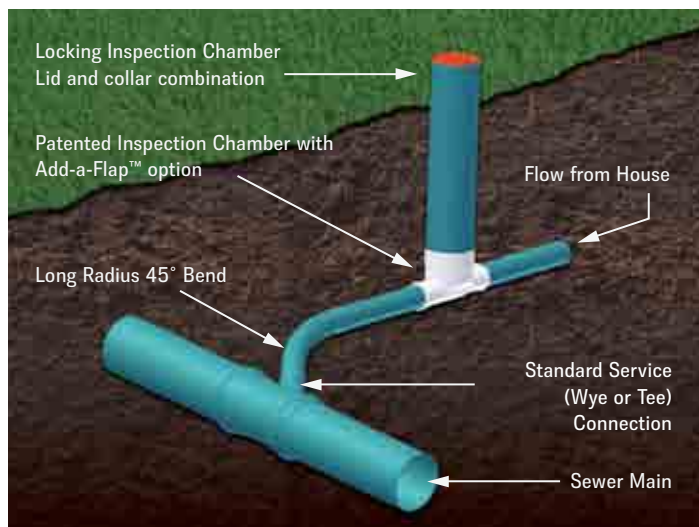
# PVC Inspection Chambers

For use with storm and sanitary sewer services.

## About PVC Inspection Chambers

Inspection Chambers were developed because municipalities recognized the need to have easy access to their storm and sanitary service lines. Inspection Chambers allow municipalities quick convenient access to storm and/or sanitary sewer services for visual inspection or maintenance without gaining access to private property.

Our Inspection Chambers are available pre-plugged to allow air testing of lateral and main lines. An Add-a-Flap™ backflow prevention device can be added to the Inspection Chamber after final inspection has been passed. We offer locking lids for storm and sanitary specifications that are colour coded for easy identification of lines.



## Location

Royal's PVC Inspection Chambers are for use on the municipal right of way only. Do not install on private property.

## Advantages of the PVC Inspection Chambers include:

- Easy identification of sewer locations.
- Reduced maintenance costs due to call-outs where private property owners claim a municipal blockage.
- Because access is from the street, there is no need for the homeowner to grant the municipal crews access to the home. (ie. No loss of work or inconvenience to the homeowner.)
- Repairs without costly or unsightly damage to property.
- Easy access for flusher trucks or rodder crews.
- Access for inspection, allowing the municipality to determine if the blockage is on the municipality's property or on private property are available.
- Unplugged Inspection Chambers are available for systems that are tested by camera.
- The initial expense of Inspection Chambers is born during development. The potential elimination of claims can offset the cost of the Inspection Chambers, resulting in a net cost savings to the municipality.

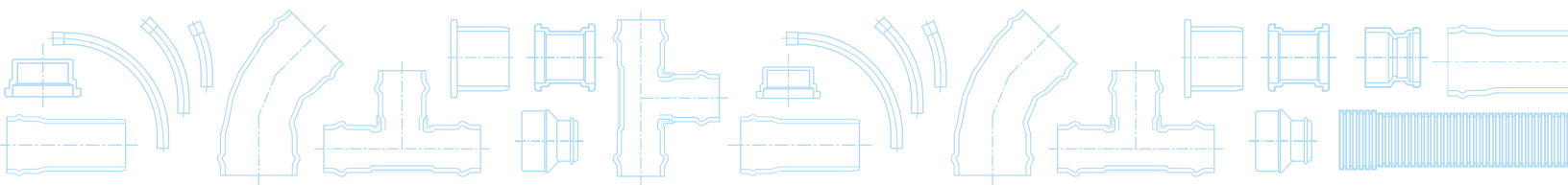
## Inspection Chambers Lids and Accessories

There are two types of lids available for the riser, a PVC locking lid or a Cast Iron Driveway lid.

The PVC locking lids are colour-coded for easy identification of storm and sanitary services. The locking ensures that only authorized personnel can have access to the Inspection Chambers. The lids also prevent debris from being thrown down the riser and blocking the Inspection Chamber. We offer a complete line of accessories to assist with the installation of Inspection Chambers with an Add-a-Flap™. Lids have a large flat washer moulded into the PVC in order to facilitate location of lid with a magnetic location device.

Inspection Chamber with Add-a-Flap™ and colour-coded locking lid. See the image below.





We offer an attractive cast iron Inspection Chamber lid for asphalt and concrete surface applications. Our Cast Iron Driveway Lid is easily installed and is equipped with an integral o-ring gasket for a vapour and watertight seal.

The lid design does not transfer weight onto the Inspection Chamber riser.



#### Plugs

Our Inspection Chambers are available pre-plugged allowing the whole system to be air tested, including the lateral connections. During construction, the plug remains in place preventing the mains from being contaminated. After the final inspection has been passed, the plug can be easily removed and replaced with a patented Add-a-Flap™ to prevent backwater flow.

#### Inspection Chambers with Add-a-Flap™

Open Flap

Closed Flap



#### PVC Inspection Chamber System:

The images below demonstrates a typical installation of the PVC Inspection Chamber system.



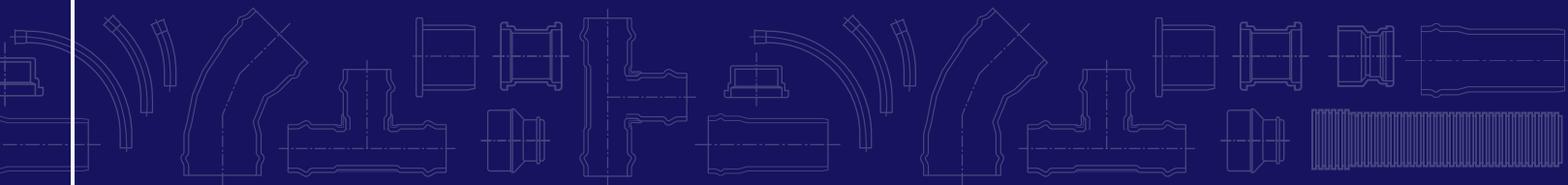
#### Certifications

PVC Inspection Chambers is certified to CSA B182.2.



Inspection Chamber \*Add-a-Flap™\*  
US Patent Number 5,826,609  
Canadian Patent Number 2,202,214

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F 905.856.3986  
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M\_INSPCHM\_BRV3  
Printed 02.2014





# REQUEST FOR DECISION

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SUBJECT: **Contract Award Grovedale Reverse Osmosis Treatment Equipment**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 11, 2018 CAO: MH MANAGER: GC  
DEPARTMENT: ENVIRONMENTAL SERVICES GM: GG PRESENTER: GC  
STRATEGIC PLAN: Infrastructure

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council award the Grovedale Water Treatment Plant Reverse Osmosis Equipment Supply contract to Sapphire Water International Corp. of Saskatchewan, in the amount of \$711,475.00, with funds to come from the Environmental Services 2018 Capital Budget.**

---

## BACKGROUND/PROPOSAL:

In the proposed Grovedale Water Treatment and Supply project, an invitational request for proposals was submitted to four qualified reverse osmosis manufacturers for the supply of the reverse osmosis (RO) water treatment equipment for the new Grovedale water treatment plant.

The New West Partnership Trade Agreement allows the municipality to sole source water treatment equipment if Greenview desired but we chose to invite 4 reputable companies to compete. This is the same invitational process used when Greenview acquired the RO equipment for the recent Ridgevalley Water Treatment Plant upgrade.

Sapphire Water International Corp. was the only company that submitted of the four that were invited. In 2016 Sapphire Water International was chosen as the successful supplier for Ridgevalley water treatment upgrade and administration is very satisfied with the equipment supplied for that project.

The cost is higher than the past project due to the extra RO system requirement, a more robust clean in place system, and additional sand screening system and is in line with the projected budget expectations. Administration feels confident awarding this contract to Sapphire International Corp.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action allows for the acquisition of a water treatment system that has proven to be a satisfactory product with adequate service that meets all Greenview's requirements

2. The benefits of the recommendation action allows the ongoing project schedules to meet the tentative dates allowing for the 2018 construction to commence.

---

#### 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. This will likely not allow administration to meet the tentative 2018 construction schedules

**Alternative #2:** Council has the alternative to re-submit the Request for Proposals. Administration does not recommend this, as the scope of the project would need to change, no guarantee that results would change (could come in higher), and we could lose our 2018 tentative construction window.

---

#### FINANCIAL IMPLICATION:

**Direct Costs:** \$711,475.00 to come from Environmental services 2018 Capital Budget

**Ongoing / Future Costs:** Long term operating costs associated with a new water treatment plant to be included in upcoming environmental services annual operational budget.

---

#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

#### PUBLIC ENGAGEMENT LEVEL:

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

Inform

##### **PUBLIC PARTICIPATION GOAL**

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

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

Inform - We will keep you informed.

---

#### FOLLOW UP ACTIONS:

Complete a "Notice of Award" letter and send to selected company

---

#### ATTACHMENT(S):

- Grovedale Water Supply System Reverse Osmosis Supply Evaluation and Recommendation letter.
- Grovedale Water Treatment Plant Upgrades Project Form

May 29, 2018  
File: 2015-3425.00.C.01.00

Gary Couch  
Manger, Environmental Services  
Municipal District of Greenview #16  
P.O. Box 1079  
Valleyview, AB T0H 3N0

**Re: GROVEDALE WATER SUPPLY SYSTEM  
REVERSE OSMOSIS SUPPLY EVALUATION AND RECOMMENDATION**

Dear Sir:

This letter summarizes Associated Engineering's (AE) review of the Reverse Osmosis Equipment Supply RFPs, submitted by Sapphire Water International Corp., on May 17, 2018. It should be noted that invitations were also sent to Mequipco, Napier-Reid, and Tonka Water; however, these firms did not submit bids.

Sapphire Water International Corp. was the same proponent that was awarded the Ridgevalley Reverse Osmosis Supply Contract #1. Sapphire's project team remains the same as the team on the Ridgevalley project.

Capital cost of Sapphire's bid is shown in Table 1.

**Table 1 – Capital Cost**

| Bid Number                  | #1             |
|-----------------------------|----------------|
| Proponent:                  | Sapphire Water |
| Capital Cost <sup>1</sup> : | \$711,475.00   |

The Sapphire Water bid was higher than the equipment supplied for the Ridgevalley Water System, which can be attributed to the following:

- Third reverse osmosis train supplied;
- Water quality requires a larger, more robust clean in place (CIP) system, complete with two additional chemical feed systems;
- Due to the third train, a more robust automated blending system was required; and
- Increased complexity for programming.

---

<sup>1</sup> Excludes: G.S.T.

May 29, 2018  
Gary Couch  
Municipal District of Greenview #16  
- 2 -

Associated Engineering recommends that the contract should be awarded to Sapphire Water International Corp., in the amount of \$711,475.00<sup>2</sup>.

In accordance with Article 1.23 of the Instructions and Information (Section 00100), it would be in order for the Municipal District of Greenview #16 to issue a Notice of Award to the Successful Bidder.

For your convenience, we have enclosed a draft Notice of Award, to be re-typed on the Municipal District's letterhead and sent to the successful Reverse Osmosis Equipment Proponent, with a copy to us for our files.

Should you have any questions or concerns, please contact the undersigned at 780-451-7666.

Yours truly,

Ryan Wirsz, P.Eng.  
Project Manager

Nicholai Kristel, P.Eng.  
Process Engineer

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<sup>2</sup> Excludes: G.S.T.





## GREENVIEW CAPITAL PROJECT FORM

|  |   |
|--|---|
| <b>Department:</b> <u>Infrastructure &amp; Planning</u><br>Environmental Services Water<br><b>Area:</b> <u>Treatment Plant</u> | <b>Job ID:</b> <u>WD15002</u><br><i>Grovedale Water Treatment Plant</i><br><b>Project Title:</b> <u>Upgrade</u> |
|--|---|

### Project Description & Benefits

Environmental Services is requesting to construct a water treatment plant in the Hamlet of Grovedale area. This will provide safe potable drinking water to the Hamlet of Grovedale and Landry Heights area residents. The preliminary estimates are based on 25 year growth for the Hamlet of Grovedale and Landry Heights. This project could be eligible for the Water for Life grant funding.

This will include the raw water feed line from the new water wells to the new water treatment plant location and a transmission line to Landry Heights. This includes construction of a water treatment facility and concrete reservoir, complete with reverse osmosis treatment.

### Council Strategy/Goal

Strategy: Greenview will support strong, viable and sustainable rural and urban communities through well-defined initiatives and planning.

Goal: Sustain an organization that is responsive to the needs of taxpayers and residents in an economical and sustainable manner.

### Project Funding/Costs

#### **Funding Source:**

##### Types of Funding:

|                      | <u>Dollar Amount:</u>         |
|----------------------|-------------------------------|
| Grants               |                               |
| Reserves             | \$4,980,863.00                |
| Utility Revenue      |                               |
| Tax Revenue          | \$9,619,137.00                |
| <b>Total Funding</b> | <b><u>\$14,600,000.00</u></b> |

#### **Costs:**

##### Type of Cost:

|  | <u>Dollar Amount:</u> |
|--|-----------------------|
| • Grovedale Water Treatment Plant Upgrade 2018           | \$9,000,000.00        |
| • Grovedale Water Treatment Plant Upgrade (2019 funding) | \$5,600,000.00        |

**Total Cost:** **\$14,600,000.00**

### Schedule

|   |   |
|---|---|
| <b>Design Start:</b> <u>2017</u><br><b>Project Start:</b> <u>2017</u> | <b>Design End:</b> <u>2018</u><br><b>Project End:</b> <u>2019</u> |
|---|---|



# REQUEST FOR DECISION

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SUBJECT: **Solid Waste Clean Up Incentive Budget Increase**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 11, 2018 CAO: MH MANAGER: GC  
DEPARTMENT: ENVIRONMENTAL SERVICES GM: PRESENTER: GC  
STRATEGIC PLAN: Level of Service

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council approve increased funding of \$10,500.00 to the 2018 solid waste clean-up incentives budget to allow administration to advertise and host litter picks for all 9 manned transfer stations and the Grande Cache area in Greenview annually.**

---

## BACKGROUND/PROPOSAL:

A request was brought forward from Councillor Burton regarding increasing the number of transfer sites that non-profit groups perform litter picks at annually. Non Profit groups are given the opportunity to apply to clean up chosen transfer stations within Greenview to generate income for their respective associations.

Currently administration has a budget of \$6000.000 for the clean-up of up to 4 transfer stations (\$1500.00 per site) that has historically been administered by the Solid Waste Supervisor.

For 2018, it has been decided that four sites will be chosen. DeBolt, South Wapiti, New Fish Creek, and a Grande Cache area litter pick (once approved). If Grande Cache isn't utilized we will advertise for Sunset House Transfer Station.

In 2017 we had a budget of \$6500.00 and spent \$4573.00. This was for DeBolt (RV Grad Class), Grovedale (Swan City Snowmobile club), and New Fish Creek (Band of Bandits) and some picking supplies.

In 2016 we had an \$8000.00 budget and spent \$4060.00. This was for Puskwaskau (RV Grads) and DeBolt (RV senior girls) and the purchase of supplies including our reusable bags that year.

In 2015 we had a budget of \$7500.00 and spent \$1500.00. The sites cleaned were Puskwaskau only. Supervisor of Solid Waste was looking after, not sure if that was only site applied for that year.

Administration currently chooses which transfer sites require litter picks based on the cleanliness of the sites and then advertises for non-profit groups to perform litter picks at those sites that need it most.

Administration has also supported Grande Cache area litter picks with supplies and/or funding upon request and approval.

Not all advertised litter pick opportunities are taken each year.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion will allow Administration to annually clean all sites.
2. The benefit of Council accepting the recommended motion is allowing more non-profit groups the opportunity to generate revenue.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. A disadvantage of accepting the motion will allow some groups to choose to clean up sites that are considered clean.
2. A disadvantage to accepting the motion is the increased operating costs for transfer stations in the solid waste department.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may choose to not increase funding in 2018 and therefore not perform any more litter picks than originally budgeted for.

**Alternative #2:** Council has the alternative to not provide a clean-up incentive program for transfer stations and landfills in the future.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** additional \$10,500.00 in 2018 operating budget plus some supervision costs associated.

**Ongoing / Future Costs:** \$16,500.00 annually to clean up incentives budget.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will advertise the additional transfer station sites on Greenvview's website for non-profits to apply to perform litter picks.

---

**ATTACHMENT(S):**

- none



# REQUEST FOR DECISION

---

SUBJECT: **Appointment of Pest Inspectors**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 11, 2018  
DEPARTMENT: AGRICULTURE  
STRATEGIC PLAN: Level of Service

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

---

## RELEVANT LEGISLATION:

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

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

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

---

## BACKGROUND/PROPOSAL:

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

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

Section 10 of the Agricultural Pests Act provides as follows:

### **Municipal Inspectors**

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

---

## BENEFITS OF THE RECOMMENDED ACTION:

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

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

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

---

FINANCIAL IMPLICATION:

**Direct Costs:** Funding for the pest inspector positions are included in the 2018 Agriculture Services Operating Budget.

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

---

STAFFING IMPLICATION:

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

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

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

---

ATTACHMENT(S):

- N/A



# REQUEST FOR DECISION

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SUBJECT: **Appointment of Weed Inspectors**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 11, 2018  
DEPARTMENT: AGRICULTURE  
STRATEGIC PLAN: Level of Service

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

---

## RELEVANT LEGISLATION:

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

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

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

---

## BACKGROUND/PROPOSAL:

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

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

Section 7 of the Weed Control Act provides as follows:

### **Municipal Inspectors**

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

---

## BENEFITS OF THE RECOMMENDED ACTION:

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

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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



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ALTERNATIVES CONSIDERED:

**Alternative #1:** Greenview Council may choose to deny approval of the recommended motion, however this would result in Greenview not having a sufficient number of weed inspectors appointed under the Weed Act Section 7.

---

FINANCIAL IMPLICATION:

**Direct Costs:** Funding for the weed inspector positions are included in the 2018 Agriculture Services Operating Budget.

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

---

STAFFING IMPLICATION:

There will be no staffing implication to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

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

---

ATTACHMENT(S):

- N/A



# REQUEST FOR DECISION

---

**SUBJECT:** Option for Security Deposit – Revisions to the Development Guidelines & Municipal Servicing Standards

|                        |                           |   |                       |
|------------------------|---------------------------|---|-----------------------|
| <b>SUBMISSION TO:</b>  | REGULAR COUNCIL MEETING   | <b>REVIEWED AND APPROVED FOR SUBMISSION</b> |                       |
| <b>MEETING DATE:</b>   | June 11, 2018             | <b>CAO:</b>                                 | <b>MANAGER:</b> SAR   |
| <b>DEPARTMENT:</b>     | INFRASTRUCTURE & PLANNING | <b>GM:</b> GG                               | <b>PRESENTER:</b> SAR |
| <b>STRATEGIC PLAN:</b> | Development               |   |                       |

---

**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) –N/A**

---

**RECOMMENDED ACTION:**

**MOTION: That Council adopt the additional options for Security Deposits to the Development Guidelines and Municipal Servicing Standards as presented.**

---

**BACKGROUND/PROPOSAL:**

The Development Guidelines & Municipal Servicing Standards was adopted by Council on July 25<sup>th</sup>, 2017. After hearing the mentioned concerns over the security requirements on May 28<sup>th</sup>, 2018 from the delegation, administration has provided options for Council's consideration that will address these concerns for development with engineered project costs greater than or less than \$750,000 provided there's no municipal servicing required.

The percentage of security has been significantly reduced for those projects costing less than \$750,000. This will help the overall start-up costs and encourage smaller types of developments.

Section 1.2.9.1 Security Deposit within the Municipal Servicing Standards would need to be revised in accordance with the recommendations provided by administration as outlined in greater detail within this document.

Administration is suggesting revisions to the Development Guidelines & Municipal Servicing Standards by providing three categories based on municipal servicing and the overall project cost of the engineering, construction and materials estimate.

**Recommended Changes:**

**Column 1** – projects \$750,000 or greater that require an asphalt road surface and/or deep servicing consisting of water and/or sewer will provide a security deposit of 125% of an approved estimate on engineering,

construction and materials. Greenview will hold back 125% on the cost of any deficiency noted at time of inspection (CCC).

**Column 2** – projects \$750,000 or greater that do not require an asphalt road surface and/or deep servicing consisting of water and/or sewer will provide a security deposit of 110% of an approved estimate on engineering, construction and materials. Greenview will hold back 125% on the cost of any deficiency noted at time of inspection (CCC).

**Column 3** – projects \$749,999 or less will provide a security deposit of 50% of an approved estimate on engineering, construction and materials. Greenview will hold back 125% on the cost of any deficiency noted at time of inspection (CCC).

After any deficiencies are noted, corrected and accepted, the Construction Completion Certificate (CCC) will be issued. Note: 125% deficiency security will be required and held back off the security deposit for any deficiencies to ensure Greenview retains enough security to cover the deficiencies if and when needed.

Endorsement on any subdivision will not be given until the CCC has been issued. Greenview will hold back the remaining 15% over the 2 year warranty period as a security balance prior to FAC being issued. If warranty work is required, the noted deficiency work will be completed prior to the warranty completion date.

Once the developer has provided Greenview notice within 90 days of the warranty completion date, a final acceptance inspection will be completed. After any warranty work is completed, a Final Acceptance Certification (FAC) will be issued, Greenview will assume the asset and the remaining 15% security and any additional hold back will be refunded to the developer.

The following chart indicates the breakdown into three categories and determined if there's municipal servicing requirements needed and based on project costing amounts:

**Project Security**  
**Phase Estimate Based on Construction, Materials & Engineering**

|   | <b>Column 1</b>   | <b>Column 2</b>   | <b>Column 3</b>  |
|---|---|---|--|
| <b>Stage of Construction</b>            | <b>125% Projects Requiring Municipal Servicing Security over \$750,000.00</b> | <b>110% Rural Setting no Municipal Servicing over \$750,000.00</b>            | <b>50% for Projects under \$750,000.00 based on Construction/Materials &amp; Engineering</b> |
| Municipal – Development /Improvement    | 125% Retained by Greenview  | 110% Retained by Greenview  | 50% Retained by Greenview  |
| 50% Project Completion                  | 40% Refund Project Costs  | 35% Refund of Project Costs   | No Refund of Project Costs   |
| 100% Project Completion                 | 60% Refund Project Costs  | 50% Refund of Project Costs   | 25% Refund of Project Costs  |
| CCC Issuance (start of warranty period) | 10% Refund (hold back 125% estimated cost of completion of any deficiencies.) | 10% Refund (hold back 125% estimated cost of completion of any deficiencies.) | 10% Refund (hold back 125% estimated cost of completion of any deficiencies.)                |
| FAC Issuance (end of warranty period)   | 15% Refunded or Remaining Refund of Balance                                   | 15% Refunded or Remaining Refund of Balance                                   | 15% Refunded or Remaining Refund of Balance  |

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is to encourage developments within Greenview.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. One disadvantage resulting from the following the recommended action would be if the developer is unable to complete the project or run out of funding Greenview would have to assume some responsibility. An example would be a minimum of making the potential site safe for the travelling public.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to keep the Development Guidelines and Municipal Servicing Standards the same. Keeping the current security deposit in place.

**Alternative #2:** Council has the alternative to provide further feedback on the security deposit and administration can adjust accordingly. This would ensure administration and Councils goal are aligned.

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**FINANCIAL IMPLICATION:**

**Direct Costs:** There will be no direct costs.

**Ongoing / Future Costs:** There maybe additional costs if a developer is not meeting the security requirements in the future on a case by case basis.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will make the approved changes to the Development Guidelines and Municipal Servicing Standards

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ATTACHMENT(S):

- 1.2.9.1 Security Deposit for Improvements of the Development Guidelines & Municipal Servicing Standards.

dedication shall be by way of a road plan and the cost of preparing and registering the road plan shall be Greenview's responsibility.

The developer is responsible to provide access into new parcels and to the remaining balance of the quarter section by upgrading existing approaches or installing new approaches, as well as any internal access roads.

### **1.2.8 Engineering Plans and Construction Drawings**

The Developer shall retain the services of a qualified Engineer, registered and licensed to practice in the Province of Alberta, who shall be responsible for the design and preparation of drawings and specifications for all municipal improvements to be constructed within and/or related to the proposed development area, at the developer's expense.

The Engineer will design all infrastructure necessary to allow the proposed usage to take place within the new development. The detailed design will include a water distribution system, a wastewater collection system, a storm water management system as well as any required surface features such as grading, roads, lanes and landscaping.

Please refer to Section 1.4 for drawing requirements and subsequent sections respecting criteria for design of infrastructure systems.

### **1.2.9 Developer's Agreement**

When a development permit or subdivision has been approved with the condition of a Developer's Agreement, the developer shall contact Greenview to commence the process.

The Developer's Agreement is between Greenview and the Developer and outlines details about the intended process for development that may include plans, servicing, financial implications, and various Municipal requirements that need to be met.

The Developer must enter into the Developer's Agreement prior to constructing any improvements or infrastructure.

#### **1.2.9.1 Security Deposit for Improvements**

Upon entering into a Developer's Agreement with Greenview, the developer must provide a security deposit for all improvements in the form of cash or an Irrevocable Letter of Credit acceptable to Greenview.

The security deposit shall be a guarantee for the performance of the requirements and obligations of the developer as set forth in the Developer's Agreement, and shall be retained by Greenview until the issuance of the Final Acceptance Certificate.





The developer shall provide Greenview with a security deposit of 125% of the estimated construction, materials and engineering costs for all developments within Greenview (with no interest). At 50% of the project completion, 40% of the security will be refunded back to the developer. At project completion, 60% of the security will be refunded back to the developer for a total of 100%. After any deficiencies noted are corrected and accepted, the Construction Completion Certificate (CCC) will be issued, with an additional 10% of the security to be refunded back to the developer with Greenview holding the remaining 15% for the warranty period. Within 90 days of the warranty completion date a final acceptance inspection will be completed. If there is any noted warranty work required, the work will be completed prior to the warranty completion date. Once warranty work is completed, a Final Acceptance Certificate (FAC) will be issued, Greenview assumes the asset and the remaining 15% warranty security is refunded back to the developer.

| Project Security Phase                  | Security                   |
|---|----------------------------|
| Municipal – Development/Improvement     | 125% Retained by Greenview |
| 50% Project Completion                  | 40% Refunded               |
| 100% Project Completion                 | 60% Refunded               |
| CCC Issuance (start of warranty period) | 10% Refunded               |
| FAC Issuance (end of warranty period)   | 15% Refunded               |

### 1.2.9.2 Endorsement of Subdivision Plan for Registration

Endorsement is the final review by Greenview to ensure that the subdivision complies with the subdivision approval and meets the conditions that were attached to that approval.

After a subdivision has been approved, the developer is responsible, at their own expense, for having an acceptable final document (plan of survey or descriptive plan) prepared by a certified Alberta Land Surveyor.

The final document is submitted to Greenview for endorsement. The municipality will endorse the document only if the conditions of approval have been met to their satisfaction. Once the plan is endorsed, it is returned to the Surveyor who will take the plan to Alberta Land Titles for registration. Final documents must be submitted for endorsement within one (1) year of the date of approval.

## 1.3 CONSTRUCTION PHASE

### 1.3.1 Inspections

Weekly, throughout the construction process, the developer will submit detailed engineered progress reports completed by the Consulting Engineer.

The detailed engineered reports will be reviewed by the infrastructure department with any deficiencies noted and pre- and post-inspections conducted to ensure that construction meets





# REQUEST FOR DECISION

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|                 |   |                                      |               |
|-----------------|---|--------------------------------------|---------------|
| SUBJECT:        | <b>Selection of Contractor for the Sturgeon Lake Area Structure Plan (SLASP) Review</b> |                                      |               |
| SUBMISSION TO:  | REGULAR COUNCIL MEETING   | REVIEWED AND APPROVED FOR SUBMISSION |               |
| MEETING DATE:   | June 11, 2018   | CAO: MH                              | MANAGER: SAR  |
| DEPARTMENT:     | PLANNING & DEVELOPMENT  | GM: GG                               | PRESENTER: LD |
| STRATEGIC PLAN: | Development   |                                      |               |

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act, s. 633, s. 636

**Council Bylaw/Policy** (cite) – Current Sturgeon Lake Area Structure Plan 11-652 was adopted July, 2002, with the last amendment occurring in 2011.

---

## RECOMMENDED ACTION:

**MOTION: That Council approve ISL Engineering and Land Services and Spencer Environmental Management Services Ltd. (ISL and Spencer) to undertake the Sturgeon Lake Area Structure Plan (SLASP) Review in accordance with the SLASP – Terms of Reference.**

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## BACKGROUND/PROPOSAL:

The Sturgeon Lake Area Structure Plan (SLASP) Request for Proposals closed on May 11, 2018 and the only completed proposal package received was from ISL Engineering and Land Services and Spencer Environmental Management Services Ltd. (ISL and Spencer).

After reviewing the package and conducting an evaluation, the Planning & Development Department have agreed the proposal submitted by ISL and Spencer is suitable for the SLASP review. Based on the experience of the consultant's team in the preparation of Area Structure Plans in Alberta, combined with their technical competency, community engagement proposal and reference letters received from the Town of Devon and CIMA Canada Inc., the proposal certainly meets the needs of Greenview for this review.

ISL's team lead is familiar with the Sturgeon Lake area through preparation of the current SLASP and other previous planning documents for Greenview, combined with Spencer with respect to environmental management, a Citizen's Panel and public and stakeholder engagement, the planning team anticipates the SLASP review to be a constructive process to create an effective and current SLASP.

ISL and Spencer's total bid came in at \$149,464.00 excluding GST, which can be fully covered by the 2018/2019 budgeted amount of \$150,000.00. Attached for Council's consideration is the review process matrix.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving Administration's selection is that it will allow planning staff to begin review of the SLASP, ensuring that development in the area is guided by up-to-date land use and development policies.

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council approving Administration's selection is that less expensive alternatives or superior services may be missed if a further Request for Proposal was conducted.

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#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to direct administration to resubmit the SLASP – Request for Proposals

**Alternative #2:** Council has the alternative to direct administration to draft a new SLASP – Request for Proposals.

---

#### FINANCIAL IMPLICATION:

**Direct Costs:** Payment for services rendered will be fully funded by the Planning & Development Department's 2018/19 allocation for a review of the Sturgeon Lake Area Structure Plan and included in Council's 2018 Approved Budget in the amount of \$150,000.00.

**Ongoing / Future Costs:** Statutory Planning documents are reviewed regularly with anticipation to review again within 10 years.

---

#### STAFFING IMPLICATION:

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

---

#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

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

Inform

#### **PUBLIC PARTICIPATION GOAL**

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

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

Inform - We will keep you informed.

---

#### FOLLOW UP ACTIONS:

ISL and Spencer will be advised of Council's decision and administration will continue with the SLASP review process, including IAP2 public consultation, citizen panel meetings, joint Council meetings and a public hearing process prior to the final Bylaw adoption.

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ATTACHMENT(S):

- Sturgeon Lake Area Structure Plan RFP Evaluation Results

STURGEON LAKE AREA STRUCTURE PLAN EVALUATION RESULTS

| Consultant Name           | Project Team | Understanding of |  | Methodology | Project Schedule | Price | Total |
|---------------------------|--------------|------------------|--|-------------|------------------|-------|-------|
|                           | Experience   | Project          |  |             |                  |       |       |
| ISL Engineering & Spencer | 16           | 21               |  | 15          | 8                | 20    | 80    |

- 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 the 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.
- An interview process may be conducted by Greenview with two or more consultants, prior to awarding the contract, should proposals be ranked within 5 points of each other.



# REQUEST FOR DECISION

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SUBJECT: **Municipally Owned Digital Signs Policy**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 11, 2018  
DEPARTMENT: COMMUNITY SERVICES  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council approve the proposed “Municipally Owned Digital Signs” Policy as presented.**

---

## BACKGROUND/PROPOSAL:

Recently an electronic sign was installed in Grovedale, as such, Greenview needs to establish a policy that outlines the intended use and process that will be followed for advertising on the sign for both the organization and the public.

This digital sign, as well as any others in the future, is intended to be used as a means of communicating with the ratepayers of Greenview. The sign will be used to advertise emergencies, important dates and events hosted by the organization, but also as a platform for local non-profit organizations to advertise community events.

After the Policy Review Committee (PRC) assessed the “Digital Signs” policy and recommended the name be changed to “Municipally Owned Digital Signs” to differentiate Greenview electronic signs from private entity signs. In addition, the PRC recommended a definition of the “Greenview area” be included to distinguish between events impacting and occurring in Greenview, compared to events occurring outside the area. It was clarified that events impacting Greenview residents would be given priority and that Greenview reserves the right to deny messages or advertisements from outside the area. The PRC also recommended the addition of a clause stating that from time to time, Greenview may impose a fee for administrative time in accordance with the schedule of fees.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will have a process to guide the use of digital signs for organizational communication to the public, as well as for local non-profit groups to advertise their events.



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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to approve, alter or deny the recommended motion, however, Administration believes the policy is comprehensive and will sufficiently meets Greenview's needs.

**Alternative #2:** Council has the alternative to request an additional review by the Policy Review Committee, however, Administration believes the policy is comprehensive and will sufficiently meets Greenview's needs.

---

FINANCIAL IMPLICATION:

There are no anticipated 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:

Once Council approves the policy, Administration will update the Policy manual and issue a policy number.

---

ATTACHMENT(S):

- Draft "Municipally Owned Digital Signs" Policy

**Title: Municipally Owned Digital Signs**

**Policy No: TBD**

**Effective Date: TBD**

**Motion Number: TBD**

**Supersedes Policy No: (None)**

**Review Date:**



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

**Purpose:** to provide government and community information to residents, ratepayers and visitors to Greenview by displaying events, functions and messages that inform and enrich the community, while establishing rules for information that is provided on municipal digital signs.

### DEFINITIONS

**Advertisement or Message** means the content that is displayed on a Greenview digital or electronic sign board.

**Charity** means an organization, public foundation, or private foundation that is legally registered with the Canada Revenue Agency or the Government of Alberta and carries a valid registration number for charitable means.

**Non-profit** means associations, clubs or societies that are not registered charities and operate exclusively for social welfare, civic improvement, pleasure, recreation or any other purpose except for profit.

**Greenview Area** means the M.D of Greenview, the three towns of Grande Cache, Valleyview and Fox Creek, as well as Sturgeon Lake First Nation.

### POLICY

1. Greenview will not be responsible for any sign malfunction beyond its control.
2. The digital sign shall be booked on a first come, first served basis; however, in the event of an emergency, Greenview has the right to suspend all messages and use the sign for emergency purposes only.
3. Greenview, at its sole discretion, may accept or reject the content of a message, if, in its opinion, the content is deemed inappropriate. Greenview also reserves the right to remove messages if a significant number of complaints are received.
4. Greenview reserves the right to amend or modify the submitted message to conform to the specifications and limitations imposed by the sign size and software. Every endeavor will be made to retain the essence of the message.

5. Advertisements should promote events from within Greenview. Greenview reserves the right to deny messages from outside the Greenview Area.
6. From time-to-time, Greenview may establish a fee for Administration of advertisements and messages in accordance with the Schedule of Fees Bylaw.

## **PROCEDURE**

1. The following priority system will be used in selecting messages to be posted on the digital signs:
  - a. Emergency messages;
  - b. Messages from the M.D of Greenview;
  - c. Safety related messages, such as fire prevention, education, or notices;
  - d. Messages from other government agencies that have a local impact or significance; and
  - e. Community events and messages hosted and/or sponsored by a non-profit or charity organization.
2. The following will not be permitted to post on digital signs:
  - a. Private sector messages, whether from an individual, group, organization or business;
  - b. Promotion of political, factional or religious view points;
  - c. False, misleading or deceptive messages;
  - d. Messages expressing discriminating viewpoints pursuant to the *Alberta Human Rights Act*; and/or
  - e. Events and/or functions that are only open to members of a specific organization.
3. Advertisements should be submitted to the Greenview Communications Officer or Economic Development Officer a minimum of three weeks prior to the posting date.



# REQUEST FOR DECISION

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SUBJECT: **Public Engagement Policy**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 11, 2018  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act*. R.S.A 2000. c. M-26. Section 216.1 and *Public Participation Policy Regulation*. Alberta Regulation 193/2017.

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council approve the “Public Engagement” Policy as presented.**

---

## BACKGROUND/PROPOSAL:

Under the MMGA municipalities are required to adopt a public engagement policy before July 23, 2018. According to the *Act* these policies must be made available to the public and must identify how municipalities will approach public participation and engagement. The policy must also address the types or categories of approaches that the municipality will use to engage stakeholders and the category of circumstances where municipalities will engage stakeholders.

Greenview has adopted the IAP2 framework for citizen engagement. This framework will be applied to approaches that the municipality will use to engage stakeholders. Outside of legislated requirements for public engagement circumstances, the policy also outlines the situations where Greenview can implement public participation plans as directed by Council.

After PRC review, the word generally was removed from provision 3 as Councillors are required to vote on matters before them. Minor formatting edits were also made.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a policy in place to guide public participation and citizen engagement, as well as meet legislated requirements to have a public participation policy.
2. This policy also acts as an accountability mechanism between the organization and its ratepayers and stakeholders.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could propose amendments to the public participation policy.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Once Council approves the policy, Administration will number the policy and update the policy manual.

---

**ATTACHMENT(S):**

- Draft Public Participation policy

**Title: Public Engagement Policy**

**Policy No: TBD**

**Effective Date: TBD**

**Motion Number: TBD**

**Supersedes Policy No: (None)**

**Review Date:**



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

**Purpose:** The purpose of this policy is to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

### DEFINITIONS

**CAO** means the Chief Administrative Officer of Greenview.

**Stakeholder** means an individual or group that has a specific interest in, or are affected by, a decision made by Greenview. Stakeholders may include residents, non-residents, groups, individuals, representatives, and/or Greenview staff, depending on the issue.

**Public Engagement** means creating opportunities for people to be involved in a decision-making process and help inform decision making.

### POLICY

#### 1. Principles

Council recognizes that good governance includes engaging municipal stakeholders in public participation by:

- a. Creating opportunities for stakeholders who are affected by a decision to influence the decision;
- b. Promoting sustainable decisions by recognizing various municipal stakeholder interests;
- c. Providing stakeholders with the appropriate information and tools to engage in meaningful participation; and
- d. Recognizing that although Councillors are elected to consider and promote the welfare and interests of the municipality as a whole, and are required to vote on matters brought before Council, facilitating public participation for matters beyond those where public input is statutorily required can enrich the decision making process.

#### 2. Responsibilities

##### a. Council:

- i. Review and approve public participation plans developed by Greenview Administration in accordance with this policy or as directed by Council;
- ii. Be guided by the policy when determining the level of public engagement required prior to making a decision;

**Policy No:**

- iii. Consider input obtained through public participation; and
    - iv. Review this policy to ensure that it complies with all relevant legislation, municipal policies and bylaws, and the spirit and intent of public participation.
  - b. CAO
    - i. In accordance with this policy, or as directed by Council, will develop public participation plans for Council approval;
    - ii. Implement approved public participation plans;
    - iii. Report the findings of public participation to Council;
    - iv. Recognize that this public participation policy is in addition to, and does not modify or replace, the statutory public hearing requirements in the *Municipal Government Act*.
  - c. Public Participation Opportunities
    - i. The CAO will develop and implement public participation plans as directed by Council. The public participation plans can be applied to the following circumstances:
      - 1. When new programs or services are being established;
      - 2. When existing programs or services are being reviewed;
      - 3. When identifying Council priorities;
      - 4. When gathering input on municipal strategic plans or business plans; or
      - 5. As otherwise directed by Council.
- 3. Legislative implications
  - a. All public participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.
  - b. All public participation activities will be conducted in accordance with all existing municipal policies and bylaws.
  - c. This policy will be available for public inspection and will be posted on the Municipality's website.
  - d. This policy must be reviewed once every four (4) years.

## **PROCEDURE**

### **IAP2**

- 1. Greenview has adopted the International Association for Public Participation (IAP2) Framework for public engagement.
- 2. The IAP2 framework will be used by Greenview to determine the most feasible level of involvement prior to making a commitment to achieving any level of participation on a project or initiative.
- 3. In some cases public participation requires a higher level of planning, participation and feedback. In others, sharing information may fulfill the needs of the public and the municipality.
- 4. Greenview Administration will ensure, to their best knowledge and ability, that each public participation initiative is organized in a way that meets the needs of both the public and the organization.
- 5. Greenview Administration is encouraged to use the following process:
  - a. Evaluate the purpose of the public participation
  - b. Define the objectives and identify the level of engagement
  - c. Identify those with a stake in the process
  - d. Select the scope, size and sample



- e. Review the time and cost factors
- f. Select the appropriate engagement tools
- g. Promote
- h. Implement the initiative
- i. Analyze the results
- j. Respond to the participants

## IAP2 Framework

|                                  | INFORM   | CONSULT  | INVOLVE   | COLLABORATE  | EMPOWER  |
|----------------------------------|--|--|---|--|--|
| <b>PUBLIC PARTICIPATION GOAL</b> | To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. | To obtain public feedback on analysis, alternatives, and/or decisions.   | To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.  | To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.                        | To place final decision making in the hands of the public. |
| <b>PROMISE TO THE PUBLIC</b>     | We will keep you informed.   | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. | 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. | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decision to the maximum extent possible. | We will implement what you decide.                         |

6. The results of public participation will be made available to Council and municipal stakeholders in a timely manner and in accordance with municipal policies and bylaws.



# REQUEST FOR DECISION

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**SUBJECT: Requisitions Report**

**SUBMISSION TO: REGULAR COUNCIL MEETING**

**MEETING DATE: June 11, 2018**

**DEPARTMENT: CAO SERVICES**

**STRATEGIC PLAN: Level of Service**

**REVIEWED AND APPROVED FOR SUBMISSION**

**CAO: MH**

**GM:**

**MANAGER:**

**PRESENTER: DL**

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**RELEVANT LEGISLATION:**

**Provincial (cite) – *Municipal Government Act*. R.S.A 2000. c. M-26. *Alberta Housing Act*. R.S.A 2000. c. A-25. *Alberta School Act*. R.S.A 2000. c. S-3.**

**Council Bylaw/Policy (cite) – *Bylaw 18-791 (2018 Tax Bylaw)*.**

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**RECOMMENDED ACTION:**

**MOTION: That Council accept the Requisitions Report as presented.**

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**BACKGROUND/PROPOSAL:**

Under the *MGA*, the *Housing Act*, and the *School Act* municipalities are required to pay requisitions. Under the *School Act*, municipalities are required to pay a specified amount based on assessment to the Province for the Alberta School Foundation Fund (ASFF). They are also required to pay requisitions to separate schools that are not under the ASFF.

Under the *Housing Act*, municipalities are requisitioned by management bodies of seniors' lodges to pay for the deficit of operating seniors lodging facilities. This is also based on assessment. The relevant seniors' foundations will requisition municipalities for funds, usually providing notice in March, and municipalities must pay the requisitioned amount within 90 days.

This report is intended to help provide some background and clarity for Council regarding the requisitioning process, what municipalities are requisitioned for, and why.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. That Council is provided with relevant information and greater clarity as to the requisition process and requirements generally.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could choose not to accept the report.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

NA

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**ATTACHMENT(S):**

- Requisitions Report



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## School Tax and Seniors Requisitions

### Requisitions

According to the *Municipal Government Act*, requisition is defined as any part of the amount required to be paid to the Alberta School Foundation Fund (ASFF) that is raised by imposing a tax rate, and any amount being paid to a management body referred to in the *Alberta Housing Act*.

Requisitions that municipalities are required to pay are dictated by the *Municipal Government Act*, the *School Act* and the *Alberta Housing Act*, as well as the *Alberta Management Body Operation and Administration Regulation*.

### School Tax Requisitions

Funding for the education system in Alberta comes from two sources: general provincial revenues (provincial funding) and the ASFF. The ASFF was established to provide a stable funding for education. Every year the Province calculates, based on assessment value, the amount that each municipality must contribute towards the public education system. Municipalities then collect the education property tax from ratepayers and then forward it to the Province to deposit into the ASFF. Individual property owner's share is based on their assessed property value and the local education tax rate.

The money collected is distributed to all public and separate school boards on an equal per-student basis. All separate school boards have opted out of the ASFF, which means they requisition funding directly from the municipalities. These funds support all aspects of the education system in Alberta, from salaries, maintenance of facilities, programming, etc.

For Greenview in 2018, the total school requisitions comes to \$22,612,533. Of that, \$22,539,511 goes to the ASFF and \$73,022 goes to the separate school boards, which have opted out of the ASFF. This is based on the assessment of 701,243,141 for residential/farm land under ASFF and non-residential assessment of 5,942,517,468. For the separate school boards not covered under ASFF, the assessment of residential/farm land is 28,708,209 and non-residential is 620,582. According to Bylaw 18-791 regarding taxation the school requisitions tax rate for residential/farmland was established at 2.4275 and 3.3421 for non-residential. Whether Greenview raises the \$22,612,533 is dependent on all ratepayers paying their taxes. Regardless of that fact, the municipality is required to meet the figure established by the Province.

## Requisitions for Seniors Housing

The *Alberta Housing Act* defines lodge accommodation as a home for the use of senior citizens who are not capable of maintaining or do not desire to maintain their own home. In order to create and operate these lodge accommodations, there needs to be a partnership between a management body and a municipality or municipalities. In essence the municipalities are responsible and liable for any financial shortfalls of the management body and are requisitioned for these amounts annually.

Municipalities generally fund these requisitions by assigning a dedicated tax rate and collecting this through its annual property tax collection process. Requisitions for lodge accommodations in this manner are conducted in accordance with the *Alberta Housing Act*. Additionally, if a municipality has not been requisitioned, the Minister may order a municipality to be requisitioned to contribute the deficit of a management body providing lodge accommodation to seniors.

Management bodies are required to submit a 3 year operating budget and a 5 year capital plan to the Minister. The Board of these management bodies are only authorized to initiate or pay an expenditure that is included in the operating and capital budget that has been approved by the Minister. In addition, the management body requisitioning municipalities for funding must supply a copy of its estimates and a copy of the requisitioned amount to the municipality. The municipality is required to pay the management body the requisitioned amount within 90 days after the mailing of the notice by the management body. If a municipality fails to pay the full requisitioned amount, the municipality will pay interest in accordance with the regulations of the management body.

Each management body is governed by a board of directors and in many cases, the board of directors includes elected officials from the municipalities. Lodge management bodies set the rental rate for the residents. When they set this rate, they must bear in mind that each resident must be left with a minimum of \$315 dollars of disposable income after fees, room and board are paid. This protects the lower income residents. If there is a shortfall between the revenue and expenditures of the lodge, the management body will requisition partner municipalities for the deficit. The housing management body can also requisition municipalities for funds to create or maintain a reserve fund. Municipalities are responsible for paying the operating deficit, as well as funds required for any capital maintenance reserve. Capital development projects should involve a negotiation between the municipalities and the management body. The management body must submit a business plan to the Province, and municipal buy-in would be included as part of this for capital development. When the province is evaluating the management bodies' capital plan, they look for letters of support from Municipalities as part of the approval process.<sup>1</sup>

Greenview receives requisitions from three different management bodies. These are Grande Spirit Foundation, Heart River Housing and the Evergreens Foundation. This year, Greenview was requisitioned for \$122,394 to Grande Spirit,

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<sup>1</sup> In discussions with Dean Lucien with the Department of Seniors and Housing, he mentioned that negotiations between the municipalities and the management body are a part of capital development projects. The province looks for municipal support as part of their approval process. If negotiations are not conducted, presumably the Province would not approve the project. However, if this does not occur, there was some uncertainty as to whether the municipality would still be responsible to pay the requisition for such projects. Should Council want to explore this further, a legal opinion would be the next step.

\$615,290 for Heart River Housing, and \$580,546.8 for operating and \$1,097,383.88 for capital for Evergreen Foundation.

Greenview has a dedicated tax rate for the collection of funds for the management bodies that provide services in the area. Similar to the school requisitions, there is a total amount that needs to be collected and the tax rate established is based on the assessed value of all property in Greenview. In budget and in setting the tax bylaw, the total amount requisitioned for seniors' foundations is an estimate based on the previous year. Since the budget is passed prior to requisitions being released, these numbers are not always the same. For example in 2018, the total requisitions are \$2,415,614.68, where the budgeted amount on which the tax rate was based on was \$1,235,700 due to a capital funding requisition from the Evergreens Foundation. This led to a tax rate of 0.1098 being established.

#### Requisition Breakdown

|                                | Tax Levy     | Assessment     | Tax Rate |
|--------------------------------|--------------|----------------|----------|
| <b>ASFF</b>                    |              |                |          |
| Residential/Farmland           | \$1,702,268  | 701,243,141    | 2.4275   |
| Non-residential                | \$19,860,488 | 5,942,517,468  | 3.3421   |
| <b>Opted Out School Boards</b> |              |                |          |
| Residential/Farmland           | \$69,689     | 28,708,209     | 2.4275   |
| Non-residential                | \$2,074      | 620,582        | 3.3421   |
| <b>Requisition Allowance</b>   | \$100,000    | 6,673,089,400  | 0.015    |
| <b>Seniors Foundations</b>     | \$1,235,700  | 11,255,429,180 | 0.1098   |



# REQUEST FOR DECISION

SUBJECT: **Tax Recovery – Public Sale of Land**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 11, 2018  
DEPARTMENT: CORPORATE SERVICES  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) – In accordance with Section 418 and 419 of *Municipal Government Act*

**Council Bylaw/Policy** (cite) – AD 27

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## RECOMMENDED ACTION:

**MOTION:** That Council set the terms and conditions that apply to the public sale of land as per the attached advertisement and adopt the “Opinion of Value” prepared by Accurate Assessment Group with reserve bid prices as follows:

|              |   |                     |
|--------------|---|---------------------|
| Roll #309732 | SE-14-72-1-W6, Plan 0720029, Block 1, Lot 1 | Opinion - \$365,000 |
| Roll #311119 | NE-22-69-8-W6, Plan 9825734, Block 3, Lot 1 | Opinion - \$110,000 |
| Roll #317321 | SW-20-69-6-W6, Plan 0825461, Block 1, Lot 2 | Opinion \$525,000   |
| Roll #37716  | NE-35-69-22-W5                              | Opinion \$150,000   |
| Roll #38338  | NW-25-69-23-W5                              | Opinion \$125,000   |
| Roll #40073  | SE-22-69-7-W6                               | Opinion \$320,000   |

**MOTION:** That Council set September 18, 2018 at 9:00 a. m. as the Public Auction Date for the sale of the following properties:

|              |   |                     |
|--------------|---|---------------------|
| Roll #309732 | SE-14-72-1-W6, Plan 0720029, Block 1, Lot 1 | Opinion - \$365,000 |
| Roll #311119 | NE-22-69-8-W6, Plan 9825734, Block 3, Lot 1 | Opinion - \$110,000 |
| Roll #317321 | SW-20-69-6-W5, Plan 0825461, Block 1, Lot 2 | Opinion \$525,000   |
| Roll #37716  | NE-35-69-22-W5                              | Opinion \$150,000   |
| Roll #38338  | NW-25-69-23-W5                              | Opinion \$125,000   |
| Roll #40073  | SE-22-69-7-W6                               | Opinion \$320,000   |



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#### BACKGROUND/PROPOSAL:

The Tax Recovery process is the mechanism Municipalities use to ensure property owners pay their property taxes in a timely manner. Once a property owner has failed to pay their property taxes for two consecutive years, causing the property taxes to be two years in arrears, a Tax Notification Caveat is placed on the Land Title and notification is sent to the land owner advising them of the Caveat. If the property tax arrears remain unpaid by March 31<sup>st</sup> of the following year, the Municipality may sell the property by Public Auction.

After Council has made the decision to proceed with selling the property by Public Auction, a notice is sent to the property owner(s) advising them of the Public Auction date and the amount of outstanding property taxes that must be paid prior to the start of the auction, to stop the sale of their property by Public Auction. If the outstanding arrears are not paid, the Public Auction proceeds.

If any property is sold by Public Auction, the municipality is permitted to withhold an administration fee of 5% of the sale price, plus the tax arrears and advertising costs. The remaining balance may be paid to the previous land owner if the Municipality is satisfied there are no debts secured by an encumbrance on the Title. If the Municipality is not satisfied that there are no other debts that are secured by an encumbrance on Title, the municipality must notify the previous owner that an application may be made under section 428(1) to recover all or part of the money.

As Council is required to set a reserve bid that is as close as reasonably possible to the market value of the parcel Administration requested an "Opinion of Value", from Accurate Assessment. A copy of the "Opinion of Value" is attached for Council's information.

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#### BENEFITS OF THE RECOMMENDED ACTION:

1. A benefit of the recommended action is that the required advertising deadline will be met and the Public Auction will go ahead as planned.
2. Another benefit of the recommended action is that Administration will have received Council's direction on how to proceed regarding the value to be placed on the properties.

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative not to accept the recommendation from Administration. Administration does not recommend this option as the process will be delayed, another Opinion of Value would be requested from Accurate Assessment which would likely have the same results and the advertising deadline will not be met.

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#### FINANCIAL IMPLICATION:

There are no future or direct costs resulting from the recommended motion, as all cost will be added to the property tax rolls for the affected properties.

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**STAFFING IMPLICATION:**

There are no staffing implications associated with the recommended action, since tax recovery sales are considered in the annual work plan.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

The required advertisements will be placed

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**ATTACHMENT(S):**

- Advertisement
- Opinion of Value
- Assessment Summary Report for each property
- Council Policy AD 27
- MGA Sections 418, 419 & 428(1)

## **PUBLIC SALE OF LAND**

MUNICIPAL GOVERNMENT ACT  
DIVISION 8  
RECOVERY OF TAXES RELATED TO LAND

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

Notice is hereby given that under the provisions of the *Municipal Government Act* the Municipal District of Greenview No. 16 will offer for sale, by public auction, in the Council Chambers of the Municipal District of Greenview No. 16 Administration Building, 4806 – 36 Avenue, Valleyview, Alberta, on Tuesday, September 18, 2018 at 9:00 a.m., the following lands:

| <b>LEGAL</b>          | <b>PLAN</b>    | <b>BLOCK</b> | <b>LOT</b> | <b>C OF T</b>       | <b>RESERVE BID</b> |
|-----------------------|----------------|--------------|------------|---------------------|--------------------|
| <b>SE-14-72-1-W6</b>  | <b>0720029</b> | <b>1</b>     | <b>1</b>   | <b>072438701</b>    | <b>\$365,000</b>   |
| <b>NE-22-69-8-W6</b>  | <b>9825734</b> | <b>3</b>     | <b>1</b>   | <b>102159691</b>    | <b>\$110,000</b>   |
| <b>SW-20-69-6-W6</b>  | <b>0825461</b> | <b>1</b>     | <b>2</b>   | <b>082286181</b>    | <b>\$525,000</b>   |
| <b>NE-35-69-22-W5</b> |                |              |            | <b>002277385001</b> | <b>\$150,000</b>   |
| <b>NW-25-69-23-W5</b> |                |              |            | <b>992230686</b>    | <b>\$125,000</b>   |
| <b>SE-22-69-7-W6</b>  |                |              |            | <b>142127907</b>    | <b>\$320,000</b>   |

Each parcel will be offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title.

These properties are being offered for sale on an "as is, where is" basis, and the Municipal District of Greenview No. 16 makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the Purchaser. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by the Municipal District of Greenview No. 16. No further information is available at the public auction regarding the lands to be sold.

The Municipal District of Greenview No. 16 may after the public auction become the owner of any parcel of land that is not sold at the public auction.

**TERMS:** 10% down payment at public auction; balance within 30 days of the date of the Public Auction. All payments must be made by Cash or Certified Cheque.

Redemption may be effected by payment of all arrears of taxes and costs at any time prior to the sale.

Dated at Valleyview, Alberta July 16<sup>th</sup>, 2018

MIKE HAUGEN, CHIEF ADMINISTRATIVE OFFICER



171 Pembina Road, Sherwood Park, Alberta T8H 2W8 Telephone: 780.464.4655 Fax: 780.417.8714

May 28, 2018

Attention: Marilyn Jensen

As per your request of May 28, 2018 regarding tax recovery properties, I have prepared an *opinion of value* on the subject properties. A visual drive by inspection was conducted in the past on these properties as part of the regularly scheduled assessment re-inspection Cycle. Assuming the condition of the property reflects normal condition and assuming there are not any problems or abnormalities, structural, physical, or otherwise, the following figures represent an *opinion of value* as of May 28, 2018. Any timber, mineral, riparian or commodity value(s) or easement revenue(s) that may exist on the subject properties have not been factored into their specific valuation.

|                             |                 |                     |
|-----------------------------|-----------------|---------------------|
| Roll 309732 – SE-14-72-1-W6 | (0720029, 1, 1) | Opinion = \$365,000 |
| Roll 311119 – NE-22-69-8-W6 | (9825734, 3, 1) | Opinion = \$110,000 |
| Roll 317321 – SW-20-69-6-W5 | (0825461, 1, 2) | Opinion = \$525,000 |
| Roll 37716 – NE-35-69-22-W5 |                 | Opinion = \$150,000 |
| Roll 38338 – NW-25-69-23-5  |                 | Opinion = \$125,000 |
| Roll 40073 – SE-22-69-7-6   |                 | Opinion = \$320,000 |

Details regarding the valuation process and criteria/comparables used are available upon request.

Sincerely,

Troy Birtles, AMAA  
Assessment Coordinator  
Accurate Assessment Group



# Assessment Summary

Year of General Assessment: 2017

Roll: 309732  
 Legal: 0720029 1 1 SE-14-72-1-6  
 Address:

Land Area: 20.16 Acres  
 Subdivision:  
 Zoning: Agricultural  
 Actual Use: Improved Residential / Single Family Unit- fee simple



|                              |                        |      |      |            |
|------------------------------|------------------------|------|------|------------|
| <u>Market Land Valuation</u> | Site Area: 20.16 Acres | Asmt | Code | Assessment |
|                              |                        | 100  | 100% | 147,560    |

|                              |                  |               |       |      |      |            |
|------------------------------|------------------|---------------|-------|------|------|------------|
| <u>Improvement Valuation</u> |                  | Floor Area    | Built | Asmt | Code | Assessment |
| 1 Storey & Basement          | SFD - After 1940 | 1,074 Sq Feet | 1981  | 100  | 100% | 176,750    |
| Detached                     | Garage           | 1,408 Sq Feet | 1981  | 100  | 100% | 40,490     |

| <u>Assessment Totals</u> |      |                       |  | Assessment |
|--------------------------|------|-----------------------|--|------------|
| Tax Status               | Code | Description           |  |            |
| T                        |      | 100 RES IMPR/SITE     |  | 364,800    |
|                          |      | Grand Totals For 2017 |  | 364,800    |



# Assessment Summary

Year of General Assessment: 2017

Roll: 311119  
 Legal: 9825734 3 1 NE-22-69-8-6  
 Address:

Land Area: 9.04 Acres  
 Subdivision: Aspen Grove  
 Zoning: Rural Settlement  
 Actual Use: Improved Residential / Single Family Unit- fee simple



## Market Land Valuation

Site Area: 9.04 Acres

| Asmt | Code | Assessment |
|------|------|------------|
| 100  | 100% | 47,930     |

## Improvement Valuation

|                       |                  | Floor Area  | Built | Asmt | Code | Assessment |
|-----------------------|------------------|-------------|-------|------|------|------------|
| 1 Storey Basementless | SFD - After 1940 | 935 Sq Feet | 1983  | 100  | 100% | 63,160     |

## Assessment Totals

| Tax Status            | Code | Description   | Assessment |
|-----------------------|------|---------------|------------|
| T                     | 100  | RES IMPR/SITE | 111,090    |
| Grand Totals For 2017 |      |               | 111,090    |



# Assessment Summary

Year of General Assessment: 2017

Roll: 317321  
 Legal: 0825461 1 2 SW-20-69-6-6  
 Address:

Land Area: 9.88 Acres  
 Subdivision:  
 Zoning: Country Residential One  
 Actual Use: Improved Residential / Single Family Unit- fee simple



## Market Land Valuation

Site Area: 9.88 Acres

| Asmt | Code | Assessment |
|------|------|------------|
| 100  | 100% | 98,250     |

## Improvement Valuation

| 2 Storey Basementless | SFD - After 1970 |
|-----------------------|------------------|
| Attached              | Garage           |

| Floor Area    | Built | Asmt | Code | Assessment |
|---------------|-------|------|------|------------|
| 2,400 Sq Feet | 2008  | 100  | 100% | 382,420    |
| 1,200 Sq Feet | 2008  | 100  | 100% | 47,230     |

## Assessment Totals

| Tax Status            | Code | Description   | Assessment |
|-----------------------|------|---------------|------------|
| T                     | 100  | RES IMPR/SITE | 527,900    |
| Grand Totals For 2017 |      |               | 527,900    |





# Assessment Summary

Year of General Assessment: 2017

|                      |                         |
|----------------------|-------------------------|
| Roll: 37716          | Land Area: 148.97 Acres |
| Legal: NE-35-69-22-5 | Subdivision:            |
| Address:             | Zoning: Agricultural    |

## Market Land Valuation

Site Area: 0.00 Acres

| Asmt | Code | Assessment |
|------|------|------------|
| 115  | 100% | 0          |

## Farmland Valuation

Agroclimatic Zone: 21 2H-PR

| Asmt | Code | Assessment |
|------|------|------------|
| 300  | 100% | 22,390     |

Soil Group

Area

Rating

42 DG

148.00 Acres

46.0%

80 Pasture

0.97 Acres

6.0%

Total Area: 148.97 Acres

## Assessment Totals

| Tax Status            | Code | Description | Assessment |
|-----------------------|------|-------------|------------|
| T                     | 300  | FARMLAND    | 22,390     |
| Grand Totals For 2017 |      |             | 22,390     |



# Assessment Summary

Year of General Assessment: 2017

|                      |                         |
|----------------------|-------------------------|
| Roll: 38338          | Land Area: 160.00 Acres |
| Legal: NW-25-69-23-5 | Subdivision:            |
| Address:             | Zoning: Agricultural    |

## Farmland Valuation

| Soil Group               | Area         | Rating | Asmt | Code | Assessment |
|--------------------------|--------------|--------|------|------|------------|
| 80 Pasture               | 153.00 Acres | 6.0%   | 300  | 100% | 3,000      |
| 80 Pasture               | 7.00 Acres   | 2.0%   |      |      |            |
| Total Area: 160.00 Acres |              |        |      |      |            |

## Assessment Totals

| Tax Status            | Code | Description | Assessment |
|-----------------------|------|-------------|------------|
| T                     | 300  | FARMLAND    | 3,000      |
| Grand Totals For 2017 |      |             | 3,000      |



# Assessment Summary

Year of General Assessment: 2017

Roll: 40073  
 Legal: SE-22-69-7-6  
 Address:  
 EAST 1/2

Land Area: 79.00 Acres

Subdivision:

Zoning: Agricultural

Actual Use: Improved Residential / Designated Manufactured Home / Manufactured Home out MHC



## Market Land Valuation

Site Area: 3.00 Acres

| Asmt | Code | Assessment |
|------|------|------------|
| 100  | 100% | 66,710     |

## Farmland Valuation

Agroclimatic Zone: 21 2H-PR

| Soil Group | Area        | Rating |
|------------|-------------|--------|
| 80 Pasture | 58.00 Acres | 33.0%  |
| 80 Pasture | 18.00 Acres | 6.0%   |

| Asmt | Code | Assessment |
|------|------|------------|
| 300  | 100% | 6,650      |

Total Area: 76.00 Acres

## Improvement Valuation

|                           | Floor Area    | Built | Asmt | Code | Assessment |
|---------------------------|---------------|-------|------|------|------------|
| Foundation - Basementless | 1,244 Sq Feet | 1977  | 100  | 100% | 169,890    |
| Detached                  | 768 Sq Feet   | 1985  | 100  | 100% | 18,330     |

## Assessment Totals

| Tax Status | Code | Description             | Assessment |
|------------|------|-------------------------|------------|
| T          | 100  | RES IMPR/SITE           | 248,280    |
|            | 300  | FARMLAND                | 6,650      |
|            |      | Totals For 2017 Taxable | 254,930    |
| E          | 900  | RURAL RES EXEMPTION     | 6,650      |
|            |      | Grand Totals For 2017   | 261,580    |



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

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 27**

**POLICY TITLE: TAX RECOVERY**

**Page 1 of 2**

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

**11.10.561**

**PURPOSE:**

To establish guidelines on how tax forfeited lands will be sold or made available for taxation again.

**POLICY:**

The M.D. has established a method in which Council can introduce tax forfeited land to the marketplace.

1. No parcel will be removed from the Tax Sale List unless all taxes, penalties and costs incurred by the M.D. in the Tax Recovery Process are paid prior to the sale.
2. In accordance with the provisions of the Municipal Government Act, Chapter M-26.1, the M.D. may become the owner of any land that is offered, but not sold, at the Tax Recovery Sale.
3. If the M.D. exercises its option to become the owner of the land, the M.D. will not sell the property until one year after the date of the Tax Recovery Auction unless the prospective buyer meets the reserve bid price set at the original sale.
4. If, in the opinion of Council, the sale of tax forfeited land will cause hardship to an existing occupant, the Council may lease all or a portion of the parcel to the occupant so long as the revenue generated exceeds what would be generated by taxation, so as to make partial payment on arrears.
5. The amount of lease fees will be set by Council, and the occupant is not permitted to assign or sub-let his/her interest in the parcel.
6. Council will adopt a reserve price for all lands which are to be offered for sale at the Tax Recovery Auction. This reserve price will be advertised in a local newspaper. The reserve bid adopted by Council for the Tax Recovery Auction will also apply to properties unsold at the Tax Recovery Auction, whether they are to be sold by private sale or by public tender.
7. Council will determine the method in which the reserve price, letter of opinion, or opinion of value will be set and whether it is to be performed by an appraiser, realtor, or assessor.

**POLICY TITLE: TAX RECOVERY**

**Page 2 of 2**

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

**11.10.561**

8. In the event a parcel is sold and there remains excess revenue after taxes, an administration charge will be applied. The administration charge will include, but is not limited to, the following:
- a) Costs of advertising, both in the local papers and the Alberta Gazette;
  - b) Costs to prepare a reserve bid;
  - c) Costs paid to the Registrar of Land Titles for tax arrears notifications and preparation of a Tax Arrears List; and
  - d) An administration fee of 5% of the amount paid for the parcel.
9. In all respects, Council will conduct Tax Recovery Auctions in accordance with Division 8, Recovery of Taxes Related to Land, of the Municipal Government Act, Chapter M-26.1.
10. Tax Recovery property sold will adhere to the following terms:

Public Auction:

- For agricultural land - 10% down at public auction; balance at finalization.
- For subdivided lots - 10% down at public auction; balance at finalization.

Public Tenders: - 10% of bid to accompany tender.

The MD will consider time sale not to exceed one year at 8% interest on outstanding balance with 12% charged on arrears.

Direct Sales: - 10% of bid to accompany tender.

The MD will consider time sale not to exceed one year at 8% interest on outstanding balance with 12% charged on arrears.

**LAND TITLE FEES:** The M.D. will collect Land Title Office fees over and above the purchase price from purchasers at final payment, at a rate charged for Land Title fees, plus one dollar (\$1) for each \$1,000 market value or portion thereof.

11. If a Tax Recovery property remains unsold after one year from the Tax Recover sale, Council may allow for further appraisals or offers to be considered in accordance with the M.G.A.

\_\_\_\_\_  
(Original signed copy on file)  
REEVE

\_\_\_\_\_  
C.A.O.

advising the person of the municipality's intention to proceed under subsection (2.1).

(2.3) Where a parcel of land described in section 304(1)(c) is held under a lease, licence or permit from the Crown in right of Alberta,

- (a) the Crown must, on a quarterly basis, notify the municipality in which the parcel is located of any changes in the status of the lease, licence or permit, as the case may be, and
- (b) the municipality must send to the Crown that portion of the tax arrears list showing the parcels of land described in section 304(1)(c) that are held by the Crown.

(3) This section does not prevent the municipality from exercising any other right it has to collect the tax arrears.

RSA 2000 cM-26 s416;2015 c8 s52

#### **Warning of sale**

**417(1)** Not later than the August 1 following receipt of a copy of the tax arrears list, the Registrar must, in respect of each parcel of land shown on the tax arrears list, send a notice to

- (a) the owner of the parcel of land,
- (b) any person who has an interest in the parcel that is evidenced by a caveat registered by the Registrar, and
- (c) each encumbrancee shown on the certificate of title for the parcel.

(2) The notice must state

- (a) that if the tax arrears in respect of the parcel of land are not paid before March 31 in the next year, the municipality will offer the parcel for sale at a public auction, and
- (b) that the municipality may become the owner of the parcel after the public auction if the parcel is not sold at the public auction.

(3) The notice must be sent to the address shown on the records of the Land Titles Office for each person referred to in subsection (1).

1994 cM-26.1 s417;1995 c24 s61

#### **Offer of parcel for sale**

**418(1)** Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

(2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on March 31 of the year immediately following that date.

(3) Subsection (1) does not apply to a parcel in respect of which the municipality has started an action under section 411(2) to recover the tax arrears before the date of the public auction.

(4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until

- (a) the agreement has expired, or
- (b) the owner of the parcel breaches the agreement,

whichever occurs first.

1994 cM-26.1 s418;1995 c24 s62;1996 c30 s35

#### **Reserve bid and conditions of sale**

**419** The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

1994 cM-26.1 s419

#### **Right to possession**

**420(1)** From the date on which a parcel of land is offered for sale at a public auction, the municipality is entitled to possession of the parcel.

(2) For the purposes of obtaining possession of a parcel of land, a designated officer may enter the parcel and take possession of it for and in the name of the municipality and, if in so doing resistance is encountered, the municipality may apply to the Court of Queen's Bench for an order for the possession of the parcel.

RSA 2000 cM-26 s420;2009 c53 s119

#### **Advertisement of public auction**

**421(1)** The municipality must advertise the public auction

- (a) in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date on which the public auction is to be held, and



(3.1) Subject to subsection (3.3), if the municipality is satisfied that there are no debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality may pay the money remaining to the previous owner.

(3.2) If the municipality is not satisfied that there are no debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality must notify the previous owner that an application may be made under section 428(1) to recover all or part of the money.

(3.3) For the purposes of this Division, “previous owner” includes the Crown in right of Alberta if the municipality has been notified by the Minister responsible for the *Unclaimed Personal Property and Vested Property Act* that the land has vested in the Crown, and any money remaining after payment of the tax arrears and costs set out in subsection (2) must be paid to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*.

(4) Money paid to a municipality under a lease, licence or permit granted under section 425(2) must be placed in the account referred to in subsection (1) and distributed in accordance with this section and section 428.

RSA 2000 cM-26 s427;2007 cU-1.5 s73

#### **Distribution of surplus sale proceeds**

**428(1)** A person may apply to the Court of Queen’s Bench for an order declaring that the person is entitled to a part of the money in the account referred to in section 427(1).

(2) An application under this section must be made within 10 years after

- (a) the date of the public auction, if the parcel was sold at a public auction, or
- (b) the date of a sale under section 425, if the parcel was sold at a sale under that section.

(3) The Court must decide if notice must be given to any person other than the applicant and in that event the hearing must be adjourned to allow notice to be given.

(4) In making an order, the Court must have regard to the priorities in which sale proceeds are distributed in a foreclosure action.

RSA 2000 cM-26 s428;2009 c53 s119

#### **Payment of undistributed money to municipality**

**428.1** If no application is made under section 428 within the 10-year period referred to in section 428(2), the municipality may,



# REQUEST FOR DECISION

---

SUBJECT: **Public Hearing Date for Partial Road Allowance Closure Request NW 20-70-24 W5M**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 11, 2018 CAO: MH MANAGER:  
DEPARTMENT: INFRASTRUCTURE & PLANNING GM: GG PRESENTER: GG  
STRATEGIC PLAN: Infrastructure

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act Section 22(1): “No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.”

Municipal Government Act Section 188: “The previous readings of a proposed bylaw are rescinded if the proposed bylaw (a) does not receive third reading within 2 years after first reading, or...”

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council schedule a Public Hearing, to be held at 10:00 am on July 23rd 2018, for the partial closure of the undeveloped road allowance located on the north of NW 20-70-24 W5M.**

---

## BACKGROUND/PROPOSAL:

On November 27<sup>th</sup>, 2017 Council passed the following motion: MOTION: 17.11.493

***That Council has no initial opposition to the partial closure of the undeveloped road allowance located on the north side of NW 20-70-24 W5M moving forward.***

In light of this motion administration is requesting that Council set a Public Hearing date of July 23rd, 2018. This will allow administration to advertise and send notification to adjacent landowners and utilities companies for response

Greenview received a road closure request from a Greenview landowner located at NW 20-70-24 W5M on October 23, 2017. The request is to close a portion of undeveloped road allowance located north of the north boundary of NW 20-70-24 W5M.

The undeveloped road allowance requested to be closed is approximately 80m in length. By closing this section of undeveloped road allowance would require Greenview to sell approximately 0.23 acres of the remainder of **Lot 1. Block 1 of Plan 102 5059** of SW 29-70-24 W5. The 0.23 of an acre is presently part of the Sturgeon Heights Water Point which would not impact any future upgrades to this site.

By this application moving forward will allow the resident to continue to keep their driveway access and approach where originally constructed.

The applicant's current driveway crosses the westerly corner of Sturgeon Height's water point property and continues across the undeveloped road allowance onto private property. October 2011, a License of Occupation (LOC) agreement was signed between Greenview and the landowners that included a 20 year expiry date.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefits of the recommended action will allow the road closure process to proceed

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to adjust or deny setting a Public Hearing date for the partial road closure at NW 20-70-24 W5M. This is not recommended as it would delay the road closure process.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** N/A

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

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:

The surrounding landowner's and other agencies will be notified by letter and given the chance to agree or disagree to the applicant's request.

---

ATTACHMENT(S):

- Survey





# REQUEST FOR DECISION

---

SUBJECT: **Road Use Delegation**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 11, 2018  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council provide Administration with direction.**

---

BACKGROUND/PROPOSAL:

At the last Regular Council Meeting a delegation led by Mr. Bill Hanson and Mr. Darryl Rutt appeared before Council to discuss topics of concern.

The two main topics involved drainage of water into municipal ditches and road use.

As was discussed during the delegation, Greenview does not have jurisdiction over the drainage concerns. This authority rests with the Province (Alberta Environment and Parks). Greenview deals with the impacts, but the overall concern should be addressed to the Province.

Greenview does have jurisdiction over the use of municipal roads. As such, Administration is seeking Council's direction regarding the preferred course of action. This largely comes down to the ability and willingness to provide enforcement. Council would have the following options:

1. Maintain the status quo;
2. Direct enforcement to the area; or,
3. Increase levels of enforcement.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. Council's decision will inform Administration as to whether further action is required.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Maintain the status quo – no action would be taken. Administration will continue to monitor the condition of roads and service as needed.

**Alternative #2:** Direct enforcement to the area – Greenview could direct enforcement to the area. This would involve targeting any overweight users (industry and agriculture). As enforcement hours are limited, this would take away from other areas and may not prove effective.

**Alternative #3:** Increase levels of enforcement – Greenview could increase current enforcement levels through various means. This would necessitate increased spending and a willingness to conduct enforcement.

---

**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):**

- None





# REQUEST FOR DECISION

SUBJECT: **Grande Cache Correspondence**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 11, 2018  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Intergovernmental Relations

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council direct Administration to seek a formal response from Alberta Municipal Affairs regarding options concerning the Grande Cache Viability Review.**

---

## BACKGROUND/PROPOSAL:

Please see the attached correspondence from the Town of Grande Cache.

The Town will be seeking a meeting with Minister Anderson and has requested that Greenview reach out to the Province in an attempt to move the Grande Cache Viability Review (in its modified form) forward.

Through informal conversation, it is known that some parts of the proposed MOU are still being reviewed by the Province's legal advisors. Administration is recommending that Greenview attempt to obtain a formal update from the Province.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. A formal response from the Province would allow for greater public engagement to occur.
2. A formal response would allow for Greenview and Grande Cache to plan further actions regarding the future of Grande Cache.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may attempt to arrange a meeting with the Minister. We believe the result would be the same as the recommendation.

**Alternative #2:** Council may choose to continue to wait for a formal response from the Province.

---

**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.

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

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Upon making the recommended motion, Administration will contact Municipal Affairs to formally request an update.

---

**ATTACHMENT(S):**

- Town of Grande Cache Correspondence – May 11<sup>th</sup>, 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 T0H 3N0

May 11, 2018

#### Re: Request for Meeting with Minister of Municipal Affairs

Dear Reeve Gervais & Council;

In November when the Town of Grande Cache met with Minister Anderson, we requested a pause in the Viability Review and assured his Ministry that CAO Thompson and CAO Haugen of the Town and MD of Greenview respectfully could bring forward a grass roots sustainability plan that addresses the issues surrounding viability for the Town of Grande Cache. The Minister agreed to a four-month recess and I remain pleased with the work our administrators conducted and delivered, endorsed by our two Councils.

On March 19<sup>th</sup>, Reeve Gervais and CAO Haugen of the MD of Greenview, along with CAO Thompson and I met with Deputy Minister Pickering and delivered a mutually agreed upon Memorandum of Understanding between the MD of Greenview and the Town of Grande Cache. Mr. Pickering assured us in that meeting that he would review the agreement details with his legal department and provide feedback to us within three weeks.

On April 25<sup>th</sup>, CAO Thompson inquired via email with our viability representative with Municipal Affairs for an update. The following day, Ms. Reynolds replied with a vague, noncommittal reply that again, gave no advice, timelines or guidance.

Town Council and our administration team are frustrated with Municipal Affairs and their ongoing delays in the Viability Review. I am pleased with the hard work that has been collaboratively accomplished by our CAOs and the willingness of our two municipalities to work within the time frame we committed to, delivering a solution-driven plan only to be met with further inaction on the part of the Province.

(t) 780.827.3362

(f) 780.827.2406

[www.grandecache.ca](http://www.grandecache.ca)

Town Council has requested an urgent meeting with the Minister in which we intend to ask for an update on our proposed Memorandum of Understanding. I would ask that your Council also consider reaching out to the Minister of Municipal Affairs, requesting an update on the status of this Viability Review, and more importantly, their position and recommendations stemming from our mutually agreed upon MoU.

On behalf of Council, I thank you for the support that your Council and Administration have given this process thus far. Thank you for your consideration.

Sincerely,



Herb Castle,  
Mayor,  
Town of Grande Cache



## TOWN OF GRANDE CACHE

### ADMINISTRATION OFFICE

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

Minister of Municipal Affairs,  
Office of the Minister  
132 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

May 10, 2018

### Re: Viability Review; URGENT Meeting Request

Dear Honourable Minister Anderson;

In November when we met with you and requested for a pause in the Viability Review, we assured you that CAO Thompson and CAO Haugen of the Town and MD of Greenview respectfully could bring forward a grass roots sustainability plan that addresses the issues surrounding viability for the Town of Grande Cache. You were gracious enough to agree to a four-month recess and I remain pleased with the work our administrations conducted and delivered, endorsed by the two Councils.

On March 19<sup>th</sup>, Reeve Gervais and CAO Haugen of the MD of Greenview, along with CAO Thompson and I met with Deputy Minister Pickering and members of your team to deliver a mutually agreed upon Memorandum of Understanding between the MD of Greenview and the Town of Grande Cache. Mr. Pickering assured us in that meeting that he would review the agreement details with your legal department and provide feedback to us within three weeks.

On April 25<sup>th</sup>, CAO Thompson inquired via email with our viability representative with Municipal Affairs for an update on your ministry's position and next steps. The following day, Ms. Reynolds replied with a vague, noncommittal reply that again, gave no advice, timelines or guidance.

I am confident in saying that the frustration shared by our Council and administration is similar to that at the MD of Greenview with the constant delays in the Viability Review process. Our residents and general public have expressed disappointment and frustration in our lack of public consultation in the past two years. In short, we never seem to have anything to report to our public, and the postponements bestowed upon us by the delays coming from your ministry have created a growing discord with this entire exercise.

Our Council is scheduled to be in Edmonton on May 15 & 16 and would ask you to consider granting an urgent meeting request and provide us with an update on the Viability Review and the status/opinion of your department regarding the MoU presented to your team nearly 9 weeks ago. Our Council has expressed urgency for this request and is willing to remain in the Edmonton area from May 15 – 18 to accommodate a possible time to meet with you as we appreciate that your schedule is often very pressed.

(t) 780.827.3362

(f) 780.827.2406

[www.grandecache.ca](http://www.grandecache.ca)

Please give your consideration to our urgent request for a meeting regarding the Viability Review for next week. CAO Thompson will work with your staff as required with scheduling a venue and communicating with my Council. She can be reached at [denise.thompson@grandecache.ca](mailto:denise.thompson@grandecache.ca) or by phone 780-827-6360.

I thank you in advance.

Sincerely,



Denise Thompson, CAO

for.

Herb Castle,

Mayor,

Town of Grande Cache

cc. MD of Greenview

---

(t) 780.827.3362

(f) 780.827.2406

[www.grandecache.ca](http://www.grandecache.ca)



# REQUEST FOR DECISION

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SUBJECT: **Bezanson Community Recreation Centre – Funding Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 11, 2018 CAO: MH MANAGER:  
DEPARTMENT: COMMUNITY SERVICES GM: DM PRESENTER: DM  
STRATEGIC PLAN:

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council accept the funding request from the Bezanson Agricultural Society for information, as presented.**

---

BACKGROUND/PROPOSAL:

The Bezanson Agricultural Society has embarked on a \$4 million Capital Campaign which commenced in June of 2016. The group is pleased to report that they have raised 3.75 million to-date, with \$250,000.00 remaining to be raised by their proposed project completion date of June 30<sup>th</sup>. They are proud of their community coming together to raise \$600,000.00 toward the goal, sourced from individuals, families local businesses, gifts-in-kind, other community agencies, memorials and even the youth.

There are two naming rights packages to offer, both with a \$75,000.00 value and each will be named for a 5 year term. The Kitchen Equipment Sponsorship will fund all the commercial kitchen equipment and millwork, allowing the Centre to serve the needs of users for years to come. The Sports Equipment Sponsor will fund the basketball hoops, dividing curtain, and sports equipment, helping to strengthen the communities and shape the youth.

Greenview previously has not supported these types of recreational facilities outside of Greenview's municipal boundaries by way of any significant financial contributions. Administration would also like to bring to Council's attention that appropriate large recreation facilities exist within approximately 30-45 minutes of Bezanson by way of the Greenview Regional Multiplex and the County of Grande Prairie Sportsplex. Administration commends the fundraising committee for being able to raise the majority of funds in order to complete their project.

The Community Service Miscellaneous Grant has a balance of \$63,471.57 as of June 10, 2018.



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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Council will be informed of the Bezanson Agricultural Society's request for funding.

---

**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 and provide funding towards the Bezanson facility, however Administration deems it prudent for Council to determine if Greenview is going to support these types of facilities that are outside of Greenview's boundaries as this may be precedent setting.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will inform the Bezanson Agricultural Society regarding Council's decision.

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**ATTACHMENT(S):**

- Bezanson Agricultural Society – Funding Request

May 22, 2018

Reeve Dale Gervais  
Municipal District of Greenview  
Box 1079  
Valleyview, AB T0H 3N0

Dear Reeve Gervais;

Thank you for allowing Audrey Klassen-Hewings and I to share our presentation with you earlier today regarding the Bezanson Regional Community Cultural Centre. We appreciated the opportunity to share our vision for regional recreation and prospective collaboration with neighboring municipalities.

As you and your Councilors heard today, the Bezanson Agricultural Society has embarked on a \$4 million Capital Campaign which commenced in June of 2016. We are pleased to report that we have raised \$3.75 million to date, with \$250,000 remaining to be raised by our project completion date of June 30<sup>th</sup>. We are proud of our community who has come together to raise over \$600,000 toward that goal, sourced from individuals, families, local businesses, gift in kind contributions, other community agencies, memorials, and even our youth.

As outlined in our presentation, we have two naming rights packages to offer, both with a \$75,000 value. The Kitchen Equipment Sponsorship will fund all the commercial kitchen equipment and millwork, allowing our Centre to serve the needs of users for years to come. The Sports Equipment Sponsor will fund the basketball hoops, dividing curtain, and sports equipment, helping us to strengthen our communities and shape our youth. Both of these packages will be named for a 5-year term.

After hearing our presentation, we hope that we have demonstrated our commitment to regional recreation and our desire to build rural communities. With your residents neighboring our community, we welcome them to join us at our new Knelsen Centre and look forward to finding ways to partner in the future to sustain and grow our communities together.

We formally request the Municipal District of Greenview's financial support to help us close the gap on the funding required to complete construction on this infrastructure. We believe this Centre will help meet the needs of your residents and bring our communities together.

If you have further questions regarding this request, please do not hesitate to contact me. I can be reached at 780 814 3113 or by email at [lavalleylauraL@gmail.com](mailto:lavalleylauraL@gmail.com). Thank you for meeting with us today and considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'LaValley', with a stylized, cursive script.

Laura LaValley  
Capital Campaign Manager  
Bezanson Agricultural Society

**Bezanson Agricultural Society**  
**Financial Statements**  
*September 30, 2017*  
*(Unaudited)*

## Management's Responsibility

---

To the Board members of Bezanson Agricultural Society:

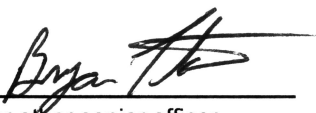
Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgements and estimates in accordance with Canadian accounting standards for not-for-profit organizations and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

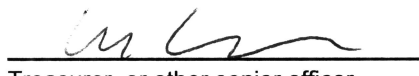
The Board of Directors is composed primarily of Directors who are neither management nor employees of the Society. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external accountants. The Board is also responsible for recommending the appointment of the Society's external accountants.

MNP LLP is appointed by the board members to review the financial statements and report directly to them; their report follows. The external accountants have full and free access to, and meet periodically and separately with, both the Board and management to discuss their review engagement results.

December 11, 2017



\_\_\_\_\_  
President, or other senior officer



\_\_\_\_\_  
Treasurer, or other senior officer

## Review Engagement Report

---

To the Members of Bezanson Agricultural Society:

We have reviewed the statement of financial position of Bezanson Agricultural Society as at September 30, 2017 and the statements of operations, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Basis for qualification:

In common with many not-for-profit organizations, the Society derives revenue from various donors, the completeness of which is not susceptible to satisfactory verification. Accordingly, our verification of this revenue was limited to the amounts recorded in the accounts of the Society and we were not able to determine whether any adjustment might be necessary to revenue, deficiency of revenue over expenses, current assets or net assets.

Based on our review, except for the possible effects of matters described in the basis of qualification paragraph, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

The previous year's comparative financial statements were unaudited and issued with a Review Engagement Report of another firm of public accountants.

Grande Prairie, Alberta

December 11, 2017

*MNP LLP*

Chartered Professional Accountants

# Bezanson Agricultural Society

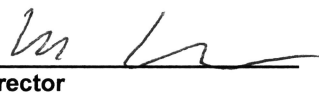
## Statement of Financial Position

As at September 30, 2017  
(Unaudited)

|  | 2017      | 2016    |
|--|-----------|---------|
| <b>Assets</b>  |           |         |
| <b>Current</b>   |           |         |
| Cash   | 16,498    | 35,116  |
| Restricted cash (Note 3)   | 831,347   | 176,937 |
| Accounts receivable (Note 4)                                     | 179,229   | -       |
| Goods and Services Tax receivable                                | 7,217     | 3,912   |
| Grants receivable (Note 5)                                       | 231,075   | -       |
| Prepaid expenses   | 1,416     | 919     |
|  | 1,266,782 | 216,884 |
| <b>Capital assets (Note 6)</b>                                   | 969,652   | 644,434 |
|  | 2,236,434 | 861,318 |
| <b>Liabilities</b>   |           |         |
| <b>Current</b>   |           |         |
| Accounts payable and accruals                                    | 157,887   | 681     |
| Deferred contributions (Note 7)                                  | 1,059,282 | 176,937 |
| Other payables   | 1,160     | -       |
|  | 1,218,329 | 177,618 |
| <b>Deferred contributions related to capital assets (Note 8)</b> | 552,749   | 215,806 |
|  | 1,771,078 | 393,424 |
| <b>Commitment (Note 9)</b>                                       |           |         |
| <b>Subsequent event (Note 10)</b>                                |           |         |
| <b>Net Assets</b>  |           |         |
| Invested in capital assets                                       | 416,903   | 428,628 |
| Unrestricted   | 48,453    | 39,266  |
|  | 465,356   | 467,894 |
|  | 2,236,434 | 861,318 |

Approved on behalf of the Board

  
Director

  
Director

The accompanying notes are an integral part of these financial statements



# Bezanson Agricultural Society

## Statement of Operations

*For the year ended September 30, 2017*  
(Unaudited)

|  | 2017           | 2016            |
|--|----------------|-----------------|
| <b>Revenue</b>   |                |                 |
| Amortization of deferred contributions                       | 6,308          | 6,489           |
| Casino   | 26,986         | 5,114           |
| Curling rink income (Note 15)                                | 28,936         | 31,863          |
| Donations  | 4,458          | 4,882           |
| Event fees   | 5,981          | 1,134           |
| Fundraising  | 7,618          | 5,212           |
| Government grants  | 49,418         | 27,782          |
| Hall event income (Note 16)                                  | 65,455         | 66,068          |
| Interest income  | 111            | 121             |
| Memberships  | 12             | 29              |
| Merchandise sales  | 4,850          | -               |
| Sponsorship  | 3,890          | 1,447           |
| <b>Total revenue</b>   | <b>204,023</b> | <b>150,141</b>  |
| <b>Expenses</b>  |                |                 |
| Advertising  | 5,477          | 5,627           |
| Amortization   | 6,598          | 6,851           |
| Bank charges and interest                                    | 331            | 142             |
| Community donations  | 500            | 927             |
| Conferences  | 1,397          | 2,645           |
| Contracted services  | 11,740         | -               |
| Curling rink expenses (Note 15)                              | 26,377         | 27,057          |
| Farm safety  | -              | 3,588           |
| Goods and Services Tax                                       | 4,479          | 3,912           |
| Hall event expenses (Note 16)                                | 66,171         | 69,122          |
| Insurance  | 11,320         | 10,812          |
| Membership fees  | 700            | 360             |
| Merchandise purchases  | 4,873          | -               |
| Office supplies  | 1,549          | 2,381           |
| Professional fees  | 3,307          | 3,100           |
| Rent   | 3,600          | -               |
| Salaries and benefits  | 45,853         | 36,635          |
| Supplies   | 169            | -               |
| Telephone and internet                                       | 1,904          | 1,593           |
| <b>Total expenses</b>  | <b>206,561</b> | <b>181,445</b>  |
| <b>Deficiency of revenue over expenses before other item</b> | <b>(2,538)</b> | <b>(31,304)</b> |
| <b>Other item</b>  |                |                 |
| Gain (loss) on disposal of capital assets                    | -              | (1,745)         |
| <b>Deficiency of revenue over expenses</b>                   | <b>(2,538)</b> | <b>(33,049)</b> |

The accompanying notes are an integral part of these financial statements

# Bezanson Agricultural Society

## Statement of Changes in Net Assets

*For the year ended September 30, 2017*  
(Unaudited)

|                                       | <i>Invested in<br/>capital assets</i> | <i>Unrestricted</i> | <i>2017</i> | <i>2016</i> |
|---------------------------------------|---------------------------------------|---------------------|-------------|-------------|
| Net assets, beginning of year         | 428,628                               | 39,266              | 467,894     | 500,943     |
| Deficiency of revenue over expenses   | -                                     | (2,538)             | (2,538)     | (33,049)    |
|                                       | 428,628                               | 36,728              | 465,356     | 467,894     |
| Capital purchases                     | 343,252                               | (343,252)           | -           | 89,636      |
| Capital expenditures funded by grants | (348,669)                             | 348,669             | -           | (89,636)    |
| Amortization of capital assets        | (6,308)                               | 6,308               | -           | -           |
| Net assets, end of year               | 416,903                               | 48,453              | 465,356     | 467,894     |

*The accompanying notes are an integral part of these financial statements*

# Bezanson Agricultural Society

## Statement of Cash Flows

*For the year ended September 30, 2017*  
(Unaudited)

|   | 2017      | 2016     |
|---|-----------|----------|
| <b>Cash provided by (used for) the following activities</b> |           |          |
| <b>Operating</b>  |           |          |
| Deficiency of revenue over expenses                         | (2,538)   | (33,049) |
| Amortization  | 18,034    | 21,146   |
| Gain (loss) on disposal of capital assets                   | -         | 1,745    |
|   | 15,496    | (10,158) |
| Changes in working capital accounts                         |           |          |
| Accounts receivable   | (182,526) | 977      |
| Grants receivable   | (231,075) | -        |
| Prepaid expenses and deposits                               | (497)     | (37)     |
| Accounts payable and accruals                               | 157,213   | 206      |
| Deferred contributions                                      | 882,345   | (17,437) |
| Other payables  | 1,160     | -        |
|   | 642,116   | (26,449) |
| <b>Investing</b>  |           |          |
| Purchase of capital assets                                  | (343,252) | (89,636) |
| Proceeds on sale of capital assets                          | -         | 1,000    |
| Deferred contributions related to capital assets            | 336,928   | 83,148   |
|   | (6,324)   | (5,488)  |
| <b>Increase (decrease) in cash resources</b>                | 635,792   | (31,937) |
| <b>Cash resources, beginning of year</b>                    | 212,053   | 243,990  |
| <b>Cash resources, end of year</b>                          | 847,845   | 212,053  |
| <b>Cash resources are composed of:</b>                      |           |          |
| Cash  | 16,498    | 35,116   |
| Restricted cash   | 831,347   | 176,937  |
|   | 847,845   | 212,053  |

The accompanying notes are an integral part of these financial statements

**1. Purpose of the organization**

Bezanson Agricultural Society (the "Society") is a local not-for-profit organization incorporated under the Alberta Agricultural Societies Act.

The objectives of the Society are:

- To encourage improvement in agriculture, horticulture, homemaking and quality of life in the Hamlet of Bezanson and surrounding area;
- To provide facilities and activities which will encourage young people and senior citizens to remain in the community for their social and recreational needs; and
- To sponsor future exhibition and sports day type activities where prizes will be awarded in agricultural, horticultural and homemaking classes and a feeling of community spirit will be enhanced.

The Society is exempt from income tax under Section 149 of the Income Tax Act.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations set out in Part III of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

***Cash and cash equivalents***

Cash and cash equivalents include balances with banks and short-term investments with maturities of three months or less. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

***Capital assets***

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives.

|                             | <b>Method</b>     | <b>Rate</b> |
|-----------------------------|-------------------|-------------|
| Buildings                   | declining balance | 5 %         |
| Equipment                   | declining balance | 20 %        |
| Furniture and fixtures      | declining balance | 20 %        |
| Building under construction |                   |             |

***Long-lived assets***

Long-lived assets consist of capital assets. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

When the Society determines that a long-lived asset no longer has any long-term service potential to the organization, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations. Write-downs are not reversed.

# Bezanson Agricultural Society

## Notes to the Financial Statements

For the year ended September 30, 2017  
(Unaudited)

---

### 2. Significant accounting policies (Continued from previous page)

#### **Measurement uncertainty (use of estimates)**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable and goods and service tax receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

#### **Contributed materials and services**

Volunteers contribute many hours during the year to assist the Society in carrying out its service delivery activities. Due to the difficulty of determining fair value, contributed services are not recognized in the financial statements.

Included in building under construction costs and deferred contributions related to capital assets are utility hook up services donated in-kind totaling \$105,793.

Contributions of materials are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the materials are used in the normal course of the Society's operations and would otherwise have been purchased.

#### **Revenue recognition**

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Event fees, rental income and interest income are recognized as revenue when earned.

#### **Deferred contributions related to capital assets**

Deferred contributions related to capital assets represent the unamortized portion of contributed capital assets and restricted contributions that were used to purchase the Society's capital assets. Recognition of these amounts as revenue is deferred to periods when the related capital assets are amortized.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives.

# Bezanson Agricultural Society

## Notes to the Financial Statements

For the year ended September 30, 2017  
(Unaudited)

---

### 2. Significant accounting policies (Continued from previous page)

#### **Financial instruments**

The Society recognizes its financial instruments when the Society becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with Section 3840 *Related Party Transactions* (refer to Note 14).

At initial recognition, the Society may irrevocably elect to subsequently measure any financial instrument at fair value. The Society has not made such an election during the year.

The Society subsequently measures investments in equity instruments quoted in an active market at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Society's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess of revenues over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

#### **Financial asset impairment**

The Society assesses impairment of all of its financial assets measured at cost or amortized cost. The Society groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Society determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Society reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess of revenues over expenses.

The Society reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess of revenue over expenses in the year the reversal occurs.

**Bezanson Agricultural Society**  
**Notes to the Financial Statements**  
For the year ended September 30, 2017  
(Unaudited)

**3. Restricted cash**

|                         |   |                |                |
|-------------------------|---|----------------|----------------|
| Casino and raffle funds | 1 | 5,846          | 32,632         |
| Community donations     | 2 | 13,037         | -              |
| Government grants       | 3 | 812,464        | 144,305        |
| <b>Total</b>            |   | <b>831,347</b> | <b>176,937</b> |

**Notes to restricted cash**

**1 - Casino and raffle funds**

The Society participates in casinos and raffles as part of its fundraising. These funds can only be spent on certain expenditures approved by the Alberta Gaming and Liquor Commission. This balance relates to amounts that had not been spent at the fiscal year-end.

**2 - Community donations**

The Society has received community donations which are restricted for the construction of the new Bezanson Cultural Community Centre. Amounts not spent at the fiscal year-end are included as restricted cash.

**3 - Government grants**

The Society has received various grants which are restricted for the construction of new Bezanson Cultural Community Centre. Amounts not spent at the fiscal year-end are included as restricted cash.

**4. Accounts receivable**

Included in accounts receivable is \$178,754 from the County of Grande Prairie No. 1 for funds held in trust. These amounts are restricted as they relate to the Bezanson Cultural Community Centre under construction. The balance can be requested by the Society at any time.

**5. Grants receivable**

|   | 2017           | 2016     |
|---|----------------|----------|
| Alberta Agricultural & Forestry - 2017 operating grant                          | 29,395         | -        |
| Alberta Agriculture & Forestry - 2017 Summer Temporary Employment Program grant | 1,680          | -        |
| Farm Credit Canada - capital project grant                                      | 25,000         | -        |
| County of Grande Prairie No. 1 - capital project grant                          | 175,000        | -        |
|   | <b>231,075</b> | <b>-</b> |

# Bezanson Agricultural Society

## Notes to the Financial Statements

For the year ended September 30, 2017  
(Unaudited)

### 6. Capital assets

|                             | <i>Cost</i>      | <i>Accumulated<br/>amortization</i> | <i>2017<br/>Net book<br/>value</i> | <i>2016<br/>Net book<br/>value</i> |
|-----------------------------|------------------|-------------------------------------|------------------------------------|------------------------------------|
| Buildings                   | 506,059          | 16,198                              | 489,861                            | 496,169                            |
| Equipment                   | 144,149          | 98,405                              | 45,744                             | 57,179                             |
| Furniture and fixtures      | 2,295            | 1,136                               | 1,159                              | 1,450                              |
| Building under construction | 432,888          | -                                   | 432,888                            | 89,636                             |
|                             | <b>1,085,391</b> | <b>115,739</b>                      | <b>969,652</b>                     | <b>644,434</b>                     |

Total asset additions of \$343,252 (2016 - \$89,636) were acquired in the year with grants received.

### 7. Deferred revenue

|   | <i>2017</i>      | <i>2016</i>    |
|---|------------------|----------------|
| <b>Casino and raffle funding</b>  |                  |                |
| Balance, beginning of the year  | 32,632           | 433            |
| Funds received  | 5,000            | 37,313         |
| Less: Funds spent   | (31,786)         | (5,114)        |
|   | <b>5,846</b>     | <b>32,632</b>  |
| <b>County of Grande Prairie No. 1 - various grants for capital project</b>                        |                  |                |
| Balance, beginning of the year  | 144,305          | 193,941        |
| Funds received  | 175,000          | -              |
| Less: Funds spent   | (232,660)        | (49,636)       |
|   | <b>86,645</b>    | <b>144,305</b> |
| <b>Alberta Culture &amp; Tourism - Community Facility Enhancement Program for capital project</b> |                  |                |
| Funds received  | 750,000          | -              |
| <b>Farm Credit Canada - Agrispirit grant for capital project</b>                                  |                  |                |
| Funds received  | 25,000           | -              |
| <b>County of Grande Prairie No. 1 - Held in trust for capital project</b>                         |                  |                |
| Funds received  | 178,754          | -              |
| <b>Various donations for capital project</b>  |                  |                |
| Funds received  | 13,037           | -              |
|   | <b>1,059,282</b> | <b>176,937</b> |



# Bezanson Agricultural Society

## Notes to the Financial Statements

For the year ended September 30, 2017  
(Unaudited)

### 8. Deferred contributions related to capital assets

|   | 2017    | 2016    |
|---|---------|---------|
| Balance, beginning of year                          | 215,806 | 132,659 |
| Grants used towards capital expenditures            | 237,459 | 89,636  |
| Donations used toward capital expenditures          | 105,793 | -       |
| Less: Amounts recognized as revenue during the year | (6,309) | (6,489) |
| Balance, end of year                                | 552,749 | 215,806 |

### 9. Commitment

The Society is undergoing construction of their community cultural centre and have contracts in place with general contractors to complete the work. Aggregate costs of construction are estimated at \$4,000,000 out of which \$327,000 has been spent at September 30, 2017.

### 10. Subsequent event

The Society has received funding subsequent to year end in the amount of \$24,650 related to the construction of the Bezanson Regional Community Cultural Centre.

### 11. Financial instruments

The Society, as part of its operations, carries a number of financial instruments. It is management's opinion that the Society is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

#### Credit concentration

Accounts receivable from the municipal government in connection with donations held in trust represent 99% (2016 - 0%) of total accounts receivable as at September 30, 2017. The Society believes that there is minimal risk associated with the collection of these amounts.

### 12. Economic dependence

The Society's primary source of revenue is derived from grants received from the Provincial and Municipal Governments. The grant funding can be cancelled if the Society does not observe certain established guidelines. The Society's ability to continue viable operations is dependent upon maintaining its right to follow the criteria within the provincial and municipal government guidelines. As at the date of these financial statements, the Society believes that it is in compliance with the guidelines.

### 13. Income taxes

The Society is a registered not-for-profit organization incorporated under the Societies Act of Alberta. As such, no provision has been made for income taxes as the Society is exempt from income tax as a not-for-profit organization.

**Bezanson Agricultural Society**  
**Notes to the Financial Statements**  
*For the year ended September 30, 2017*  
*(Unaudited)*

**14. Related party transactions**

Included in revenue for the current year are the following:

- \$700 from board members;
- \$800 from corporations owned by a board member; and
- \$1,950 from a corporation owned by a spouse's board member.

Included in accounts receivable is a donation of \$30,000 (2016 – \$nil) from a corporation that is owned by a spouse of a board member.

Included in expenses for the current year are the following:

- \$33,271 to board members;
- \$4,629 from dependent children of a board member; and
- \$2,408 to a person closely related to the entity.

The Society manages the grant income and expenditures for Bezanson Community Group. During the year, grants of \$15,000 were received and expenditures were incurred. Included in accounts payable is the remaining amount of \$2,795 owing to the group and will be utilised in the upcoming year.

These transactions were in the normal course of operations and have been recorded at the exchange amount, which is the amount of consideration established and agreed by the related parties.

**15. Schedule of Curling Rink income and expenses**

|   | <b>2017</b>     | 2016     |
|---|-----------------|----------|
| <b>Revenue</b>                          |                 |          |
| League, bonspiel and event fees         | <b>11,701</b>   | 17,363   |
| Grants                                  | <b>10,610</b>   | 10,300   |
| Donations                               | <b>6,600</b>    | 4,200    |
| Rental                                  | <b>25</b>       | -        |
|   | <b>28,936</b>   | 31,863   |
| <b>Expenses</b>                         |                 |          |
| Amortization                            | <b>(2,390)</b>  | (2,987)  |
| Event costs                             | <b>(4,571)</b>  | (8,196)  |
| Repairs and maintenance                 | <b>(12,669)</b> | (9,094)  |
| Utilities                               | <b>(6,747)</b>  | (6,780)  |
|   | <b>(26,377)</b> | (27,057) |
| <b>Excess of revenues over expenses</b> | <b>2,559</b>    | 4,806    |

**Bezanson Agricultural Society**  
**Notes to the Financial Statements**  
*For the year ended September 30, 2017*  
*(Unaudited)*

**16. Schedule of Hall income and expenses**

|                                      | <b>2017</b>     | <b>2016</b> |
|--------------------------------------|-----------------|-------------|
| <b>Revenue</b>                       |                 |             |
| Event fees                           | <b>49,157</b>   | 51,966      |
| Rental                               | <b>12,058</b>   | 11,603      |
| Grants                               | <b>4,240</b>    | 2,500       |
|                                      | <b>65,455</b>   | 66,069      |
| <b>Expenses</b>                      |                 |             |
| Amortization                         | <b>(9,046)</b>  | (11,308)    |
| Event costs                          | <b>(31,787)</b> | (29,531)    |
| Garbage disposal                     | <b>(2,063)</b>  | (1,803)     |
| Janitorial wages                     | <b>(9,484)</b>  | (10,078)    |
| Repairs and maintenance              | <b>(5,874)</b>  | (9,495)     |
| Supplies                             | <b>(2,153)</b>  | (1,379)     |
| Utilities                            | <b>(5,763)</b>  | (5,528)     |
|                                      | <b>(66,170)</b> | (69,122)    |
| Deficiency of revenues over expenses | <b>(715)</b>    | (3,053)     |

**17. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation. The prior year figures were prepared by another accountant.



# REQUEST FOR DECISION

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SUBJECT: **Capstan Hauling Rat 200 Jet River Race Sponsorship**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 11, 2018 CAO: MH MANAGER:  
DEPARTMENT: COMMUNITY SERVICES GM: DM PRESENTER: DM  
STRATEGIC PLAN:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION:** That Council approve Gold Class Sponsorship in the amount of \$2,500.00 to the Grande Prairie River Rat Association for the 2018 Capstan Hauling Rat 200 Jet River Race, with funds to come from the Community Service Miscellaneous Grant.

---

BACKGROUND/PROPOSAL:

The Grande Prairie River Rat Association will be hosting a three day jet river race (Capstan Hauling Rat 200) from June 15<sup>th</sup> – 17<sup>th</sup> within Grande Prairie. The race is approximately 200 miles in length on some of the most challenging race rivers the world has to offer. This is the first of four races in the Canadian Jet River Championship with racers competing for the title of “Canadian Champion.” The race is an opportunity to showcase Greenview with participants and spectators from all over Canada in attendance.

Greenview provided \$5,000.00 sponsorship for the 2017 Jet River Race. The \$5,000.00 Capstan Hauling Title Race Sponsorship opportunity was sold and therefore unavailable. Administration missed the deadline to include the sponsorship request in the May 28<sup>th</sup> Council Agenda and therefore made a decision to provide sponsorship in the amount of \$2,500.00 Gold Class Sponsorship, as this is one of the marque tourism events held within Greenview annually, and is in keeping with Council’s strategic priorities. Greenview’s recognition will include a banner at the Show and Shine and ½ page program advertisement.

The Community Service Miscellaneous Grant has a balance of \$63,471.57 as of June 10, 2018.

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BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of sponsoring the Grande Prairie River Rat Association for the 2018 Jet River Race is that Greenview will be supporting a local organization in showcasing the region.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to alter the requested sponsorship for the 2018 Jet River Race, however, the deadline for sponsorship has lapsed to include recognition in the designated advertisement sources.

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FINANCIAL IMPLICATION:

**Direct Costs:** \$2,500.00

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

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will inform the Jet River Race organizer accordingly with Council's decision.

---

ATTACHMENT(S):

- 2018 Capstan Hauling Rat 200 Jet River Race Sponsorship Request

# *2018 Capstan Hauling Rat 200 Jet River Race*

## 2018 Sponsors Package Opportunities

"The Capstan Hauling Rat 200" is a 3-day Jet River Race hosted by The Grande Prairie River Rat Association a non-profit group.

Grande Prairie's race is approximately 200 miles on some of the most challenging Race Rivers the world has to offer. This is the 1<sup>st</sup> of 4 races in the Canadian Jet River Championship with racers competing for the title of "Canadian Champion", with the sanctioning body CBF.

For the Canadian Championship we enjoy watching boats from Canada, USA & sometimes New Zealand & Mexico.  
Some local racers to watch for are; Barry Fenton, Tim Greber, Mark Rodacker, Travis Hodges, Darin Cage, Rick Hollingworth, Travis Bengtson, Don Hodges & Kelly Lock.

### **Race schedule for this year's race is as follows:**

#### **Day 1**

Technical Inspection, Registration and Show & Shine

Date June 15<sup>th</sup>

Time 5:00pm to 8:00pm

Place: The Center 2000

Smokin Jacks Food Truck 5-8

97.7 FM-Booked

#### **Day 2**

Date June 16<sup>th</sup>

McCleod Flats to O'Brien Park

Circuit Racing at O'Brien Park

Smokin Jacks BOOKED

#### **Day 3**

Date June 17<sup>th</sup>

Wapiti to O'Brien Park

Circuit Racing at O'Brien Park

Smokin Jacks BOOKED

Awards presentation will be held The Elks Lodge 5:00 pm,

All sponsors are encouraged to attend to participate in the awards ceremony.

# *2018Capstan Hauling Rat 200 Jet River Race*

## *Sponsorship Opportunities*

### **Capstan Hauling Title Race Sponsor, \$5,000-SOLD**

- Your company decal on every registered boat.
- Headliner on all posters and advertising leading up to and including race.
- Full-page ad in race program.

### **Gold Class Sponsor, 4 available \$2500**

- **Unlimited: Redline**
- **A: Steel Industries**
- **CX: Bratt Jet/Countryside- SOLD**
- **FX: Hollingworth**
- Your company decal on all boats in class sponsored.
- Recognized on all posters and advertising leading up to and including race\*.
- ½ page ad in the program.

### **Silver Sponsor, \$1400**

- ½ page ad in the program.

### **Bronze Sponsor, \$700**

- ¼ Page ad in the program

### **Leg Fast Time Sponsor, \$500 each**

- Business card size ad in the program

### **Business Card, \$300.00**

- Business card size ad in the program

### **Coupon Page \$300...**

- Your coupon- page fits up to 8 Coupons per page

### **Friends of “The Rat 200” \$150.00**

- Name listing

**All sponsors will also be verbally acknowledged as awards are presented.**

\*Posters will be printed by May 1, 2018 and program ads must be in by May 31.2018.

# ***2018Capstan Hauling Rat 200 Jet River Race***

**HOSTED BY**

We truly thank you for your consideration of sponsoring this exciting event. Please join us at the Show & Shine and get an opportunity to meet the racers and coordinators at Center 2000.

Autographs & memorabilia will be available, vote for your favorite boat to get the best in show award. If you want to become involved, we would be happy to talk to you there.

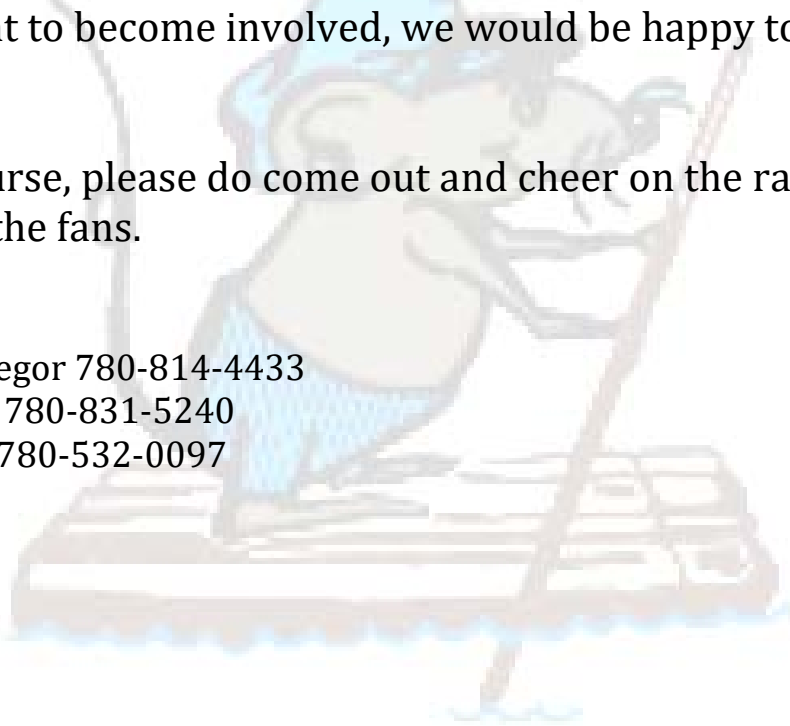
And of course, please do come out and cheer on the racers, they love the fans.

## **CONTACTS:**

Brian McGregor 780-814-4433

Tim Greber 780-831-5240

Penny Batt 780-532-0097



**Grande Prairie**

# **RIVER RATS ASSOCIATION**



# *2018Capstan Hauling Rat 200 Jet River Race*

# 2018

HOSTED BY

"Once a Rat - Always a Rat"



Grande Prairie

# RIVER RATS ASSOCIATION



# REQUEST FOR DECISION

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SUBJECT: **Mackenzie Regional Charity Golf Tournament**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 11, 2018 CAO: MH MANAGER:  
DEPARTMENT: COMMUNITY SERVICES GM: DM PRESENTER: DM  
STRATEGIC PLAN:

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council approve sponsorship in the amount of \$500.00 for the Mackenzie Regional Charity Golf Tournament, with funds to come from Community Services Miscellaneous Grant.**

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BACKGROUND/PROPOSAL:

Mackenzie County, Town of High Level and the Town of Rainbow Lake are hosting the 10<sup>th</sup> Annual Mackenzie Regional Charity Golf Tournament on June 20, 2018 at the Fox Haven Golf and Country Club (3 km north of High Level, AB). The event supports the Northwest Health Foundation and the Heart and Stroke Foundation.

Greenview is invited to attend the tournament to network and have dialogue with government officials, colleagues and industry partners. Additionally, Greenview is presented with sponsorship opportunities for supporting the event.

There is no record of past sponsorship support from Greenview for the Mackenzie Regional Charity Golf Tournament event, however, Greenview recently provided \$500.00 to Big Lakes County for their golf tournament. The Community Service Miscellaneous Grant has a balance of \$63,471.57 as of June 10, 2018.

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BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting a municipality in its goal to support worthwhile charities.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that Council may receive similar requests of this nature.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not accept the recommended motion, deny the request or provide an alternate amount, however, Administration is recommending to provide sponsorship similar to that provided to Big Lakes County.

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FINANCIAL IMPLICATION:

**Direct cost:** \$500.00

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will inform the organizer requesting sponsorship of Council's decision.

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ATTACHMENT(S):

- Mackenzie Regional Charity Golf Tournament Invitation and Sponsorship Request

Mackenzie Regional  
**Charity  
Golf**

10<sup>th</sup> Annual Mackenzie Regional  
Charity Golf

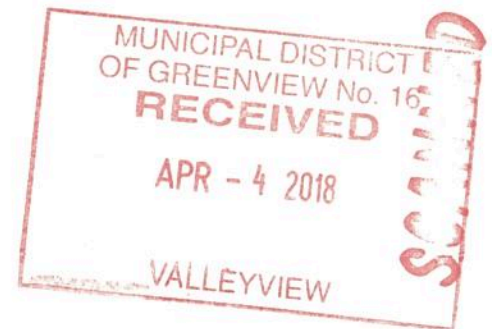
Wednesday, June 20, 2018

Fox Haven Golf & Country Club, High Level, AB

FH M-02

March 26, 2018

Mr. Dale Gervais  
Reeve  
Municipal District of Greenview No. 16  
PO Box 1079  
Valleyview, AB  
T0H 3N0



Dear Reeve:

**RE: MACKENZIE REGIONAL CHARITY GOLF TOURNAMENT**

We are pleased to announce the **10<sup>th</sup> Annual Mackenzie Regional Charity Golf Tournament on June 20, 2018**. This event is hosted regionally by Mackenzie County, the Town of High Level, and the Town of Rainbow Lake and supports the Northwest Health Foundation and the Heart & Stroke Foundation. The tournament will be held at the Fox Haven Golf and Country Club (3 km north of High Level, AB).

We would be honored to have you join us at the tournament as our guest and offer you a complimentary pass to the tournament. We hope the tournament will give you an opportunity to network and dialogue with government officials, colleagues, and industry partners.

If you have any questions please feel free to contact Carol Gabriel, Tournament Coordinator, at (780) 927-3718 or by email to [cgabriel@mackenziecounty.com](mailto:cgabriel@mackenziecounty.com).

Yours sincerely,

Mackenzie County  
Town of High Level  
Town of Rainbow Lake

Attach.





# 10<sup>TH</sup> ANNUAL MACKENZIE REGIONAL CHARITY GOLF

Wednesday, June 20, 2018

Fox Haven Golf & Country Club  
High Level, AB

*Mackenzie Regional*  
**Charity  
Golf**





# Sponsorship Opportunities



## Hole Sponsors (14)—\$1,000

*Includes Two Free Passes*

## Hole in One Sponsors (4)—\$500

*Sponsor must provide a prize and their own prize insurance. Includes One Free Pass*

## Golf Cart Sponsor —\$3,000

*Includes Two Free Passes*

## Food Hole Sponsors (4)—\$1,000

*Includes Two Free Passes*



## Title Sponsor—\$5,000

KNELSEN SAND AND  
GRAVEL LTD

## Breakfast Sponsor—\$1,000

*Includes Two Free Passes*

## “Mix & Mingle” Sponsor—\$3,000

*Sponsored by Mackenzie County,  
Town of Rainbow Lake, & Town of High Level*

## Cash Sponsors

Platinum Sponsors—\$3,500 (Two Free Passes)

Gold Sponsors—\$2,000 (Two Free Passes)

Silver Sponsors—\$1,000 (Two Free Passes)

✕Bronze Sponsors—\$500 (One Free Pass)

## Golfer Gift Bag Sponsors

Sponsored logo items will be placed  
in all golfer gift bags. (150 bags)

## General Donations

Auction Items ~ Prizes

**Sponsorship in any category or donation is greatly appreciated. All sponsors will receive name recognition in the Tournament Program and signage on the course.**

The Fox Haven Golf Course is located 3 km north of High Level, Alberta, on Highway 35.

**Questions**—please contact Carol Gabriel, Tournament Coordinator, at 780.927.3718  
or by email to [cgabriel@mackenziecounty.com](mailto:cgabriel@mackenziecounty.com)

10<sup>TH</sup> ANNUAL MACKENZIE REGIONAL CHARITY GOLF  
Wednesday, June 20, 2018—Fox Haven Golf & Country Club, High Level, AB

### SCHEDULE OF EVENTS

|           |  |
|-----------|--|
| 7:30 a.m. | Breakfast & Registration   |
| 8:30 a.m. | Welcome & Group Photo  |
| 9:00 a.m. | Texas Scramble Shotgun Start   |
| 3:30 p.m. | “Mix & Mingle” ~ Hors d'oeuvres ~ Prizes ~ Silent Auction ~ Grand Prize Draw |

# Participant Registration

## 10<sup>TH</sup> ANNUAL MACKENZIE REGIONAL CHARITY GOLF

Wednesday, June 20, 2018  
Fox Haven Golf & Country Club, High Level, AB

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The entry fee is **\$150.00** per player (includes green fees, cart, continental breakfast, food holes and BBQ).

Players: \_\_\_\_\_ Contact #/Email: \_\_\_\_\_  
\_\_\_\_\_ Contact #/Email: \_\_\_\_\_  
\_\_\_\_\_ Contact #/Email: \_\_\_\_\_  
\_\_\_\_\_ Contact #/Email: \_\_\_\_\_

☐ Will bring my own cart      ☐ Assign us to the same team      ☐ Assign us to different teams

### Schedule of Events:

7:30 a.m. Breakfast & Registration  
8:30 a.m. Welcome & Group Photo  
9:00 a.m. Texas Scramble Shotgun Start  
3:30 p.m. "Mix & Mingle"  
Hors d'oeuvres ~ Prizes ~ Silent  
Auction ~ Grand Prize Draw

#### Questions:

Please contact Carol Gabriel, Tournament Coordinator,  
at 780.927.3718 or by email to  
cgabriel@mackenziecounty.com



Sponsorship: \_\_\_\_\_

Donation: \_\_\_\_\_

Prizes: \_\_\_\_\_

Reg. Fee(s): \_\_\_\_\_ x \$150.00 = \_\_\_\_\_

**Total:** \_\_\_\_\_

#### Method of Payment:

☐ Cheque      ☐ Mastercard  
☐ Cash      ☐ Visa

Credit Card #: \_\_\_\_\_

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

Security Code: \_\_\_\_\_

Name on the Card: \_\_\_\_\_

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

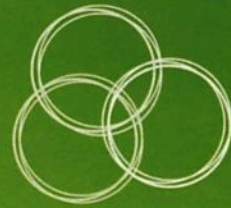
Please make cheques payable to:

**Mackenzie Charity Golf**  
Box 640, 4511-46 Avenue  
Fort Vermilion, AB T0H 1N0  
Phone: 780.927.3718  
Fax: 780.927.4266

**Registration Deadline—June 8, 2018**



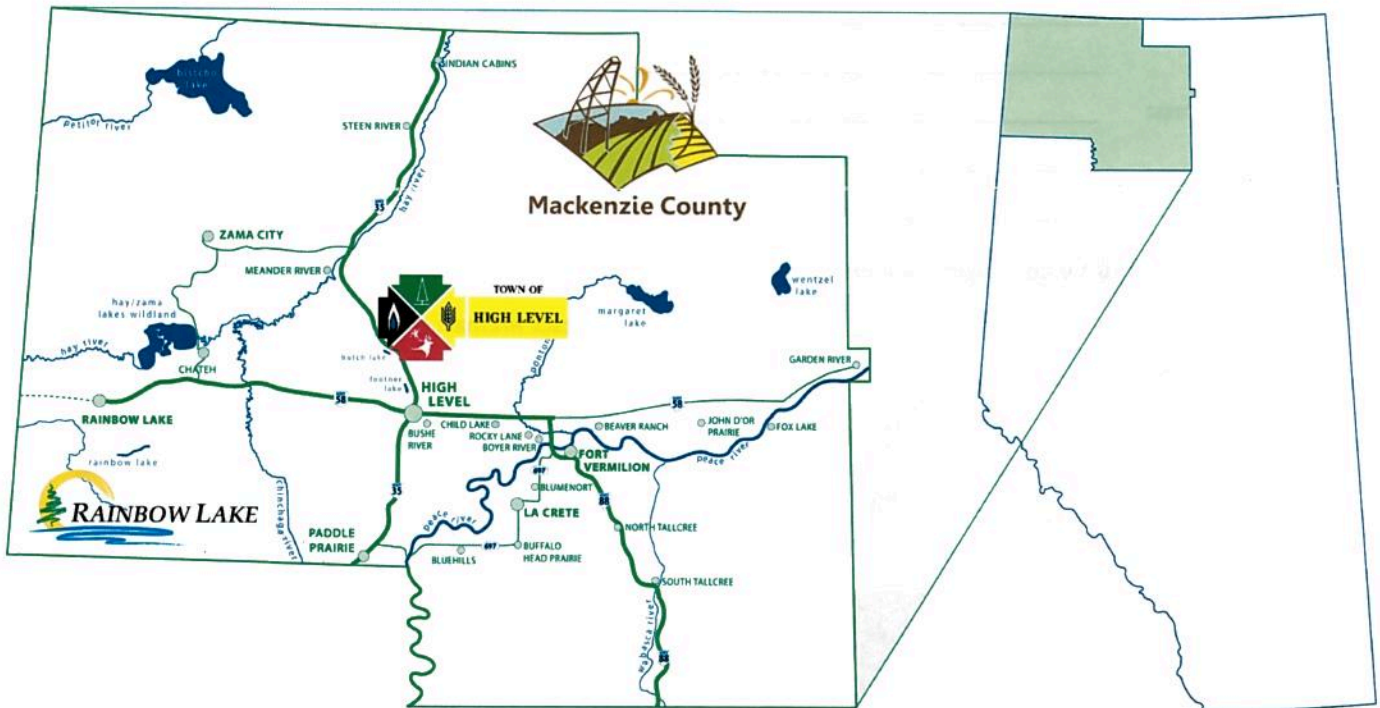
A regional tournament brought to you by...



**mackenzie**

REGIONAL ALLIANCE OF MUNICIPALITIES

High Level Mackenzie County Rainbow Lake



Proceeds in support of



The Heart and Stroke Foundation of Canada recognizes the important contribution of its sponsors. However, this is not an endorsement.  
 The heart and / icon on its own and the heart and / icon followed by another icon or words in English or French are trademarks of the Heart and Stroke Foundation of Canada used under license.



The Mackenzie Regional Charity Golf Tournament will also be supporting the Northwest Health Foundation which is a local non-profit charitable organization.

Their goal is to fund equipment that increases accessibility to health care in Northern Alberta.

Thank you for your support!





# REQUEST FOR DECISION

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SUBJECT: **Sorrentino's Compassion House 17<sup>th</sup> Annual Golf Tournament Sponsorship Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: June 11, 2018 CAO: MH MANAGER:  
DEPARTMENT: COMMUNITY SERVICES GM: DM PRESENTER: DM  
STRATEGIC PLAN:

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council accept the Sorrentino's Compassion House 17<sup>th</sup> Annual Golf Tournament sponsorship request for information, as presented.**

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## BACKGROUND/PROPOSAL:

The Sorrentino's Compassion House 17<sup>th</sup> Annual Golf Tournament will be held at the Chinook Valley Golf Course in Woking, Alberta, August 18, 2018.

Greenview is invited to support Sorrentino's Compassion House, located in Edmonton, Alberta by becoming a sponsor of the golf tournament. Sorrentino's Compassion House provides affordable accommodation and support to women from Northern Alberta during diagnosis and treatment of cancer.

There is no record of past sponsorship support from Greenview for Sorrentino's Compassion House Annual Golf Tournament event. The Community Service Miscellaneous Grant has a balance of \$63,471.57 as of June 10, 2018.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the sponsorship request for information is that Council will be informed of the Sorrentino's Compassion House Annual Golf Tournament event and the sponsorship opportunities presented.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to not accept the recommended motion for information and provide sponsorship of this event, however, sponsorship has not been provided in the past for this event and may result in setting a precedent.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will inform the organizer requesting sponsorship of Council's decision.

---

**ATTACHMENT(S):**

- Sorrentino's Compassion House Golf Tournament Sponsorship Request



## **Sorrentino's Compassion House 17<sup>th</sup> Annual Chinook Valley Golf Course Woking, AB August 18, 2018**

This year our goal is to raise \$50,000.

We invite you and your company to support Sorrentino's Compassion House by becoming a sponsor of the 17th annual Golf Tournament in support of Sorrentino's Compassion House. Located in Edmonton, Sorrentino's Compassion House provides affordable accommodation and support to women battling cancer from Northern Alberta during diagnosis and treatment.

Join us as a hole sponsor, a corporate sponsor or product sponsor and help us raise money for *Sorrentino's Compassion House*. As a sponsor your company will receive the benefits outlined in the attached sponsorship package and will be recognized accordingly.

In addition to sponsorship, we are also seeking donations of prizes for teams of four, donations for the Silent & Live auctions and product donations for golfers.

Product sponsors are asked to make donations of products or promotional items including items with logos in sets of 144 if possible. These items will be used as complimentary gifts for participants and distributed at the beginning of the event.

Please join us for a fun filled day and help us make a difference. A copy of the tournament announcement and entry form is attached for your information. For further information please contact:

**Barry 780-831-7828, Tara 780-864-8623, Golf Course 780-774-3838 Email at [barry2@telusplanet.net](mailto:barry2@telusplanet.net)**

## REGISTRATION FORM

The entry fee to golf the 17th Annual Golf Tournament in support of Sorrentino's Compassion House is \$120 per person and includes a free evening banquet. A donation of \$50.00 from each entry will be donated to Sorrentino's Compassion House for income tax receipts.

**GOLF FORMAT:** 4-Ball Best Ball limited to first 144 Golfers. **DEADLINE FOR ENTRY:** Aug 10<sup>th</sup>/18  
There will be prizes galore and an auction at the post tournament dinner.

## ENTRY FORM

Note: All fees must accompany registration

| GOLFER | NAME | ADDRESS | PHONE NUMBER |
|--------|------|---------|--------------|
| # 1    |      |         |              |
| # 2    |      |         |              |
| # 3    |      |         |              |
| # 4    |      |         |              |

I wish to purchase \_\_\_\_\_ additional dinner tickets at \$25.00 each for a total of: \_\_\_\_\_

Please make cheques payable to the Compassion House Golf Event and mail along with registration form to **Box 456, Rycroft, AB T0H 3A0**. If you wish to pay by credit card complete the registration form and fax to **780-774-3839 OR 780-765-3129 or email to [barry2@telusplanet.net](mailto:barry2@telusplanet.net)**.

|                   |                   |
|-------------------|-------------------|
| CC Type           | Visa / Mastercard |
| Card #            |                   |
| EXP Date          |                   |
| Full Name on Card |                   |

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





## **Sorrentino's Compassion House 17<sup>th</sup> ANNUAL**

**Chinook Valley Golf Course Woking, AB August 18, 2018**

### **Sponsorship Opportunities**

#### ***PLANTINUM SPONSOR***

***\$2,000***

- Prominent event banner
- Participation of four (4) golfers
- Special recognition throughout tournament
- Media exposure pre and post event

#### ***GOLD SPONSOR***

***\$1,000***

- Name prominent on event banner
- Company name included in all news release materials
- Commemorative certificate for your company
- Participation of two (2) golfers in the tournament
- Recognition at awards ceremony
- Name and or logo in newspaper thank you advertisement
- Additional signage and marketing opportunities near tournament facility

#### ***SILVER SPONSOR***

***\$500***

- Sign at your hole identifying your company as the sponsor
- Commemorative certificate for your company
- Participation of one (1) golfer in the tournament
- Recognition at awards ceremony
- Name in and or logo in news paper thank you advertisement
- Additional signage and marketing opportunities near tournament facility

### **BRONZE SPONSOR**

#### **\$300**

- Commemorative certificate for your company
- Participation of one (1) golfer in the tournament
- Recognition at awards ceremony
- Name in and or logo in news paper thank you advertisement

### ***Other Sponsorship Opportunities***

- Auction items
- Tournament items for each golfer displaying your company's logo
- Provide team or hole prizes

A receipt for your sponsorship will be issued if you are considering sponsoring a hole.

Compassion House Foundation cannot provide tax receipts for sponsorship that does not fall within CRA guidelines.

Please call early so we have your professional signage ready.

**If you wish to volunteer please call Barry 780-831-7828, Tara 780-864-8623 or G C 780 774 3838**

*Please note: Anyone interested can attend the auction you do not have to golf to bid on auction packages.*





# REQUEST FOR DECISION

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SUBJECT: **Council Request Forms**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: June 11, 2018  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council accept the Agenda Item Request Form and the Information Request form for information, as presented.**

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## BACKGROUND/PROPOSAL:

At the May 28, 2018 Council Meeting Administration confirmed with Council that they will be creating an Agenda Item Request Form and an Information Request Form for their consideration. These forms will create an interconnected working environment for both Council and Administration.

The Agenda Item Request form may effectively cut down on motions made within the Council meetings and compelling Council to make uninformed decisions. Administration will prepare an RFD based on the request and bring to an upcoming Council meeting, consequently preparing Council to make an informed decision.

The Information Request Form will help Administration to investigate the request and bring forth a knowledgeable report.

Should Council not have any concerns with the proposed forms, Administration will be recommending that they be placed in the Procedural Bylaw.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to confirm receipt of the Agenda Item Request Form and the Information Request Form.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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## ALTERNATIVES CONSIDERED:

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



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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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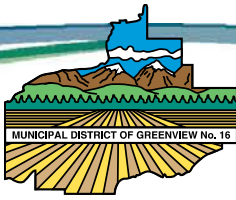
**FOLLOW UP ACTIONS:**

Should Council accept the information, Administration will provide the forms to Council.

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**ATTACHMENT(S):**

- Information Request Form
- Agenda Item Request Form



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## INFORMATION REQUEST FORM

Please submit completed form to [Mike.Haugen@mdgreenview.ab.ca](mailto:Mike.Haugen@mdgreenview.ab.ca)

### Request Details

|                                    |  |
|------------------------------------|--|
| Name                               |  |
| What is the information requested? | <i>What is the item to be discussed? Is the item In Camera?</i>  |
| Background Information             | <i>Provide any background information pertinent to the item. What additional information needs to be researched, provided, etc.? Include any pertinent contact information (contacts for residents etc.)</i> |

### For Admin Use Only

Date Received \_\_\_\_\_ Assigned to: \_\_\_\_\_

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



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## AGENDA ITEM REQUEST FORM

Please submit completed form to [Mike.Haugen@mdgreenview.ab.ca](mailto:Mike.Haugen@mdgreenview.ab.ca)

### Request Details

|                         |  |
|-------------------------|--|
| Name                    |  |
| What is the item topic? | <i>What is the item to be discussed? Is the item In Camera?</i>  |
| Background Information  | <i>Provide any background information pertinent to the item. What additional information needs to be researched, provided, etc.? Include any pertinent contact information (contacts for delegations etc.)</i> |
| Purpose                 | <i>Is this an information item or will a decision of Council be required?</i>  |

### For Admin Use Only

Date Received:

Assigned to: \_\_\_\_\_

Meeting Date:

Meeting: \_\_\_\_\_



# Manager's Report

**Function:** Infrastructure & Planning

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

**Date:** 6/11/2018

---

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

- Educational leave to complete my CMML course and technical writing course.
- Tour of the road damage and ongoing repairs from the surface run-off.
- Oil field responses have slowed but are continuous, average 4-5 hours per week.

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

- Twp. 690 (Bald Mountain Tower road to Hwy 40), Twp. 721A (DeBolt PSB access) and RR262 (Ridgevalley South) is scheduled to start June 4, 2018.
- Forestry Trunk Road Phase 4 project was awarded to Prairie North Construction Ltd. Getting last few approvals and permits, with construction expected to commence in June.
- Scheduling meetings with the one remaining landowner for the Goodwin Phase 2 project in order to proceed with advertising the tender.
- Forestry Trunk Road geotechnical drilling will commence soon, for the km 7 realignment project with report to follow within 3-4 weeks. This will allow the completion of the design work.
- Worked on a few spring flooding erosion and drainage problem areas.
- Working with consultant towards the replacement of BF75356 on the Young's Point road. We will be bringing an estimated cost for this unscheduled replacement to Council this spring for anticipated fall replacement.
- Concerns were brought forward regarding one approach on the Gordey Drainage ditch. Water is piping around the culverts, day labour will reinstall the culvert. We have previously placed a rig mat on the approach so residents can safely cross until these repairs can be made.

- Reviewed current road applications and compiling the criteria ratings to be able to bring to Council for decision.
- Grouped approach applications into areas and have started the approach construction program.
- Received the drainage reports from the inventory and inspection program administration is planning on having a presentation to Council from the consultant. Date unknown at this time.
- Attending numerous meetings and training sessions.

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

- Grovedale Shop B – Digital signage is CSA approved and working well.
- DeBolt Public Service Building had its final inspection on the landscaping maintenance period with Field Engineering and the landscape contractor.
- We still are in progress of installation of security cameras at the Tony Creek Industrial Lagoon, Sturgeon Heights Lagoon and Grovedale Lagoon.

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

##### **Tenders and Quotes**

##### **Crushing Projects**

- One crushing contract was awarded to R Bee Aggregate Consulting Ltd. out of Gibbons, Alberta for the Athabasca SML 060086 as per Councils approval.
- One crushing contract was awarded to Okanagan Quality Control Ltd. out of Mt. Symons, BC for the Goodwin SML 030052 as per Councils approval.
- One crushing contract was awarded to Wapiti Gravel Suppliers out of Grande Prairie, Alberta for the Railrock SML 790035 as per Councils approval.

##### **Quotes for Dump Box Trailer**

| <b>Company</b>        | <b>Price</b> | <b>Comments</b> |
|-----------------------|--------------|-----------------|
| Quapp Equipment Ltd.  | \$11,520.00  | Awarded         |
| Hwy. 43 Trailer Sales | \$13,830.00  | -               |
| Fosters               | \$16,690.00  | -               |

##### **Quote for Signs**

| <b>Supplier</b>          | <b>Grovedale</b> | <b>Valleyview</b> | <b>Total</b> | <b>Comments</b> |
|--------------------------|------------------|-------------------|--------------|-----------------|
| Alberta Traffic Supplies | \$17,415.42      | \$10,442.39       | \$27,857.81  | Awarded         |
| Fox Signs                | \$22,002.58      | \$11,085.85       | \$33,088.43  | -               |

|          |             |             |             |   |
|----------|-------------|-------------|-------------|---|
| Hi Signs | \$27,660.06 | \$14,598.16 | \$42,258.22 | - |
|----------|-------------|-------------|-------------|---|

Crack Sealing and Line Painting Tender – Posted on the APC – Successful bidder is out of Calgary, Alberta

| Company                                 | Crack Sealing | Line Painting | Total Price  | Comments                          |
|---|---------------|---------------|--------------|-----------------------------------|
| Federal Joint Sealing Company of Canada | \$93,930.20   | \$125,792.41  | \$219,722.61 | Awarded                           |
| Alberta Parking Lot Services            | \$146,890.00  | \$208,700.00  | \$355,590.00 | -                                 |
| AAA Striping                            | -             | -             | -            | Received late. Sent back unopened |

### West Sector

- Flood related culvert installs in DeBolt and Puskwaskau: Twp. 752 between RR 260 and RR 263, Twp. 740 West of RR 10, Twp. 734 East of Hwy. 736, RR 10 between Twp. 725 and Twp. 732, Twp. 734 between RR 15 and RR 14, Twp. 730 between RR 22 and RR 23, RR 22 between Twp. 724 and Twp. 730, RR 23 between Hwy. 43 and Twp. 723.
- Flood related culvert installs in Grovedale: RR 64A North of Hwy. 666, RR 64 between Twp. 692 and Twp. 723.
- Flood damage has all been repaired including the re-gravelling of all wash outs.
- Garbage clean up on the FTR is ongoing.
- Contractors on the FTR are co-operating with road maintenance functions with the support of graders and water trucks.
- The new gravel pup was delivered.
- New employees are Seth Mathias/EO, Anwyn Grant/Gravel checker, Taylor Fox/EO, Richard Engler/EO, Norman Olson/Road Co-ordinator and Craig Rees/Road Co-ordinator for the DeBolt Office.
- Sweeping has been completed in DeBolt and will continue until all areas are completed.
- Remove wings from graders and front plows/wings from plow trucks.

### East Sector

- Remove wings from graders and front plows/wings from plow trucks.
- Repair some soft spots.
- Gravel transfer from the Athabasca SML 060086 to the Valleyview and Little Smoky Stockpile sites. This is now completed.
- Brushing has started. Clean blow downs from the ditches and started on the ROW's.
- Mowing crew getting mowers ready as well as helping with the culvert and rip rap delivery.

- The Dump Box Trailer has been delivered.
- Flood related culvert installs in Sunset House/Sweathouse: Twp. 710 West of RR 202, Twp. 710 East of RR 202, Twp. 722 and RR 201, RR 212 North of Hwy. 665, Twp. 710 and RR 203, RR 195 South of Twp. 710, Twp. 720 West of RR 202.
- Flood related culvert installs in Valleyview North: Twp. 714 East of RR 223, Twp. 714 and RR 211, Twp. 714 West of Hwy. 49.
- Flood related culvert installs in Valleyview South: RR 221 South of Twp. 700, RR 221 North of Twp. 702, RR 234 South of Twp. 700, Twp. 681 South of RR 232, Twp. 674 and RR 225, Twp. 681 South of RR 232, Twp. 694 South of RR 222, Twp. 694 South of RR 232 grazing lease road.
- Flood related culvert installs in Ridgevalley: Twp. 714 West of Harper Creek, Twp. 714 West of Ridgevalley, RR 263 East of Hwy. 43, Twp. 710 and RR 261, RR 252 South of Hwy. 43.
- Flood related culvert installs in New Fish Creek: Old High Prairie Road at River Hill, Twp. 724 and RR 221.
- Flood related culvert installs in Little Smoky: RR 221 and the Little Smoky Transfer Station.
- Flood damage has all been repaired including the re-gravelling of all wash outs.

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

##### **Water**

- Working with the Town of Valleyview and Alberta Environment and Parks on the registration of the Valleyview Rural waterline and some terms of the agreement.
- Preparing for an Open House for the Hamlet of Grovedale to keep residents informed of the pending water distribution and sewer collection systems being designed.
- Working with consultants on AMWWP grant funding application for the Grovedale Water supply System.
- Preliminary work has started on the Puskwaskau Water point including survey and geotechnical work.
- Upgrades of the Goodwin Water point water treatment system have started with Manganese greensand filtration.
- Completed pressure testing of fibreglass tanks at the Sturgeon Heights Water point upgrade to ensure they were not compromised.
- Reconciliation of water on the Valleyview Rural Water line continues.
- Working towards implementing a bottled water delivery program in Grande Cache area.
- Will be flushing water mains in the Hamlets of DeBolt, Ridgevalley, and Little Smoky in early June.
- SCADA upgrades are progressively quicker now that Telus has set up a dedicated internet connection at the main office.
- The supply contract tender for the Grovedale Water Treatment Plants reverse osmosis system is out and expected to be awarded in June.



- Grande Cache well reclamation will start again soon, waiting on availability of drilling company.

### **Wastewater**

- Looking at optional locations for the DeBolt area RV dumping station.
- Coordinating with the Gospel Church in DeBolt to upgrade their sewer service line to prevent future flooding.
- Arranging sewer main maintenance and flushing for early summer in DeBolt and Ridgevalley
- Detail design on Sturgeon Heights Lagoon expansion .Expect to tender in early summer.
- Searching for land to apply sludge from the old Grovedale evaporative lagoon decommission project.

### **Solid Waste**

- Attended SWANA Conference in Edmonton in mid-May.
- Coordinate with Ag Services for weed control and sites
- Coordinate with Operations for GRWMC internal road gravelling
- Advertising for our 2018 litter picks at the transfer stations and the Regional landfill. An organization has requested and been approved for the Regional Landfill site for the end of June.
- Ordered blocks for tire marshalling area and upgrades at Little Smoky Transfer Station.
- Clean up of the old Sandy Bay Landfill continues when staffing permits.
- Recycle program has started in the Grande Cache Co-operatives.

### **Manager Planning & Development, Sally Ann Rosson**

- Just waiting for confirmation from their staff at the Town of Fox Creek and then soon to be working on new project of Job Shadowing training (one day per week). This would involve the Town of Fox Creek's Development Officer and Greenview Planning Staff by our staff providing information and training based on a rural planning perspective for the various types of zoning.
- Forwarded the Short Form Contract to legal for review and advice. Then, to enter into Contract to award tender to V3 Companies of Canada for the review of the Valleyview Intermunicipal Development Plan and send response to other bidders.
- May 29, 2018 meeting was held with Planning Staff, Construction & Maintenance Manager and Jim Uhl, Big Mountain to confirm the necessary steps and timelines to have Knelson & AMEC complete Big Mountain's TWP 690A intersection improvements are completed along with Greenview's TWP 690. A Roadside Development Permit will need to be submitted by Greenview on behalf of Big Mountain for TWP 690A, once the design has been submitted from Big Mountain (using AMEC). No extra widening is required, the intersection upgrades can be complete within the existing right-of-way. Big Mountain will need to be bill for their costs for the 690A project. Timing needs to work to use AMEC & Knelson in July

2018. Construction & Maintenance Manager will ensure the Roadside Development Permit is forwarded from developer/Greenview to Alberta Transportation and the short form contract is prepared between Greenview and Big Mountain outlining the unit pricing.

- Awaiting the signed Bylaws from the May 14 Council meeting:
  - Public Hearing Bylaw 18-792 Disher-Cornelsen Rezoning from A to CR-1 with response to developer;
  - Public Hearing Bylaw 18-793 Big Mountain with response to developer; and
  - Bylaw 18-790 RFD for Schedule of Fees to be placed on the Website and circulated to staff.
- Special meeting scheduled for June 15, 2018 commencing immediately following MPC meeting (possibly at 10 am) with Council to discuss Bylaw 17-785 Grovedale Area Structure Plan.
- Telus's contractor is working on Telus phone cable replace/install to commence this week (May 28) on Little Smoky Road for approximately 17 km.
- The following information provides a breakdown of the new applications received in the various development categories whereby the activity has increased from previous month:

| <b>Monthly Summary of Activity in May 2018</b>     |                               |
|--|-------------------------------|
| <b>TYPE OF PLANNING &amp; DEVELOPMENT ACTIVITY</b> | <b>NUMBER OF APPLICATIONS</b> |
| <b>BUSINESS LICENSES:</b>                          | 0                             |
| <b>DEVELOPMENT PERMIT APPLICATIONS:</b>            | 43                            |
| <b>LEASE REFERRALS:</b>                            | 2                             |
| <b>LAND USE AMENDMENTS (RE-DESIGNATION):</b>       | 1                             |
| <b>SUBDIVISION APPLICATIONS:</b>                   | 0                             |
| <b>APPROACH APPLICATIONS:</b>                      | 4                             |



# Manager's Report

**Function:** Community Services

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

**Date:** 6/11/2018

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**General Manager Community Services, Dennis Mueller**

### **New General Manager**

Community Services is working on the transition of new General Manager, Stacey Wabick with commencement of the new role scheduled Monday, June 4<sup>th</sup>, 2018.

### **Seniors Week**

Administration will speak to the residents at the Red Willow Lodge in celebration of Seniors' Week and present a flowering plant as a gift to the Lodge from Greenview.

**Agricultural Services Manager, Quentin Bochar**

### **Fish Spawning**

A project with Alberta Conservation Association (ACA) on removing barriers to fish spawning habitat on a tributary to the Iosegun River, which is one of the streams that the Walleye spawn in, was completed, 95% of the barrier dams were removed by spring flood waters.

### **Invasive Species Control**

In the evening of May 30, 2018, the Manager of Greenview Agricultural Department spoke about invasive weed species in the town and how to control them at a public meeting for the Grande Cache Environment Committee. There were approximately 30 people in attendance, and the crowd was very receptive of the information that was presented to them. A very good example of inter-municipal relationships and sharing of knowledge transpired.

May 8<sup>th</sup>, 2018 an Invasive Species presentation was given to the Pembina Pipeline field crew regarding identification and control methods.

### **Rentals**

Rental program has been actively utilized with spring seeding underway. Most popular rentals at this current time are the heavy harrows, fertilizer spreader and field sprayers.



### **Economic Development Officer, Kevin Keller**

#### **Tri-Municipal Industrial Partnership (TMIP)**

Attended meeting with Invest Alberta and the Ministry of Economic Development and Trade on May 31<sup>st</sup>. Developing media, information and collateral to establish a kit for Alberta government International Trade Junkets to attract international investors to the Tri-Municipal Industrial Partnership.

#### **Coalition for a Safer Highway 40**

Greenview is an active participant and subcommittee member of the newly formed Coalition for a Safer Highway 40. This industry and government coalition is developing and enacting strategies to reduce risks and address transportation issues along highway 40 south of Grande Prairie.

#### **Signage Policy**

Policy for Grovedale sign utilization has been approved by the Policy Review Committee and will go before Council for approval June 11<sup>th</sup>, 2018.

#### **Training**

Completed the final year of the University of Waterloo Economic Development program.

#### **Alberta Industrial Heartland**

Attended a two day escorted tour of the Alberta Industrial Heartland learning the operational and governance best practices.

#### **Grovedale Electronic Sign**

The Grovedale sign had been inspected and is powered up. The initial round of advertisements are being formatted for release during the first week of June.

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

#### **Volunteer Appreciation**

The two Volunteer Appreciation Dinners hosted in Valleyview and Grovedale were successful. There was a record turnout in Valleyview with approximately 180 people attending. The numbers in Grovedale were slightly lower than in previous years with approximately 25 attending, however those who were able to attend enjoyed the dinner and recognition.

#### **Conference**

The Green View FCSS board and administration attended the Northwest Spring Regional Conference in Manning May 16<sup>th</sup> & 17<sup>th</sup>. Highlights from the meeting included a presentation on living wage, economic development as well as an Alberta Health Services overview on what training is available for psychosocial disaster response.



### **Innovative Seniors Pilot Program**

An innovative seniors housing model called the Garden Loft, based out of the University of Calgary, is currently being developed. This independent unit is a portable “smart home” with an umbilical cord that can be plugged into an existing home. The University is looking for rural areas in Alberta to conduct a pilot program, and the FCSS Board suggested Greenview would be a great candidate to try the pilot in either Grovedale or DeBolt. The Manager has sent email correspondence to the provincial office indicating our interest in learning more about the pilot project.

### **Grant Funding**

Green View FCSS has been successful in obtaining a \$5,000.00 grant from Alberta Rural Development Network (ARDN) to conduct a rural homelessness estimation. ARDN defines homelessness as, “a situation of an individual or family without stable, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it”. Green View FCSS will work on this project in collaboration with other FCSS programs in the Northwest, including the County of Grande Prairie. A representative will be contracted to conduct the estimation in conjunction with a task force compiled in each region. The count will take place in September of 2018.

### **Nose Creek Visit**

FCSS Manager will be visiting the community of Nose Creek on Thursday, May 30. The intent of this visit is to increase understanding of the population, potential needs of the community, and inform residents of FCSS services.

### **Domestic Violence Agency**

Green View FCSS partners with a Calgary based domestic violence agency called Sagesse, who has just received funding from the Government of Alberta to begin a provincial collective impact initiative that will address the systems and structures that support violence and create a deep and sustainable social change across the province. Sagesse has contacted Green View FCSS indicating that their Executive Director and the Provincial Minister would like to come to Valleyview to make the public announcement on this initiative at the end of June.

### **Acting Protective Services Manager, Derian Rosario**

#### **Grovedale Primary Fire Engine**

The primary fire engine in Grovedale has had a serious issue with the pump and is out of service at this time. The engine is at a repair facility in Edmonton and is estimated to be returned to service the third week of June. The Greenview reserve fire engine is in place for coverage during this time. The repair and maintenance budget for the Grovedale Fire Department will be pushed into deficit as the repair estimate is \$12,000.00. It was found that the pump was calcified internally and a number of parts were impacted, a procedure to ensure similar issues are not duplicated is being developed.

## Training Standards

The Fire Service Coordinator is on a panel working with the Alberta Fire Chiefs Association and the Office of the Fire Commissioner to develop minimum training standards for fire departments in the province of Alberta. While developing those recommended standards, a risk assessment tool for communities under 20,000 is being created. This tool will help guide communities in the creation of fire department levels of services and recognize training needs for their individual fire services.

## Health & Safety

### Occupational Health and Safety

In response to the new Occupational Health and Safety legislation in effect on June 1<sup>st</sup>, 2018 Greenview is reviewing the harassment and violence policy. All staff participated in developing a new job hazard assessment which was implemented May 29<sup>th</sup>, 2018.

The Health and Safety Committee has discussed the need for safety boards at all Greenview sites. The new boards will be installed during the summer of 2018.

## Recreation Services Manager, Stacey Wabick

### Johnson Park



This outdoor recreation area is nearing completion and is having the final amenities installed such as fire pits, wood lot, signs, garbage receptacles and tables. This site features a beach, graveled walking trails, bathrooms and secluded picnic sites. As soon as all of the amenities are installed the gates to the park will be opened to the public, however, Administration will be planning to have a grand opening in the month of June.

### Moody's Crossing

Greenview's plan to construct a campground and day use area where highway 43 crosses the Smoky River between DeBolt and Bezanson recently cleared a significant hurdle. Alberta Environment and Parks have granted Greenview a 25 year lease to build and operate this project and as such, Administration has now entered the next development phase. A tender package is currently being prepared by WSP which can then be advertised by Administration. Once this phase is complete, Administration will approach Council for further approval.



### **Hwy 669 Day use**



Greenview's desire to formalize a popular river side picnic location on vacant crown land along the Little Smoky River on highway 669 (SE 28-70-21 W5M) continues to move forward. Administration recently completed First Nation Consultation site visits in which no concerns were noted. Administration now awaits formal letters from the visits and is proceeding to the next phase of the project of obtaining a lease from Alberta

Environment and Parks.

### **Ridgevalley and DeBolt Walking Trails**

Greenview's desire to build community walking trails in Ridgevalley and DeBolt is nearing completion. Administration has prepared quote packages and sent them to local vendors. The deadline for quotes on the Ridgevalley site is Friday, June 1<sup>st</sup> and the DeBolt deadline is Friday, June 8<sup>th</sup>. Once all quotes are received, it is anticipated that construction will begin as soon as possible.

### **Recreation Site Maintenance**

Now that summer is entering into full swing, so too is Greenview's recreation maintenance program. Grande Cache Lake, Southview, Kakwa River, Grovedale Fish Pond, Swan Lake and coming soon, Johnson Park, are receiving regular visits to cut grass, collect garbage and clean the bathrooms. Administration continues to receive many positive reviews from patrons who visit these sites from across Alberta and beyond.





# CAO's Report

**Function:** CAO

**Date:** June 11<sup>th</sup>, 2018

**Submitted by:** Mike Haugen

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### **Grants for Financial Assistance**

Valleyview's Hillside High School Badminton team was awarded \$1100.00 to assist with their attendance at Provincials. Nine participants make up the delegation.

### **Little Smoky Recreation Area**

Greenview has received a formal request to mow the Little Smoky Recreation Area. The request is currently with Operations so that a resource assessment can be made. Once this is done the item will be brought before Council.

### **13 Ways to Kill A Community**

Please see the attached letter from Northern Sunrise County. A copy of the letter was also previously sent to Council.

The County is looking to book Doug Griffiths for a seminar but is looking for commitments from other municipalities prior to doing so. They are asking that other municipalities commit to sending 50% of Council. I do not know that such a commitment is possible without details such as costs, dates, etc. but do want to draw Council's attention to the item.

### **Upcoming Dates**

#### **Ratepayer BBQs**

Valleyview – June 11

Grande Cache – June 18

DeBolt – July 9

Grovedale – July 16



**NORTHERN SUNRISE  
COUNTY**  
www.northernsunrise.net

Bag 1300  
Peace River, AB T8S 1Y9  
Office: 780-624-0013  
Fax: 780-624-0023

May 31, 2018

Dear Mayor/Reeve and Council,

At the May 22, 2018 regular Council meeting of Northern Sunrise County, Council discussed facilitating a presentation, *13 Ways to Kill a Community*, by Doug Griffiths. Council feels that hosting a workshop by Mr. Griffiths will provide great value to not only our councillors but our region as a whole. However, they have requested that surrounding municipalities commit to sending at least 50% of your council to attend the presentation..

The booking of the presentation, and the date when it will be held, will be decided after we have confirmation of attendance by local municipalities. Tentatively we are looking into September/October for the workshop.

Please reply by June 19, 2018 as to whether you will commit to at least 50% of your council spending a day with Doug Griffiths.

Sincerely,

**Carolyn Kolebaba,  
Reeve  
Northern Sunrise County**

|    |                           |                        |
|----|---------------------------|------------------------|
| c: | Big Lakes County          | Town of Grimshaw       |
|    | Birch Hills County        | Town of High Level     |
|    | Clear Hills County        | Town of Manning        |
|    | County of Northern Lights | Town of McLennan       |
|    | Mackenzie County          | Town of Peace River    |
|    | MD of Fairview            | Town of Rainbow Lake   |
|    | MD of Greenview           | Town of Spirit River   |
|    | MD of Opportunity         | Town of Valleyview     |
|    | MD of Peace               | Village of Berwyn      |
|    | MD of Smoky River         | Village of Donnelly    |
|    | MD of Spirit River        | Village of Girouxville |
|    | Saddle Hills County       | Village of Hines Creek |
|    | Town of Fairview          | Village of Nampa       |
|    | Town of Falher            | Village of Rycroft     |

*A vibrant and dynamic County, reflecting strong values and progressive attitudes, while balancing nature and economic growth in a global environment.*



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

| Ward 1 Councillor Winston Delorme |                         |                               |
|-----------------------------------|-------------------------|-------------------------------|
| DATE                              | BOARD/COMMITTEE         | RELEVANT INFORMATION          |
| 5/28/2018                         | Regular Council Meeting |                               |
| 5/28/2018                         | Other                   | Water Protection Plan Meeting |
| 5/30/2018                         | Conference              | FCM                           |
| 1/6/2018                          | Other                   | Nationwide Caribou Meeting    |
| 1/6/2018                          | Evergreens Foundations  | Strategic Planning Session    |



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

| Ward 2 Reeve Dale Gervais |                                 |   |
|---------------------------|---------------------------------|---|
| DATE                      | BOARD/COMMITTEE                 | RELEVANT INFORMATION                      |
| 6/1/2018                  | Conference                      | FCM                                       |
| 6/7/2018                  | Other                           | Conference Call with Tarrapin Geothermal  |
| 6/7/2018                  | Philip J Currie Dinosaur Museum | Board Meeting                             |
| 6/8/2018                  | Other                           | Greenview Staff BBQ                       |
| 6/9/2018                  | Other                           | Municipal Weekend Retreat in Grande Cache |



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

| Ward 4 Councillor Shawn Acton |                         |                      |
|-------------------------------|-------------------------|----------------------|
| DATE                          | BOARD/COMMITTEE         | RELEVANT INFORMATION |
| 5/28/2018                     | Regular Council Meeting |                      |
| 4/30/2018                     | Conference              | FCM                  |
| 5/7/2018                      | Other                   | Weyerhaeuser Meeting |



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Deputy Reeve Tom Burton

| DATE     | BOARD/COMMITTEE | RELEVANT INFORMATION |
|----------|-----------------|----------------------|
| 6/1/2018 | Conference      | FCM                  |