MUNICIPAL DISTRICT OF GREENVIEW NO. 16

REGULAR COUNCIL MEETING AGENDA

Monday, September 24, 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 September 10, 2018 to be adopted.	5
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS		
#7	OLD BUSINESS		
#8	NEW BUSINESS	8.1 CAO & Corporate Services and Council Department's Consolidated Budget Review	13
		8.2 Infrastructure and Planning Administration 2019-2021 Operational Budget Review	85
		8.3 2019-2021 Planning & Development Consolidated Budget	98
		8.4 Terrapin Geothermics Inc. Proposal	141
		8.5 Conseil de development economique de l'alberta – Funding Request	143
		8.6 RV Dumping Station	145

		8.7 Sturgeon Lagoon Expansion Engineering	152
		8.8 Grovedale Public Service Building Door Locks	158
		8.9 Waterpoint Usage Report	162
		8.10 Citizen Panel Appointment – Valleyview Intermunicipal Development Plan	167
		8.11 Municipal Planning Commission Meeting Dates	177
		8.12 Snipe Lake Boat Launch Developments	179
		8.13 Signing Authority Policy	184
		8.14 Manager Request – Disaster Related Overtime	195
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		8.16 Audit Services	199
		8.17 Additional Funding Request	202
		8.18 Offices and Meeting Room in Grovedale Shop A	206
		8.19 Victor Lake Road Condition Report	208
		8.20 Valleyview Petroleum Association – Sponsorship Request	221
		8.21 DeBolt Harvester's Ball – Sponsorship Request	224
		8.22 December Committee of the Whole Meeting Date	227
#9	MEMBERS BUSINESS REPORTS	Ward 1 Councillor Winston Delorme	229
		Ward 2 Reeve Dale Gervais	230
#10	CORRESPONDENCE	• Heritage Village Folktales Tour • Municipal Sustainability Initiative • Nitehawk Comedy Night Invitation • TransCanada Proposed Project • Correspondence received from Rural Municipalities of Alberta • Correspondence received from Grande Prairie Chamber of Commerce	

#11 CLOSED SESSION

#12 ADJOURNMENT

PREVIOUSLY TABLED MOTIONS

MOTION: 18.05.285. Moved by: COUNCILLOR ROXIE RUTT That Council approve the "Road Allowance Restrictions" Policy as presented. MOTION: 18.07.417. Moved by: COUNCILLOR DALE SMITH That Council table motion 18.05.285 regarding the "Road Allowance Restrictions" Policy. CARRIED
MOTION: 18.06.353. Moved by: COUNCILLOR WINSTON DELORME That Council approve the application for a residential road realignment (Option 1) for 1.4 km's on Range Road 60A for a resident located at NE 2-69-6 W6M with funds to come from the 2018 Residential Access Roads Block Funding. MOTION: 18.06.354. Moved by: COUNCILLOR DALE SMITH That Council table motion 18.06.353. until Administration can bring back the cost of each option regarding residential road realignment. CARRIED
MOTION: 18.07.418. Moved by: COUNCILLOR WINSTON DELORME That Council provide direction regarding the draft "Scholarships" policy. MOTION: 18.07.419. Moved by: COUNCILLOR BILL SMITH That Council table motion 18.07.418 regarding the "Scholarships" policy. CARRIED
MOTION: 18.06.358. Moved by: DEPUTY REEVE TOM BURTON That Council table Policies CO 18 "Sponsoring for a Veterinarian Bursary" and CO 19 "Sponsoring for a Computer Technician Bursary until the next Policy Review Committee. CARRIED

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta, on Monday, September 10, 2018

 # 1: CALL TO ORDER

Reeve Dale Gervais called the meeting to order at 9:00 a.m.

PRESENT

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

ATTENDING

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

ABSENT

#2: AGENDA

MOTION: 18.09.486. Moved by: COUNCILLOR ROXIE RUTT
That Council adopt the September 10th, 2018 Regular Council Meeting Agenda as amended:

- Agenda Item 5.2 - Removed
- Agenda Items 8.4 - Removed

CARRIED

#3.1 REGULAR COUNCIL MEETING MINUTES

MOTION: 18.09.487. Moved by: DEPUTY REEVE TOM BURTON
That Council adopt the minutes of the Regular Council Meeting held on Monday August 27th, 2018 as presented.

CARRIED

#3.2 BUSINESS ARISING FROM MINUTES

3.2 BUSINESS ARISING FROM MINUTES:

Council asked when the report for Victor Lake Road will be coming forward. Administration responded that it is slated for the September 24th, 2018 Regular Council Meeting.

UNADOPTED

Council asked if the Moody's Crossing project was proceeding.
Administration responded that the first meeting with the contractor is September 15th, 2018.

Council asked if residents have been notified regarding the retender of BF 75356.
Administration responded that residents have not been notified, but will be added to the next Mountains to Meadows Newsletter.

#4
PUBLIC HEARING

4.0 PUBLIC HEARING

There was no Public Hearing presented.

#6
BYLAWS

6.0 BYLAWS

6.1 BYLAW 18-799 ANIMAL CONTROL

BYLAW 18-799
FIRST READING

MOTION: 18.09.488. Moved by: DEPUTY REEVE TOM BURTON
That Council give First Reading to Bylaw 18-799 "Animal Control Bylaw."

MOTION: 18.09.489. Moved by: DEPUTY REEVE TOM BURTON
That Council table motion 18.09.488 regarding Bylaw 18-799, until later in the meeting.

CARRIED

#5
DELEGATIONS

5.0 DELEGATIONS

5.1 TOLKO INDUSTRIES LTD

TOLKO INDUSTRIES
PRESENTATION

MOTION: 18.09.491. Moved by: DEPUTY REEVE TOM BURTON
That Council accept the presentation from Tolko Industries Ltd regarding road use for information, as presented.

CARRIED

RECESS

Reeve Gervais recessed the meeting at 10:10 a.m.
Reeve Gervais reconvened the meeting 10:25 a.m.

MOTION 18.09.488
LIFTED

MOTION: 18.09.492. Moved by: DEPUTY REEVE TOM BURTON
That Council lift tabled motion 18.09.488. regarding Bylaw 18-799

CARRIED

UNADOPTED

BYLAW 18-799

MOTION: 18.09.488. Moved by: DEPUTY REEVE TOM BURTON
That Council give First Reading to Bylaw 18-799 “Animal Control Bylaw.”

CARRIED

TOLKO

MOTION: 18.09.493. Moved by: REEVE DALE GERVAIS
That Council direct Administration to have discussion with Tolko with regard to log haul agreements.

CARRIED

6.2 BYLAW 18-800 LAND USE BYLAW

BYLAW 18-800 FIRST READING

MOTION: 18.09.494. Moved by: COUNCILLOR ROXIE RUTT
That Council give First Reading to Land Use Bylaw 18-800.
Carried

BYLAW 18-800 PUBLIC HEARING

MOTION: 18.09.495. Moved by: COUNCILLOR DALE SMITH
That Council schedule a Public Hearing for Land Use Bylaw 18-800 to be held on October 22, 2018, at 1:30 p.m.

CARRIED

6.3 BYLAW 17-785 GROVEDALE AREA STRUCTURE PLAN

BYLAW 17-785 THIRD READING

MOTION: 18.09.496. Moved by: COUNCILLOR SHAWN ACTON
That Council give Third Reading to Bylaw 17-785, for the final adoption of the Grovedale Area Structure Plan.
Deputy Reeve Tom Burton has requested a recorded vote.
For:
Opposed:

MOTION: 18.09.497. Moved by: COUNCILLOR DALE SMITH
That Council table motion 18.09.496 regarding Bylaw 17-785 until later in the meeting.

CARRIED

Reeve Gervais recessed the meeting at 12:07 p.m.
Reeve Gervais reconvened the meeting at 1:11 p.m.

MOTION: 18.09.498. Moved by: COUNCILLOR DALE SMITH
That Council lift motion 18.09.496 regarding the Grovedale Area Structure Plan.

CARRIED

UNADOPTED

MOTION: 18.09.496. Moved by: COUNCILLOR SHAWN ACTON
That Council give Third Reading to Bylaw 17-785, for the final adoption of the Grovedale Area Structure Plan.
Deputy Reeve Tom Burton has requested a recorded vote.

For: Reeve Dale Gervais, Councillor Roxie Rutt, Councillor Dale Smith

Opposed: Councillor Bill Smith, Deputy Reeve Tom Burton,

Abstain Under Section 184 of the Municipal Government Act: Councillors Winston Delorme, Councillor Shawn Acton and Councillor Les Urness

CARRIED

#7
OLD BUSINESS

7.0 OLD BUSINESS

There was no Old Business presented.

#8
NEW BUSINESS

8.0 NEW BUSINESS

8.1 CITIZEN PANEL APPOINTMENT – STURGEON LAKE AREA STRUCTURE PLAN

CITIZEN PANEL APPOINTMENT

MOTION: 18.09.499. Moved by: COUNCILLOR ROXIE RUTT
That Council appoint Bill Edgerton, Lloyd Burnside, Dan Gorman, Heather McKinnon, Earl Langenecker, Laurena Newman, Amy Clarkson and Keegan Johnson to the Citizens' Panel for the Sturgeon Lake Area Structure Plan.

CARRIED

8.2 PEMBINA PIPELINES CORPORATION – LETTER OF SUPPORT PFIP APPLICATION

PEMBINA PIPELINES CORPORATION LETTER OF SUPPORT

MOTION: 18.09.500. Moved by: COUNCILLOR DALE SMITH
That Council authorize Administration to provide a Letter of Support to Pembina Pipeline Corporation for a grant application to the Alberta Petrochemical Feedstock Infrastructure Program for the development of plant investments at the Musreau and Duvernay locations.

CARRIED

UNADOPTED

8.3 NORTHWEST ALBERTA ROAD SAFETY COALITION

NORTHWEST ALBERTA ROAD SAFETY COALITION

MOTION: 18.09.501. Moved by: COUNCILLOR BILL SMITH
That Council rescind Motion 18.05.253, which states that Council approve a $10,000 contribution to the Northwest Alberta Road Safety Coalition as presented with funds to come from the Contingency Reserve.

CARRIED

MOTION: 18.09.502. Moved by: COUNCILLOR BILL SMITH
That Council authorize Administration to transfer $10,000.00 from the Economic Development Budget to Contingency Reserve.

CARRIED

8.5 ENTREC CENTRE SPONSORSHIP REQUEST

ENTREC CENTRE SPONSORSHIP

MOTION: 18.09.503. Moved by: COUNCILLOR WINSTON DELORME
That Council authorize Entrec Centre Sponsorship of the North Wing, in the amount of $8,500 per year, for five years, with funds to come from the Community Services Miscellaneous Grant.

CARRIED

8.6 RIDGEVALLEY SENIORS HOME GRANT REALLOCATION

RIDGEVALLEY SENIORS HOME

MOTION: 18.09.504. Moved by: COUNCILLOR ROXIE RUTT
That Council authorize the reallocation of funds provided to the Ridgevalley Seniors Home for the purchase of a new blood pressure monitor, a sidewalk, 2 therapeutic mattresses and new door mats.

CARRIED

8.7 GROVEDALE DAYCARE RESERVE FUND

GROVEDALE DAYCARE FUNDING RESERVE

MOTION: 18.09.505. Moved by: COUNCILLOR BILL SMITH
That Council approve the establishment of a Grovedale Daycare Society Funding Reserve.

CARRIED

MOTION: 18.09.506. Moved by: COUNCILLOR BILL SMITH
That Council authorize Administration to transfer $440,000.00 from the Community Services Grants Budget to the Grovedale Daycare Society Funding Reserve.

CARRIED

UNADOPTED

8.8 SORRENTINO'S COMPASSION HOUSE – FUNDRAISING EVENT

SORRENTINO'S COMPASSION HOUSE

MOTION: 18.09.507. Moved by: COUNCILLOR SHAWN ACTON
That Council accept the Fashion with Compassion event sponsorship request for information, as presented.

CARRIED

8.9 VALLEYVIEW VICTIMS ASSISTANCE FUNDRAISING EVENT

VALLEYVIEW VICTIMS ASSISTANCE FUNDRAISING EVENT

MOTION: 18.09.508. Moved by: REEVE DALE GERVAIS
That Council provide sponsorship in the amount of $840.00 to the Valleyview Victims Assistance Association for the Hollywood Extravaganza fundraising event at the Valleyview Memorial Hall, September 29, 2018, with funds to come from Community Services Miscellaneous Grants.

CARRIED

8.10 MANAGER'S REPORT

MANAGER'S REPORT

MOTION: 18.09.509. Moved by: DEPUTY REEVE TOM BURTON
That Council accept the Manager's Report for information, as presented.

CARRIED

#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 updated Council on his recent activities, which include;
August 27, 2018 Regular Council Meeting

WARD 2

REEVE DALE GERVAIS updated Council on his recent activities, which include;
Agriculture Services Board Meeting
Tri Municipal Industrial Partnership Meeting
Golden Triangle Meeting
Seven Generation Golf Tournament
Red Willow Lodge Steak & Bake

WARD 3

COUNCILLOR LES URNESS updated Council on his recent activities, which include;
August 27, 2018 Regular Council Meeting

UNADOPTED

WARD 4

COUNCILLOR SHAWN ACTON submitted his update to Council on his recent activities, which include;
August 27, 2018 Regular Council Meeting
August 29, 2018 Greenview BBQ Challenge
Red Willow Lodge Steak & Bake

WARD 5

COUNCILLOR DALE SMITH updated Council on his recent activities, which Include;
Agriculture Services Board Meeting
Red Willow Lodge Steak & Bake

WARD 6

DEPUTY REEVE TOM BURTON submitted his update to Council on his recent activities, which include;
August 27, 2018 Regular Council Meeting
Grande Prairie Regional Tourism Board Meeting
Greenview Forest Resource Improvement Program Funding Proposal
September 6, 2018 Greenview BBQ Challenge

WARD 7

COUNCILLOR ROXIE RUTT updated Council on her recent activities, which include;
August 27, 2018 Regular Council Meeting
Grande Spirit Foundation Meeting
Crooked Creek Recreation Club Meeting
Grande Prairie Public Library Board Meeting
Northern Transportation Advocacy Bureau
Red Willow Lodge Steak & Bake
September 6, 2018 Greenview BBQ Challenge

WARD 8

COUNCILLOR BILL SMITH updated Council on his recent activities, which include;
Agriculture Services Board Meeting

MEMBERS BUSINESS

MOTION: 18.09.510. Moved by: COUNCILLOR SHAWN ACTON
That Council accept the Members Business for information.

CARRIED

UNADOPTED

#10 CORRESPONDENCE

10.0 CORRESPONDENCE

MOTION: 18.09.511. Moved by: COUNCILLOR LES URNESS
That Council accept the correspondence for information, as presented.

CARRIED

#11 IN CAMERA

11.0 IN CAMERA

IN CAMERA

MOTION: 18.09.512. Moved by: COUNCILLOR SHAWN ACTON
That the meeting go to In-Camera, at 3:34 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the In Camera.

CARRIED

11.1 DISCLOSURE HARMFUL TO PERSONAL PRIVACY

OUT OF CAMERA

MOTION: 18.09.513. Moved by: COUNCILLOR SHAWN ACTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come Out of Camera at 4:03 p.m.

CARRIED

12.0 ADJOURNMENT

#12 ADJOURNMENT

MOTION: 18.09.514. Moved by: COUNCILLOR ROXIE RUTT
That this meeting adjourn at 4:04 p.m.

CARRIED

_____ _____

CHIEF ADMINISTRATIVE OFFICER REEVE

UNADOPTED

SUBJECT:	**CAO & Corporate Services and Council Department's Consolidated Budget Review**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	ACAO: RO	MANAGER: DD
DEPARTMENT:	FINANCE	GM: RO	PRESENTER: RO
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – Sections 242(1), 245 and 248(1)

Council Bylaw/Policy (cite) – Policy 1016 Budget Development Policy

RECOMMENDED ACTION:

MOTION: That Council review and provide input to Administration regarding the proposed 2019 to 2021 Council, Operational Budget.

MOTION: That Council review and provide input to Administration regarding the proposed 2019 to 2021 CAO and Corporate Services Consolidated (Operational and Capital) Budget.

BACKGROUND/PROPOSAL:

The Municipal Government Act (MGA) requires Council to adopt an Operational Budget annually for the upcoming year. This enables Greenview Administration to work and pay for services rendered to the municipality. Otherwise, Administration has no authority to pay for supplies, staff, or contractors, etc.

Council will recall that Administration proposed changes to the way the budget is going to be presented to Council this year, with the hopes that the budget presentations will not be too cumbersome for Council. All budget presentations to Council will go forward at either a regular meeting or committee of the whole meeting. The first presentation by CAO & Corporate Services was scheduled for September 17th at the Committee of the Whole Meeting in DeBolt, however, due to limited time available Council did not review the budget at the Committee of the Whole Meeting. As such, Administration is requesting Council's input on the CAO & Corporate Services and the Council 2019 to 2021 Consolidated Budgets at this meeting.

The Manager of Finance and Administration, Information Systems Technician, Safety Officer, CAO and I will present the 2019 CAO and Corporate Services and Council proposed budget. The Communication's Officer is away on medical leave and asked that I present the Communication's area of the budget on her behalf.

Budget preparations for the 2019 consolidated budget started in June this year and staff has participated in many hours of planning and data entry as a result. Of note, the overall 2019 proposed revenue is at $130,909,192.00. The proposed revenue has increased by $10M over the budgeted 2018 revenue. The projected increase is based on the 2018 actual revenue plus a 2% overall increase. The property tax portion

of the revenue is based on maintaining the 2018 mil rates. Tax revenue includes the educational and seniors requisitions.

The Organizational wide Operational Expenditure Budget has increased by $7,798,334.00 or 8.9% in comparison to the 2018 Operational Budget. The 2019 Capital Budget has decreased by $24,144,153.00 or 35.19% compared to the 2018 Capital Budget. Each manager, as they present their proposed budgets to Council will highlight the changes in their area that has created the change in the overall budget compared to the 2018 budget. .

The following is a list of the budget meeting dates scheduled with the managers and general managers:

October 9th, Regular Council Meeting: Recreation Services and Economic Development and Facilities Maintenance

October 15th, Committee of the Whole, Grande Cache: Protective Services, Agriculture Services and Community Services

October 22nd, Regular Council Meeting: Family and Community Support Services and Construction & Engineering

November 13th, Regular Council Meeting: Operations and Roads

November 26th, Regular Council Meeting: Environmental Services

All Administration budget presenters has created Power Points summarizing the changes in their area of the budget that contributed to the overall change in the 2019 budget compared to 2018 budget.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council members following the recommended motion is that Council members will have reviewed and provided direction to Administration regarding each budget area. Thus providing Administration with the opportunity of making any Council requested adjustments prior to the final budget presentation on December 10th.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to review the CAO & Corporate Services and Council area budgets without providing input to Administration. This is not recommended by Administration due to the lack of efficiency that this would create in the budget process.

FINANCIAL IMPLICATION:

Direct Costs: $139,399,129.00 (total Consolidated Budget – Operational and Capital)

Ongoing / Future Costs: N/A

The funding for the proposed budget will come from 2019 property taxes, provincial grant funding, revenue in relation to services provided by Administration and an approximate $9.4 M withdrawal from reserves to deliver a balanced budget.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once the Council has provided direction or changes to the proposed budget, Administration will create a tracking list of the governance changes and email Council the list to ensure that COW/Council members are able to catch any changes that Administration may have missed. Further, Administration will make the required changes in the budgeting software and provide a listing of the changes during the final budget presentation to Council on December 10th.

ATTACHMENT(S):

- 2019 Council Area Proposed Budget
- 2019 Council Budget Summary
- 2019 CAO & Corporate Services Proposed Budget
- 2019 CAO & Corporate Services Budget Summary
- MGA 242 (1), 245 and 248

COUNCIL PROPOSED OPERATIONAL & CAPITAL BUDGET 2019 - 2021

Council

COUNCIL OFFICE		2018 BUDGET	2018 PROJECTION	2019 BUDGET	2020 BUDGET	2021 BUDGET
Council						
6-10-101-000-6003	Honorariums	455,850	455,136	456,020	458,620	459,720
6-10-101-000-6004	Employer Contributions	100,287	80,000	85,000	85,000	85,000
6-10-101-000-6007	Non Cash Awards & Incentives	31,425	26,425	28,125	28,500	29,900
6-10-101-000-6011	Accommodation & Subsistence	62,500	69,500	76,500	76,500	76,500
6-10-101-000-6012	Travel - Transportation Expenses	105,000	110,000	115,000	118,000	120,000
6-10-101-000-6013	Tuition & Other Training Costs	15,000	10,000	10,000	10,000	15,000
6-10-101-000-6015	Memberships Seminars Conferences	57,000	56,250	52,625	53,150	54,750
6-10-101-000-6027	Hospitality	41,400	36,400	42,050	42,050	42,650
6-10-101-000-6036	Mobile Communication Services	3,500	3,500	3,500	3,500	3,500
6-10-101-000-6040	Professional & Special Services	40,000	25,000	45,000	15,000	15,000
6-10-101-000-6109	General & Operating Supplies	-	5,000	5,000	5,000	5,000
6-10-101-000-6143	Building Rental	1,000	1,000	1,000	1,000	1,000
		912,962	**878,211**	**919,820**	**896,320**	**908,020**
	TOTAL COUNCIL OFFICE	**912,962**	**878,211**	**919,820**	**896,320**	**908,020**

Council

2019 – 2021 Consolidated Budget

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview, Alberta, Canada

Expand Your Vision.

www.mdgreenview.ab.ca

Council Department Overview

- Council is the governing body of a municipality
- Responsibilities:
  - Developing and evaluating policies and programs
  - Organizational leadership
  - Making sure that the powers, duties and functions of the municipality are appropriately carried out
  - Provide direction through Policy
  - Provide support of policies and bylaws
  - Approve the municipality's consolidated budget
  - To provide local services as determined by Council

Legislative Framework

- Municipal Government Act (MGA)
- Section 3 – The purpose of a municipality
- Section 153 – Councillor's duties
- Section 154(1) – Duties of the Reeve
- Section 201 – Council's principal role - Governance

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

22

Operational changes

2018 Approved Expenditures – $912,962
2019 Proposed Expenditures – $919,820

23

Overall increase in 2019 Expenditures compared to 2018 approved budget $6,858

2018 Projected Expenditures - $878,211

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Operational Changes - Revenue

- Council department has no revenue

24

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Operational Changes – Expenditures

- There are minor changes in the operational expenditures for Council area, which is up overall by $6,858 compared to the 2018 approved budget.
- Added $5,000 in General and Operating Supplies to cover costs for plagues, jackets, other items that may decide to request during the coming year..
- Council should keep in mind that when administration prepares the Council proposed budget, the proposed budget is based on history.
- Administration is not aware of the individual plans of Council members to attend events that Administration may not be aware of at the time of budget preparations.

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Change Request

- No Change request for this area.

Capital Budget – none in this area

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

CAO & CORPORATE SERVICES PROPOSED OPERATIONAL & CAPITAL BUDGET 2019 - 2028

CAO & Corporate Services

GREENVIEW SERVICE ENHANCEMENT FORM

Department: CAO & Corporate Services

Area: Communications **Service Title:** *Communications Coordinator*

Service Description & Benefits

The Communications Coordinator will coordinate and execute communications projects to support Council and the municipality. Greenview's communications offerings have expanded in recent years and the requested position will assist in ensuring that projects such as the newsletters, publications, website and social media receive regular content updates. The position will also assist in Greenview's public relations projects, enabling an enhanced presence at community and stakeholder events.

Council Strategy/Goal

Strategy: Level of Service

Goal: Level of Service

Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	
Total Funding	**$0.00**

Costs:

Type of Cost:	*Dollar Amount:*
	$0.00
Total Cost:	**$0.00**

Schedule

Service Starts 2019 -01-02

Service Ends

GREENVIEW SERVICE ENHANCEMENT FORM

Department: CAO & Corporate Services

Area: Information Systems **Service Title:** *Information Systems Technician*

Service Description & Benefits

This service enhancement proposes a newly created position of Information Systems Technician. This proposal was made in light of the continuing expansion of services in many of the existing Greenview Departments and the hiring of more staff to ensure those services are provided in a timely manner. A qualified IT position would ensure that the Information Systems Department can continue to provide on-site support to all of Greenview's Offices and personnel as expected.

This service enhancement is not intended to serve as a replacement for Greenview's third party desktop support provider.

Council Strategy/Goal

Strategy: Level of Service

Goal: Level of Service

Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$2,500.00
Total Funding	**$2,500.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Electronics - Computer/Cell etc	$2,500.00
Total Cost:	**$2,500.00**

Schedule

Service Starts 2019-01-01

Service Ends

GREENVIEW SERVICE ENHANCEMENT FORM

Department: CAO & Corporate Services

Area: Information Systems **Service Title:** *GIS Video Data Collection*

Service Description & Benefits

A vendor will be contracted to drive the street/roads of the Municipal District of Greenview to collect video data linked to precise GPS coordinates. The collected data will be processed to provide GIS (Geographical Information Systems) Asset information such as bridges, culverts, road types and other items. This data is then loaded to the Greenview Munisight ES Application for quick access by Greenview personnel. The benefits associated with having asset information is quote significant for municipalities. Having accurate asset information is beneficial for the act of asset lifecycle planning, and for maximizing the value received from an asset. Specifically, broad asset collecting programs, such as VDC, helps Greenview to:

Maintain an accurate Asset Inventory - know what assets exist in a jurisdiction, and where they are;

Maintain Tangible Capital Asset database - comply with Tangible Capital Asset regulations;

Maintain physical assets - repair/upgrade/replace existing assets that are defective or deficient; and to Implement asset management - A municipality must know what assets they have, before implementing an asset management plan, around how to achieve their community objectives. For municipalities as large as Greenview, VDC is the only way to efficiently collect asset information.

Council Strategy/Goal

Strategy: Level of Service

Goal: Level of Service

Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$110,000.00
Total Funding	**$110,000.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Vendor contracted to collect GIS video data of Greenview	$110,000.00
Total Cost:	**$110,000.00**

Schedule

Service Starts 2019-01-01

Service Ends

CAO & CORPORATE SERVICES REVENUE		2018 BUDGET	2018 PROJECTION	2019 BUDGET	2020 BUDGET	2021 BUDGET
Property Taxes						
5-51-510-000-5001	Linear Property Tax	(58,109,825)	(57,739,859)	(58,894,650)	(59,483,597)	(60,078,433)
5-51-510-000-5002	Farmland Tax	(295,653)	(297,026)	(302,966)	(305,996)	(309,056)
5-51-510-000-5003	Machinery & Equipment Tax	(31,346,890)	(125,742)	(128,257)	(129,540)	(130,835)
5-51-510-000-5004	Non Residential Tax	(9,231,426)	(2,417,829)	(2,466,185)	(2,490,847)	(2,515,756)
5-51-510-000-5005	Residential Tax	(3,340,530)	(3,525,422)	(3,595,930)	(3,631,890)	(3,668,249)
5-51-511-000-5006	Min Property Tax Levy	-	(471)	(471)	(471)	(471)
5-51-511-000-5007	DIP- Farmland Tax	-	(101)	(101)	(101)	(101)
5-51-511-000-5008	DIP - Machinery & Equipment	-	(35,818,012)	(36,534,372)	(36,899,716)	(37,268,713)
5-51-511-000-5009	DIP - Non Residential Property Tax	-	(7,605,216)	(7,757,320)	(7,834,894)	(7,913,242)
5-51-511-000-5010	DIP - Residential Property Tax	-	(475)	(475)	(475)	(475)
		(102,324,324)	**(107,530,153)**	**(109,680,727)**	**(110,777,527)**	**(111,885,331)**
Other Taxes Revenue						
5-51-511-000-5104	Well Drilling Tax	**(8,000,000)**	**(10,000,000)**	**(10,000,000)**	**(10,000,000)**	**(10,000,000)**
Administrative Revenue						
5-53-531-000-5206	GIS & Plotting Service	(500)	(100)	(100)	(100)	(100)
5-53-531-000-5208	Municipal Maps & Photos	(8,000)	(6,500)	(7,000)	(7,000)	(7,000)
5-53-531-000-5300	Administrative Fees & Other Charges	(200)	(300)	(200)	(200)	(200)
5-53-531-000-5311	Fees - Tax Certificate	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
5-53-531-003-5300	Fees & Other Charges - Grande Cache	(5,500)	(5,300)	(5,500)	(5,500)	(5,500)
		(24,200)	**(22,200)**	**(22,800)**	**(22,800)**	**(22,800)**
Other Revenue From Own Sources						
5-54-541-000-5419	Miscellaneous Fees	(40,000)	(30,000)	(30,000)	(30,000)	(30,000)
5-54-541-000-5500	Sale of Assets	(13,000)	(60,000)	(60,000)	(60,000)	(60,000)
5-54-541-000-5602	Penalties on Receivables	(100,000)	(95,000)	(100,000)	(100,000)	(100,000)
5-54-541-000-5603	Penalty & Costs on Taxes	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
5-54-541-000-5801	Claim Refund	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
5-54-541-000-5802	Return on Investment	(1,750,000)	(1,750,000)	(1,750,000)	(1,750,000)	(1,750,000)
5-54-541-000-5803	Other Interest Revenue	(110,000)	(105,000)	(110,000)	(110,000)	(110,000)
		(2,215,500)	**(2,242,500)**	**(2,252,500)**	**(2,252,500)**	**(2,252,500)**
Conditional Grants						
5-55-551-000-5706	MSI Operating Grant	(207,345)	(238,461)	(238,461)	(207,345)	(207,345)
5-55-553-000-5706	MSI CAP Grant	(5,272,985)	(5,272,985)	(5,272,985)	(5,272,985)	(5,272,985)
		(5,480,330)	**(5,511,446)**	**(5,511,446)**	**(5,480,330)**	**(5,480,330)**
TOTAL CAO & CORPORATE SERVICES REVENUE		**(118,044,354)**	**(125,306,299)**	**(127,467,473)**	**(128,533,157)**	**(129,640,961)**

CAO & CORPORATE SERVICES		2018 BUDGET	2018 PROJECTION	2019 BUDGET	2020 BUDGET	2021 BUDGET
Administration General						
6-11-110-000-6001	Salaries	2,372,770	2,372,700	2,750,946	2,879,474	2,926,287
6-11-110-000-6004	Employer Contributions	694,365	694,365	787,491	824,554	837,916
6-11-110-000-6007	Non Cash Awards & Incentives	1,000	1,000	1,000	1,000	1,000
6-11-110-000-6008	Employee Relocation	37,500	32,500	50,000	50,000	50,000
6-11-110-000-6009	Wellness Program	-	1,500	1,500	1,500	1,500
6-11-110-000-6011	Accommodation & Subsistence	109,682	135,550	168,575	168,750	171,350
6-11-110-000-6012	Travel - Transportation Expenses	40,250	35,000	42,250	42,250	42,250
6-11-110-000-6013	Tuition & Other Training Costs	71,000	72,250	62,250	55,000	55,000
6-11-110-000-6015	Memberships Seminars Conferences	31,875	37,725	25,975	28,475	25,975
6-11-110-000-6016	Succession Planning	262,000	-	262,000	262,000	262,000
6-11-110-000-6021	Advertising Services	30,000	28,400	26,400	26,400	26,400
6-11-110-000-6025	Promotional Marketing	26,000	16,000	16,000	16,000	16,000
6-11-110-000-6031	Postage and Parcel Post	35,000	33,000	35,000	35,000	35,000
6-11-110-000-6032	Freight & Courier Services	3,500	4,500	5,000	5,000	5,000
6-11-110-000-6033	Telecommunication Services	145,290	137,148	161,948	161,948	161,948
6-11-110-000-6036	Mobile Communication Services	9,420	9,420	9,720	9,720	9,720
6-11-110-000-6040	Professional & Special Services	291,500	191,500	436,500	71,500	31,500
6-11-110-000-6041	Auditing & Accounting Services	80,000	80,000	100,000	100,000	100,000
6-11-110-000-6046	Legal Services	70,000	110,000	110,000	110,000	110,000
6-11-110-000-6102	Office Supplies	82,000	80,000	82,000	82,000	85,000
6-11-110-000-6109	General & Operating Supplies	43,000	36,600	46,000	46,000	46,000
6-11-110-000-6121	Power Supply Service	83,500	83,500	95,500	118,700	118,700
6-11-110-000-6122	Natural Gas Service	17,500	16,200	17,500	17,500	17,500
6-11-110-000-6129	Town Utilities	6,700	6,600	6,700	6,900	6,950
6-11-110-000-6143	Rental of Building	2,500	2,500	2,500	2,800	3,000
6-11-110-000-6148	Rental of Office Equipment	114,100	111,000	114,400	114,400	114,400
6-11-110-000-6321	Bank Service Charges	25,000	22,000	25,000	25,000	25,000
6-11-110-000-6322	Cash Management Charges	230,000	230,000	235,000	240,000	250,000
6-11-110-000-6331	Insurance Premium	450,000	350,000	375,000	400,000	425,000
6-11-110-000-6360	Taxes	18,500	12,500	15,000	15,000	15,000
		5,383,952	**4,943,458**	**6,067,155**	**5,916,871**	**5,975,396**
Communications						
6-11-111-000-6011	Accommodation & Subsistence	12,000	7,000	7,000	7,000	7,000
6-11-111-000-6012	Travel - Transportation Expenses	15,000	10,000	12,000	12,000	12,000
6-11-111-000-6013	Tuition & Other Training Costs	5,000	3,000	5,000	5,000	5,000
6-11-111-000-6015	Memberships Seminars Conferences	10,000	10,000	10,000	10,000	10,000
6-11-111-000-6021	Advertising Services	160,000	160,000	160,000	160,000	160,000
6-11-111-000-6022	Publishing Services	87,000	42,000	57,000	57,000	57,000
6-11-111-000-6025	Promotional Marketing	128,500	111,500	148,000	143,000	148,000
6-11-111-000-6028	Branding & Image Building	150,000	75,000	150,000	45,000	45,000
6-11-111-000-6040	Professional & Special Services	25,000	25,000	10,000	10,000	10,000
6-11-111-000-6109	General & Operating Supplies	41,500	41,500	40,500	46,500	40,500
		634,000	**485,000**	**599,500**	**495,500**	**494,500**

Assessment Services						
6-11-112-000-6003	Honorariums	5,000	4,500	5,200	5,400	5,600
6-11-112-000-6004	Employer Contributions	500	450	520	540	560
6-11-112-000-6011	Accommodations and Subsistence	1,500	1,400	1,500	1,500	1,500
6-11-112-000-6012	Travel - Transportation Expenses	1,500	1,350	1,500	1,500	1,500
6-11-112-000-6013	Tuition & Other Training Costs	1,500	1,500	1,500	1,500	1,500
6-11-112-000-6040	Professional & Special Services	791,800	859,894	927,394	961,764	1,012,353
		801,800	**869,094**	**937,614**	**972,204**	**1,023,013**
Education Requisitions						
6-11-114-000-6205	Education Requisitions	**24,244,665**	**23,290,579**	**24,455,108**	**24,677,963**	**25,681,652**
Information Systems						
6-11-115-000-6036	Mobile Communication Services	23,600	23,600	39,350	29,500	27,100
6-11-115-000-6065	Surveying & Mapping Services	335,870	179,770	341,530	191,530	191,530
6-11-115-000-6067	Information Technology Services	90,320	95,827	71,020	65,020	65,020
6-11-115-000-6071	Contracted Maintenance Service	225,360	225,360	268,560	235,260	237,060
6-11-115-000-6121	Power Supply Service	6,000	4,000	6,000	6,000	6,000
6-11-115-000-6133	IT Hardware	226,360	179,000	201,375	124,575	106,325
6-11-115-000-6134	IT Software	36,400	36,400	22,100	22,100	22,100
6-11-115-000-6144	Rental of IT & Commmunication Equip.	6,600	6,600	6,600	6,600	6,600
		950,510	**750,557**	**956,535**	**680,585**	**661,735**
Health & Safety						
6-11-116-000-6007	Non Cash Awards & Incentives	2,000	-	2,000	2,000	2,000
6-11-116-000-6011	Accommodations and Subsistence	2,000	-	5,100	6,200	5,100
6-11-116-000-6013	Travel - Transportation Expenses	50,950	3,400	61,230	70,930	61,430
6-11-116-000-6015	Memberships Seminars Conferences	1,900	-	1,900	1,900	1,900
6-11-116-000-6024	Subscriptions to Publications	1,500	-	2,500	2,500	2,500
6-11-116-000-6040	Professional & Special Services	44,700	35,800	35,500	48,500	37,500
6-11-116-000-6076	Repair/Maintenance of Motor Vehicles	-	-	1,500	1,500	1,500
6-11-116-000-6104	PPE & First Aid Supplies	-	-	7,000	7,000	7,000
6-11-116-000-6105	Petroleum & Antifreeze Products	-	-	3,000	3,500	3,500
6-11-116-000-6109	General & Operating Supplies	37,800	48,370	26,150	22,750	24,350
		140,850	**87,570**	**145,880**	**166,780**	**146,780**
TOTAL CAO & CORPORATE SERVICES		**32,155,777**	**30,426,258**	**33,161,792**	**32,909,903**	**33,983,076**

Communications Capital Summary

COMMUNICATIONS					
Job ID and Description	**2018 C/O**	**2019**	**2020**	**2021**	**Total**
CM19001 Parade Float & Trailer		$50,000			**$50,000**
CM19002 Information Kiosks		$100,000			**$100,000**
CM20001 Greenview Entrance & Hamlet Signs			$500,000		**$500,000**
Total Communications	**$0**	**$150,000**	**$500,000**	**$0**	**$650,000**

COMMUNICATIONS												
Job ID and Description	**2018 C/O**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**Total**
COMMUNICATIONS												
CM19001 Parade Float & Trailer		$50,000										$50,000
CM19002 Information Kiosks		$100,000										
CM20001 Greenview Entrance & Hamlet Signs			$500,000									$500,000
TOTAL COMMUNICATIONS	**$0**	**$150,000**	**$500,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$650,000**

GREENVIEW CAPITAL EXPENDITURE FORM

Department: CAO & Corporate Services **Job/Asset ID:** CM19001

Area: Communications **Item:** Parade Float & Trailer

Description & Benefits

Permanent float structures will be built and a trailer purchased, along with a cover to allow outside storage of the float year round when not in use. A trailer will be purchased and the initial components of the float will be themed to reflect Greenview's new corporate brand.

Replacement costs are planned every five years to update the float and account for normal wear and tear. This project was originally proposed in 2017 and has been deferred to 2019 to include designs that will be developed in the corporate re-branding project.

Council Strategy/Goal

Strategy: Level of Service

Goal: Level of Service

Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$50,000.00
Total Funding	**$50,000.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Parade Float	$50,000.00
Total Cost:	**$50,000.00**

Schedule

Project Starts: Quarter 1 2019 **Estimate Date of Purchase** Quarter 2 2019

Project Ends: Quarter 2 2019 **Estimate Date of Delivery** Quarter 2 2019

GREENVIEW CAPITAL EXPENDITURE FORM

Department: CAO & Corporate Services **Job/Asset ID:** CM19002

Area: Communications **Item:** Information Kiosks

Description & Benefits

Providing information directly to Greenview residents through all weather information displays will assist in distributing our existing notices, pamphlets and other information. Several of the communities have old bulletin boards that are not protected from the weather. The new information kiosks will have a covered section for Greenview announcements, a weather-proof pamphlet and document section, and space for a public bulletin board. Kiosks will be added for the communities that don't have a bulletin board and the old ones will be replaced.

Council Strategy/Goal

Strategy: Quality of Life

Goal: Qualityu of Life

Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$100,000.00
Total Funding	**$100,000.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Information Kiosks	$100,000.00
Total Cost:	**$100,000.00**

Schedule

Project Starts: 1/1/2019 **Estimate Date of Purchase**

Project Ends: 1/1/2019 **Estimate Date of Delivery**

GREENVIEW CAPITAL EXPENDITURE FORM

Department: CAO & Corporate Services **Job/Asset ID:** CM20001

Area: Communications **Item:** Greenview Entrance & Hamlet Signs

Description & Benefits

Redesign & replacement of existing cedar Greenview entrance and hamlet signs to reflect Greenview's new corporate branding. A common design standard will be created with full installation, masonry, lights and landscaping costs included. Project will begin in late 2019 and continue to the end of the construction season in 2020 due to corporate rebranding project.

Council Strategy/Goal

Strategy: Quality of Life

Goal:Qualityu of Life

Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$500,000.00
Total Funding	**$500,000.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Purchase and replace Greenview entrance & hamlet signs.	$500,000.00
Total Cost:	**$500,000.00**

Schedule

Project Starts: 1/1/2020 **Estimate Date of Purchase**

Project Ends: 1/1/2020 **Estimate Date of Delivery**

Information Systems Capital Summary

INFORMATION SYSTEMS						
Job ID and Description		2018 C/O	2019	2020	2021	Total
IT19001	File and Data Backup Solution		$100,000			$100,000
IT19002	Server Room UPS Solution		$80,000			$80,000
IT20001	Network Firewall Equipment Replacement			$16,000		$16,000
IT20002	Telephone System Server Hardware Update			$15,000		$15,000
Total Information Systems		**$0**	**$180,000**	**$31,000**	**$0**	**$211,000**

INFORMATION SYSTEMS												
Job ID and Description	2018 C/O	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
INFORMATION SYSTEMS												
IT19001 File & Data Backup Sdolution		$100,000										$100,000
IT19002 Server Room UPS Solution		$80,000										$80,000
IT20001 Network Firewall Equipment			$16,000									$16,000
IT20002 Telephone System Server			$15,000									$15,000
IT22001 Host Server and SAN Cluster					$320,000							$320,000
IT23001 Disaster Recovery Host Server						$110,000						$110,000
IT23002 Network Switch Insfrastructure						$110,000						$110,000
IT25001 Phone System								$75,000				$75,000
IT25002 Network Firewall Equipment								$16,000				$16,000
IT27001 Host Server and SAN Cluster										$330,000		$330,000
TOTAL INFORMATION SYSTEMS	**$0**	**$180,000**	**$31,000**	**$0**	**$320,000**	**$220,000**	**$0**	**$91,000**	**$0**	**$330,000**	**$0**	**$1,172,000**

GREENVIEW CAPITAL PROJECT FORM

Department: CAO & Corporate Services **Job ID:** IT19001

Area: Information Systems **Project Title:** *File and Data Backup Solution*

Project Description & Benefits

Administration proposes to replace the existing backup storage hardware which has been in place for more than five years. The backup storage hardware contains files and data that can be immediately restored to the main servers in the event of a data corruption or deletion. This hardware is not associated with the Disaster Recovery Hardware purchased in 2018.

Council Strategy/Goal

Strategy: Infrastructure

Goal: Infrastructure

Project Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$100,000.00
Total Funding	**$100,000.00**

Costs:

Type of Cost:	*Dollar Amount:*
• File and data backup server	$100,000.00
Total Cost:	**$100,000.00**

Schedule

Design Start: **Design End:**

Project Start: 2019-01-01 **Project End:** 2019-03-31

GREENVIEW CAPITAL PROJECT FORM

Department: CAO & Corporate Services **Job ID:** IT19002

Area: Information Systems **Project Title:** *Server Room UPS Solution*

Project Description & Benefits

To replace the existing uninterruptible power supply equipment that currently protects the network and server hardware in the Administration Building's server room from power surges and prolonged power outages. The replacement hardware will be provisioned with technological updates designed to protect equipment and ensure productivity for users on the Greenview network. The lifespan of the equipment is five (5) years.

Council Strategy/Goal

Strategy: Infrastructure

Goal: Infrastructure

Project Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$80,000.00
Total Funding	**$80,000.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Server Room UPS Hardware	$80,000.00
Total Cost:	**$80,000.00**

Schedule

Design Start: **Design End:**

Project Start: 2019-01-01 **Project End:** 2019-03-31

GREENVIEW CAPITAL PROJECT FORM

Department: CAO & Corporate Services **Job ID:** IT20001

Area: Information Systems **Project Title:** *Network Firewall Equipment Replacement*

Project Description & Benefits

The replacement firewall equipment will provide industry standard, state of the art firewall protection for the whole Greenview Network.

Council Strategy/Goal

Strategy: Infrastructure

Goal: Infrastructure

Project Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$16,000.00
Total Funding	**$16,000.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Network Firewall Equipment Replacement	$16,000.00
Total Cost:	**$16,000.00**

Schedule

Design Start: **Design End:**

Project Start: 2020-01-13 **Project End:** 2020-09-24

GREENVIEW CAPITAL PROJECT FORM

Department: CAO & Corporate Services **Job ID:** IT20002

Area: Information Systems **Project Title:** *Telephone System Server Hardware Update*

Project Description & Benefits

It is time to update the phone system server hardware to ensure the organization's communication equipment is fully functional. Existing phone sets do not need to be replaced.

Council Strategy/Goal

Strategy: Level of Service

Goal: Level of Service

Project Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$15,000.00
Total Funding	**$15,000.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Telephone System Server Hardware Update	$15,000.00
Total Cost:	**$15,000.00**

Schedule

Design Start: **Design End:**

Project Start: 2020-02-03 **Project End:** 2020-09-29

Health & Safety Capital Summary

HEALTH & SAFETY					
Job ID and Description	**2018 C/O**	**2019**	**2020**	**2021**	**Total**
CC19001 1/2 Ton Truck Replacement (A133)	**$47,500**	$47,500			$47,500
Total Health & Safety	**$47,500**	**$47,500**	**$0**	**$0**	**$47,500**

HEALTH & SAFETY												
Job ID and Description	2018 C/O	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
HEALTH & SAFETY												
CC19001 1/2 Ton Truck Replacement (A133)	$47,500	$47,500										$47,500
CC26001 1/2 Ton Truck Replacement									$66,900			$66,900
TOTAL HEALTH & SAFETY	**$47,500**	**$47,500**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$66,900**	**$0**	**$0**	**$114,400**

GREENVIEW CAPITAL EXPENDITURE FORM

Department: CAO & Corporate Services **Job/Asset ID:** CC19001

Area: Health & Safety **Item:** 1/2 Ton Truck Replacement (A133)

Description & Benefits

Previously approved budget of $50,000 carried over $47,500 into 2019.
The replacement of this unit was originally approved in the 2017 Protective Services Capital Budget.
This is a half ton truck with a beacon light, 2 way radio, fleet complete and GPS transfer installation.

Council Strategy/Goal

Strategy: Level of Service

Goal: Level of Service

Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	$47,500.00
Utility Revenue	
Tax Revenue	
Total Funding	**$47,500.00**

Costs:

Type of Cost:	*Dollar Amount:*
• 1/2 Ton Truck Replacement (A133)	$47,500.00
Total Cost:	**$47,500.00**

Schedule

Project Starts: 1/1/2019 **Estimate Date of Purchase**

Project Ends: 1/1/2019 **Estimate Date of Delivery**

CAO & CORPORATE SERVICES

2019 – 2021 Consolidated Budget

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview, Alberta, Canada

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CAO & Corporate Services Department Overview

- Advises Council
- Communications
- Special Projects
- Admin Support
- Management, Banking & Investments
- Financial Reporting
- Accounts Payables
- Accounts Receivables & Utilities
- Taxation & Assessment
- FOIP & Records Management
- Human Resources
- IT Systems and Support

CAO & Corporate Services Department - Positions

- CAO
- ACAO (Proposed)
- CAO Executive Assistant
- Community Coord GC
- Communications Officer
- Communications Specialist
- Communications Coordinator (Proposed)
- Special Projects Coordinator
- GM Corporate Services
- Corporate Services Executive Assistant
- Manager, Finance & Administration
- Finance Reporting Officer
- FOIP & Records Management

CAO & Corporate Services Department - Positions

- HR Manager (title change)
- HR Officer, Recruitment
- HR Coordinator, Payroll & Benefits
- Health & Safety Officer (tsf. from Protective Services)
- HR & Safety Admin Support (proposed)
- Finance Intern
- Information Systems Officer (title change)
- Information Systems Tech. (proposed)
- Admin Support Reception (5)
- Admin Support – Corporate Services (2)
- Finance Coordinators
  - Taxation & Assessment
  - Accounts Payables
  - Accounts Receivables & Utilities

Legislative Framework

- MGA Section 208 (1) Major Administrative Duties
- MGA Section 242 – 246 Budget
- MGA Section 248 (1) Expenditures
- MGA Section 250 Investments
- MGA Section 256 Borrowing for Operating Expenditures
- MGA Section 278 Reports to Minister
- MGA Section 284.2 (1) Municipal Assessor
- MGA Section 309 (1) (c) Assessment Appeal Period
- MGA Section 353 Property Tax
- MGA Section 358.1 Tax Mil rate maximum tax ratio 5:1

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Legislative Framework

- 94-118 Interest Charges on Accounts Receivable Bylaw
- 94-119 Taxing Oil & Gas Well Drilling Equipment Bylaw
- 07-534 Local Improvements Levy Tax Bylaw
- 16-772 LAPP Bylaw
- 17-780 2017 Tax Bylaw
- AD01 Access to Information
- AD10 Documents & Data Security
- AD27 Tax Recovery
- AD33 Tangible Capital Assets

Legislative Framework

- 1002 Travel and Subsistence
- 1006 Employee / Consultant Temporary Housing
- 1008 Council and Board Remuneration
- 1009 Internet Services for Members of Council
- 1011 Northern Travel Premium
- 1013 Credit Card
- 1015 Conference Attendance
- 1016 Budget Development Process
- 1018 Expenditure and Disbursement
- 1502 Reserves
- Staff Agreement

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Operational changes

2018 Approved Expenditures – $32,014,927
2019 Proposed Expenditures – $33,173,029

Overall increase in Expenditures – 1,158,102

2018 Projected Expenditures - $30,334,688

Operational Changes - Revenue

- Property Tax Revenue
  - 2018 – 2019 proposed revenue up by $7.3M
  - 2018 actual revenue to 2019 proposed an increase of $2M
- Well drilling Equipment Tax proposed increase is up by $2M

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Operational Changes – Expenditures

- Salaries and Employer Contributions have increased by $498,000. This is due to the proposal of 4 new positions, the addition of 1 position as a result of department change and merit increases.
- Employee relocation allowance increased by $12,500 due to potential increase in staff relocating to Greenview.
- Professional Services has increased by $145,000 due to proposed Grande Cache Site Development and Census Studies.

Operational Changes – Expenditures

- Legal Services are increased by $40,000 due to increased number of bankruptcies and Administrative needs.
- Accommodations and Subsistence has increased by $58,500 due to increased need for temporary housing for new staff.
- Auditing Services are increased by $20,000 due to potential change in auditors.
- The addition of Health & Safety to our department has increased this department by $145,000

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

65

Change/Service Enhancement Request

Communications Coordinator – Proposed

- The Communications Coordinator will coordinate and execute communications projects to support Council and the municipality.
- Greenview's communications offerings have expanded in recent years and the requested position will assist in ensuring that projects such as the newsletters, publications, website and social media receive regular content updates.
- The position will also assist in Greenview's public relations projects, enabling an enhanced presence at community and stakeholder events.
- Cost for this position has been included in the 2019 salaries budget line.

Assistant Chief Administrative Officer (6 months 2019) – Proposed

- The ACAO position will fill in for the CAO during absences such as vacation.
- The position will help the CAO with core duties and will lead corporate initiatives such as succession planning, leadership development, interdepartmental relations, etc.
- Cost for this position has been included in the 2019 salaries budget line.

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Information Systems Technician – Proposed

- This proposal was made in light of the continuing expansion of services in many of the existing Greenview Departments and the hiring of more staff to ensure those services are provided in a timely manner.
- A qualified IT individual would ensure that the Information Systems Area can continue to provide on-site support to all of Greenview's Offices and personnel as expected.
- There will be some savings due to the non support related items and vacation coverage.
- This service enhancement is not intended to serve as a replacement for Greenview's third party desktop and network support provider.
- Cost for the position is included in the 2019 salaries budget line.

GIS Video Data Collection – Proposed

- A vendor will be contracted to drive the street/roads of the Municipal District of Greenview to collect video data linked to precise GPS coordinates.
- The collected data will be processed to provide GIS (Geographical Information Systems) Asset information such as bridges, culverts, road types and other items.
- This data is then uploaded to the Greenview Munisight ES Application for quick access by Greenview personnel.
- The benefit to this form of data collection is the quick and accurate acquisition of data over a short period of time (usually one week of collection).

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

GIS Video Data Collection – Continued

- The benefits include:
  - Maintaining an accurate Asset Inventory - know what assets exist in a jurisdiction, and where they are;
  - Maintain Tangible Capital Asset database - comply with Tangible Capital Asset regulations;
  - Maintain physical assets - repair/upgrade/replace existing assets that are defective or deficient; and to
  - Implement asset management - A municipality must know what assets they have, before implementing an asset management plan, around how to achieve their community objectives.
- For municipalities as large as Greenview, VDC is the only way to efficiently collect asset information.

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Capital Budget

2018 Approved Capital Expenditures – $298,000
2019 Proposed Capital Expenditures – $180,000 (IT)
2019 Proposed Capital Expenditures - $150,000 (Com)

Overall increase in Capital Expenditures - $32,000

2018 Projected Capital Expenditures - $280,000

Current Projects

Current Projects

CM19001 – Parade Float and Trailer - $50,000

- This will be a permanent float structure built on a purchased/dedicated trailer.
- It will include a cover for outside storage of the float year round.
- The float will be themed to reflect Greenview's corporate brand and the design will be included in the Rebranding Project.
- The plan is to update the float every five years.

Current Projects

CM19002 – Information Kiosks - $100,000

- The kiosks will have a covered section for Greenview announcements, weather-proof pamphlet and document section as well as a space for public bulletin board.
- The kiosks will be added for the communities that don’t have a bulletin board and the old ones will be replaced as well.

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Current Projects

IT19001 – File and Data Backup Hardware - $100,000

- Proposing to replace the existing backup storage hardware that has been in place for 5 years.
- The backup storage hardware contains files and data that can be immediately restored to the main server in the event of a data corruption or deletion.
- This hardware is not associated with the Disaster Recovery Hardware purchased in 2018.

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Current Projects

IT19002 – Server Room UPS Hardware - $80,000

- These funds will be used to replace the existing uninterruptable power supply equipment.
- The equipment protects the network and server hardware in the Admin Building's server room.
- The UPS hardware protects the server from power surges and prolonged power outages.
- The replacement hardware will be provisioned with technological updates designed to protect equipment and ensure productivity for network users.
- The lifespan of the equipment is 5 years.

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

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Proposed Projects 2020 - 2021

Proposed 2020 – 2021 Projects

CM20001 – MD Entrance & Hamlet Signs - $500,000

- Redesign & replacement of existing Greenview's entrance and hamlet signs to reflect Greenview's new corporate branding.
- A common design standard will be created with full installation, masonry, lights, and landscaping cost included.
- Project design will begin late 2019 and continue to the end of 2020 construction season.

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Proposed Projects 2020 – 2021

IT20001 – Network Firewall Equipment - $16,000

- The funds will be used to replace the existing firewall equipment.
- The new equipment will provide industry standard, state of the art firewall protection for Greenview's whole network.

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Proposed Projects 2020 – 2021

IT20002 – Telephone System Server Hardware Update - $15,000

- The funds will be used to replace the existing phone system server hardware, to ensure the organization's communication equipment is fully functional.
- The existing phone sets do not need to be replaced at this time.

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

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Future Discussions

Future Discussions

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Municipal Government Act
Revised Statutes of Alberta 2000,
Chapter M-26 – July 1, 2018

Adoption of operating budget
242(1) Each council must adopt an operating budget for each calendar year.

245 Each council must adopt a capital budget for each calendar year.

Expenditure of money
248(1) A municipality may only make an expenditure that is
(a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,
(b) for an emergency, or
(c) legally required to be paid.

SUBJECT:	**Infrastructure and Planning Administration 2019 – 2021 Operational Budget Review**				
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION			
MEETING DATE:	September 24, 2018	CAO:	MH	MANAGER:	
DEPARTMENT:	FINANCE	GM:	RO	PRESENTER:	RO
STRATEGIC PLAN:	Level of Service				

RELEVANT LEGISLATION:

Provincial (cite) – Sections 242(1), 245 and 248(1)

Council Bylaw/Policy (cite) – Policy 1016 Budget Development Policy

RECOMMENDED ACTION:

MOTION: That Council review and provide input to Administration regarding the 2019 to 2021 Infrastructure & Planning Administration Operational Budget.

BACKGROUND/PROPOSAL:

The Municipal Government Act (MGA) requires Council to adopt an Operational Budget annually for the upcoming year. This enables Greenview Administration to work and pay for services rendered to the municipality. Otherwise, Administration has no authority to pay for supplies, staff, or contractors, etc.

Council will recall that Administration proposed changes to the way the budget is going to be presented to Council this year, with the hopes that the budget presentations will not be too cumbersome for Council. All budget presentations to Council will go forward at either a regular meeting or committee of the whole meeting. The second budget presentation by Infrastructure & Planning Administration is scheduled for September 24th at the Regular Council meeting.

The General Manager of Infrastructure & Planning will present the 2019 Infrastructure & Planning 2019 to 2021 proposed budget. This area of the proposed budget has increased by $12,579.00. The general manager will provide Council with an overview of this area of the budget and the rationale as to why the proposed budged has changed.

As noted in the first budget presentation by CAO and Corporate Services, budget preparations for the 2019 consolidated budget started in June this year and staff has participated in many hours of planning and data entry as a result. Of note, the overall 2019 proposed revenue is at $130,909,192.00. The proposed revenue has increased by $10M over the budgeted 2018 revenue. The projected increase is based on the 2018 actual revenue plus a 2% overall increase. The property tax portion of the revenue is based on maintaining the 2018 mil rates. Tax revenue includes the educational and seniors requisitions.

The Organizational wide Operational Expenditure Budget has increased by $7,798,334.00 or 8.9% in comparison to the 2018 Operational Budget. The 2019 Capital Budget has decreased by $24,144,153.00 or 35.19% compared to the 2018 Capital Budget. Each manager, as they present their proposed budgets to Council will highlight the changes in their area that has created the change in the overall budget compared to the 2018 budget. .

The following is a list of the budget meeting dates scheduled with the managers and general managers:

October 9th, Regular Council Meeting: Recreation Services and Economic Development and Facilities Maintenance

October 15th, Committee of the Whole, Grande Cache: Protective Services, Agriculture Services and Community Services

October 22nd, Regular Council Meeting: Family and Community Support Services and Construction & Engineering

November 13th, Regular Council Meeting: Operations and Roads

November 26th, Regular Council Meeting: Environmental Services

All Administration budget presenters has created Power Points summarizing the changes in their area of the budget that contributed to the overall change in the 2019 budget compared to 2018 budget.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council members following the recommended motion is that Council members will have reviewed and provided direction to Administration regarding each budget area. Thus providing Administration with the opportunity of making any Council requested adjustments prior to the final budget presentation on December 10th.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to review the Infrastructure & Planning - Administration area budget without providing input to Administration. This is not recommended by Administration due to the lack of efficiency that this would create in the budget process.

FINANCIAL IMPLICATION:

Direct Costs: $139,399,129.00 (total Consolidated Budget – Operational and Capital)

Ongoing / Future Costs: N/A

The funding for the proposed budget will come from 2019 property taxes, provincial grant funding, revenue in relation to services provided by Administration and an approximate $9.4 M withdrawal from reserves to deliver a balanced budget.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once the Council has provided direction or changes to the proposed budget, Administration will create a tracking list of the governance changes and email Council the list to ensure that COW/Council members are able to catch any changes that Administration may have missed. Further, Administration will make the required changes in the budgeting software and provide a listing of the changes during the final budget presentation to Council on December 10th.

ATTACHMENT(S):

- 2019 Infrastructure & Planning Administration Proposed Budget
- 2019 Infrastructure & Planning Administration Budget Summary
- MGA 242 (1), 245 and 248

INFRASTRUCTURE
&
PLANNING
ADMINISTRATION
PROPOSED
OPERATIONAL
&
CAPITAL BUDGET
2019 - 2021

Infrastructure & Planning

INFRASTRUCTURE & PLANNING		2018 BUDGET	2018 PROJECTION	2019 BUDGET	2020 BUDGET	2021 BUDGET
Infrastructure & Planning Administration						
6-20-200-000-6001	Salaries	937,102	580,000	899,930	921,936	944,591
6-20-200-000-6004	Employer Contributions	281,131	147,000	260,982	267,364	273,931
6-20-200-000-6011	Accommodation & Subsistence	6,000	7,000	7,500	7,500	7,500
6-20-200-000-6012	Travel - Transportation Expenses	1,500	1,500	2,000	2,000	2,000
6-20-200-000-6013	Tuition & Other Training Costs	12,000	8,000	12,000	12,000	12,000
6-20-200-000-6015	Memberships Seminars Conferences	3,000	2,000	3,000	3,000	3,000
6-20-200-000-6032	Freight & Courier Services	1,100	1,000	1,000	1,000	1,000
6-20-200-000-6033	Telecommunication Services	4,000	3,500	4,000	4,000	4,500
6-20-200-000-6040	Professional & Special Services	35,000	35,000	35,000	35,000	35,000
6-20-200-000-6076	Repair/Maintenance of Motor Vehicles	4,000	1,200	4,000	4,000	4,000
6-20-200-000-6104	Personal Protection Equipment	1,000	400	1,000	1,000	1,000
6-20-200-000-6105	Petroleum & Antifreeze Products	20,000	10,000	20,000	20,000	20,000
6-20-200-000-6109	General & Operating Supplies	3,000	3,000	6,000	6,000	6,000
		1,308,833	799,600	1,256,412	1,284,800	1,314,522
TOTAL INFRASTRUCTURE & PLANNING		**1,308,833**	**799,600**	**1,256,412**	**1,284,800**	**1,314,522**

INFRASTRUCTURE & PLANNING ADMINISTRATION

2019 – 2021 Consolidated Budget

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview, Alberta, Canada

Expand Your Vision.

www.mdgreenview.ab.ca

Infrastructure & Planning Administration Overview

- Construction & Maintenance
- Environmental Services
- Operations
- Planning & Development
- Facility Maintenance

Infrastructure & Planning Department – Positions

- GM Infrastructure & Planning
- Infrastructure & Planning, Executive Assistant
- Assistant Manager, Infrastructure & Planning
- Admin Support (1)
- Stakeholder Liaison
- Manager, Construction & Engineering
- Manager, Environmental Services
- Manager, Planning & Development
- Manager, Operations

Legislative Framework

- MGA Section 22 (1),(2),(3),(4) Road Closures
- MGA Section 25 Temporary Road Closures
- Bylaw 14 – 717 Road Closure
- Bylaw 15 – 746 Road Closure

Operational changes

2018 Approved Expenditures – $1,308,833
2019 Proposed Expenditures – $1,321,412

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Overall increase in Expenditures- $12,579

2018 Projected Expenditures - $814, 600

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Municipal Government Act
Revised Statutes of Alberta 2000,
Chapter M-26 – July 1, 2018

Adoption of operating budget
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DEPARTMENT:	FINANCE	GM:	RO	PRESENTER:	SR
STRATEGIC PLAN:	Level of Service				

RELEVANT LEGISLATION:

Provincial (cite) – Sections 242(1), 245 and 248(1)

Council Bylaw/Policy (cite) – Policy 1016 Budget Development Policy

RECOMMENDED ACTION:

MOTION: That Council review and provide input to Administration regarding the 2019 to 2021 Planning & Development Consolidated Budget.

BACKGROUND/PROPOSAL:

The Municipal Government Act (MGA) requires Council to adopt an Operational Budget annually for the upcoming year. This enables Greenview Administration to work and pay for services rendered to the municipality. Otherwise, Administration has no authority to pay for supplies, staff, or contractors, etc.

Council will recall that Administration proposed changes to the way the budget is going to be presented to Council this year, with the hopes that the budget presentations will not be too cumbersome for Council. All budget presentations to Council will go forward at either a regular meeting or committee of the whole meeting. The next budget presentation by Planning & Development is scheduled for September 24th at the Regular Council meeting.

The Manager, Planning and Development along with the General Manager of Infrastructure & Planning will present the Planning & Development 2019 to 2021 proposed budget. This area of the proposed budget has decreased by $178,947.00. The Manager, Planning and Development will provide the rationale regarding the change in this area of the proposed budget.

As noted in the first budget presentation by CAO and Corporate Services, budget preparations for the 2019 consolidated budget started in June this year and staff has participated in many hours of planning and data entry as a result. Of note, the overall 2019 proposed revenue is at $130,909,192.00. The proposed revenue has increased by $10M over the budgeted 2018 revenue. The projected increase is based on the 2018 actual revenue plus a 2% overall increase. The property tax portion of the revenue is based on maintaining the 2018 mil rates. Tax revenue includes the educational and seniors requisitions.

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ALTERNATIVES CONSIDERED:

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FINANCIAL IMPLICATION:

Direct Costs: $139,399,129.00 (total Consolidated Budget – Operational and Capital)

Ongoing / Future Costs: N/A

The funding for the proposed budget will come from 2019 property taxes, provincial grant funding, revenue in relation to services provided by Administration and an approximate $9.4 M withdrawal from reserves to deliver a balanced budget.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

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INCREASING LEVEL OF PUBLIC IMPACT

Inform

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ATTACHMENT(S):

- 2019 Planning and Development Area Proposed Budget
- 2019 Planning and Development Area Budget Summary
- MGA 242 (1), 245 and 248

INFRASTRUCTURE & PLANNING

PLANNING & DEVELOPMENT

2019 – 2021 Consolidated Budget

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview, Alberta, Canada

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www.mdgreenview.ab.ca

Planning & Development Department Overview

- Land Use Amendments (Redesignation)
- Land Use Bylaw
- Municipal & Intermunicipal Development Plans
- Notice of Decisions
- Rural Addressing
- Subdivisions
- Subdivision & Development Regulations

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Planning & Development Department Overview

- Appeals – Subdivision & Development
- Area Structure Plans – 2 types (Greenview & Developer)
- Business Licensing
- Compliance Certificates
- Development Permits
- Enforcement for Planning
- Forms & Information

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Planning & Development Department - Positions

Current Positions remain unchanged:

- Manager
- Development Officer: 3 individuals
- Development Technician
- Administration Support

Legislative Framework

Bylaws:

- 95-157 & 13-710 Subdivision & Development Appeal (SDAB)
- 00-324 Licensing of Business
- 01-358 Grande Cache Intermunicipal Development Plan
- 09-587 Valleyview Intermunicipal Development Plan
- 09-605 Fox Creek Intermunicipal Development Plan
- 11-652 Sturgeon Lake Area Structure Plan
- 11-659 Rural Addressing Bylaw
- 12-681 Grande Cache Cooperatives Municipal Rural Addressing
- 12-684 & 13-708 Municipal Planning Commission Membership

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Legislative Framework

Bylaws:

- 13-713 Public Hearing Procedure Bylaw
- 15-742 Municipal Development Plan: Polices for Future Growth & Development
- **17-779 Land Use Bylaw:** Regulates the Use and Development of Land & Buildings (Updated 2018)
- 17-782 Greenview Golf Resort Area Structure Plan (ASP) Minor
- 17-785 Grovedale Area Structure Plan
- 18-793 Big Mountain Industrial Park (ASP) Minor
- Various Land Use Amendment Bylaws

Legislative Framework

MGA – Part 17 Planning and Development

Sections:

- 616 - 618 Definitions, Purpose & Exemption
- 619 - 621 Authorizations - NRCB, ERCB, AEUB
- 622 Land Use Policies
- 623 – 626 Planning Authorities: Subdivision Authority and Development Authority
- 626 Municipal Planning Commission
- 627 - 630 Appeal Board Established and Evidence

Legislative Framework

- **Statutory Plans**: 631 Intermunicipal Development Plans; 632 Municipal Development Plans; 633 Area Structure Plans; and 634-5 Area Redevelopments Plans
- 636 - 638 Statutory Plan Preparation
- 639 - 644 Land Use Bylaw
- 645 - 646 Stop Order & Enforcement
- 647 - 649 Development Levies and Conditions
- 650 - 651 Condition of Issuing Development Permit
- 651.1 Restrictive Covenant & 651.2 Encroachment Agreements

Legislative Framework

- 652 - 660 Subdivision of Land
- 661 - 670 Reserve Land, Land for Roads & Utilities
- 671 - 677 Use and Disposal of Reserve Land
- 678 - 682 Subdivision Appeals
- 683 - 687 Development Appeals
- 688 - 689 Court of Appeal
- 690 - 691 Intermunicipal Disputes
- 692 - 694 Bylaws, Regulations
- 697 Zoning Caveat

Operational changes

MUNICIPAL DISTRICT OF GREENVIEW No. 16

2018 Approved Expenditures – $1,327,707
2019 Proposed Expenditures – $1,148,760

Overall decrease in Expenditures - $178,947

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2018 Projected Expenditures - $986,300

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Operational Changes - Revenue

Revenue: **5-53-534-000-**

- **5306**: Compliance Certificates: $500

Added to 5306:** **Environmental Site Assessment $200 per parcel & Concurrence Letter for Communication Towers $100 per request

- **5309**: Development Permit Fees: $450,000

Added to 5309:** **Variance Request $160 per request

- **5310**: Subdivision & Endorsement Fees: $30,000

Added to 5310:** **Developer's Area Structure Plan Fees $10,000 per Plan

Additions due to updated **Bylaw 18-790 Schedule of Fees adopted May 14, 2018*

Operational Changes – Expenditures

- Expenditure changes include:
- Increased in **6021 ADVERTISING** is due to more advertising taking place and increase in development activities.

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Note: Advertising was increased in 2018 to

211 Administration which should have remained in 212 MPC

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Operational Changes – Expenditures

- Expenditure changes include:
- Decrease in **6040 PROFESSIONAL SERVICES** varies from year to year depending on projects and carry overs

2019 decreased by $95,000

- Increase in **6076 REPAIR/MAINTENANCE OF MOTOR VEHICLES** is due to only two trucks in department; one being newer/less repairs

2019 Increased by $2,000

- Anticipate change **6208 DONATIONS & SPONSORSHIPS** due to increase in cost for items

Capital Budget

Capital Project

PD19001 Unit A128 Vehicle Replacement

- 2019 Truck Specs – ¾ Ton White 4 X 4 Super crew Cab (As per fleet specs)

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Current Operational Projects

Operational Projects:

6040 PROFESSIONAL SERVICES:
2018 Approved Plan Projects – $310,000
2019 Proposed Plan Projects – $215,000

Overall Decreased in Plan Projects - $95,000

Changes from year to year depending on Projects

2018 Projected Operational Expenditures - $310,000

Current Operational Projects

Intermunicipal Development Plans (IDP's)
Intermunicipal Collaboration Framework's (ICF's)

- Requirement due to modernization of MGA
- **Regional Collaboration**: Provide for integrated and strategic planning, delivery and funding of intermunicipal services to ensure municipalities contribute funding and services that benefit the residents
- **IDP's / ICF's**: County of Grande Prairie, Big Lakes County and MD of Smoky River

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Current Operational Projects

Valleyview Intermunicipal Development Plan (VVIDP)

- Working jointly with the Town of Valleyview & Greenview Administration and Council's. Contractor (V3 Companies of Canada Ltd) is hired to engage the Citizen Panel, Public and the Joint Councils to review and update the Plan for the area surrounding the Town of Valleyview
- Estimate Process takes between 18-24 months

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Current Operational Projects

Sturgeon Lake Area Structure Plan (SLASP)

- Administration will be working with ISL Engineering & Land Services to update the Sturgeon Lake Area Structure Plan
- Public Engagement is required via a Citizens' Panel, Open House & Survey
- Estimate Statutory Plans take between 18-24 months.

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Picture taken Sept 6/18 Greenview Golf's - Country Residential Lot Development

Proposed Operational Projects 2020 - 2021

Proposed Operational 2020 – 2021

- Land Use Framework – Upper Peace Regional Plan
- Contract will assist; and process could be two years or more. (No announcement)

Proposed Operational Projects 2020 – 2021
Fox Creek Intermunicipal Development Plan (FCIDP)

- Update the current statutory plan
- Jointly work with Town of Fox Creek & MD Councils through the public engagement processes
- 2 year project

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Proposed Operational Projects 2020 – 2021
Grande Cache Intermunicipal Development Plan (FCIDP) or another Statutory Plan such as Area Structure Plan (ASP)

- Update the current statutory plan
- Jointly work with Town of Grande Cache & MD Councils through the public engagement processes or possibly another document such as Area Structure Plan (subject to incorporation changes)
- 2 year project

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Future Discussions

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Future Discussions

- Future Bylaw Enforcement
- Future Provincial Permitting
  (Building, Electrical, Plumbing, Gas)
- Continued Review of Statutory Plans to remain current in future

PLANNING
&
DEVELOPMENT
PROPOSED
OPERATIONAL
&
CAPITAL BUDGET
2019 - 2021

Planning & Development

GREENVIEW SERVICE ENHANCEMENT FORM

Department: Planning & Development

Area: Planning & Development **Service Title:** *Fox Creek Intermunicipal Development Plan - 2020-21*

Service Description & Benefits

Update current Planning Document - Fox Creek Intermunicipal Development Plan. Administration will be working with a contractor familiar with planning documents and legislation to ensure we have a well planned clearly established Plan as identified in Greenview's Strategic Plan. Jointly, the Town of Fox Creek & Greenview Councils along with a Citizen Panel will assist with the review. Administration recognizes the Plan will take approximately two years to finalize. It is also recognized due to the location, other government agencies will need to provide comments and endorsement of the Plan.

Council Strategy/Goal

Strategy: Regional Cooperation

Goal: Regional Cooperation

Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$60,000.00
Total Funding	**$60,000.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Land Use Framework - Upper Peace Regional Plan	$60,000.00
Total Cost:	**$60,000.00**

Schedule

Service Starts January 2020

Service Ends Dec-21

GREENVIEW SERVICE ENHANCEMENT FORM

Department: Planning & Development

Area: Planning & Development **Service Title:** *Grande Cache Intermunicipal Development Plan - 2020-21*

Service Description & Benefits

Update current Planning Document or create another depending on Provincial decision to possibly update the current Grande Cache Intermunicipal Development Plan. Administration will be working with a contractor familiar with planning documents and legislation to ensure we have a well planned clearly established Plan as identified in Greenview's Strategic Plan. Jointly, the Town of Grande Cache & Greenview Councils along with a Citizen Panel will assist with the review. Administration recognizes the Plan will take approximately two years to finalize. It is also recognized due to the location, other government agencies will need to provide comments and endorsement of the Plan.

Council Strategy/Goal

Strategy: Regional Cooperation

Goal: Regional Cooperation

Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$60,000.00
Total Funding	**$60,000.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Grande Cache Intermunicipal Development Plan - 2020-21	$60,000.00
Total Cost:	**$60,000.00**

Schedule

Service Starts January 2020

Service Ends Dec-21

GREENVIEW SERVICE ENHANCEMENT FORM

Department: Planning & Development

Area: Planning & Development **Service Title:** *Land Use Framework - Upper Peace Regional Plan*

Service Description & Benefits

Provincial decision making will determine exact time frame for the creation of the Upper Peace Regional Plan. A contractor will assist with the preparation of several joint plans we have a well planned clearly established Plan. Administration recognizes the Plan could take approximately two years to finalize depending on cooperation from other government departments and the province.

Council Strategy/Goal

Strategy: Regonial Cooperation

Goal: Regonial Cooperation

Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$60,000.00
Total Funding	**$60,000.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Land Use Framework - Upper Peace Regional Plan	$60,000.00
Total Cost:	**$60,000.00**

Schedule

Service Starts January 2020

Service Ends Decenber 2021

PLANNING & DEVELOPMENT REVENUE		2018 BUDGET	2018 PROJECTION	2019 BUDGET	2020 BUDGET	2021 BUDGET
Planning & Development Revenue						
5-53-534-000-5305	Fees - Business License	(300)	(400)	(600)	(600)	(600)
5-53-534-000-5306	Fees - Certificate of Compliance	(300)	(600)	(500)	(500)	(500)
5-53-534-000-5309	Fees - Development Application	(400,000)	(400,000)	(450,000)	(450,000)	(450,000)
5-53-534-000-5310	Fees - Subdivision Applications	(30,000)	(20,000)	(30,000)	(30,000)	(30,000)
5-53-534-000-5505	Fees - Land Use Amendments	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
TOTAL PLANNING & DEVELOPMENT REVENUE		**(434,600)**	**(425,000)**	**(485,100)**	**(485,100)**	**(485,100)**

PLANNING & DEVELOPMENT		2018 BUDGET	2018 PROJECTION	2019 BUDGET	2020 BUDGET	2021 BUDGET
Planning & Development Administration						
6-21-211-000-6001	Salaries	528,390	472,000	537,953	547,452	557,214
6-21-211-000-6004	Employee Contributions	158,517	128,000	156,007	158,762	161,593
6-21-211-000-6011	Accommodation & Subsistence	12,000	11,500	12,000	12,000	12,000
6-21-211-000-6012	Travel - Transportation Expenses	1,500	1,500	1,500	1,500	1,500
6-21-211-000-6013	Tuition & Other Training Costs	10,000	8,000	10,000	10,000	10,000
6-21-211-000-6015	Memberships Seminars Conferences	7,000	7,000	7,000	7,000	7,000
6-21-211-000-6021	Advertising Services	1,500	8,000	13,500	13,500	13,500
6-21-211-000-6036	Mobile Communication Services	3,500	3,500	3,500	3,500	3,500
6-21-211-000-6040	Professional & Special Services	310,000	175,500	215,000	200,000	20,000
6-21-211-000-6076	Repair/Maintenance of Motor Vehicles	3,000	5,000	5,000	5,000	5,000
6-21-211-000-6104	Personal Protection Equipment	1,500	500	1,500	1,500	1,500
6-21-211-000-6105	Petroleum & Antifreeze Products	9,000	6,000	6,000	6,000	6,000
6-21-211-000-6109	General & Operating Supplies	1,000	1,000	1,000	1,000	1,000
6-21-211-000-6208	Sponsorships	5,500	5,500	5,500	5,500	5,500
		1,052,407	**833,000**	**975,460**	**972,714**	**805,307**
Municipal Planning Commission						
6-21-212-000-6003	Honorariums	30,000	28,000	30,000	30,000	30,000
6-21-212-000-6004	Employer Contributions	2,500	4,100	2,500	2,700	4,500
6-21-212-000-6011	Accommodation & Subsistence	5,000	5,000	5,000	5,000	5,000
6-21-212-000-6012	Travel - Transportation Expenses	10,000	9,900	10,000	10,000	10,000
6-21-212-000-6015	Memberships Seminars Conferences	4,500	4,500	4,500	4,500	4,500
6-21-212-000-6021	Advertising Services	20,000	20,000	8,000	8,000	8,000
6-21-212-000-6109	General & Operating Supplies	500	500	500	500	500
6-21-212-000-6143	Rental of Building	3,000		3,000	3,000	3,000
		75,500	**72,000**	**63,500**	**63,700**	**65,500**
Subdivision & Appeal Board (SDAB)						
6-21-213-000-6003	Honorariums	5,000	3,500	5,000	5,000	5,000
6-21-213-000-6004	Employer Contributions	800	800	800	800	-
6-21-213-000-6011	Accommodation & Subsistence	1,500	1,500	1,500	1,500	1,500
6-21-213-000-6012	Travel - Transportation Expenses	2,000	2,000	2,000	2,000	2,000
6-21-213-000-6013	Tuition & Other Training Costs	8,000	8,000	8,000	8,000	8,000
6-21-213-000-6015	Memberships Seminars Conferences	4,000	4,000	4,000	4,000	4,000
		21,300	**19,800**	**21,300**	**21,300**	**20,500**

Subdivisions - Land Purchase						
6-21-214-000-6065	Surveying & Mapping Services	95,000	30,000	50,000	50,000	50,000
6-21-214-000-6549	Land	70,000	18,000	25,000	25,000	25,000
		165,000	**48,000**	**75,000**	**75,000**	**75,000**
Citizen Panel						
6-21-215-000-6003	Honorariums	10,000	10,000	10,000	10,000	10,000
6-21-215-000-6011	Accommodation & Subsistence	1,500	1,500	1,500	1,500	1,500
6-21-215-000-6012	Travel - Transportation Expenses	2,000	2,000	2,000	2,000	2,000
		13,500	**13,500**	**13,500**	**13,500**	**13,500**
	TOTAL PLANNING & DEVELOPMENT	**1,327,707**	**986,300**	**1,148,760**	**1,146,214**	**979,807**

Planning & Development Capital Summary

PLANNING & DEVELOPMENT					
Job ID and Description	**2018 C/O**	**2019**	**2020**	**2021**	**Total**
PD19001 Truck, 3/4 ton, Crew Cab, 4x4 Replacement A128		$52,500			$52,500
Total Planning & Development	**-**	**$52,500**	**-**	**-**	**$52,500**

PLANNING & DEVELOPMENT													
Job ID and Description		2018 C/O	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
PLANNING & DEVELOPMENT													
PD19001	Truck, 3/4 ton, Crew Cab, 4x4 Replacement A128	0	$52,500										$52,500
PD23001	Truck, 3/4 ton, Crew Cab, 4x4 Replacement A164						$63,900						$63,900
	TOTAL PLANNING & DEVELOPMENT	**$0**	**$52,500**	**$0**	**$0**	**$0**	**$63,900**	**$0**	**$0**	**$0**	**$0**		**$116,400**

GREENVIEW CAPITAL EXPENDITURE FORM

Department: Planning & Development **Job/Asset ID:** PD19001

Area: Planning & Development **Item:** *Truck, 3/4 ton, Crew Cab, 4x4 Replacement A128*

Description & Benefits

3/4 ton truck replacements are as per the vehicle & equipment replacement policy 4006. Replacement A128

The specifications for this truck are a crew cab, short or long box, spray in box liner, headache rack with rails, navigation display & rear-view camera, beacon light, fleet complete & 2 way radio, GPS transfer installation.

Council Strategy/Goal

Strategy: Level of Service

Goal: Level of Service

Funding/Costs

Funding Source:

Types of Funding:	*Dollar Amount:*
Grants	
Reserves	
Utility Revenue	
Tax Revenue	$52,500.00
Total Funding	**$52,500.00**

Costs:

Type of Cost:	*Dollar Amount:*
• Truck, 3/4 ton, Crew Cab, 4x4 Replacement A128	$52,500.00
Total Cost:	**$52,500.00**

Schedule

Project Starts: 2019 01 01 **Estimate Date of Purchase**

Project Ends: 2019 12 31 **Estimate Date of Delivery**

Municipal Government Act
Revised Statutes of Alberta 2000,
Chapter M-26 – July 1, 2018

Adoption of operating budget
242(1) Each council must adopt an operating budget for each calendar year.

245 Each council must adopt a capital budget for each calendar year.

Expenditure of money
248(1) A municipality may only make an expenditure that is
(a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,
(b) for an emergency, or
(c) legally required to be paid.

SUBJECT:	**TERRAPIN GEOTHERMICS INC. PROPOSAL**		
	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: KK
DEPARTMENT:	ECONOMIC DEVELOPMENT	GM: SW	PRESENTER: KK

RELEVANT LEGISLATION:
Provincial (cite) – *NA*

Council Bylaw/Policy (cite) – *NA*

RECOMMENDED ACTION:
MOTION: That Council accept the Geothermal regulatory and funding options for the Greenview Geothermal Project Developments for information, as presented.

BACKGROUND/PROPOSAL:
Terrapin Geothermic Inc. has been the lead consulting firm on potential geothermal development opportunities within Greenview over the past 18 months.

Research completed by Terrapin in 2017 and 2018 lead to the submission of an Emerging Renewables Power Program (ERPP) grant application in April 2018. Both Greenview and Terrapin were advised in July 2018 that the Greenview application was presently declined due to a lack of provincial regulatory infrastructure within Alberta, regarding geothermal projects. In response to this decision, Terrapin took action to meet with members of Alberta Energy to discuss options to truncate the timeline to develop regulatory approval for geothermal projects in Alberta and specifically the Greenview projects. As a result of this effort, Alberta Energy proposed putting a "demonstration project" proposal for the Greenview project before the Legislature of Alberta in late 2018. Should the proposal be approved, Terrapin will notify the ERPP of the change in regulatory processes, with the understanding the last barrier to approval has been removed prior to the awarding of the spring 2019 ERPP grants.

BENEFITS OF THE RECOMMENDED ACTION:
1. The benefit of accepting the recommended motion is that Council will be provided with information that will aid in decisions regarding the continuation of this project and the affiliated funding necessary to move it forward.

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 or deny the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise Terrapin Geothermic Inc. accordingly of Council's decision

ATTACHMENT(S):

- N/A

SUBJECT:	**Conseil de development economique de l'alberta – Funding Request**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: KK
DEPARTMENT:	ECONOMIC DEVELOPMENT	GM: SW	PRESENTER: KK
STRATEGIC PLAN:	Regional Cooperation		

RELEVANT LEGISLATION:
Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:
MOTION: That Council appoint a Member of Council to sit on the Steering Committee for the Northern Alberta Hemp Processing Initiative.

MOTION: That Council approve the membership cost of $10,000.00 to retain a seat on the Steering Committee for the Northern Alberta Hemp Processing Initiative for two years, with funds to come from Council's Membership Seminars Conferences Budget.

BACKGROUND/PROPOSAL:
The conseil de développement économique de l'Alberta presented to Greenview Committee of the Whole on September 17, 2018. During the presentation a request was made for Greenview to join the Northern Alberta Hemp Processing Initiative (NAHPI) steering committee of this initiate for the next 2 years, to assist in promoting and planning for a hemp decortication facility to be developed in Northwestern Alberta. A cost of $5,000.00 per year is associated with holding a seat in the steering committee and Council will need to appoint a member to attend meetings and events.

The proponent has already engaged numerous neighbouring municipalities to sit on the steering committee for this venture to support the diversification of the agricultural sector in northwest Alberta.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will be a participant in future planning meetings for a hemp processing facility that could benefit producers in Greenview and northwestern Alberta.

2. The benefit of the recommended motion is that Greenview would be and engaged partner municipality on a multi-jurisdiction project.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that there are no current producers of hemp crops within Greenview, thus potential local demand for a future facility is unknown.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to alter or deny the requested motion.

FINANCIAL IMPLICATION:

Direct Costs: $5,000.00 per year for 2 years ($10,000 total (2018, 2019))

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the conseil de développement économique de l'Alberta (CDEA) of Councils decision to fund and participate in this initiative; in writing.

ATTACHMENT(S):

- Greenview Request Letter from conseil de développement économique de l'Alberta regarding the Northern Alberta Hemp Processing Initiative.

SUBJECT:	**RV Dumping Station**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: GC
DEPARTMENT:	ENVIRONMENTAL SERVICES	GM: GG	PRESENTER: GC
STRATEGIC PLAN:	Infrastructure		

RELEVANT LEGISLATION:
Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:
MOTION: That Council accept Administration's update on the DeBolt RV Dumping Station for information, as presented.

BACKGROUND/PROPOSAL:
Administration has been exploring locations and options in providing area residents with a recreational vehicle sewer dump station in the DeBolt area.

Administration identified three potential sites to accommodate this need in the DeBolt area. The first site that was explored at the DeBolt Lagoon and has been ruled out due to the price of providing utilities being cost prohibitive. Bringing in power would have absorbed a large percentage of the budget and water nor sewer were readily available.

The second location that was explored occurred by the lift station in DeBolt, however, this was ruled out by Alberta Transportation due to its proximity to Highway 43 and Highway 736 and the potential for causing access issues.

The third site is located near the Crooked Creek waterpoint/recycle bins. This site is most preferred as there is a good non potable water source and power already available on site and the location is easily accessible and highly visible. Development permits have been acquired from both Alberta Transportation and Greenview to ensure the locations viability. Both development applications were approved for this land usage.

BENEFITS OF THE RECOMMENDED ACTION:
1. A benefit of the recommended motion is that Council will receive updated information on the DeBolt area RV Dumping Stations options.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

Alternative #2: Council has the alternative to have Administration explore more locations available.

FINANCIAL IMPLICATION:

There are no perceived financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will follow up according to Council's direction.

ATTACHMENT(S):

- Alberta Transportation Roadside Development Permit
- Greenview Development Permit

Alberta

Delivery Services, Transportation
Peace Region, Grande Prairie District
10320 - 99 Street
Grande Prairie, Alberta T8V 6J4

Permit No.: RSDP022808
File Number: 2511-(5-26-71-26 NE)HWY43/06

August 29, 2018

Municipal District of Greenview No. 16
PO Box 1079
Valleyview, Alberta T0H 3N0
Email: gary.couch@mdgreenview.ab.ca

Attention: Gary Couch – Manager, Environmental Services

Subject: Approval for the items identified below within MD of Greenview No. 16

Permit / File Number	Description	Location
RSDP022808-1 Development	Development of recreational vehicle dump station located on existing water point site with access from an existing service road.	Highway 43:06 Km 8.70 NE-26-71-26-5

Alberta Transportation Permit No. **RSDP022808** is issued to Municipal District of Greenview No. 16 (Permittee) under the Highways Development and Protection Regulation authorizing the above noted development(s). Issuance of this permit does not excuse violation of any regulation, bylaw or act which may affect the proposed project. This permit is subject to the conditions shown and should be carefully reviewed.

1. This permit is subject to the provisions of Section 11-19 inclusive of the Highways Development and Protection Act (Chapter H-8.5 2004), amendments thereto, and Highways Development and Protection Regulation (Alberta Regulation 326/2009) and amendments thereto,
2. All highway accesses are to be considered temporary. No compensation shall be payable to the Permittee or their assigns or successors when the Department removes or relocates the temporary access or if highway access is removed and access provided via service road,
3. The Department is under no obligation to reissue a permit if the development is not completed before expiry of this permit,
4. The Permittee shall not place any signs contrary to Alberta Regulation 326/2009. The separate "SIGN APPLICATION" form shall be submitted for any proposed sign,
5. No additional highway access will be permitted.,
6. Approval of companies having buried utilities shall be obtained prior to access construction or upgrading.,
7. The proposed development is to be set back approximately 85 metres from the highway property line, as shown on the attached site plan,
8. The Department accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof,
9. This permit approves only the development contained herein, and a further application is required for any changes or additions,

10. No direct highway access will be permitted. Access shall be via the local municipal road,

Permission is hereby granted to Municipal District of Greenview No. 16 to carry out the development in accordance with the plan(s) and specifications attached hereto and subject to the conditions shown above.

If the development has not been carried out by **August 29, 2019** this permit expires and the Permittee must reapply for a new permit if they wish to proceed.

If you have any questions about the permit or any of the conditions, please contact the undersigned Development and Planning Technologist.

Signed:

Philip Alcock
Development & Planning Technologist
Philip.Alcock@gov.ab.ca

PA/pa

cc: Bruce Henderson – Maintenance Contract Inspector, Valleyview.

PERMIT NO. : RSDP 022808

Government of Alberta
Transportation

ROADSIDE DEVELOPMENT APPLICATION FOR DEVELOPMENT NEAR A PROVINCIAL HIGHWAY

(print please)

Alberta Transportation Permit # _____

Applicant's Name Municipal District of Greenview No.16

Mailing Address P.O. Box 1079

City/Town/Village Valleyview **Province** Alberta **Postal Code** T0H 3N0

Phone # 780-524-7600 **Fax #** 780-524-4307 **e-mail** _____

Landowner's Name (if different from above) _____

Mailing Address _____

City/Town/Village _____ **Province** _____ **Postal Code** _____

Phone # _____ **Fax #** _____ **e-mail** _____

APPLICATION IS HEREBY MADE TO: (Please provide a description of the proposed development including all proposed above and below ground installations. Attach a detailed report if necessary.)

Recreational Vehicle Septage Dumping Station

Also attach a plan showing in detail the location of all existing and proposed development and access.

Property Information

NE	26	71	26	W5
(NE, NW, SE, SW)	¼ Section	Township	Range	West of Meridian

			4.17
Lot	Block	Plan Number	Parcel size (acres or hectares)

Highway No. HWY 43 1 **kilometres** North East **of** Crooked Creek

(north, south, etc.) (City, Town or Village)

Distance of the proposed development to the highway right-of-way boundary 85 **metres**

Municipal District of Greenview No. 16	Right of Way	50,000
Name of Municipality	Existing / Proposed Land Use	Estimated cost of proposed development

It is understood that all works will be constructed, altered, maintained or operated at the sole expense of the undersigned, and that any work must not begin before a permit has been issued by Alberta Transportation.

In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Alberta Transportation, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized. The Applicant also consents to a person designated by Alberta Transportation to enter upon land for the purpose of inspection during the processing of this application.

The issuance of a permit by Alberta Transportation does not relieve the holder of the responsibility of complying with relevant municipal bylaws and this permit once issued does not excuse violation of any regulation, bylaw or act which may affect this project.

I _____ (print full name) hereby certify that ○ I am the registered owner

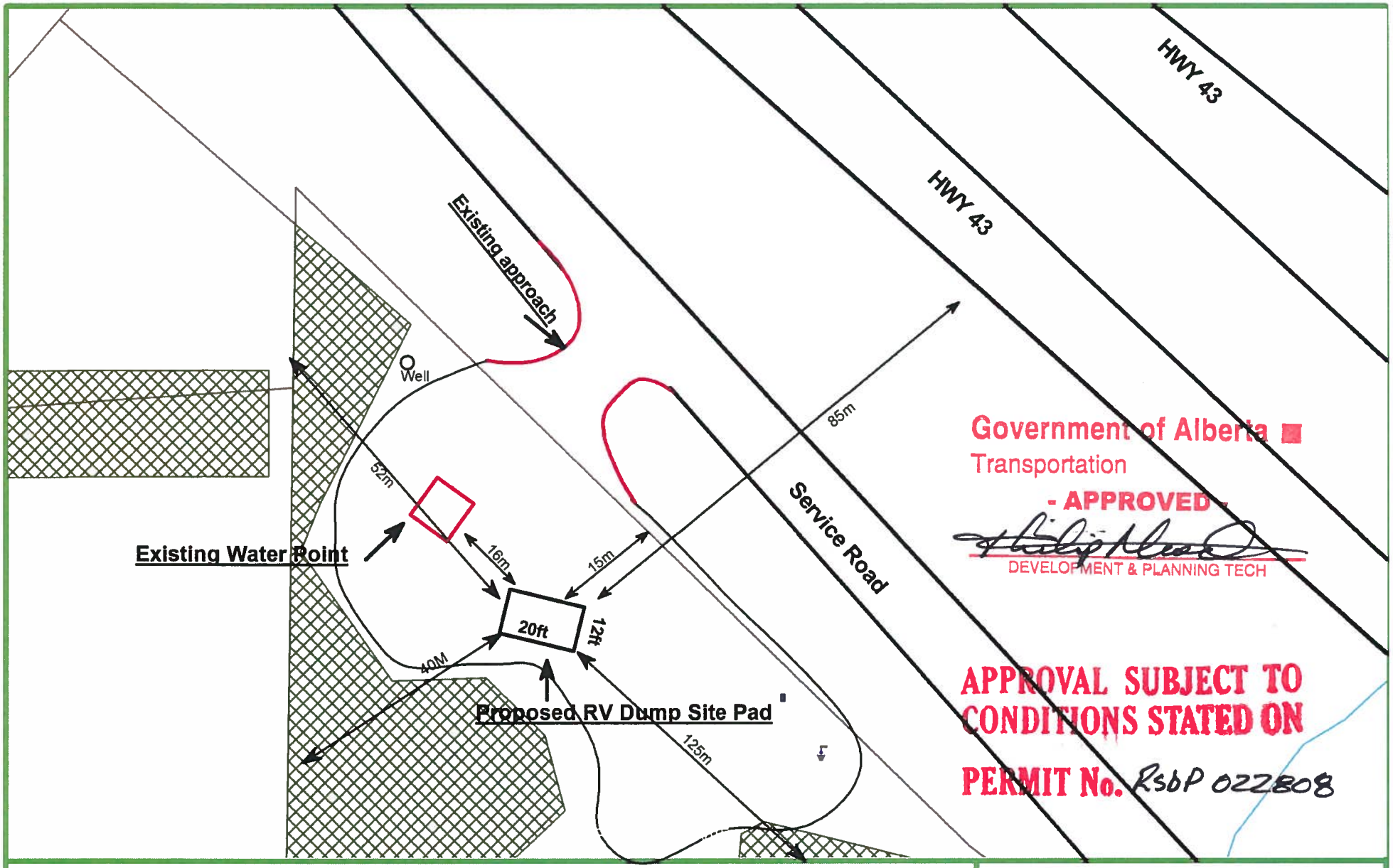
_____ Signature

I Gary Couch (print full name) hereby certify that ◉ I am authorized to act on the owner's behalf

Gary Couch Signature

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to this application for roadside development.

(Date) August 27, 2018



Municipal District of Greenview #16

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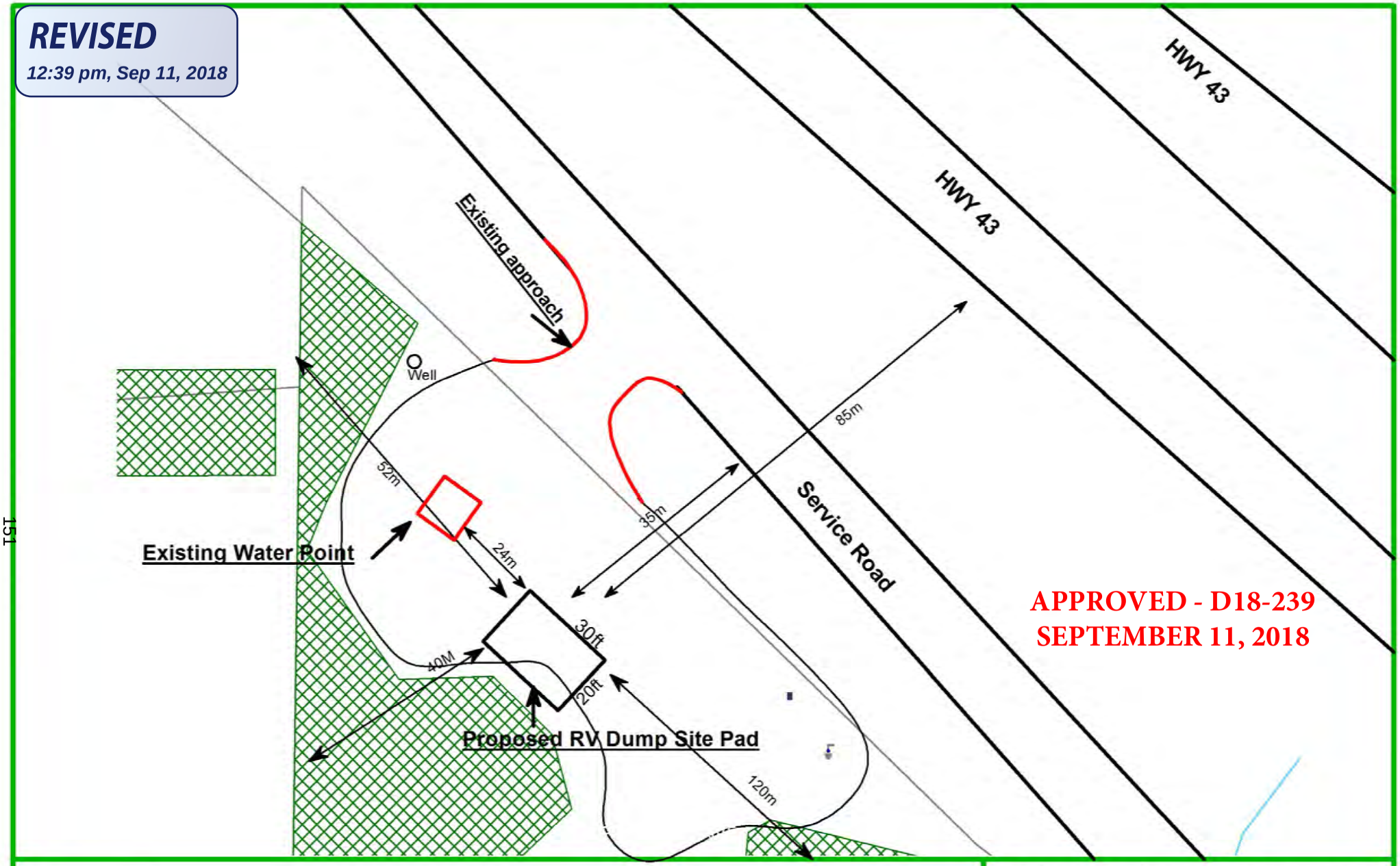
REVISED
12:39 pm, Sep 11, 2018



APPROVED - D18-239
SEPTEMBER 11, 2018

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Municipal District of Greenview #16

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SUBJECT:	**Sturgeon Lagoon Expansion Engineering**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: GC
DEPARTMENT:	ENVIRONMENTAL SERVICES	GM: GG	PRESENTER: GC
STRATEGIC PLAN:	Infrastructure		

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Sturgeon Lagoon Expansion Engineering report for information as presented.

BACKGROUND/PROPOSAL:

At the awarding of the Sturgeon Wastewater Lagoon Expansion, Council expressed interest in a report on total engineering fees for the project. The table below presents summarizes the professional fees for the project.

Design Phase	Budgeted	Spent to date
Preliminary and Detailed Design	-	51,800
Site Investigation (Helix and Parkland Geo)	-	40,800
Environmental and Regulatory	-	4,600
Sub-total Design	**111,600**	**97,200**
Construction Phase Services		
General Engineering, Meetings, and Resident Inspection	120,400	-
Materials Testing (Parkland Geo)	57,800	-
Survey Layout	8,900	-
Post Construction Services	9,300	-
Sub-total Construction	**196,000**	**-**
Project Management	**13,400**	**6,400**
Total	**321,400**	**103,600**

Associated Engineering has provided explanation of the engineering fees being such a large percentage of the project for a number of reasons, mainly:

- The site investigation included $19,800 towards monitoring wells and existing well decommissioning that is required for lagoon operation, not design.
- The field investigations and environmental/regulatory work are not necessarily tied to the size of the project. The fees would be similar for a smaller or larger project.
- This is a modification to an existing lagoon which is more complicated. Significant effort must be put into construction sequencing/logistics, dirt balancing in order to maintain operation of the existing lagoon during construction.
- The largest portion of the fee is for construction phase services. We have considered the option of part-time inspection, say 2- 3 days a week, however it does not offer considerable savings and scarifies the quality of the product. We are open to discussing options if the Greenview wants to reduce cost.

It was noted that the contingency of 15 percentage for the entire project is considered standard practice and is not an item that is broke down due to the unknowns that may occur.

Attached Council will find the August 27, 2018 RFD for information purposes.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Council will be informed of this information.

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:

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):

- Previous RFD

SUBJECT:	**Contract Award for Sturgeon Heights Lagoon Expansion**				
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION			
MEETING DATE:	August 27, 2018	CAO:	MH	MANAGER:	GC
DEPARTMENT:	ENVIRONMENTAL SERVICES	GM:	GG	PRESENTER:	GC
STRATEGIC PLAN:	Infrastructure				

RELEVANT LEGISLATION:
Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:
MOTION: That Council approve Administration to award the Sturgeon Heights Lagoon Expansion Project to Roughrider Civil Infrastructure Ltd. in the amount of $658,617.00, with funds to come from the Environmental Services 2018 Capital Budget.

BACKGROUND/PROPOSAL:
The proposed Sturgeon Heights Lagoon Expansion project was posted July 17th on the Alberta Purchasing Connection (APC), to obtain bids for construction of an additional storage cell and expanded facultative cell at the current site in Sturgeon Height.

The New West Partnership Trade Agreement allows the municipality to sole source the water treatment equipment if Greenview desired but we chose to invite 4 reputable companies to compete. Only two bids were received for the project and they were opened on August 2 at 2:00 pm in Edmonton at Associated Engineering's office.

The lowest bid, from Kichton Contracting Ltd. at $514,065, was considered to be a Non-Compliant Bid, for reason of not complying with the "instructions to bidders" and by submitting conditions and exclusions.
It was then recommended by Associated Engineering that Kichton Contracting's tender bid be considered non-compliant.

INFORMATIONAL ITEM

Table 2.0 – Anticipated Project Cost

Item	Estimate (excludes GST)
Construction - Roughrider	$658,617
Contingency (15%)	$98,800
Engineering Design and Services during Construction (AE)	$321,300
TOTAL	**$1,078,717**

The 2018 approved funding for this project is $1,319,000.00.
The bid submitted by Roughrider falls within our budget estimates and would not require additional funds.

Administration feels it prudent to award the contract to Roughrider, as they complied with the submission requirements.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion will be the needed expansion of the wastewater treatment lagoon in Sturgeon Heights.

2. The benefit of Council accepting the recommended motion is project schedules will likely stay on track allowing for the 2018 construction schedule.

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 2018 construction schedules

Alternative #2: Council has the alternative to re submit the Request for Bids. This is not recommended as there no guarantee that results would change (could come in higher), and we could lose our 2018 construction window.

FINANCIAL IMPLICATION:

Direct Costs: $658,617.00 to come from Environmental services 2018 Capital Budget

Ongoing / Future Costs: Long term operating costs associated with an expanded wastewater treatment lagoon are included in upcoming environmental services annual operational budget. No more operating costs due to expansion

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

INFORMATIONAL IT

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will complete a "Notice of Award "letter and send to selected company

ATTACHMENT(S):

- Sturgeon Heights Lagoon Expansion Recommendation for Award of Contract

INFORMATIONAL ITEM

SUBJECT:	**Grovedale Public Service Building Door Locks**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: DR
DEPARTMENT:	PROTECTIVE SERVICES	GM: SW	PRESENTER: DR
STRATEGIC PLAN:	Infrastructure		

RELEVANT LEGISLATION:
Provincial (cite) – *N/A*
Council Bylaw/Policy (cite) – *N/A*

RECOMMENDED ACTION:
MOTION: That Council accept the Grovedale Public Service Building Installation of Additional Door Locks Report for information, as presented.

BACKGROUND/PROPOSAL:
In 2016, Greenview completed the construction of two Municipal Public Service Buildings, respectively located in the hamlets of DeBolt and Grovedale. The importance of these multipurpose buildings has quickly grown to become a significant component of Greenview's day-to-day operations through the housing of Administration staff, ability to accommodate meetings and public events and of course they are the home of two Greenview Fire Departments.

The Grovedale Fire Department has recently expressed concern regarding non-fire department staff such as contractors working within the building and Administration accessing the kitchen/lounge and truck floor areas of the Grovedale Public Service Building.

On their own accord, the members of the Grovedale Fire Department have invested in the installation of a large screen television and sound system, a pool table, and food and beverage products for use by fire department members only into the kitchen/lounge area. As a result of the investment and concerns, the Grovedale Fire Department have requested that locks be installed to restrict access to the kitchen/lounge and the truck floor areas of the Grovedale Public Service Building. In addition, the Fire Department is basing the door lock request on the fact that they use this area for critical incident stress debriefings after emergency incidents, and have indicated that sensitive call and personal information is left out in the room while the files are being completed. However, it should be noted that the fire department is provided with three (3) individual offices and have access to the training room and small conference room. In addition, the Fire Department feels there may be the possibility for fire apparatus to be tampered with if access to the truck floor is not controlled.

Administration have put procedures in place to inform the Fire Department of when the building is going to be used, the areas that will be utilized, and communicates directly with the Fire Department if the lounge,

truck floor or outside aprons by the truck bays will be used by Administration. The same procedure is in place with the DeBolt Fire Department, although the DeBolt Fire Department has no interest in restricting access to any portion of the building.

Administration has determined that the cost of accommodating the request will be approximately $14,000.00. The high cost to add the locks can be attributed to the difficulty of accessing existing electrical infrastructure, the kitchen area being an access to egress for emergencies and the integration into the alarm system so the locks are disabled during an alarm.

If Council wishes to proceed with the addition of the door locks funding options can include the reallocation of monies from the capital project PS18003 Grovedale Rope Rescue Anchor Points. This project has an allocation of $30,000.00 dollars and it is not anticipated to be completed in 2019, therefore, $14,000.00 can be utilized for the door locks and the remaining $16,000.00 can be returned to reserves.

If granted, this request will greatly restrict access to Greenview employees to the specified areas in the Greenview Public Service Building. In addition, if granted, this may set a precedent for access restrictions in other Greenview facilities.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefits of the recommended motion is that Council will be informed of a request from the Grovedale Fire Department.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to accommodate the request made by Grovedale Fire Department.

FINANCIAL IMPLICATION:

There are no perceived financial implications to the recommended motion.

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.

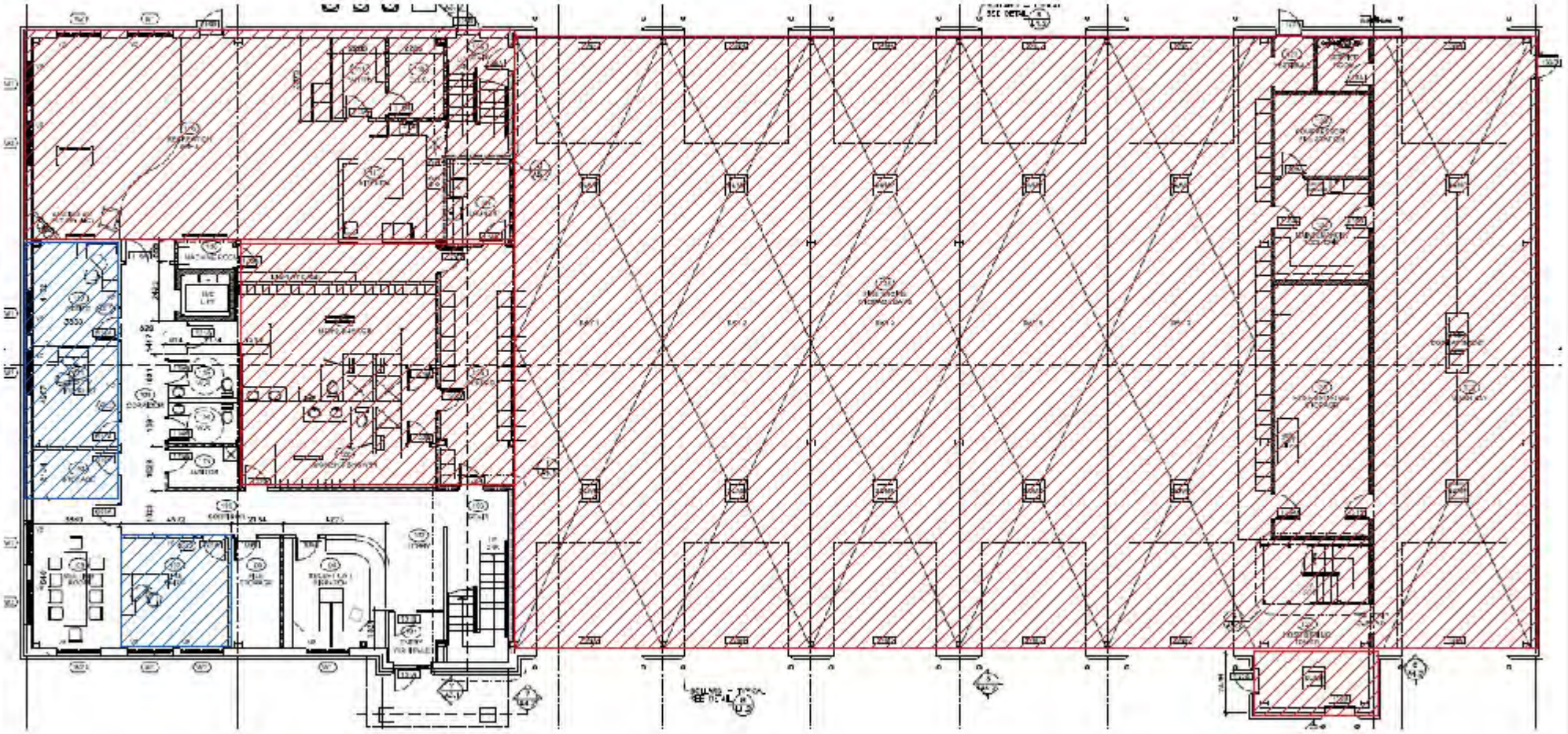
FOLLOW UP ACTIONS:

Administration will respond to the Grovedale Fire Department accordingly with Council's decision.

ATTACHMENT(S):

- Grovedale Public Service Building Map

Grovedale Fire Department
Current and Proposed Building Restrictions



Current access restricted for Grovedale Fire Department use only

Proposed access restricted for Grovedale Fire Department use only

SUBJECT:	**Waterpoint Usage Report**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: GC
DEPARTMENT:	ENVIRONMENTAL SERVICES	GM: GG	PRESENTER: GC
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:
Provincial (cite) – Water Act

Council Bylaw/Policy – Policy 4016 -Bulk Water Usage

RECOMMENDED ACTION:
MOTION: That Council receive the Waterpoint Usage Report for information, as presented.

BACKGROUND/PROPOSAL:
Administration continues to work with Council in finding a solution to ensure that water point customers' needs are being met without creating long wait times for other residents when accessing the water points. While finding a solution for this issue Administration must be aware of the well licencing details set forth by Alberta Environment and Parks for each site.

In Alberta, the diverting and usage of ground water requires a licence under the province's Water Act. The licence identifies the location of the diversion site, volume, rate and timing of water to be diverted, priority of the "water right" established by the licence, and any conditions the diversion must adhere to.

Each of the wells that are used for the purpose of water supply at Greenview's Water Points follow this mandate. Annual authorized amounts, average daily amounts, and maximum daily amounts are defined in the Water Licence that must be abided by.

These set volume amounts are calculated on the aquifer recovery time and the "water rights "permitted to other users. These factors determine the maximum pumping rate allowed for water diversion from the aquifer. The diversion numbers are for the raw water being taken from the well, but this does not reflect equal amount of potable water being produced as the RO systems reject approximately 30 percent of raw water during the treatment process.

Attached is a spreadsheet of the allowed water diversion and pumping rates per well as per the Water Act. The second attached spreadsheet indicates the total amount of customers in Greenview, the amount of water used per site per month, the amount of customers per site per month in 2018 to date.

Prior to Administration adding the limit restriction to each account through the billing software program in June, Administration used the honor system with the customers and advised them of the daily limit when setting up an account. This helped to ensure water was available to each customer when accessing the water point.

When a situation occurred that there was no water available for a customer, Administration would review the transaction report for the particular water point in question and contact the customer that did not comply with the limit restriction. This would usually resolve the issue with that particular customer taking too much water at one time, but it did not resolve the problem for the customer who arrived on site and was not able to access the water they required.

Due to the over usage and the calls from concerned customers to ensure that there is water available for all customers upon arrival at the water point, Administration set a daily limit per customer of 5 cubic metres through the software program. This is in accordance with Council Direction in Policy 4016 "Bulk Water Usage" which was passed May 14, 2018. Administration has received some calls in regards to the restriction being active on each account, but once a discussion happened with the customer, it was better understood and the problem was resolved.

Customers are being encouraged to call Administration if there is an occasional need for more water than the current 5 cubic meter limit to.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit to accepting the report for information is the understanding of the limits required to be able to provide all waterpoint users the opportunity to get water and allows administration to work with customers that occasionally require higher volumes of water.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1:

Council has the alternative to remove the customer limits from the accounts through the billing software and have administration return to monitoring the site usage as the department did prior to the software upgrades. Although, this option does create the opportunity for customers to take as much water as they want, it has the potential to create long wait times for other residents when accessing a waterpoint.

Alternative #2:

Council has the alternative to request Agriculture Services to investigate alternative water source options for agricultural needs and usages.

FINANCIAL IMPLICATION:

Direct Costs: There are no financial implications to the recommended motion.

Ongoing / Future Costs: There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will work with residents who communicate a desire for occasional amounts of water that are over the set limits.

ATTACHMENT(S):

- Well Authorization/Licences Spreadsheet
- Water Points Monthly Information

Water Well Licence

Water Well	Land Location	Authorization no.	Annual amount M3	Average Daily M3	Maximum Daily M3	Pump Rate L/min
New Sunset House	09-36-070-20 W5M	000344523-00-00	6,205 m3/yr	17 m3/day	31 m3/day	27.27 L/min
Grovedale Tank Loader Well -2014	03-04-070-06 W6M	00378144-00-00	3,650 m3/yr	10 m3/day	189.0m3/day	131.2 l/min
South Wapiti	09-27-069-08 W6M	00378145-00-00	3,650 m3/yr	10 m3/day	66.2 m3/day	27.28 l/min
Puskwaskau	16-36-074- 01 W6M	00030671-00-00/01	8,634 m3/yr	23.7 m3/day	52 m3/day	36.7 l/min
Goodwin	NW 05-072-01-W6M	00030739-00-00/01	8,634 m3/yr	23.7 m3/day	65 m3/day	36.37 l/min
DeBolt WTP Source well 2005	SW 12-072-01-W6M	00378147-00-00	19,126 m3/yr	52.04 m3/day	52.4 m3/day	45.6 l/min
DeBolt WTP Source well 1997	11-12-072-01-W6M	00067740-00-00/03	13,568 m3/yr	37.2 m3/day	54 m3/day	136.38 l/min
DeBolt WTP Source Well 1982	SW 12-072-01-W6M	0003324-00-00/03	9,868 m3/yr	27 m3/day	131 m3/day	N/A
Ridgevalley WTP Source Well 2016	01-22-071-26-W5M	00381781-00-00	52,000 m3/yr	142.5 m3/day	422 m3/day	N/A
Ridgevalley WTP Source Well 2017	01-22-071-26 W5M	00381781-00-00/02	52,000 m3/yr	145.2 m3/day	422 m3/day	N/A
Crooked Creek - old wqter point well	10-26-071-26 W5M	00030797-00-00/02	8,634 m3/yr	23.7 m3/day	65 m3/day	N/A
Sandy Bay	NE 08-071-23-W5M	00200240-00-00-02	24,000 m3/yr	65.8 m3/day	269 m3/day	66.01 l/min
Sweathouse - well amount was increased in 2015	16-20-069-W5M	00344528-00-00	11,906 m3/yr (1233m3)	36 m3/day	39 m3/day	22.43 l/min
Little Smoky	03-30-066-21 W5M	003300765-00-00/01	21,900 m3/yr	57.5 m3/day	63 m3/day	113.65 l/min
New Fish Creek	NW 01-073-22 W5M	000344530-00-00/01	10,590m3/yr	29.0 m3/day	59.0 m3/day	45.6 l/min

Water Point Usage Report

Month	LS users	LS - m3	CC users	CC-m3	SSH users	SSH-m3	GW users	GW-m3	NFC users	NFC-m3	Sweat users	Sweat-m3	GD users	GD-m3	SW users	SW- m3
January	18	138 m3	32	281 m3	24	113 m3	17	225 m3	11	43 m3	8	33 m3	42	336 m3	11	184 m3
Feburary	12	109 m3	33	261 m3	18	107 m3	18	210 m3	12	40 m3	12	33 m3	32	346 m3	19	151 m3
March	9	90 m3	34	331 m3	17	94 m3	21	201 m3	11	33 m3	8	27 m3	35	308 m3	20	164 m3
April	13	102 m3	34	362 m3	26	85 m3	23	284 m3	11	29 m3	8	35 m3	20	383 m3	33	187 m3
May	16	109 m3	63	476 m3	27	147 m3	28	322 m3	17	154 m3	13	83 m3	41	496 m3	28	236 m3
June	19	140 m3	65	727 m3	29	198 m3	27	375 m3	26	192 m3	14	129 m3	50	463 m3	25	383 m3
July	20	114 m3	63	407 m3	29	92 m3	27	314 m3	12	56 m3	11	36 m3	42	441 m3	25	193 m3
August	29	123 m3	64	393 m3	28	111 m3	25	327 m3	29	57 m3	16	28 m3	41	323 m3	24	162 m3
2018 To Date Total	136	925 m3	388	2832 m3	198	947 m3	186	2258 m3	129	604 m3	90	404 m3	303	3096 m3	185	1660 m3
Month Average	17	116 m3	49	354 m3	25	118 m3	23	282 m3	16	76 m3	11	51	38	387 m3	23	138 m3
2018 Category Usage		LS-m3		CC-m3		SSH-m3		GW-m3		NFC-m3		Sweat-m3		GD-m3		SW-m3
Total - Commercial		141 m3		406 m3		26 m3		73 m3		0 m3		14 m3		118 m3		0 m3
Total - Residential		784 m3		3228 m3		621 m3		2185 m3		604 m3		390 m3		2978 m3		1660 m3
2017 Data		LS-m3		CC-m3		SSH-m3		GW-m3		NFC-m3		Sweat-m3		GD-m3		SW-m3
2017 Annual Total		1940 m3		4605 m3		1430 m3		2671 m3		840 m3		660 m3		4193 m3		2290 m3
2017 Month Average		161 m3		384 m3		119 m3		223 m3		70 m3		55 m3		350 m3		191 m3

SUBJECT:	**Citizen Panel Appointment – Valleyview Intermunicipal Development Plan (VVIDP)**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: SAR
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: GG	PRESENTER: PL
STRATEGIC PLAN:	Development		

RELEVANT LEGISLATION:
Provincial (cite) –N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:
MOTION: That Council appoint the Citizens' Panel Members for the Valleyview Intermunicipal Development Plan review process as listed in Table 1 of the attached Schedule 'A'.

BACKGROUND/PROPOSAL:
A Citizens' Panel of eight (8) members was proposed as part of the Public Engagement process for the Valleyview Intermunicipal Development Plan review, with four (4) members to be appointed from each of the Municipal District of Greenview and Town of Valleyview.

A total of six (6) applications were received for Greenview applications. The applications were reviewed carefully to obtain diverse and knowing input into the review based on the following criteria:

1) The general area in which they owned property;
2) The age group they fit within;
3) Their related experience; and
4) Their gender.

Although there were other suitable applicants, the above benchmarks resulted in the members selected as listed in Table 1 of the attached Schedule 'A'.

The Citizens' Panel is only one aspect of the public engagement process and the two (2) applicants not appointed to the panel, along with other interested parties, will have a number of opportunities to have their voice heard and provide input, which include:

1) Through the selected panel members;
2) At the open house or similar engagement opportunities that will be scheduled and advertised throughout the review; and
3) Directly to administration.

One of the objectives of forming a Citizens' Panel is that the process provides an opportunity for the members to learn about the importance of municipal legislation, which policies are required by legislation and how the policies are created. It is a method that allows for constructive feedback from citizens that have a working understanding of the plan and also allows knowledge gained to be shared in the community.

Schedule 'A' provides a list of individuals who have applied to be on the Citizen Panel to assist in the Public Consultation Process, with those recommended by Administration for appointment to the Citizen Panel for the Valleyview Intermunicipal Development Plan included in Table 1, based on the above criteria.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the selected applicants create a varied group of members for the plan review considering the area, gender, age and background.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage that will result by following the recommended action is that not all applicants are selected, although the number of members on the list is in accordance with previously approved budget and advertised criteria.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to substitute a name from Table 2 with someone listed on Table 1. This option may not provide the balance of members based on the selection criteria, being different areas around the lake, gender, age group, interests, their background and/or expertise.

FINANCIAL IMPLICATION:

Budget has been identified within the Planning & Development Budget.

Direct Costs: Planning Budget provides $9.000 for the Citizens' Panel for the VVIDP review.

Ongoing / Future Costs: Budget details for the public engagement and Citizens' Panel for the VVIDP Review were established in the 2018-19 Planning Budget in the amount of $9,000.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Involve

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

Letters will be sent out notifying all applicants of members selected to sit on the VVIDP Citizens' Panel.

ATTACHMENT(S):

- Schedule 'A' – Citizens' Panel Candidates Schedule 'A'
- Panel Applicants

SCHEDULE 'A'

CITIZENS' PANEL APPLICANTS FOR

VALLEYVIEW INTERMUNICIPAL DEVELOPMENT PLAN BYLAW

Table 1 – Proposed Citizens' Panel Members

	Name	Gender	Age Group	Viewpoint	Experience
1	Ken Wilson	M	61+	Greenview Resident	President of Valleyview Agricultural Society; MPC; SDAB
2	Debbie Adolphson	F	46-60	Greenview Resident	Member of Valleyview Agricultural Society Board; previous member of UFA Board of Directors
3	Travis Werklund	M	46-60	Greenview Resident; Business Owner	Member of Valleyview Chamber of Commerce Board; Member of Working on Wellbeing Valleyview Council
4	Troy Gordon	M	46-60	Town Resident; Business Owner	Treasurer of Valleyview Petroleum Association; Member of Petrowest Management Board

Table 2 – Applicants not selected to be on the Citizens' Panel

	Name	Gender	Age Group	Viewpoint	Experience
1	Jake Drozda	M	61+	Greenview Resident	Member of Coop Store Board; MPC; Member of Alberta Organic Producers Association Board
2	Donna Duda	F	46-60	Greenview Resident	Previous President of Sunset House Parent Association

Citizens' Panel Application
Valleyview Intermunicipal Development Plan (VVIDP)

Name & Address: Ken Wilson, Box 341, Valleyview, AB TOH 3NO

Phone(s): 780-524-3719 or Cell 780-524-7961 **Email:** km_wilson@ymail.com

Which descriptions best define you?

- ☐ Town Resident
- ☒ Greenview Resident
- ☐ Commercial or Industrial Owner

Optional:

- ☐ 18 - 30 years of age
- ☐ 31 - 45 years of age
- ☐ 46 - 60 years of age
- ☒ 61 years of age and older
- ☒ Gender: Male

How did you hear about this position?:

- ☐ Newspaper
- ☐ Radio
- ☐ Website
- ☒ Word of Mouth
- ☐ Twitter/Facebook

Describe why you are interested in joining the VVIDP Citizens' Panel and any related concerns:

Interested in continuing to be involved in the community and would like to see the Town of Valleyview and surrounding area continue to thrive and grow with orderly future development.

Briefly provide your educational background and/or work experience:

Lived in the Valleyview for many years and raised our family. Owner/operator of Bobcat Business.

Provide a description of your involvement and/or interest in the community:

President of Valleyview Agricultural Society

Past President Red Willow Roping Club and active member

Past President of Royal Canadian Legion

Provide any past experience as a board or panel member:

Municipal Planning Commission Member for 13 years

Subdivision and Development Appeal Board Member for 5 years

Please submit your resume either of the following **no later than September 7, 2018**, to:

Town of Valleyview
Box 270, Valleyview, AB TOH 3NO
Trevor Ilg, Administrative Officer
tilg@valleyview.ca

MD of Greenview No. 16
Box 1079, Valleyview, AB TOH 3NO
Sally Rosson, Manager Planning & Development
sally@mdgreenview.ab.ca

For further information please go to the Town Website: https://valleyview.ca or Greenview Website: www.mdgreenview.ab.ca

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Citizens' Panel Application
Valleyview Intermunicipal Development Plan (VVIDP)

Name & Address: Donna Duda P.O. Box 1946 Valleyview, AB

Phone(s): 780-524-5455 **Email:** donna.duda@email.com

Which descriptions best define you?

- ☐ Town Resident
- ☒ Greenview Resident
- ☐ Commercial or Industrial Owner

Optional:

- ☐ 18 - 30 years of age
- ☐ 31 - 45 years of age
- ☒ 46 - 60 years of age
- ☐ 61 years of age and older
- Gender: _____

How did you hear about this position?:

- ☒ Newspaper
- ☐ Radio
- ☐ Website
- ☐ Word of Mouth
- ☐ Twitter/Facebook

Describe why you are interested in joining the VVIDP Citizens' Panel and any related concerns:

I have one of four children left at home. Of course Valleyview is of interest. It is my home. We have raised our children here and hopefully our grandchildren. Getting involved has always been a passion of mine.

Briefly provide your educational background and/or work experience:

I have graduated from Rimbey Jr/Sr High School
I have a diploma for Personal Care Aide
I have a certificate for Office Administration
I currently work for AHS for homecare.

Provide a description of your involvement and/or interest in the community:

I was on the board when Valleyview Minor Baseball first formed. There were four of us on the board. We put in many hours getting equipment and insurance for the children
I volunteer with VEC as much as I can.

Provide any past experience as a board or panel member:

I was vice president of Indoor Playground when my children attended
I was president of Sunset House Parent Assoc. when the new playground was built. When I started we had $32 in the bank.

Please submit your resume either of the following **no later than September 7, 2018**, to:

Town of Valleyview
Box 270, Valleyview, AB TOH 3NO
Trevor Ilg, Administrative Officer
tilg@valleyview.ca

MD of Greenview No. 16
Box 1079, Valleyview, AB TOH 3NO
Sally Rosson, Manager Planning & Development
sally@mdgreenview.ab.ca

MUNICIPAL DISTRICT OF GREENVIEW NO. 16
RECEIVED
AUG 2 9 2018
VALLEYVIEW
SCANNED

For further information please go to the Town Website: https://valleyview.ca **or Greenview Website:** www.mdgreenview.ab.ca

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Citizens' Panel Application

Valleyview Intermunicipal Development Plan (VVIDP)

Name & Address: Travis Werklund, PO Box 283, Valleyview, AB, T0H 3N0

Phone(s): 780-255-0555 **Email:** travis.werklund@gmail.com

Which descriptions best define you?

- ☐ Town Resident
- ☉ Greenview Resident
- ☉ Commercial or Industrial Owner

Optional:

- ☐ 18 - 30 years of age
- ☐ 31 - 45 years of age
- ☉ 46 - 60 years of age
- ☐ 61 years of age and older

Gender: male

How did you hear about this position?:

- ☐ Newspaper
- ☐ Radio
- ☐ Website
- ☐ Word of Mouth
- ☉ Twitter/Facebook

Describe why you are interested in joining the VVIDP Citizens' Panel and any related concerns:

I live in the MD of Greenview and own a business in the Town of Valleyview.

Interested in the economic development in both the Town of Valleyview and the MD of Greenview.

Briefly provide your educational background and/or work experience:

B.Sc. Electronics Engineering

3 years of self employment as a business owner

3 years Financial Adminstration at Horizon Credit Union

10 years Account Executive for two major computer and software distributors

Provide a description of your involvement and/or interest in the community:

Currently a Chamber of Commerce Board member

Currently on the Working on Wellbeing Valleyview council

Valleyview Community Garden member

Red Willow Players

Provide any past experience as a board or panel member:

Board of Directors, Valleyview Chamber of Commerce 1 year

Working on Wellbeing Valleyview, 2 Years

Board of Directors, Red Willow Players, 9 years

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Citizens' Panel Application
Valleyview Intermunicipal Development Plan (VVIDP)

Name & Address: Troy Gordon Box 547 Valleyview AB T0H 3N0

Phone(s): 780 524-9888 **Email:** Troy@lowimpact.com

Which descriptions best define you?

- [x] Town Resident
- [ ] Greenview Resident
- [x] Commercial or Industrial Owner

Optional:

- [ ] 18 - 30 years of age
- [ ] 31 - 45 years of age
- [x] 46 - 60 years of age
- [ ] 61 years of age and older
- [ ] Gender: _____

How did you hear about this position?:

- [ ] Newspaper
- [ ] Radio
- [ ] Website
- [x] Word of Mouth
- [ ] Twitter/Facebook

Describe why you are interested in joining the VVIDP Citizens' Panel and any related concerns:

I am very interested in learning about and contributing to the future development of the Town of Valleyview and it's surrounding area.

Briefly provide your educational background and/or work experience:

College Education - Agriculture / Business / Accounting
ATB - Administration & Lending 5 yrs
Gordon Bros Construction - Employee / General Manager - 10 yrs
Petrowest - General Manager Gordon Bros Const. & Vice President of Marketing 6 yrs
Low Impact - Founder / President - 14 yrs

Provide a description of your involvement and/or interest in the community:

I love everything about our little community and have been involved and participated in many clubs and organizations over the years! Valleyview and the MD of Greenview are unbeatable places to raise a family, work and have fun!!!

Provide any past experience as a board or panel member:

Nominated to the Fairview College Board of Governors - unable to serve as began career with ATB.
Valleyview Petroleum Association Treasurer 12 yrs
Red Willow Curling Club Treasurer 2 yrs
Petrowest Management Board - 6 yrs

Please submit your resume either of the following **no later than September 7, 2018**, to:

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Trevor Ilg, Administrative Officer
tilg@valleyview.ca

MD of Greenview No. 16
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MUNICIPAL DISTRICT OF GREENVIEW No. 16
RECEIVED
AUG 31 2018

Citizens' Panel Application
Valleyview Intermunicipal Development Plan (VVIDP)

Name & Address: Jake Drozda

Phone(s): 780 524 3254 Email: oscar123d16@hotmail.com

Which descriptions best define you?

- [ ] Town Resident
- [x] Greenview Resident
- [ ] Commercial or Industrial Owner

Optional:

- [ ] 18 - 30 years of age
- [ ] 31 - 45 years of age
- [ ] 46 - 60 years of age
- [x] 61 years of age and older

Gender: m

How did you hear about this position?:

- [ ] Newspaper
- [ ] Radio
- [ ] Website
- [x] Word of Mouth
- [ ] Twitter/Facebook

Describe why you are interested in joining the VVIDP Citizens' Panel and any related concerns:

I am concerned about responsible decisions

Briefly provide your educational background and/or work experience:

BA, MA, Economics farmer for 50 years

Provide a description of your involvement and/or interest in the community:

member of boards of coop store, REA, MPC, Organic Federation of Canada (for standards) Alberta Organic Producers Assc., Organic Alberta, PCDC.

Provide any past experience as a board or panel member:

see above

Please submit your resume either of the following **no later than September 7, 2018**, to:

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Trevor Ilg, Administrative Officer
tilg@valleyview.ca

MD of Greenview No. 16
Box 1079, Valleyview, AB T0H 3N0
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Citizens' Panel Application
Valleyview Intermunicipal Development Plan (VVIDP)

Name & Address: Debbie Adolphson 70259 RR 222, Box 573 Valleyview, AB

Phone(s): 7805244187 7803009503 **Email:** ddadolph@telusplanet.net

Which descriptions best define you?

- ☐ Town Resident
- ☑ Greenview Resident
- ☐ Commercial or Industrial Owner

Optional:

- ☐ 18 - 30 years of age
- ☐ 31 - 45 years of age
- ☑ 46 - 60 years of age
- ☐ 61 years of age and older

Gender: Female

How did you hear about this position?:

- ☐ Newspaper
- ☐ Radio
- ☐ Website
- ☑ Word of Mouth
- ☐ Twitter/Facebook

Describe why you are interested in joining the VVIDP Citizens' Panel and any related concerns:

We live across the road from Town land and recognize there is a lot of potential in the area for development With the addition of the Multiplex, I believe there will be more development as Valleyview and the MD of Greenview will be able to attract more professionals and businesses. The right development will encourage healthy growth in our community and surrounding area.

Briefly provide your educational background and/or work experience:

I have a bachelors degree in Geology from the University of Toronto, I have worked in the field of Geology as well as extensively in Environmental Reclamation work. I currently hold my certification in Private Sewage Installion and design. My current work involves septic design and installion on rural properties in the MD of Greenview.

Provide a description of your involvement and/or interest in the community:

I am currently a member of the Agricultural Society's board and volunteer at many Ag Society events. I have been a member of the community for 32 years and believe that I have knowledge that I can offer to this Citizen's panel. Community involvement is very important to me, and working together to improve our community is a priority. We are here for the long term....and have grand children growing up in the community and want the very best for their future in this community.

Provide any past experience as a board or panel member:

I was involved with the United Farmers of Alberta, first as a delegate representing the Valleyview area. In 2002 I was elected to the Board of Directors for the UFA and served for 10 years. I served on a number of committees while on the Board, including, Governance, Human Resources, Safety and Environment.

Please submit your resume either of the following **no later than September 7, 2018**, to:

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tilg@valleyview.ca

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SUBJECT:	**Municipal Planning Commission Meeting**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: SAR
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: GG	PRESENTER: SAR
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:
Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:
MOTION: That Council schedule the Municipal Planning Commission meetings on November 14, 2018 and December 11, 2018, commencing at 9:00 a.m. in the Council Chambers, Administration Building, 4806 - 36th Avenue, Valleyview, AB.

BACKGROUND/PROPOSAL:
The Regular Council Meetings. As per Greenview history, MPC follows the first Regular Council Meeting of the month. In the past, meeting dates were scheduled annually by Council motion from Organizational Meeting to the following Organizational Meeting which does not work well for advanced scheduling. Therefore, it is recommended that at the Council Organizational Meeting all dates be selected for the entire year.

At the October 24, 2017 Organizational meeting Council made the following motion;

That Council hold the Municipal Planning Commission meetings on the following dates commencing at 9:00 a.m. in the Council Chambers,
Administration Building, 4806-36th Avenue, Valleyview, AB,:

November 1th, 2017
December 12th, 2017
January 9th, 2018
February 13th, 2018
March 13th, 2018
April 10th, 2018
May 15th, 2018
June 12th, 2018
July 10th, 2018
September 11th, 2018
October 10th, 2018

And further that Council cancel the November 8th, 2017 and August 14th, 2018.

Administration is seeking Council's direction to determine the Municipal Planning Commission meetings for the dates of November 14, 2018 and December 11, 2018, respectively.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have set dates for the November and December 2018 Municipal Planning Commission meetings.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose different dates and start times for the Municipal Planning Commission Meetings.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advertise the dates of the Municipal Planning Commission meetings.

ATTACHMENT(S):

- None

SUBJECT:	**Snipe Lake Boat Launch Developments**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: MN
DEPARTMENT:	RECREATION	GM: SW	PRESENTER: MN
STRATEGIC PLAN:	Development		

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to develop a plan for the purchase of land located at NW34 -70-19 W5M for the purpose of building a parking lot to accommodate parking for an adjacent boat launch located on Snipe Lake.

MOTION: That Council authorize Administration to develop a plan for a partnership with Big Lakes County to make improvements to a boat launch located on SW34–3–71–19 W5M.

BACKGROUND/PROPOSAL:

Snipe Lake is a 10,998 acre water body in which approximately 95% of it is within Big Lakes County. The approximate remaining 5% of the lake crosses into Greenview and generally speaking, this portion consists of a shallow bay comprised of open water and bulrush with no convenient access from land.

Recent inquiries have been made to Administration regarding the potential for development to increase the usability of a boat launch located adjacent to Greenview prompted a review of the current access points and related conditions.

Development along the lakes shoreline is minimal, however increased interest in camping and lake access continues to grow. Currently, Snipe Lake has three existing boat launches, a formal launch located on the north side of the lake which is associated with a small community ran campground and can be difficult to access in inclement conditions. Another launch occurs near the portion of lake that crosses into Greenview, however, it is part of a private campground and is not open to the public.

The third launch is the one inquired about for possible further development and is perhaps the most popular for general public access. It occurs off of Township Road 710 which is maintained by Greenview and divides the municipality from Big Lakes County. This boat launch is considered informal and is a part of a road allowance that runs into the lake. Two main issues have been identified in relation to the public use of this

launch. The first is the condition of the launch itself. While generally providing fair to good lake access, there is no formal concrete pad leading into the lake or a dock system that can provide temporary mooring. The ability to address this issue is difficult because this portion of land occurs on the Big Lakes County side of Township Road 710. The second issue identified is parking. Due to the lake access occurring on a road allowance there is no room for parking, therefore parking of vehicles along Township Road 710 often results causing safety concerns and grief for Greenview ratepayers.

Addressing this issue is feasible, Administration has identified the opportunity to increase parking space through the purchase of land located at NW 34 -70-19- W5M, which occurs on the south side of Township Road 710 and is within Greenview. The creation of a parking area on this land is projected to alleviate congestion on Township Road 710.

Administration has approached land owners regarding the potential purchase of land to accommodate a parking area and they have indicated that they are amiable to the idea. Improvements to the boat launch area could occur, however, this would require a partnership with Greenview, Big Lakes County, Department of Fisheries and Ocean, Alberta Environment and Parks and a cost sharing agreement would have to be established.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Administration can enter into negotiations for the purchase of land for the purpose of building a parking lot that will decrease congestion on Township Road 710, while enhancing safety in the area.

2. The benefit of Council accepting the recommended motion is that Administration can pursue a partnership with Big Lakes County for the enhancements of a boat launch commonly used by Greenview ratepayers.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that Greenview will be developing land to accommodate a recreation access point that occurs in another municipality.

ALTERNATIVES CONSIDERED:

Alternative #1:

Council has the alternative to alter or deny the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

Staffing implications to the recommended motion include time required to develop a plan for the purchase and design of a parking lot and a plan for the improvements to the boat launch area.

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 proceed accordingly with Council's decision.

ATTACHMENT(S):

- Snipe Lake Boat Launches Map
- Snipe Lake Road Allowance Map

Snipe Lake Boat Launches

183
LOT 1
LOT 2
LOT 3
LOT 4
972 3704

SUBJECT:	**Signing Authority Policy**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO: MH	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM:	PRESENTER: MH
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – MGA Section 213(4) and (5) Signing or authorization of municipal documents

Council Bylaw/Policy (cite) – AD 22 Signing Authority Policy

RECOMMENDED ACTION:

MOTION: That Council adopt proposed Signing Authority Policy which replaces Policy AD 22.

BACKGROUND/PROPOSAL:

Policy AD 22 governs the signing of cheques. It does not deal with the signing process or other documents which regularly require signing by Greenview. The proposed Signing Authority Policy broadens signing delegations beyond just cheques and formally captures many current signing processes. Having such a policy clearly establishes Council's delegation of several functions to Administration (which are already happening).

Administration tabled a proposed Signing Authority Policy at the last Policy Review Committee (PRC) Meeting. The Policy Review Committee requested changes to the policy, which were completed by Greenview's Special Projects Coordinator.

The amendment requested by the PRC was to include language indicating that cheques could not be sent until after they have been reviewed by the Reeve. This means that Administration would have to change the Accounts Payables process and insert some form of review prior to cheques being sent out – either after or before those cheques are printed. The rational for reverting to the old process is due to Council members being concerned about their digital signature being on the cheque and the cheque being issued without the Council member's prior knowledge of why the cheque was written.

The following information is for Council's understanding.

A) each invoice is reviewed, coded and signed by the department Manager; thus indicating that we have received the services and or supplies and are responsible to pay the invoice;
B) depending on the value of the invoice, the General Manager or Chief Administrative Officer signs it as well;
C) these signed invoices are sent to Accounts Payables (AP) for processing and payment.

D) within the AP process, the accounts payables coordinator enters the information into the finance system;
E) she prints a report and hands off the information (invoices and report) to be checked for potential entry errors,
F) the batch is checked to review the report in comparison to the information on the invoice (date, invoice number, vendor, GL number, Job ID, object code, activity, amount and whether the right signing authority has signed the invoice);
G) batch is checked by either another admin support person or the Manager of Finance and Administration or the General Manager of Corporate Services before the cheques are printed or released to vendors;
H) a copy of the vendor listings with the applicable cheque numbers, vendor name, description and the amount of the cheques are sent to Council for information.

Greenview's Accounts Payable issues approximately 2000 cheques per month. A cheque could include 1 to 30 invoices from the same vendor. Each AP batch is based on printed cheques; changes could mean additional changes in this part of the process as well. The potential delay in the release of cheques is concerning for the AP Coordinator. The AP batches are a continual process at Greenview. She already receives calls regarding when the vendor will receive payment. Some councillors also are asked why a vendor's cheque has not been released in the timeframe the vendor thinks it should be released in. While Greenview has an official 30 days to make payments to vendors, Administration tries to ensure that payments are made within a two week period.

Several alternatives to the proposed wording in the policy are listed below. Alternative #1 is recommended by Administration.

BENEFITS OF THE RECOMMENDED ACTION:

1. Administration's recommended amendment will allow concerns regarding the use of electronic signatures to be alleviated while not greatly delaying the process.
2. Administration's recommended amendment allows for all of Council to receive information without Council, or individual members of Council, conducting administrative work.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. Issuing of cheques will be delayed by 48 hours above the current process if Administration's recommended change is made. As written, the policy may result in longer delays.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to change the Signing Authority Policy under Procedure 17 to state, "a cheque listing will be forwarded to Members of Council 48 hours prior to the cheques being issued to the vendors. The cheque listing will provide the detailed information of cheque number, vendor, date, amount and description (the reason for the payment). This information being shared before the release of the cheques should eliminate the concerns with the cheques being released before the signatories are aware of why the cheque was sent. Under this alternative Section 18 would be deleted. This is Administration's recommended amendment to the Signing Authority Policy.

Alternative #2: Based on Sections 213(4) and (5) of the MGA Council has the option of changing the signatories on Greenview's cheques and other negotiable instruments to just the CAO or the CAO and another designated officer appointed by Council. (copy of this section of the act is attached for Council's information). This option again would eliminate the concern about cheques being issued before the signatories are aware of why the cheque was sent. This would be the most efficient process.

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

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PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Policy AD 22
- Proposed Signing Authority Policy
- Municipal Government Act Sec 213

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

POLICY NUMBER: AD 22

POLICY TITLE: SIGNING AUTHORITY	**Page 1 of 1**
Date Adopted by Council / Motion Number:	**11.10.557**

PURPOSE:

To establish signing authority for all Municipal cheques issued.

POLICY:

The M.D. recognizes the need to safeguard the expenditures of funds when cheques are issued.

1. Signing authorities for the Municipality will be:

   a) for the elected representatives, the Reeve or Deputy Reeve; and
   b) for the appointed representatives, the C.A.O. or Director of Corporate Services.

2. All cheques of the Municipality drawn on its General Account will be signed by the Reeve; in the Reeve's absence the Deputy Reeve; and in the Deputy Reeve's absence, any other Councillor.

3. All cheques of the Municipality drawn on its General Account will be counter-signed by the C.A.O., and in his/her absence the Director of Corporate Services, and in their absence, an official appointed by Council.

4. This policy will be implemented in accordance with the Accounts Payable and Expenditure Control Policies.

REEVE C.A.O.

Title: Signing Authority

Policy No:

Effective Date:

Motion Number:

Supersedes Policy No: AD 22

Review Date:

MUNICIPAL DISTRICT OF GREENVIEW NO. 1

Purpose: The purpose of this Policy is to establish signing authorities for agreements, contracts and other municipal documents excluding expenditures. For Expenditures signing authority see Policy 1018 Expenditures and Disbursement. The intent of this Policy is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations, while maintaining effective internal controls and approval processes.

DEFINITIONS

Act means the Municipal Government Act, R.S.A 2000, Chapter M-26. as amended.

CAO means the Chief Administrative Officer of the M.D of Greenview.

G.M means General Manager referring to the General Managers of each of the major departments: Infrastructure and Planning, Corporate Services, and Community Services.

MOU means a Memorandum of Understanding.

Routine Nature means agreements, programs and service that are renewed annually, or that regularly occur throughout the year.

POLICY

1. This policy designates the general legal signing authorities for Greenview. Specific signing authorities may be designated in various bylaws and policies.
2. The CAO, as per Section 209 of the *Municipal Government Act*, may delegate any of the powers, duties or functions under the *Act* to a designated officer or employee of the municipality. The CAO delegates their authority to sign agreements, contracts and other Greenview documents to the employees indicated in this policy.
3. Unless otherwise indicated in this policy, or as required by provincial or federal legislation, a contracting party or financial institution, all documents require a single authorized signature.
4. Any employee who is in any of the designated positions in an acting capacity, has been delegated all the powers and responsibilities of that position and may sign Greenview documents as outlined in this policy.
5. In the absence of the Reeve, the Deputy Reeve has the authority to sign Greenview documents requiring the signature of the Chief Elected Official as outlined in this policy.
6. All individuals authorized as a result of this policy are responsible for:

a. Being aware of compliance with all relevant bylaws, procedures, as well as external legislative requirements when exercising their authority;
b. Ensuring that all designated individuals understand the powers, duties and functions that have been delegated to them.

PROCEDURE

Bylaws

7. All enacted bylaws shall be signed by the Reeve and the Chief Administrative Officer.

Council Minutes

8. All Council Meeting minutes shall be signed by the Chairperson presiding at the meeting and the CAO, or in their absence the Designated Acting CAO.

Board and Committee Minutes

9. All Board and Committee minutes shall be signed by the Chairperson presiding at the meetings and the Recording Secretary unless otherwise indicated in this policy.
10. Municipal Planning Commission Minutes shall be signed by the Chair and the Manager of Planning and Development.
11. FCSS Board Meeting Minutes shall be signed by the Chair and the Manager of FCSS.
12. Agriculture Service Board (ASB) Meeting Minutes shall be signed by the Chair and the Manager of Agriculture Services.

Agreements and MOUs

13. Unless otherwise provided for in this policy, all non-operational agreements approved by Council shall be signed by the Reeve (or the Deputy Reeve in the Reeve's absence) and by the Chief Administrative Officer.
    a. Inter-municipal agreements
    b. Inter-governmental MOUs
    c. Professional services agreements
    d. Revenue sharing agreements
14. Generally all agreements, contracts and MOUs that are not addressed in the Expenditures and Disbursement Policy, require the signature of the G.M of the relevant department with the exception of contracts and agreements of a routine nature which may be delegated to the relevant manager as indicated in Procedure 12.

Routine Service and Maintenance Contracts

15. Unless otherwise provided for in this policy or other provincial or federal legislation, all contracts and agreements of a routine nature for the provision of services, maintenance, or municipal programs should be signed by the applicable G.M or the CAO in their absence. General Managers may delegate in writing signing authority for contracts, services and programs of a routine nature to the relevant manager of the department. This includes, but is not limited to the following:
    a. Janitorial agreements
    b. Equipment rentals
    c. Maintenance agreements
    d. Contractual agreements
    e. Service agreements

f. MOUs not relating to inter-governmental relations

Cheques and Financial Instruments

16. Cheque signing authority is limited to the following people:
    a. The Reeve, and Deputy Reeve in the Reeve's absence, or any member of Council in the absence of the Reeve and Deputy Reeve; and
    b. The CAO, and the G.M of Corporate Services.
17. Accounts payable cheques and accounts payable electronic fund transfers requires the signature of the Reeve, or Deputy Reeve in the Reeve's absence and the CAO or the G.M of Corporate Services.
18. Prior to accounts payable cheques and accounts payable electronic fund transfers being issued, accounts payable summaries require the review of a Member of Council.
19. Payroll cheques (cheques issued only in the event of extenuating circumstances) and payroll electronic fund transfers require the signatures of the CAO or their designate, and the G.M of Corporate Services.
20. Council authorizes the use of lithographed, printed or digital signatures of the Reeve and CAO for the signing of all cheques as per section 213(5) of the MGA.

Employment Contracts

21. All Offers of Employment shall be signed by a Human Resources Officer.
22. All approved Recommendations for Hire with the exception of the CAO, shall be signed by the Manager and G.M responsible for the position or the CAO in the absence of either signatory.
23. For the hiring of Managers, Recommendations for Hire shall be signed by the G.M responsible for the position and the CAO.
24. For the hiring of General Managers, Recommendations for Hire shall be signed by the CAO and a Human Resources Officer.
25. The approved employment contract of the CAO shall be signed by the Reeve and Deputy Reeve.

Land Title Documents

26. Land titles documents which are required to be registered at Land Titles, and not otherwise provided for under this policy, such as caveats, development securities, easements, encumbrances, liens, utility right-of-ways, etc., shall be signed by the Reeve or Deputy Reeve in the Reeve's absence, and the CAO, as required or acceptable by the Land Titles Office and should include the corporate seal.

Documents Pursuant to the Land Use Bylaw

27. Documents which are approved subject to Greenview's current Land Use Bylaw, such as subdivision endorsements, development permits, stop orders, etc. shall be signed by the Manager of Planning and Development, upon approval from the Municipal Planning Commission where required.

Documents Relating to Greenview Land

28. Documents relating to the surface rights agreements with oil and gas companies or easement agreements with utility service providers, such as ATCO Gas or ATCO Electric or any similar agreements shall be signed by the CAO or the G.M of Infrastructure and Planning or their designate.

Tax Recovery Documents

29. Documents related to Tax Recovery, Part 10, Division 8 and 9 of the MGA, shall be signed by the G.M of Corporate Services or the CAO.

Other

30. All other financial documents, options, agreements, and letters of intent shall be signed by the CAO or designate and the Reeve or Deputy Reeve in the Reeve's absence.
31. All signing authorities and approval requirements outlined in this policy are still subject to the requirements set out in the Expenditures and Disbursement Policy when applicable.

Signing Authority and Approval Requirements

Description	Council Approval	Corporate Seal Required	Signatories					
			Reeve	Chair	CAO	GMs	Manager	Recording Secretary
Council/ Boards and Committees								
Council Meeting Minutes ★	✓		✓		✓			
Board and Committee Meeting Minutes ★				✓				✓
MPC Meeting Minutes ★				✓			✓	
FCSS Board Meeting Minutes ★				✓			✓	
Bylaws ★	✓		✓		✓			
Inter-municipal Agreements ★	✓		✓		✓			
Revenue Sharing Agreements ★	✓		✓		✓			
CAO SERVICES								
Caveats and documents relating to Land Titles		✓			✓			
Provincial Registry documents		✓			✓			
INFRASTRUCTURE AND PLANNING								
Contracts						✓		

Agreements						✓		
Construction and Maintenance								
Project related scopes of works							✓	
Operations								
Road Use Agreements							✓	
Crushing Contracts							✓	
Road Bonds							✓	
Planning and Development								
Municipal Planning Commission Decisions and other documents							✓	
Permitted Uses							✓	
Road Widening Purchases (As per Policy)						✓		
Environmental Services								
GRWMC				✓			✓	
COMMUNITY SERVICES								
MOUs	✓					✓		
Agreements	✓					✓		
Community Grants	✓					✓		
Donor Agreements	✓					✓		
Agriculture Services								
Rental Agents							✓	
ASB Meeting Minutes★				✓			✓	
Documents related to ASB and							✓	

Agriculture Fieldman								
Economic Development								
TMIP Contracts							✓	
Fox Creek Economic Development documents							✓	
FCSS								
School Board Division Liaison Agreements							✓	
CORPORATE SERVICES								
Banking ★			✓		✓	✓		
Agreements						✓		
Contracts						✓		
Finance								
Insurance and Registrations							✓	
Minor Operational Agreement							✓	
Audit Financial Statements					✓	✓	✓	
GRWMC							✓	

★ Dual signing authority: requires signatures of both parties indicated

Municipal Government Act, RSA 2000, Chapter M-20 – current as January 1, 2018

Signing or authorization of municipal documents

Section 213

a. Signing Authority for agreements and cheques and other negotiable instruments is addressed in Section 213(4) and (5) of the MGA.
b. Requires the signature of a designated officer appointed by Council. Does not have to be the Reeve.

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

(a) by the chief elected official or by another person authorized by council to sign them, and

(b) by a designated officer,

or by a designated officer acting alone if so authorized by council.

(5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

SUBJECT:	**Manager Request – Disaster Related Overtime**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO: MH	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: MH
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:
Provincial (cite) – NA

Council Bylaw/Policy (cite) – NA

RECOMMENDED ACTION:
MOTION: That Council provide direction to Staff regarding Management related overtime incurred during Spring 2018 flooding.

BACKGROUND/PROPOSAL:
A request has come forward from a member of the management group asking that Council consider overtime compensation for management for overtime hours worked as a result of the 2018 spring flooding.

The current Staff Agreement states that:

6.9.2
With exception of 6.9, in an emergency, managerial staff may receive overtime compensation for the hours worked in accordance with Article 6 Overtime with Council's approval. This article will be recognized as the Disaster Overtime clause. Council approval will only be granted for significant and extraordinary events of a prolonged and/or extreme nature as determined by Council.

Managerial staff are not normally compensated for overtime hours. Clause 6.9.2 of the Staff Agreement recognizes that there may be instances when overtime requirements of managers exceed what is normally expected of managers. As per the clause, Council is the arbiter of what events meet this criteria.

This request has come forward from a member of the management group and as such it is being forwarded to Council for consideration.

It is difficult to assess the impact of this decision as not all management staff track their overtime. Tracking of overtime is a practice that during emergency/disaster events in the future should be incorporated.

BENEFITS OF THE RECOMMENDED ACTION:

1. Management staff will be compensated for time worked during the 2018 spring flooding.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. It will be difficult to apply this to all managers as not all managers tracked their overtime specific to this event.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may opt to invoke clause 6.9.2 and allow compensation for overtime hours specific to the 2018 Spring Flooding.

Alternative #2: Council may opt to decide that the 2018 Spring Flooding did not meet the criteria of a *"significant and extraordinary events of a prolonged and/or extreme nature"* as outlined in the Staff Agreement.

FINANCIAL IMPLICATION:

Direct Costs: Unknown

Ongoing / Future Costs: NA

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Council's decision will be communicated to the relevant staff.

ATTACHMENT(S):

- None

SUBJECT:	**Intermunicipal Collaboration Frameworks**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO: MH	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: MH
STRATEGIC PLAN:	Intergovernmental Relations		

RELEVANT LEGISLATION:
Provincial (cite) – Municipal Government Act

Council Bylaw/Policy (cite) – NA

RECOMMENDED ACTION:
MOTION: That Council direct Administration to complete the Intermunicipal Collaboration Frameworks with Yellowhead County, Woodlands County, and Birch Hills County Administratively.

MOTION: That Council authorize the Reeve and CAO to complete the Intermunicipal Collaboration Framework with the County of Grande Prairie.

BACKGROUND/PROPOSAL:
As Council is aware, Greenview is required to complete Intermunicipal Collaboration Frameworks (ICFs) with all neighbouring municipalities. Some of the ICF's, such as those with urban neighbours, will be more complex than others.

In discussions with some neighbouring rural municipalities, there has been mutual interest in completing the ICFs largely administratively as there is little to discuss or review. In these cases, the ICFs will be almost complete simply by gathering the information necessary to begin discussions. Such is the case with Woodlands, Yellowhead, and Birch Hills Counties. With these municipalities there are few agreements or shared services and the municipalities are happy with the status quo. Administration suggests that the ICF document be put together by the respective administrations working together. Ultimately, the document must be brought back to Council for review and approval.

In discussions with the County of Grande Prairie, as well as discussions between Reeve Gervais and Reeve Beaupre, it is believed that a small working group consisting of the Reeves and CAOs (with other staff as required) would be able to successfully and quickly complete the ICF requirements. This document as well would ultimately come back to Council for approval. In talking with the consultants hired by the County of Grande Prairie, much of the work is already completed.

BENEFITS OF THE RECOMMENDED ACTION:
1. This will allow a number of ICF agreements to be completed quickly and efficiently, at lower cost.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may opt to take an approach similar to that taken with Big Lakes County whereby Council or a group of Councillors are appointed to a temporary Board tasked with completing the document.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion. ICF completion was an anticipated activity.

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 begin work completing several ICFs.

ATTACHMENT(S):

- None

SUBJECT:	**Audit Services**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: DD
DEPARTMENT:	CORPORATE SERVICES	GM: RO	PRESENTER: RO
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act (MGA) s. 280.

RECOMMENDED ACTION:

MOTION: That Council award the external audit service contract for Greenview to Metrix Group LLP for a term of three years 2018 to 2020 inclusively at a cost of $125,510.00.

BACKGROUND/PROPOSAL:

Greenviews' current contract for audit services will expire on December 31, 2018. As a requirement of the Municipal Government Act (MGA), section 280, Council is required to appoint auditors for the municipality.

On July 30, 2018, Administration posted an open "Request for Proposal" for External Audit Services on the Alberta Purchasing Connection (APC), with a closing date of August 29th, 2018. Greenview received five (5) proposals, two (2) of which were non-compliant. The remaining three (3) proposals were scored and evaluated as per the terms laid out in the RFP and the evaluation criteria. Administration has reviewed and evaluated all proposals, it is Administration's recommendation that the contract for audit services for 2018-2020 inclusively, is awarded to Metrix Group LLP at a cost of $125,510.

The evaluation results of proposals received were:

Company	Prior Experiences	Resources Available	Confirmed Dates	Professional Fees	Metric Score	Total Price	Comments
Metrix Group LLP	30	25	25	20	100	$125,510	Administrations Recommendation
Fletcher Mudryk LLP	30	25	25	16	96	$154,300	
Collins Barrow LLP	25	15	20	4	64	$202,500	
MNP LLP							Non - Compliant
BDO Canada LLP							Non - Compliant

All proposals were from reputable, experienced and professional accounting firms, any one of which could have met the audit requirements for Greenview. Metrix Group LLP has had the contract for audit services with Greenview since 2013.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that as per the MGA s. 280, Greenview will have an appointed auditor in place.

2. The benefit of Council accepting the recommended motion is that Greenview is meeting its regulatory obligations in a fiscally responsible manner.

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 may delay the opportunity to get an audit firm in place prior to December 31, 2018 when the current contract expires.

Alternative #2: Council has the alternative to direct Administration to resubmit the Request for Proposals. This is not recommended as there is no guarantee that the results would change and there could be a delay in the timing of the audit.

FINANCIAL IMPLICATION:

Direct Costs: $125,510 (Year #1 $35,000, Year #2 $36,000, Year #3 $37,000) funds to come from Corporate Services Operating Budget

Ongoing / Future Costs: The contract will include an option to extend the contract for two (2) additional years.

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:

A letter and contract to be sent to successful audit firm.

ATTACHMENT(S):

- Municipal Government Act (MGA) s. 280 excerpt

SUBJECT:	**Additional Funding Request**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: GG	PRESENTER: GG
STRATEGIC PLAN:	Infrastructure		

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve the additional funding in the amount of $1,250.00 to the Municipal District of Smoky River for extra surveying needed on the Old High Prairie Bridge 71633 with funding to come from the Operating Reserve.

BACKGROUND/PROPOSAL:

On November 27, 2018 Council passed Motion

"That Council provide the Municipal District of Smoky River No.130 the amount of $13,250.00 to be used to conduct an evaluation on the Old High Prairie Road Bridge with funding to come from the Operation Reserve"

Administration received correspondence on September 13th, 2018 that the Municipal District of Smoky River is requesting an additional $1,250.00 to help support the unexpected survey work on a pile that is feared to have shifted.

BENEFITS OF THE RECOMMENDED ACTION:

1. Benefits of the recommendation will help in the additional unexpected costs of the survey.

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

FINANCIAL IMPLICATION:

Direct Costs: $1,250.00

Ongoing / Future Costs: None

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:

Administration will follow up with a letter on Councils decision.

ATTACHMENT(S):

- E-mail request

From:	Kevin Cymbaluk
To:	"Vic Abel"; Donna Duscheneau - Municipal District of Big Lakes; Grant Gyurkovits; ryan.konowalyk@gov.ab.ca; "Tyler Wilson"
Cc:	"Rita Therriault"
Subject:	Old High Prairie Bridge Assessment; BF 71663: Survey Recommendation
Date:	September 13, 2018 9:54:15 AM
Attachments:	image001.png

Hello;

We have received a request from OPUS/WSP to conduct additional survey work on Pier 3 as noted below. They indicate this work is essential to determine the repairs/replacement options for the structure. Cost implications could be very significant if Pier 3 has shifted.

Additional cost for the survey would be $5,000 total or $1,250 per partner. Please review this request and advise us if you will be able to increase your contribution by this amount.

The work will need to be done over the next few weeks, prior to the arrival of even colder weather.

Let me know by September 20th if possible.

Thanks.

Kevin Cymbaluk,
Director of Operations
MD of Smoky River
kcymbaluk@mdsmokyriver.com
(780) 837-2221 (ext 108)
(780) 837-0042

From: George Kalamoutsos <George.Kalamoutsos@opussw.com>
Sent: August 22, 2018 10:40 AM
To: kcymbaluk@mdsmokyriver.com
Cc: Greg Plewis <Greg.Plewis@opussw.com>
Subject: 71663: Survey Recommendation

Kevin,

Based on past and recent inspections, there has been movement of the bridge substructure. However, the extent of the movement does not appear to have been surveyed since 1976. Stability of the piers is critical to the ongoing function of the bridge and it would be beneficial to our assessment to know if the piers have continued to move. The BIM inspection report identifies further investigation of the piers as a high priority to be completed within 6 months. A survey of the bridge would provide insight into the effectiveness of the past repairs and help us evaluate the risk of further movement. The survey would also provide a benchmark for further investigation and be valuable to more in-depth investigation or future assessment.

We recommend a survey be completed as extra to our existing agreement. We have the capacity to complete the proposed survey. The total fee, including incorporating results into the assessment report and all disbursements, would be $5,000.00 (excluding GST). Please consider and let me know if we should proceed.

George Kalamoutsos, M.Eng., P.Eng.
Bridge Engineer
Transportation Infrastructure

T+ 1 780-410-2580 #264
M+ 1 780-996-7555

#140, 2121 Premier Way
Sherwood Park, Alberta
T8H 0B8 Canada

wsp.com

SUBJECT:	**Offices and Meeting Room in Grovedale Shop A**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: GM
DEPARTMENT:	OPERATIONS	GM: GG	PRESENTER: DB
STRATEGIC PLAN:	Infrastructure		

RELEVANT LEGISLATION:
Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:
MOTION: That Council approve Administration to construct two (2) new offices and one (1) meeting room on the mezzanine in Grovedale Shop A for $48,000 with funding to come from the 2018 Facilities Maintenance Operational Budget.

BACKGROUND/PROPOSAL:
Grovedale Shop A was constructed with only two offices for the Roads Supervisor and Roads Co-ordinator. With the shop almost fully functional with a CVIP license being pursued and a full time qualified mechanic now hired with the possibility of an approved apprentice in the 2019 budget, functional work space is limited. In addition, office space will also be required for these staff in completing office work such as invoicing, phone calls, filing and meetings.

Prior to the opening of the Public Service Building, Administration conducted a number of work related items such as interviews and meetings in the lunchroom. This resulted in an inconvenience for staff utilizing the facility for coffee breaks or lunch. To mitigate this inconvenience, these functions are now being held at the Public Service Building, however, this creates a disadvantage to the Operations Department due to the nature and content of the meetings, lack of availability to plans, files and existing equipment. As a result, Administration has found that holding staff meetings with the crew or multiple contractors at the Public Service Building within the Grovedale Shop A is cost effective and more convenient.

In an effort to review potential alternatives to this problem, additional office and meeting space in Shop B was briefly examined, however problems identified in this scenario are the relocation of the furnace and duct work, limited space, no make-up air, an extra bathroom would be required, and the establishment of stairs for proper access and egress. In addition, this space is currently being used by the Agricultural Department and displacing them would generate space issues elsewhere. The estimated cost for this project is approximately $68,000 which includes GST.

As a result, Administration is recommending that additional office and meeting space be constructed in the Grovedale Shop A, with Facility Maintenance staff completing the framing, insulating, wall board, tape, mudding and painting. Electrical and HVAC system will be installed by a contractor to ensure building codes are properly met. The estimated cost completed by facility maintenance which includes furniture is $48,000.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that current needs of additional office and meeting space will be provided within the Grovedale Shop A.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny or alter the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: $48,000 funding will come from the 2018 Approved Facilities Maintenance Operational Budget.

Ongoing / Future Costs: Additional building maintenance costs.

STAFFING IMPLICATION:

Staffing implications include the time required for Facility Maintenance Staff to complete construction.

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:

Construction of the offices and meeting room.

ATTACHMENT(S):

- None

SUBJECT:	**Victor Lake Road Condition Report**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER:
DEPARTMENT:	CONSTRUCTION & MAINTENANCE	GM: GG	PRESENTER: GG
STRATEGIC PLAN:	Infrastructure		

RELEVANT LEGISLATION:
Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:
MOTION: That Council accept the Victor Lake road condition report for information, as presented.

BACKGROUND/PROPOSAL:
On July 23, 2018 Council directed Administration to complete a report for the September 10th Council Meeting regarding recommendations to address the deficiencies of the Victor Lake access road upon confirming Greenview ownership of the said road.

Administration to date has not confirmed any evidence of Greenview ownership of Victor Lake Road, however administration did acquired an **Agreement of Easement for Construction and Maintenance of a Public Work** signed by Gordon Frank (Greenview's Municipal Manager) signed on July 4, 2000 for the construction of a road extension within the Victor Lake Co-op.

Administration did follow through with the Victor Lake road condition report that was completed on September 4th, 2018. The report identified suggested minor improvements that could be completed i.e. roadside brushing & drainage improvements. Major areas suggested for improvements consisted of raising the road grade in some areas and removing the reverse crown by super elevating the corner off Hwy 40.

If Council were to decide to complete any of the major suggested road improvements, Administration would need to complete a full survey to properly understand the existing elevations for the suggested road repairs and maintenance.

BENEFITS OF THE RECOMMENDED ACTION:
1. The benefits of the recommended motion is that Council will be informed of the Victor Lake road condition.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct administration to complete the minor brushing and some ditch improvements to keep positive water drainage flows.

Alternative #2: Council has the alternative to direct administration to complete to complete a preliminary road and drainage elevation design in an effort to achieve standard road compliance.

FINANCIAL IMPLICATION:

Direct Costs: $80,000 estimated for minor brushing and drainage.

Ongoing / Future Costs: possible preliminary design and construction.

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:

Administration will respond according to Council's direction.

ATTACHMENT(S):

- Victor Lake condition report

Date: September 2, 2018
File #: 14-030 (17)

from:
Glen Pitt, P.L.(Eng)

Memo

To:	**Grant Gyurkovits**	Firm:	MD Greenview
Phone:		Fax:	
RE:	**VICTOR LAKE ROAD – PRELIMINARY REVIEW**		

☐ Urgent ☐ For Review ☐ As requested ☐ Confidential ☐ For your information

Grant

As requested, we have completed a preliminary inspection and review of the Victor Lake Access Road in Grande Cache, Alberta.

Road Description

The Road starts off of Highway 40, approximately 2.4 km east of the Town Centre and extends 1.9 km to the “fork” in the road.

The attached Figure highlights the section of road and a list of deficiencies that were identified. They are described in further detail below:

Inspection Notes

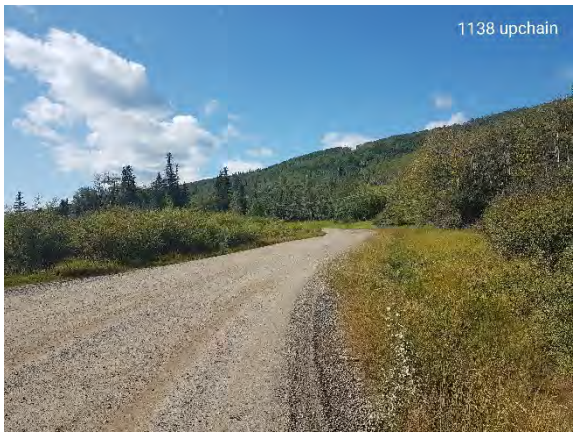
CL intersection with Hwy 40 is 1+000. All chainages are referenced to this start point.

1+020 to 1+155

- Crown is reversed on high side of curve. Raise grade on outside of curve.

1+020 to 1138

- Vegetation up to shoulder both sides of road. Clear brush, mow vegetation.

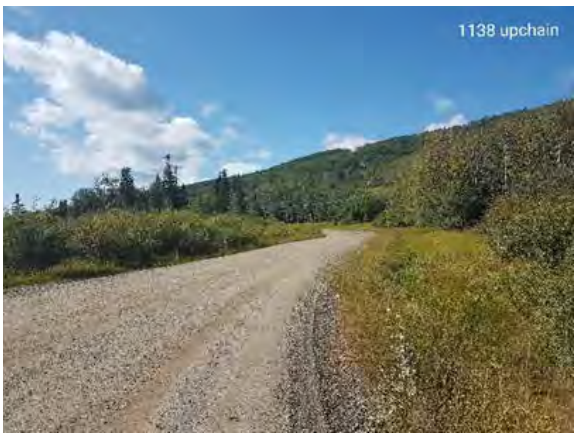


1+138 to 1+317

- Vegetation up to shoulder LHS. Clear brush, mow vegetation.

1+140 to 1+190

- Standing water along road toe RHS. Cut ditch to improve ditch grade to culvert. Soft shoulder RHS.



1+191 600mm culvert

- In good condition, remove vegetation from around outlet LHS

1+260 to 1+504

- Ditching required RHS. Soft shoulder RHS. Possible culvert required at 1+485.

1+425 to 1+665

- Water being held on road shoulder by vegetation and small windrow left by grader LHS. Clear vegetation and trees, raise grade.

1+680 to 1+930

- Ditch RHS, water not moving due to vegetation. Soft shoulder RHS. Restructure or raise grade.

1+780 to 1+880

- Water on shoulder LHS. Clear trees and vegetation, remove windrow, raise grade

1+880

- Low area off of ROW LHS. Appears to drain to the SE.

1+938 500mm culvert

- Good condition. Remove vegetation around inverts.

1+938 to 2+060

- Standing water in ditch. Improve ditch grade, cut ditch.

1+962

- Entrance LHS. Has 300mm culvert in good condition.

1+981 to 2510

- Water held on shoulder LHS. Cut ditch, raises grade. Remove vegetation and windrow.

2+202

- Entrance LHS. Has 300mm culvert in good shape. Culvert too long.

2+310 to 2+830

- No ditch RHS, Cut ditch. Install culvert 2+572.

2+683 500mm culvert

- In good condition. Clean out ditch around inlet RHS,

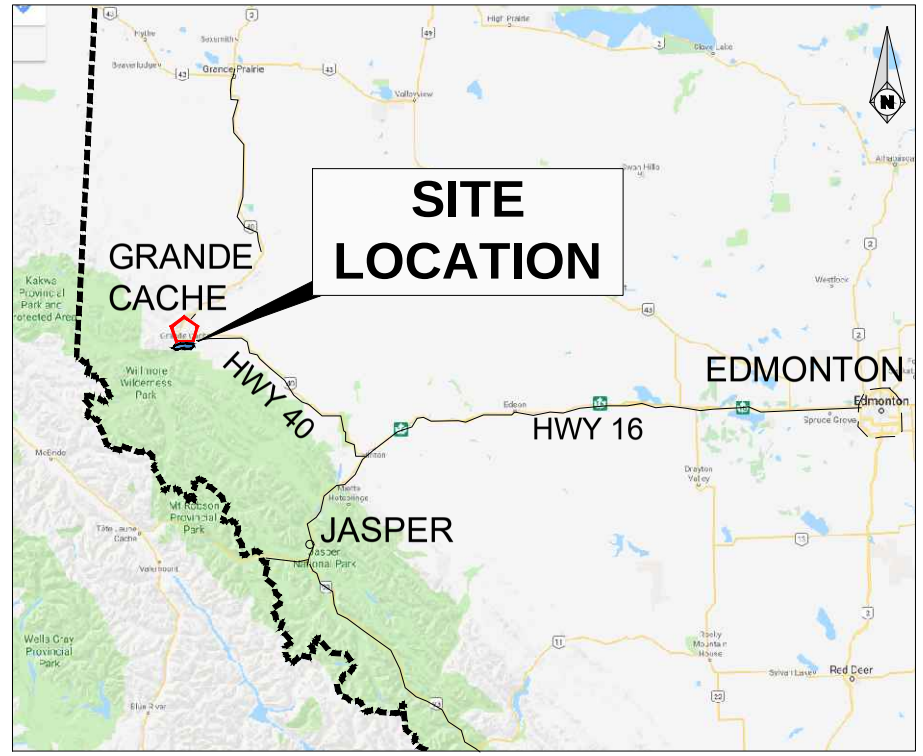
Summary and Recommendations

The Victor Lake Road was inspected on September 4, 2018.

The centerline and travel lanes were found to be in relatively good condition. The left hand side (South) had water laying along the shoulder in multiple locations. This is primarily due to small windrows left by road maintenance activities and overgrown vegetation along the shoulder. Both of these are preventing water from running off of the surface.

The right hand side (North) shoulder was soft almost the entire length of the road. In this instance it is primarily due to minimal ditches along the roadway which allow water to run on to the roadway from the backslopes and also prevents water from running off.

We would recommend that the clearing and vegetation removal and ditching be undertaken soon to assist with water run-off in the spring to prevent further damage. A survey of the existing ROW would be beneficial to give a better indication of the drainage and to better prepare an overall plan for ditching and/or grade revisions. The inspection notes give a good indication of what would be required but was a visual estimation only. No survey was completed.



GRANDE CACHE

NW34 56-8-W6M

SE3 57-8-W6M

NE34 56-8-W6M

HWY 40

SW34 56-8-W6M

SW2 57-8-W6M

SE34 56-8-W6M

NW35 56-8-W6M

SW35 56-8-W6M

VICTOR LAKE

2+683
500Ø CSP GOOD
CLEAN INLET & DITCH
(RIGHT SIDE)

1+680
620m - DITCHING REQUIRED
CULVERT INSTALL 2+572
(RIGHT SIDE)

1+938
122m DITCHING REQUIRED
STANDING WATER
(RIGHT SIDE)

1+425
240m - RAISE ROAD GRADE
& CLEARING REQUIRED

1+680
250m - RAISE ROAD GRADE
& DITCHING REQUIRED
(RIGHT SIDE)

1+260
244m DITCHING
REQUIRED
(RIGHT SIDE)

1+140
50m STANDING WATER
(RIGHT SIDE)

START
1+000
INTERSECTION :
HWY 40 &
VICTOR LAKE ROAD

1+855
END OF
PROJECT

2+202
300Ø CSP
TRIM CULVERT
(LEFT SIDE)

1+981
529m - RAISE ROAD GRADE
CLEARING & DITCHING
REQUIRED (LEFT SIDE)

1+938
500 CSP
REMOVE VEGETATION
(BOTH SIDES)

1+780
100m - RAISE ROAD GRADE
& DITCHING REQUIRED
(LEFT SIDE)

1+191
600Ø CSP
REMOVE VEGETATION
(LEFT SIDE)

1+138
179m REMOVE VEGETATION
(LEFT SIDE)

1+020
135m REVERSE
CROWN

1+020
118m BRUSHING
(BOTH SIDES)

2+900 2+800 2+700 2+600 2+500 2+400 2+300 2+200 2+100 2+000 1+900 1+800 1+700 1+600 1+500 1+400 1+300 1+200 1+100 1+000

PROJECT BOUNDARY

STATION REFERENCE - ROADS 0+000

STATION REFERENCE - VEGETATION 0+000

STATION REFERENCE - DRAINAGE 0+000

TECKERA
civil engineering consultants

MUNICIPAL DISTRICT OF GREENVIEW No.16

VICTOR LAKE ROAD INSPECTION

SW2 57-8-W6M &
NE,NW AND SE 56-8-W6M
VICTOR LAKE, ALBERTA

1:5000

FIGURE

SUBJECT:	**Valleyview Petroleum Association – Sponsorship Request**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM: SW	PRESENTER: SW
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve sponsorship in the amount of $500.00 to the Valleyview Petroleum Association for the 60th year Curling Bonspiel, with funds to come from the Community Service Miscellaneous Grant.

BACKGROUND/PROPOSAL:

The Valleyview Petroleum Association hosts an annual curling bonspiel at the Valleyview Curling Rink. The event brings participants from surrounding communities together with an opportunity to network.

Funds raised from the Annual Curling Bonspiel event help various community groups, such as Lila's Angels, Stars and Victims Assistance.

The Association is requesting sponsors to support the significant 60th year bonspiel to cover the additional expenses planned for making this a special event.

In 2018, Greenview provided sponsorship to the Valleyview Petroleum Association Bonspiel in the amount of $500.00

The Community Service Miscellaneous Grant has a balance of $27,131.57 as of September 23, 2018.

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

Direct Costs: The direct cost of the recommended motion is $500.00.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- Valleyview Petroleum Association Sponsorship Request

MD of Greenview
4806-36 Ave.
Valleyview, AB.
T0H3N0

Dear Board Members:
The Valleyview Petroleum Association has started the planning for their 60th year Bonspiel. The Facility, Band, Comedian (Jimmy the Janitor), Caterer have all been booked. At this time we are notifying our sponsors early so they can help out and budget if they want to. We are a non-profit club that gives money raised from our 2 events a year back into our community. We have recently given funds to Lila's Angels, Stars, and Victims Assistance. These are only a few of the organizations we help out each year. This year we would like to make our 60th Bonspiel a little more special, 60 years of helping our community should be that way, but it does take help from local businesses and community support.

We have some big expenses with such an event like this,

Band	4500.00
Facility	3000.00
Supper	7000.00
Comedian	3000.00

These are just a few of the bigger cost items for us. At this time we would like to ask if you could help us out with any of these bigger cost items. It would be greatly appreciated and would help get our funding started for this event.

Thank you,
John Simpkins

President
789 552 3441
Box 273
Valleyview,AB
T0H3N0

SUBJECT:	**DeBolt Harvester's Ball – Sponsorship Request**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER: SW
DEPARTMENT:	COMMUNITY SERVICES	GM: SW	PRESENTER: SW
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Platinum Sponsorship in the amount of $2,500.00 to the DeBolt & District Agricultural Society for the Annual Harvester's Ball in DeBolt on October 20, 2018, with funds to come from the Community Service Miscellaneous Grant.

BACKGROUND/PROPOSAL:

The Annual DeBolt Harvester's Ball is a primary source of funding for the Agricultural Society enabling them to maintain and provide the community with many services and programs, some of which include: Gunby Ranch Golf Club, the Sports Fields, Minor Ball and Soccer Club, the Fitness Centre, the Curling Rink and numerous activities provided for children throughout the year.

The DeBolt & District Agricultural Society is requesting support in the form of sponsorship packages ranging from $500.00 - $2,500.00. Greenview provided Platinum Sponsorship in the amount of $2,500.00 to the DeBolt & District Agricultural Society for the 2017 Annual Harvester's Ball.

The Community Service Miscellaneous Grant has a balance of $27,131.57 as of September 23, 2018.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting the DeBolt & District Agricultural Society with maintaining and providing community services and programs in DeBolt and area through the funds collected at the Annual Harvester's Ball event.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to approve, alter or deny the sponsorship to the DeBolt & District Agricultural Society for the Annual Harvester's Ball.

FINANCIAL IMPLICATION:

Direct Costs: $2,500.00 from Community Service Miscellaneous Grant

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- DeBolt Harvester's Ball 2018

DEBOLT HARVESTER'S BALL 2018

Dear Potential Sponsor,

The Debolt & District Agricultural Society would like to invite you to become a sponsor for our annual Harvester's Ball. This year's Octoberfest is scheduled to happen October 20, 2018 at the Debolt Centre, and will include a catered dinner and silent auction. This annual event is a primary source of funding for the Ag Society and wouldn't be successful without the help from our wonderful sponsors!

The Ag Society is focused on providing the community with many services and programs, some of which are the Gunby Ranch Golf Club, the Sports Fields where we have our annual slo-pitch tournament, Minor Ball and Soccer club, the Fitness Centre, the Curling Rink, and numerous activities provided for kids throughout the year. We rely on our Harvester's event to raise money so that we can continue to maintain and provide these types of services. We could not continue to do these things without the help and support from our community each year. We want to thank all the sponsors who have supported the event in the past years, and hope you will continue to support us as we move forward.

Your donation will help ensure the success of our Harvester's Ball and help continue the growth of our community. Below you can find information on the different sponsorship levels. If you would like to donate items for the silent auction tables, your name will also be listed on our sponsorship board that is displayed though out the year. We appreciate every donation! If you have questions or concerns, please don't hesitate to call. We hope to hear from you soon.

Sincerely,

Rhandi Burton Ph# 7809789906

PLATINUM
$2500+

- Name on Sponsorship Board (displayed year round)
- Special Mention during event
- Special Mention on our Website and Social Media accounts
- 8 tickets to the event (includes drink tickets for table)
- First up to eat at dinner

GOLD
$1000+

- Name on Sponsorship Board (displayed year round)
- Special Mention during event
- Special Mention on our Website and Social Media accounts
- 8 tickets to the event

SILVER
$500+

- Name on Sponsorship Board (displayed year round)
- Special Mention on our Website and Social Media accounts

BRONZE
Under $500

- Name on our Sponsorship Board (displayed year round)

SUBJECT:	**December Committee of the Whole Meeting Date**		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 24, 2018	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	GM: SW	PRESENTER:
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council hold the Committee of the Whole meeting for December on the third Monday of the month, commencing at 9:00 a.m. at the Administration Building, Valleyview.

BACKGROUND/PROPOSAL:

At the October 24, 2017 Organizational Meeting Council made the following motion:

That Council hold the Committee of the Whole meeting on the third Monday of each month, commencing at 10:00 a.m. at the following locations within Greenview.

December 18th, 2017 Administration Building Valleyview
January 15th, 2018 Administration Building Valleyview
February 20th, 2018 DeBolt Public Services Building
April 16th, 2018 Grovedale Public Services Building
May 22nd, 2018, DeBolt Public Services Building
June 18th, 2018 Eagles Nest Hall, Grande Cache
July 16th, 2018, Grovedale Public Services Building
September 17th, 2018 DeBolt Public Services Building
October 15th, 2018 Eagles Nest Hall, Grande Cache

And further, that any Committee of the Whole Meetings that fall on a statutory holiday will be held on the Tuesday immediately following that holiday.

And further, that the Committee of the Whole Meeting for the months of March and November be cancelled due to AADMC Convention.

Administration is seeking Council's direction to determine a Committee of the Whole date for December to be able to proceed with the acceptance of presentations.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have a set date for the December Committee of the Whole meeting.

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 set a date for the December Committee of the Whole meeting, however, Administration does not recommend this as parties are asking to be a delegate to this meeting.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advertise the December Committee of the Whole meeting.

ATTACHMENT(S):

- None

COUNCIL MEMBERS BUSINESS REPORT

Ward 1 Councillor Winston Delorme		
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION
9/10/2018	Regular Council Meeting	

COUNCIL MEMBERS BUSINESS REPORT

Ward 2 Reeve Dale Gervais		
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION
9/10/2018	Regular Council Meeting	
9/11/2018	Municipal Planning Commission	
9/11/2018	Event	Fox Creek Multiplex Grande Opening Planning Meeting
9/12/2018	Other	Met with Jim Uhl and Bill Clapperton regarding Narrows Hamlet Status
9/13/2018	Tri Municipal Industrial Partnership	
9/14/2018	Other	Whitecourt Airport Tour
9/17/2018	Event	Fox Creek Multiplex Soft Opening
9/17/2018	Committee of the Whole	
9/18/2018	Other	Grande Cache Viability Review Presentation
9/19/2018	Greenview Regional Multiplex Board	
9/20/2018	Event	Stakeholder Sporting Clay Shoot