



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

Monday December 10, 2018

9:00 AM

Council Chambers
Administration Building

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Regular Council Meeting minutes held Monday November 26, 2018 to be adopted.	4
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 18-805 Municipal Library Board	13
		6.2 Bylaw 18-803 Re-designate from Municipal Reserve to Hamlet Residential	19
		6.3 Bylaw 18-804 Re-Designate from Agriculture One District to Municipal Reserve	27
#7	OLD BUSINESS		
#8	NEW BUSINESS	8.1 Road allowance License – E1/2-21 & W1/2-22 -71-22 W5M	35
		8.2 Revised Policy 1027 Signing Authority	43
		8.3 IDP Exemption County of Grande Prairie	57
		8.4 Procedural Bylaw Discussion	59

8.5 Policy 1008 Council and Board Remuneration	76
8.6 2019 Market (COLA) Adjustments	82
8.7 2018 3 rd Quarter Budget to Actual Report	85
8.8 2019 Interim Operational Budget and 2019 Capital Budget	133
8.9 Greenview – Grande Cache Office and Operations (Public Works) Hours	138
8.10 Forestry Trunk Road Legal Survey Consultant	140
8.11 Twp. 681 and RR 230 Engineering Consultant	143
8.12 RR 260 and RR 201 Engineering Consultant	147
8.13 Twp. 670 Engineering Consultant	151
8.14 RR 64 and Twp. 701 Engineering Consultant	155
8.15 Recreation Board Agreements	159
8.16 Valleyview and District Recreation Agreement	167
8.17 Fox Creek Helipad Update	256
8.18 Valleyview Fire Hall Update	259
8.19 Annual Council Self Appraisal	353
8.20 Grande Cache Dissolution Update	366
8.21 Mountain Pine Beetle – Letter of Support	368
8.22 North West Regional Skills Canada – Sponsorship Request	373
8.23 Sheldon Coates School Special Equipment Grant Request	378
8.24 Women of the North Conference	381
8.25 Managers' Report	385
#9 MEMBERS BUSINESS REPORTS	
• Reeve Dale Gervais	401
• Councillor Shawn Acton	402

- Deputy Reeve Tom Burton

403

#10 CORRESPONDENCE

- 2022 Arctic Winter Games
- Control the Mountain Pine Beetle
- WSP Hospitality Suite Invitation
- Fox Creek Soft Opening Protective Services Building
- People Peaks Productions
- Northern Lakes College Media Release
- Various Correspondence from Grande Prairie Chamber of Commerce
- Various Correspondence from Rural Municipalities of Alberta
- Christmas Cards and Wishes from Surrounding Areas

#11 CLOSED SESSION

11.1 Privileged Information
(*FOIPP; Section 27*)

11.2 Confidential Evaluation
(*FOIPP; Section 19*)

#12 ADJOURNMENT

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta, on Tuesday, November 26, 2018

1: Reeve Dale Gervais called the meeting to order at 9:01 a.m.
CALL TO ORDER

PRESENT

Reeve	Dale Gervais
Deputy Reeve	Tom Burton
Councillors	Shawn Acton
	Winston Delorme (teleconference)
	Bill 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	Bill Duncan
Recording Secretary	Lianne Kruger

ABSENT

Councillor	Roxie Rutt
Councillor	Dale Smith

#2: MOTION: 18.11.660. Moved by: DEPUTY REEVE TOM BURTON
AGENDA That Council adopt the November 26th, 2018 Regular Council Meeting Agenda as amended:

- Move Agenda Item 11.1 to immediately following Agenda Item 3.2
- Remove Agenda Item 8.7 Governance Report

CARRIED

#3.1 MOTION: 18.11.661. Moved by: COUNCILLOR LES URNESS
REGULAR COUNCIL That Council adopt the minutes of the Regular Council Meeting held on Monday
MEETING MINUTES November 13th, 2018 as amended;

- Agenda Item 8.11; Move Councillor Shawn Acton to behind Deputy Reeve Tom Burton
- Add October 22, 2018 Regular Council Meeting to all Councillors Members Business Reports
- Amend tabled motions 18.11.643 and 18.11.652 to read November 26th, 2018

CARRIED

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

**BUSINESS ARISING
FROM MINUTES**

CLOSED SESSION

MOTION: 18.11.662. Moved by: COUNCILLOR SHAWN ACTON
That the meeting go to Closed Session, at 9:27 a.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

11.1 DISCLOSURE HARMFUL TO PERSONAL PRIVACY
(FOIPP; Section 17)

OPEN SESSION

MOTION: 18.11.663. Moved by: COUNCILLOR SHAWN ACTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting return to Open Session at 10:02 a.m.

CARRIED

**#4.0
PUBLIC HEARING**

4.0 PUBLIC HEARING

There were no Public Hearings presented.

**#5
DELEGATIONS**

5.0 DELEGATIONS

There were no Delegation Presentations.

**#6
BYLAWS**

6.0 BYLAWS

6.1 BYLAW 18-789 PARTIAL ROAD ALLOWANCE CLOSURE

**BYLAW 18-789
SECOND READING**

MOTION: 18.11.664. Moved by: COUNCILLOR SHAWN ACTON
That Council give Second Reading to Bylaw 18-789, to close a portion of the undeveloped road allowance adjoining the south boundary of the southwest quarter of SW 29-70-24-W5M.

CARRIED

**BYLAW 18-789
THIRD READING**

MOTION: 18.11.665. Moved by: DEPUTY REEVE TOM BURTON
That Council give Third Reading to Bylaw 18-789, to close a portion of the undeveloped road allowance adjoining the south boundary of the southwest quarter of SW 29-70-24-W5M.

CARRIED

**#7
OLD BUSINESS**

7.0 OLD BUSINESS

There was no Old Business presented.

**#8
NEW BUSINESS**

8.0 NEW BUSINESS

8.1 CONSTRUCTION & ENGINEERING 2019-2021 OPERATIONAL BUDGET REVIEW

**CONSTRUCTION &
ENGINEERING
BUDGET REVIEW**

MOTION: 18.11.666. Moved by: DEPUTY REEVE TOM BURTON
That Council receive the 2019 to 2021 Construction and Engineering, Operational and Capital Budget for information, as presented.

CARRIED

8.2 ENVIRONMENTAL SERVICES 2019-2021 OPERATIONAL BUDGET REVIEW

**ENVIRONMENTAL
SERVICES BUDGET
REVIEW**

MOTION: 18.11.667. Moved by: COUNCILLOR SHAWN ACTON
That Council receive the 2019 to 2021 Environmental Services, Operational and Capital Budget for information, as presented.

CARRIED

8.3 JOINT FAMILY AND COMMUNITY SUPPORT SERVICES AGREEMENT WITH TOWN OF VALLEYVIEW

**JOINT FAMILY &
COMMUNITY
SUPPORT SERVICES
AGREEMENT WITH
TOWN OF
VALLEYVIEW**

MOTION: 18.11.668. Moved by: COUNCILLOR SHAWN ACTON
That Council direct Administration to inform the Town of Valleyview that Greenview is pursuing an equal funding contribution in the new Green View FCSS Funding Agreement and further, to arrange a joint meeting with the Town of Valleyview should it be needed.

CARRIED

8.4 ROAD ALLOWANCE LICENSE – N1/2-22 & S1/2 -27 -70-26-W5M

**ROAD ALLOWANCE
LICENSE**

MOTION: 18.11.669. Moved by: DEPUTY REEVE TOM BURTON
That Council approve the Road Allowance License application received for N1/2 22 & S1/2 27 -70-26 W5M.

CARRIED

8.5 INFORMATION ON MOBILE STEAMING EQUIPMENT

INFORMATION ON MOBILE STEAMING EQUIPMENT

MOTION: 18.11.670. Moved by: DEPUTY REEVE TOM BURTON
That Council review the updated information and pricing for the 2019 Capital budget of two (2) steamers for \$39,000.00 for the Operations department and approve the revised proposed budget amount.

CARRIED

8.6 SPORTING CLAYS TOURNAMENT DONATION 2018

SPORTING CLAYS TOURNAMENT DONATION 2018

MOTION: 18.11.651. Moved by: COUNCILLOR SHAWN ACTON
That Council donate the excess amount of \$1,030.61 from the Stakeholder Outreach Sporting Clays Event Budget to Lila's Angels Travel Foundation.

CARRIED

8.8 APPROACH CONCERNS

APPROACH CONCERNS

MOTION: 18.11.671. Moved by: DEPUTY REEVE TOM BURTON
That Council accept the report regarding approach concerns for information, as presented.

CARRIED

8.9 COMMUNITY DEVELOPMENT INITIATIVE AGREEMENT

COMMUNITY DEVELOPMENT INITIATIVE AGREEMENT

MOTION: 18.11.642. Moved by: COUNCILLOR LES URNESS
That Council authorize the Reeve and Chief Administrative Officer to execute the proposed Community Development Initiative Agreement with the Town of Fox Creek and Town of Valleyview.

CARRIED

8.10 EXPENDITURE POLICY – EXTERNAL CONSULTANT

EXPENDITURE POLICY – EXTERNAL CONSULTANT

MOTION: 18.11.672. Moved by: REEVE DALE GERVAIS
That Council authorize Reeve Dale Gervais to engage a third party consultant to work with Council to redraft the Expenditure Policy.

CARRIED

8.11 POLICY 1018 EXPENDITURES AND DISBURSMENT

POLICY 1018

MOTION: 18.11.673. Moved by: REEVE DALE GERVAIS
That Council refer Policy 1018 "Expenditures and Disbursement" as amended, to the Policy Review Committee.

CARRIED

8.12 ASSESSMENT REVIEW BOARD HEARING POLICY

**ASSESSMENT
REVIEW BOARD
HEARING POLICY**

MOTION: 18.11.674. Moved by: DEPUTY REEVE TOM BURTON
That Council approve the "Assessment Review Board Hearing Policy" as amended;

- Remove provision 13.2 "if requested"

CARRIED

**SDAB & ARB
MEETING
PROCEEDINGS
REPEALED**

MOTION: 18.11.675. Moved by: DEPUTY REEVE TOM BURTON
That Council repeal Policy CO 10 "SDAB and ARB Meeting Proceedings."

CARRIED

8.13 POLICY 1003 VEHICLE USAGE POLICY

**POLICY 1003
VEHICLE USAGE
POLICY**

MOTION: 18.11.676. Moved by: COUNCILLOR WINSTON DELORME
That Council review and approve Revised Policy 1003, Vehicle Usage Policy.

**POLICY 1003
DEFERRED**

MOTION: 18.11.677. Moved by: COUNCILLOR SHAWN ACTON
That Council refer motion 18.11.676., Policy 1003 Vehicle Usage Policy to the Policy Review Committee.

CARRIED

8.14 GREENVIEW ICE RESCUE EQUIPMENT DONATION

**GREENVIEW ICE
RESCUE
EQUIPMENT
DONATION**

MOTION: 18.11.678. Moved by: COUNCILLOR WINSTON DELORME
That Council authorize Administration to donate surplus ice rescue equipment to Greenview Search and Rescue.

CARRIED

8.15 2022 ARCTIC WINTER GAMES BID COMMITTEE

**2022 ARCTIC
WINTER GAMES
BID COMMITTEE**

MOTION: 18.11.679. Moved by: COUNCILLOR SHAWN ACTON
That Council approve Reeve Dale Gervais to participate on the 2022 Arctic Winter Games Bid Committee.

CARRIED

8.16 CHRISTMAS LAND FUNDRAISER FOR LOCAL CHARITY

CHRISTMAS LAND FUNDRAISER FOR LOCAL CHARITY

MOTION: 18.11.680. Moved by: COUNCILLOR WINSTON DELORME
That Council provide funding to the 2018 Grande Cache Christmas Land Fundraiser in the amount of \$5,000.00, with funds to come from the Community Services Miscellaneous Grants fund.

DEFEATED

8.17 GRANDE CACHE COMMUNITY CHRISTMAS DINNER

GRANDE CACHE COMMUNITY CHRISTMAS DINNER

MOTION: 18.11.681. Moved by: COUNCILLOR WINSTON DELORME
That Council provide funding to the 2018 Grande Cache Community Christmas Dinner in the amount of \$5,000.00, with funds to come from the Community Services Miscellaneous Grants fund.

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;
November 13th, 2018 Regular Council Meeting
Rural Municipalities of Alberta Fall Conference
Grande Cache Infrastructure Discussions with Legal Representation
Municipal Planning Commission Meeting (Teleconference)

WARD 2

REEVE DALE GERVAIS submitted his update to Council on his recent activities, which include;
November 13th, 2018 Regular Council Meeting
Municipal Planning Commission Meeting
Sturgeon Lake Area Structure Plan Open House
Fox Creek Fire Hall Walk Through
Philip J Currie Dinosaur Museum Meeting
Rural Municipalities of Alberta Fall Conference
Grande Cache Infrastructure Discussions with Legal Representation

WARD 3

COUNCILLOR LES URNESS updated Council on his recent activities, which Include;
November 13th, 2018 Regular Council Meeting

Municipal Planning Commission Meeting
Sturgeon Lake Area Structure Plan Open House
Valleyview Cemetery Committee Meeting
Rural Municipalities of Alberta Fall Conference

WARD 4 **COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;
Municipal Planning Commission Meeting
Sturgeon Lake Area Structure Plan Open House
Rural Municipalities of Alberta Fall Conference

WARD 5 **COUNCILLOR DALE SMITH**
Unavailable to give his report.

WARD 6 **DEPUTY REEVE TOM BURTON** submitted his update to Council on his recent activities, which include;
November 13th, 2018 Regular Council Meeting
Municipal Planning Commission Meeting
Sturgeon Lake Area Structure Plan Open House
Fox Creek Fire Hall Walk Through
Community Planning Association of Alberta Meeting
Rural Municipalities of Alberta Fall Conference
Grande Cache Infrastructure Discussions with Legal Representation
DeBolt Library Board Meeting
Peace Library Board Meeting
Greenview Annual Christmas Function

WARD 7 **COUNCILLOR ROXIE RUTT**
Unavailable to give her report.

WARD 8 **COUNCILLOR BILL SMITH** updated Council on his recent activities, which Include;
Municipal Planning Commission Meeting (teleconference)
Rural Municipalities of Alberta Fall Conference

MEMBERS BUSINESS **MOTION: 18.11.682.** Moved by: **COUNCILLOR BILL SMITH**
That Council accept the Members Business for information.

CARRIED

#10
CORRESPONDENCE

10.0 CORRESPONDENCE

MOTION: 18.11.683. Moved by: DEPUTY REEVE TOM BURTON
That Council accept the correspondence for information, as presented.

CARRIED

#11 CLOSED
MEETING

11.0 CLOSED SESSION

CLOSED SESSION

MOTION: 18.11.684. Moved by: COUNCILLOR BILL SMITH
That the meeting go to Closed Session, at 5:26 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 Closed Session.

CARRIED

11.1 DISCLOSURE HARMFUL TO PERSONAL PRIVACY
(FOIPP; Section 17)

OPEN SESSION

MOTION: 18.11.685. Moved by: DEPUTY REEVE TOM BURTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting return to Open Session at 6:20 p.m.

CARRIED

12.0 ADJOURNMENT

#12
ADJOURNMENT

MOTION: 18.11.686. Moved by: COUNCILLOR BILL SMITH
That this meeting adjourn at 6:20 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE

DEFER, REFER OR TABLED MOTIONS

MOTION: 18.11.632. Moved by: DEPUTY REEVE TOM BURTON

That Council approve the revised Policy 5001 “Home Support” as presented.

MOTION: 18.11.633. Moved by: REEVE DALE GERVAIS

That Council table motion 18.11.632., Policy 5001 Home Support until a later date.

CARRIED

MOTION: 18.11.630. Moved by: COUNCILLOR DALE SMITH

That Council approve the “Subdivision Process” Policy as amended.

MOTION: 18.11.631. Moved by: COUNCILLOR BILL SMITH

That Council table motion 18.11.630. Subdivision Process Policy until a later date.

CARRIED

MOTION: 18.11.673. Moved by: REEVE DALE GERVAIS

That Council defer Policy 1018 “Expenditures and Disbursement” as amended, to the Policy Review Committee.

CARRIED

MOTION: 18.11.677. Moved by: COUNCILLOR SHAWN ACTON

That Council defer motion 18.11.676., Policy 1003 Vehicle Usage Policy to the Policy Review Committee.

CARRIED



REQUEST FOR DECISION

SUBJECT:	Bylaw 18-805 Municipal Library Board		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 10, 2018	CAO: MH	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: DL
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – *Libraries Act*

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 18-805 Municipal Library Board.

MOTION: That Council give second reading to Bylaw 18-805 Municipal Library Board.

MOTION: That Bylaw 18-805 for Municipal Library Board be given consent for third and final reading.

MOTION: That Council give third reading to Bylaw 18-805 Municipal Library Board.

BACKGROUND/PROPOSAL:

Upon dissolution of Grande Cache on January 1st, 2019, the Grande Cache Municipal Library Board will not exist. In order to facilitate a smooth transition of the assets, liabilities and functions of the Grande Cache Library to Greenview, Greenview needs to establish a Municipal Library Board prior to January 1, 2019. This would allow the Grande Cache Municipal Library to directly transfer all assets and liabilities to the new Board and is a much faster process than if the Board is not in place until after dissolution.

This Municipal Library Board will be responsible for the administration of all libraries within the Hamlets of Greenview including Grande Cache and DeBolt, as well as any other Libraries that may be established in the future. The DeBolt Library is currently governed through the Peace Library System and administered by the DeBolt Library Society. It is anticipated that this will continue and a similar process will occur in Grande Cache.

The Board will govern the municipal libraries as a whole through the creation of bylaws and policies. Due to the size and nature of Greenview, it is expected that the Library Board will enter into contract with private entities like the DeBolt Library Society to provide the day to day administration and services of the Library. Until such a society or entity is in place in Grande Cache, the Board will be responsible for overseeing the service provision of the Grande Cache Library.

The Municipal Library Board will be composed of 2 Councillors, 4 Members at large, and a Public School Board Trustee of the Grande Yellowhead Public School Division. The trustee has been added to the Board as the Grande Cache Library is located within Grande Cache Community High School. Many other Municipal Library Boards involve a school board trustee on the Board in this situation. The Board will be responsible to govern libraries within Greenview in accordance with the *Libraries Act* and any regulations thereto.

Greenview's involvement with the Peace Library System can continue. Rather than the Peace Regional Library System acting as the Board, the new Municipal Library Board will serve that function. There are other services that are offered from the Peace Regional Library System which are of benefit. Greenview currently pays compensation to the Peace Regional Library System for that Board function of an additional 12% on top of the standard per capita rate of \$6.37. Going forward, Greenview will not have to pay the additional 12% to the Peace Regional Library System if there is a separate Municipal Library Board in place.

Greenview funding to the Valleyview and Fox Creek Libraries will likely continue, though the funds will be requested and distributed through the Municipal Library Board, with funds still to come from Greenview. Greenview has an agreement in place with Valleyview, Fox Creek and Grande Prairie for annual funding.

Current Funding Arrangements:

Entity	Current Contributions (based on 2018 budget)
Valleyview Library	\$125,000
Fox Creek Library	\$60,000
Grande Cache Library	\$54,000
DeBolt Library	\$45,500
Grande Prairie Library	\$36,000
Peace Library System	\$55,184
Total	\$375,684

The Town of Grande Cache paid \$92,000 in 2018 for the Grande Cache Library. Grande Cache has been requisitioned for \$111,530 for 2019. The new Municipal Library Board will be responsible to re-assess the requisitions required from Greenview. Assuming these figures remain the same and the current agreements remain in force, Greenview will be required to pay approximately \$480,592 in 2019.

Projected 2019 Funding with Municipal Library Board:

Entity	Current Contributions (based on 2019 budget)
Valleyview Library	\$125,000
Fox Creek Library	\$60,000
Grande Cache Library	\$54,000 + \$111,530*
DeBolt Library	\$45,500
Grande Prairie Library	\$36,000
Peace Library System	\$48,562
Total	\$480,592

*Note: Requisition to Town of Grande Cache for 2019 in addition to Greenview's projected contribution.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council giving all three readings to Bylaw 18-805 is that the Municipal Library Board will be in place before the dissolution of Grande Cache on January 1, 2019.

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 proceed with all three readings at this time. The implications of this is that there will be no Board in place at dissolution to administer the Grande Cache Library. The assets of the Library will be transferred to the Town of Grande Cache, and will then be transferred to Greenview. Once a Board is in place, Greenview will have to transfer the assets back to the new Board. This could be a timely and convoluted process.

FINANCIAL IMPLICATION:

Provided that all current funding contributions remain the same, Greenview will likely see an increase in overall cost from \$375,684 to approximately \$480,592. This is due largely in part to the addition of the funding portion of the Grande Cache library previously paid by the Town of Grande Cache. The contributions to Peace Library System will likely go down by 12% as the DeBolt Library would no longer be under the Peace Library System Board.

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

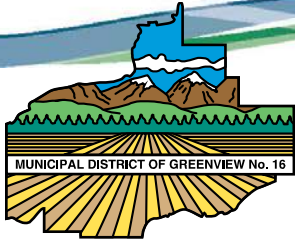
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will follow up with Grande Cache and DeBolt Libraries to update them on the next steps in the following months.

ATTACHMENT(S):

- Bylaw 18-805



BYLAW NO. 18-805 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the establishment of a Municipal Library Board.

Whereas, the Council of the M.D of Greenview deems it expedient to propose the establishment of a municipal library board.

Therefore, with the authority and under the provisions of the *Libraries Act*, the Council of the M.D of Greenview duly assembled, enacts as follows:

1. Title

1.1 This Bylaw may be cited as the “Municipal Library Board Bylaw”

2. Establishment and Membership

2.1 There shall be established a Municipal Library Board for the M.D of Greenview.

2.2 The relationship between the M.D of Greenview Council and the Municipal Library Board shall be governed by the *Libraries Act* and any Amendments and Regulations pertaining thereto.

2.3 The board will consist of two (2) Councillors, a Grande Yellowhead Public School Division Trustee, and four (4) Members at Large.

3. Term of Office

3.1 Each member of the Municipal Library Board shall be appointed at the pleasure of the Council for a term of one year, and may be re-appointed upon the expiry of the term at the pleasure of Council.

This Bylaw shall come into force and effect January 1, 2019.

Read a first time this ____ day of ____, 2018.

Read a second time this ____ day of ____, 2018.

Read a third time and passed this ____ day of ____, 2018.



REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: Bylaw No. 18-803 Re-designate from Municipal Reserve (MR) to Hamlet Residential (HR) District

	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 10, 2018	CAO: MH	MANAGER: SAR
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: GG	PRESENTER: LD
STRATEGIC PLAN:	Development		

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000

Council Bylaw/Policy (cite) – Municipal Development Plan 15-742, Land Use Bylaw 17-779.

RECOMMENDED ACTION:

MOTION: That Council give First Reading to Bylaw No. 18-803, to re-designate Lot 7MR Block 1 Plan 0625581 (0.31 ha / 0.76 acre ±) from Municipal Reserve (MR) to Hamlet Residential (HR) District within SE-22-71-26-W5.

MOTION: That Council schedule a Public Hearing for Bylaw No. 18-803, to be held on January 28, 2019, at 10:00 a.m. for the re-designation of Lot 7MR Block 1 Plan 0625581 (0.31 ha / 0.76 acre ±) from Municipal Reserve (MR) to Hamlet Residential (HR) District within SE-22-71-26-W5.

BACKGROUND/PROPOSAL:

The application for land use amendment A18-006 has been submitted by Greenview to re-designate Lot 7MR Block 1 Plan 0625581 (0.31 ha / 0.76 acre ±) from Municipal Reserve (MR) to Hamlet Residential (HR) District within SE-22-71-26-W5, in the Ridgevalley area, Ward 7.

The proposed rezoning would allow for future residential development on the lot by William and Leslie Toews and Rhonda Lynn Toews, who have entered into an Offer to Purchase agreement with Greenview to exchange the lot for an equal amount of land located at the trail head of the Ridgevalley walking trail. The agreement also allows Greenview to purchase a further 0.17 hectares (0.43 acre) +/- portion of SE-22-71-26-W5 and the combined areas at the trail head area will be rezoned to Municipal Reserve (MR).

No concerns with the application were received from referral agencies or adjacent landowners, except that the General Manager of Infrastructure and Planning indicated that there was no approach to Lot 7MR Block 1 Plan 0625581, which matter was not addressed in the Offer to Purchase and will have to be addressed at the subdivision stage.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Hamlet Residential (HR) District. The application meets the requirements of

Municipal Government Act and Municipal Development Plan. Administration does not anticipate any negative development or land use impacts from the proposal and the proposed amendment will be compatible with existing surrounding residential developments. Administration is recommending that Council give First Reading to Bylaw 18-803.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Council accepting the recommended motion is that re-designation would allow the Landowner to increase the residential opportunities available in Greenvue.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages as the land exchange of equivalent acreage will replace and only change the location of the Municipal Reserve, allowing it at the Ridgevalley Walking trail head for parking.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw 18-803 for further discussion or information

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

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

PUBLIC ENGAGEMENT LEVEL:

Greenvue has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

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

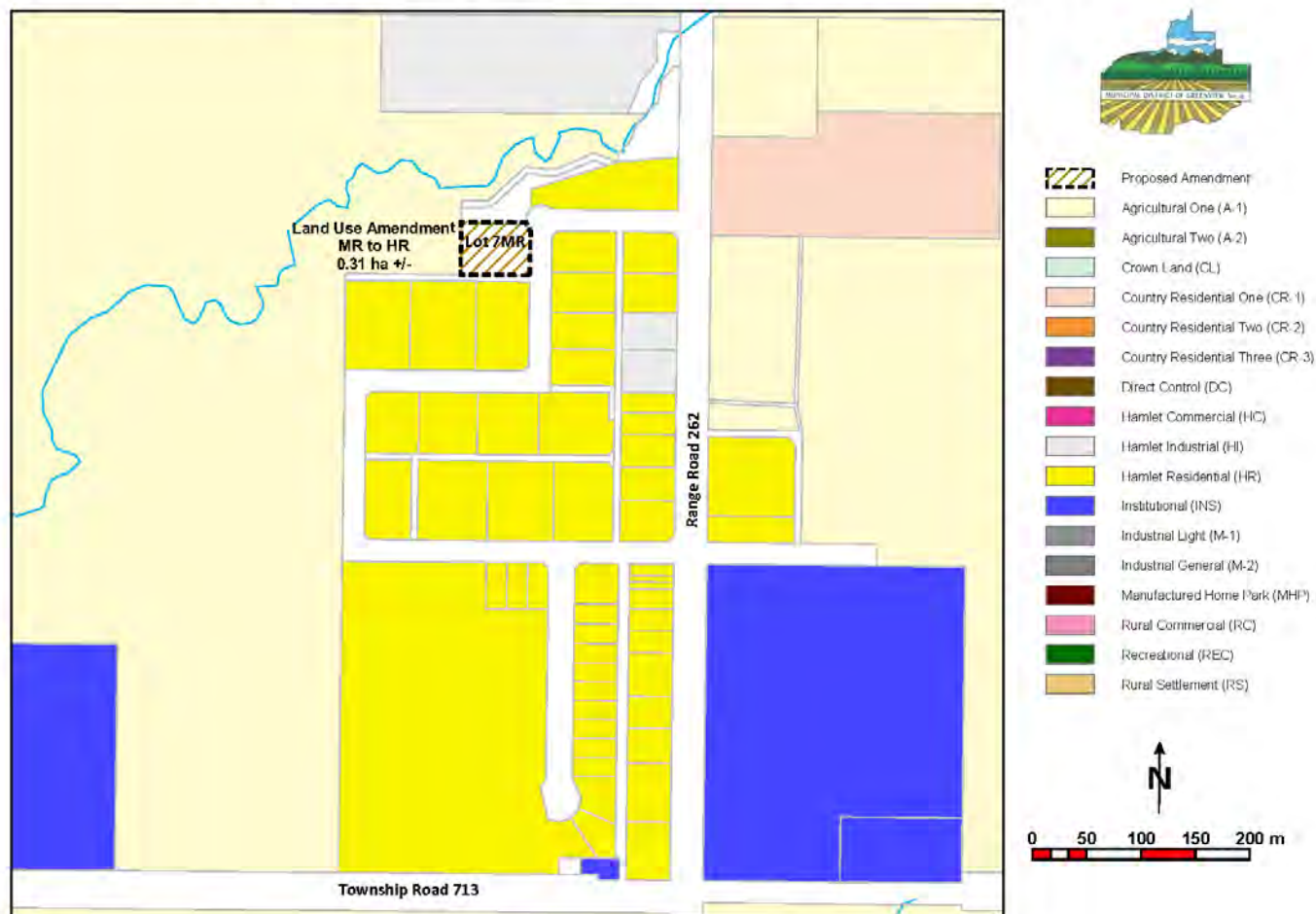
ATTACHMENT(S):

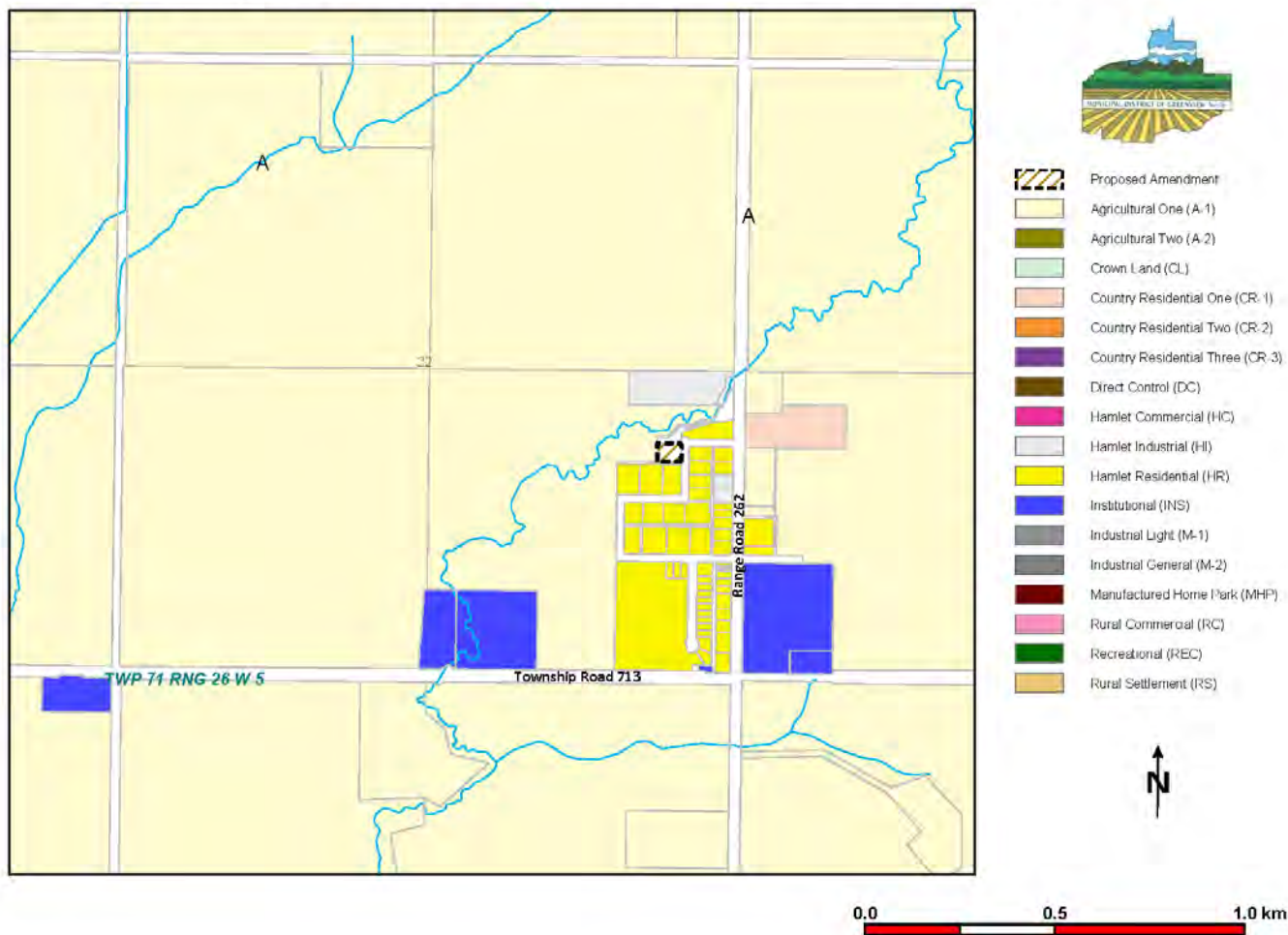
- Schedule 'A' – Proposed Land Use Amendment
- Schedule 'B' – Bylaw No. 18-803

Proposed Land Use Amendment SE-22-71-26-W5



Proposed Land Use Amendment SE-22-71-26-W5







BYLAW No. 18-803

OF THE MUNICIPAL DISTRICT OF GREENVIEW No. 16

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

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

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

All that Portion of the
Southeast (SE) Quarter of Section Twenty-Two (22)
Within Township Seventy-One (71)
Range Twenty-Six (26) West of the Fifth Meridian (W5M)

As identified on Schedule "A" attached.

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

Read a first time this 10th day of December, A.D., 2018.

Read a second time this ____ day of _____, A.D., ____.

Read a third time and passed this ____ day of _____, A.D., ____.

REEVE

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

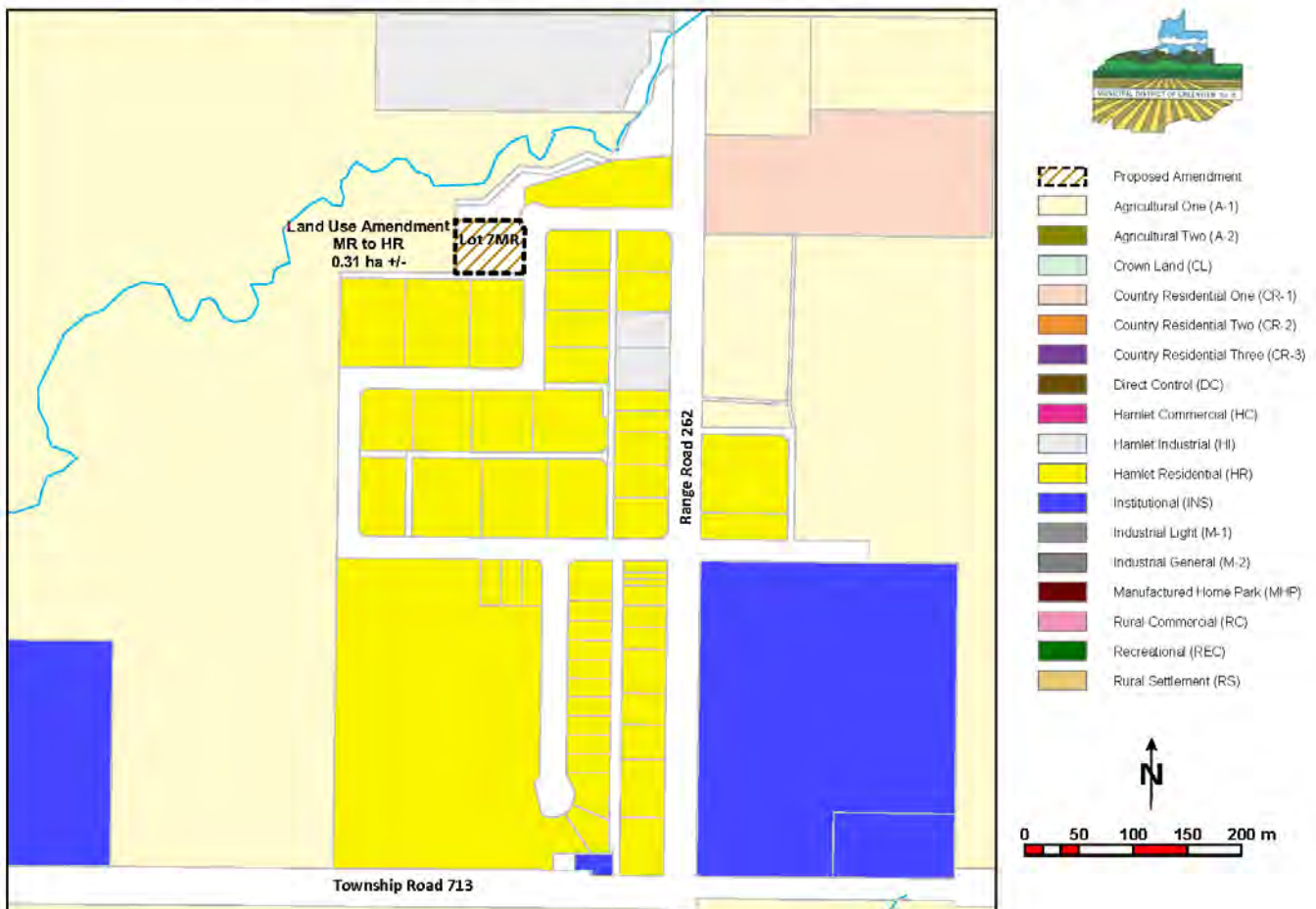
To Bylaw No. 18-803

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the
Southeast (SE) Quarter of Section Twenty-Two (22)
Within Township Seventy-One (71)
Range Twenty-Six (26) West of the Fifth Meridian (W5M)

Is reclassified from Municipal Reserve to Hamlet Residential (HR) District as identified below:

Proposed Land Use Amendment SE-22-71-26-W5





REQUEST FOR DECISION

SUBJECT: **Bylaw No. 18-804 Re-designate from Agriculture One (A-1) District to Municipal Reserve (MR)**

	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 10, 2018	CAO: MH	MANAGER: SAR
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: GG	PRESENTER: LD
STRATEGIC PLAN:	Development		

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000

Council Bylaw/Policy (cite) – Municipal Development Plan 15-742, Land Use Bylaw 17-779.

RECOMMENDED ACTION:

MOTION: That Council give First Reading to Bylaw No. 18-804, to re-designate a 0.49 ha ± (1.22 acre) area from Agriculture One (A-1) District to Municipal Reserve (MR) within SE-22-71-26-W5.

MOTION: That Council schedule a Public Hearing for Bylaw No. 18-804, to be held on January 28, 2019, at 10:00 a.m. for the re-designation of a 0.49 ha ± (1.22 acre) area from Agriculture One (A-1) District to Municipal Reserve (MR) within SE-22-71-26-W5.

BACKGROUND/PROPOSAL:

The application for land use amendment A18-007 has been submitted by William Leslie Toews and Rhonda Lynn Toews to re-designate a 0.49 ha ± (1.22 acre) area from Agriculture One (A-1) District to Municipal Reserve (MR) within SE-22-71-26-W5, in the Ridgevalley area, Ward 7.

The proposed rezoning would accommodate for the trail head and parking lot for the Ridgevalley Walking Trail. Toews have entered into an Offer to Purchase agreement with Greenview to exchange 0.31 ha ± (0.76 acres) of land for Lot 7MR Block 5 Plan 0625581 located in the Hamlet of Ridgevalley, and sell an additional 0.17 hectares (0.43 acre) acres adjacent thereto.

No concerns with the application were received from referral agencies or adjacent landowners.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria for Municipal Reserve. The application meets the requirements of Municipal Government Act and Municipal Development Plan. Administration does not anticipate any negative development or land use impacts from the proposal and the proposed amendment will be compatible with existing surrounding residential developments. Administration is recommending that Council give First Reading to Bylaw 18-804.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Council accepting the recommended motion is that re-designation would allow Greenview to establish a parking area at the trail head of the Ridgevalley Walking Trail.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages as Greenview's Lot 7MR was exchanged for an equivalent area of land that would contain the Ridgevalley Walking Trailhead. Adjacent lands were purchased for a parking area.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw 18-804 for further discussion or information

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

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

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

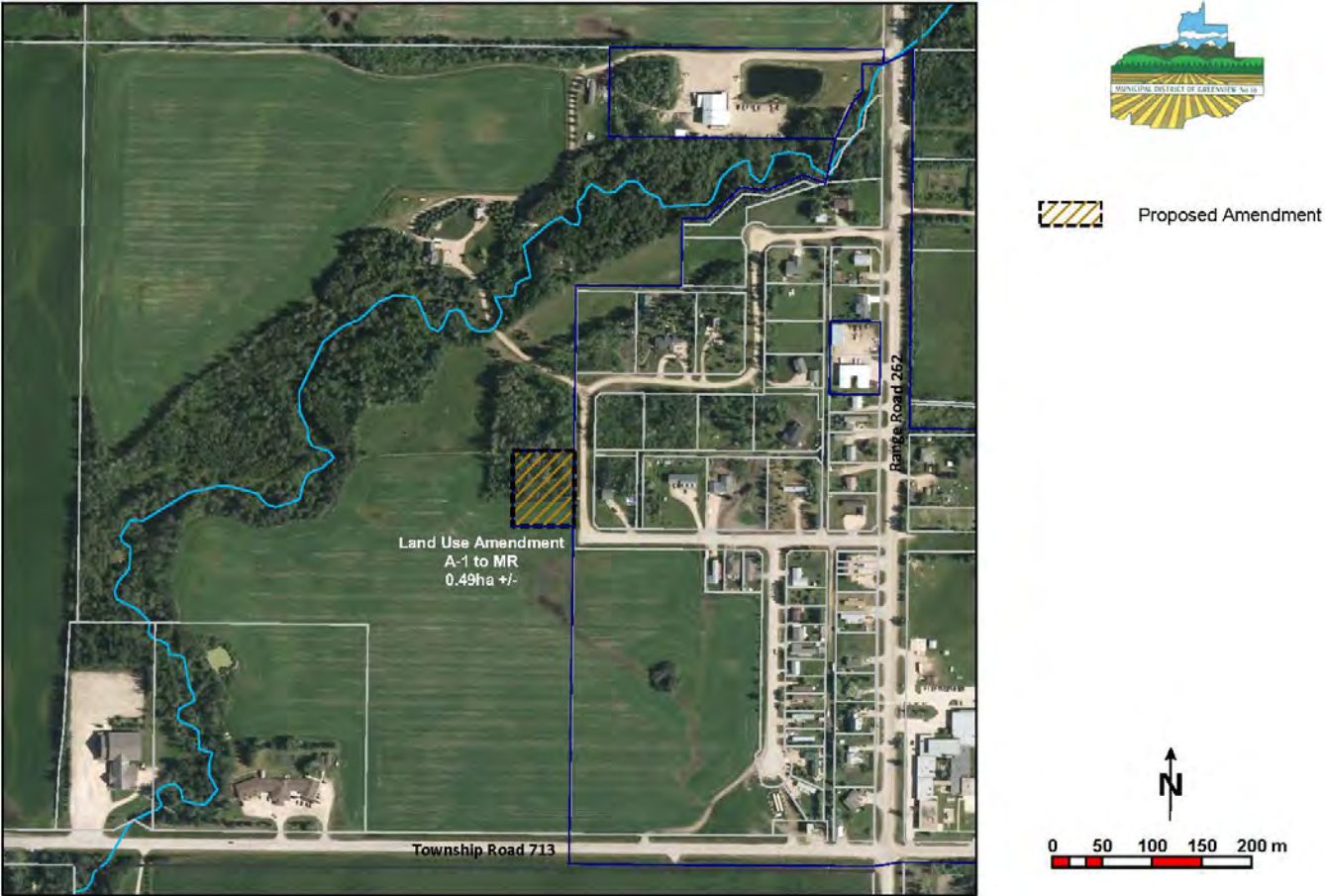
FOLLOW UP ACTIONS:

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

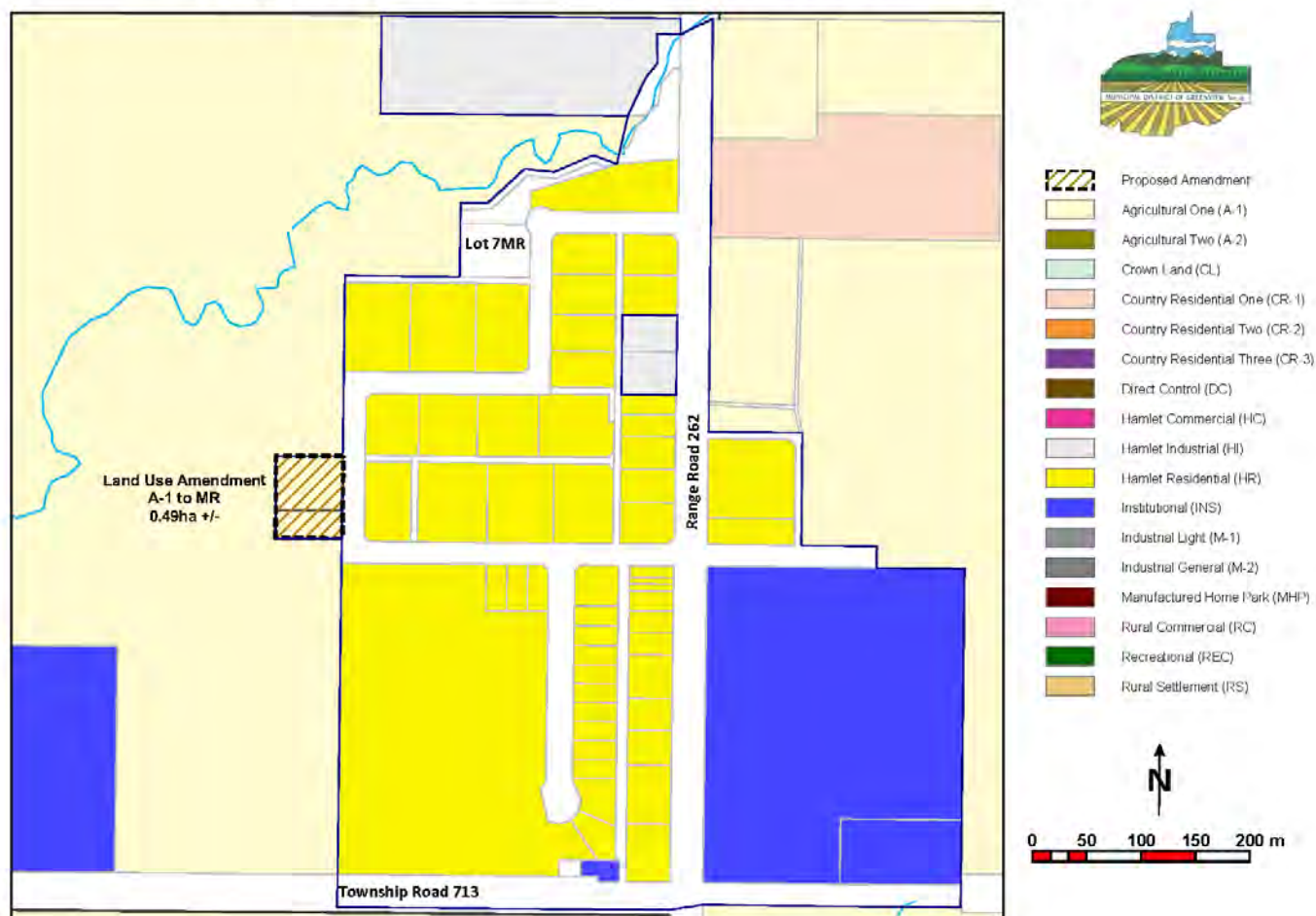
ATTACHMENT(S):

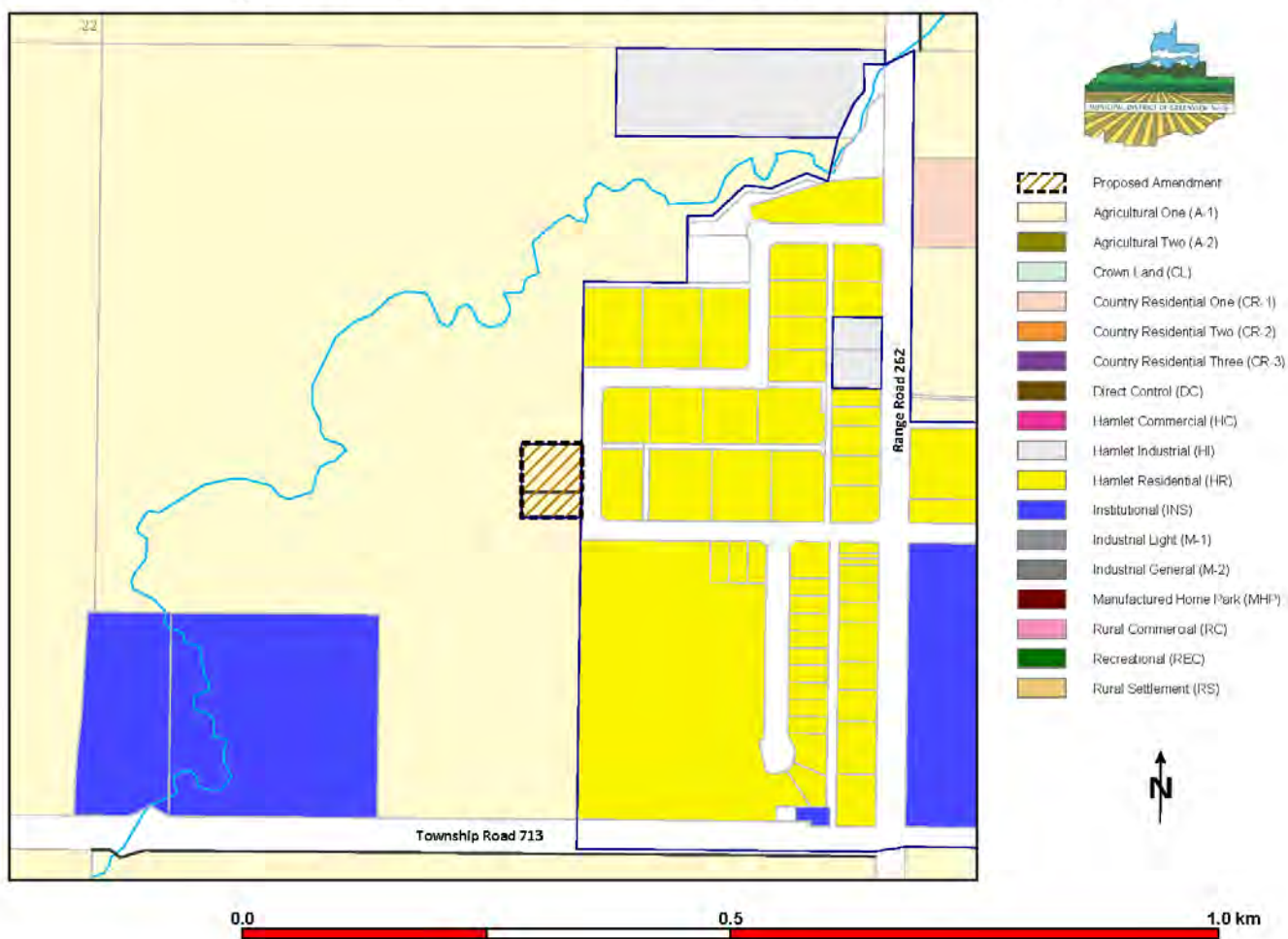
- Schedule 'A' – Proposed Land Use Amendment
- Schedule 'B' – Bylaw No. 18-804

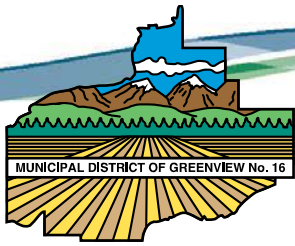
Proposed Land Use Amendment SE-22-71-26-W5



Proposed Land Use Amendment SE-22-71-26-W5







BYLAW No. 18-804

OF THE MUNICIPAL DISTRICT OF GREENVIEW No. 16

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

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

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

All that Portion of the
Southeast (SE) Quarter of Section Twenty-Two (22)
Within Township Seventy-One (71)
Range Twenty-Six (26) West of the Fifth Meridian (W5M)

As identified on Schedule "A" attached.

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

Read a first time this 10th day of December, A.D., 2018.

Read a second time this ____ day of _____, A.D., ____.

Read a third time and passed this ____ day of _____, A.D., ____.

REEVE

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

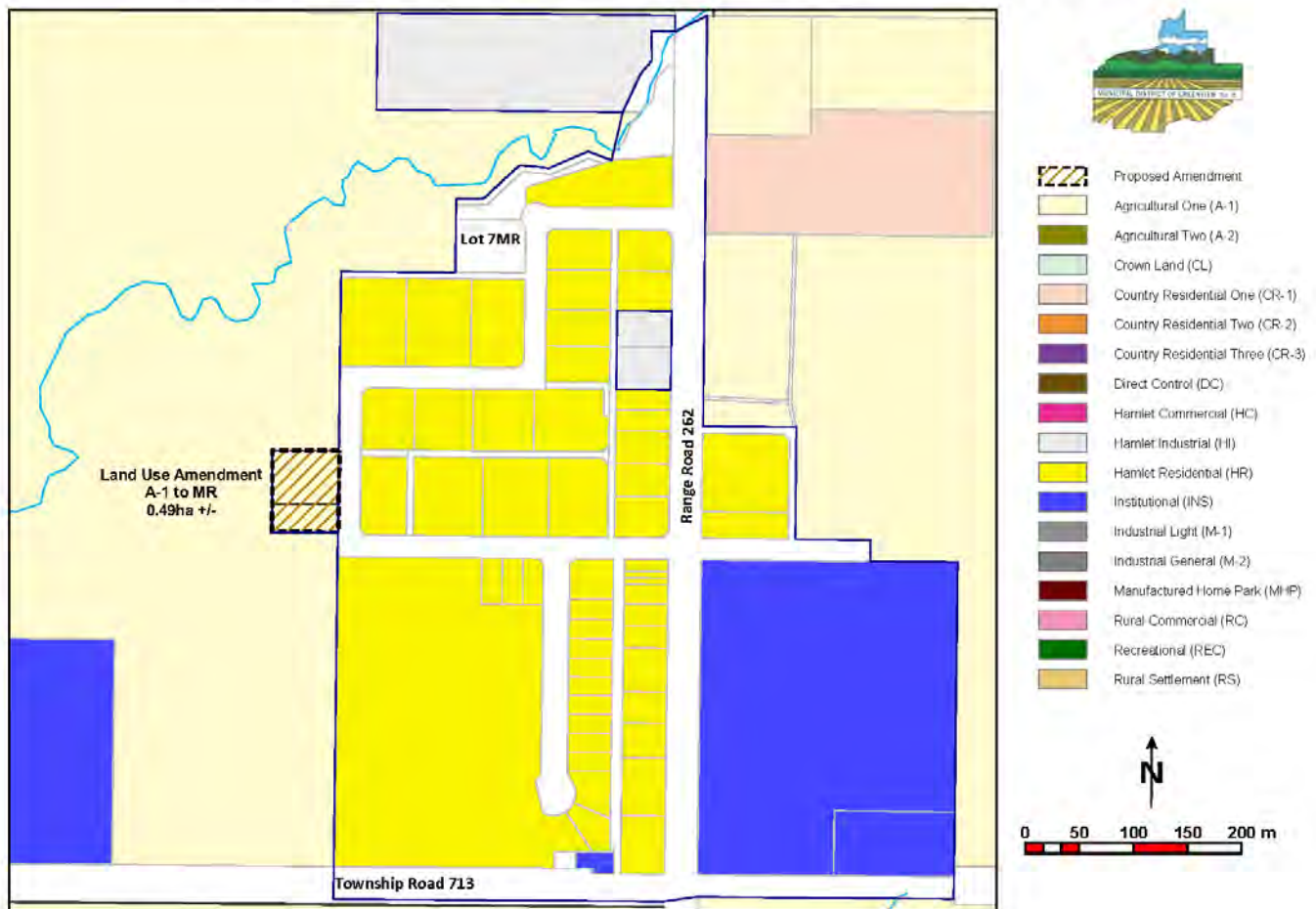
To Bylaw No. 18-804

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the
Southeast (SE) Quarter of Section Twenty-Two (22)
Within Township Seventy-One (71)
Range Twenty-Six (26) West of the Fifth Meridian (W5M)

Is reclassified from Agricultural One (A-1) District to Municipal Reserve as identified below:

Proposed Land Use Amendment SE-22-71-26-W5





REQUEST FOR DECISION

SUBJECT: **Road Allowance License – E1/2-21 & W1/2-22 -71-22 W5M**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH MANAGER: QFB
DEPARTMENT: AGRICULTURE GM: SW PRESENTER: QFB
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – Traffic Safety Act, Revised Statutes of Alberta 2000, Chapter T-6, Division 3, Section 13(o). Authorizing the municipality to issue a license or permit that is terminable on 30 days' notice in writing for the temporary occupation or use of a road allowance or highway or portion of a road allowance or highway when it is not required for public use.

Council Bylaw/Policy (cite) – By-Law 16-775 Road Allowance License

RECOMMENDED ACTION:

MOTION: That Council approve the Road Allowance License application for E1/2 21 & W1/2 22 -71-22 W5M.

BACKGROUND/PROPOSAL:

On October 12th 2018 Greenview administration received a Road Allowance License application for the undeveloped road allowance between E1/2-21-71-22-W5M and W1/2-22-71-22-W5M. The landowner is requesting to have a Road Allowance license for the mentioned unused forested road right-of-way.

Upon review there are no waterways or apparent wetlands in the unused road right-of-way. There has also been no indication of a desire to brush the unused Right of Way.

The land owner meets the criteria of our current policy, by being the registered owner of one side of the road allowance and occupying the grazing lease on the other side, and being in good standing with the Municipality. The road is not required for public vehicle passage. Therefore, Administration recommends approving the application.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council accepting the recommended motion, is by approving the Road Allowance License, this will allow the landowner to better utilize the land in the unused portion of the road allowance.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the recommended motion to approve the application for the Road Allowance Licensing Agreement.

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:

The applicant will be notified of the decision made by Council.

ATTACHMENT(S):

- Laughlin RAL application.
- Proposed RAL map.
- Aerial Photo of proposed Road Allowance License area
- Aerial Photo of proposed Road Allowance License area including grazing lease area



MUNICIPAL DISTRICT OF GREENVIEW No. 16

ROAD ALLOWANCE LICENSE APPLICATION

The personal information on this form is being collected in accordance with Section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and is being collected for the purpose of obtaining agreement to remove earth from a borrow area for road construction. If you have any questions about the collection, contact the Municipal District FOIP Assistant at 780-524-7600.

I/We Jeff Laughlin, Bev Laughlin of Box 2457, Valleyview 780-524-4484
Name(s) Mailing address & Phone #

hereby apply for a license to temporarily occupy the following road allowance(s) under the regulations in accordance with the Traffic Safety Act, Chapter H-7, Revised Status of Alberta, 1980, Section 13.

The road allowance(s) or portion thereof which I/we wish to occupy is marked on the diagram below.

The facts regarding the manner in which adjacent land owners, or the traveling public generally, will be affected by the temporary occupying of the road allowance(s) are as follows:

we own the lease land on west side of road allowance,
crown land to/at south end of land

I/ We are applying for a Road Allowance License adjacent to the following land:

E 1/2 - 21 - 71 - 22 - W5 lease land

I/We own or occupy the following land:

W 1/2 - 22 - 71 - 22 - W5 Deeded land

I/We understand that upon 3rd and final reading by the Council of Municipal District of Greenview No. 16 and the advertising in the local paper for two (2) issues that I/we agree to pay to the M.D. the rate of Ten Dollars (\$10.00) per half mile or portion thereof per year for a term of three (3) years, plus advertising costs associated with this road allowance license application. **A one-time non-refundable application fee of \$100.00 must accompany the application.**

Jeff Laughlin
Signature of Applicant

Oct 4 / 18
Date

Bev Laughlin
Signature of Applicant

Oct 4 / 18
Date

Please highlight the road allowance location on the map below:

Twp. 71 Range 22 West of the 5TH Meridian

Twp. 71 Range 21 West of the 5TH Meridian

31	32	33	34	35	36	31	32	33	34	35	36
30	29	28	27	26	25	30	29	28	27	26	25
19	20	21	22	23	24	19	20	21	22	23	24
18	17	16	15	14	13	18	17	16	15	14	13
7	8	9	10	11	12	7	8	9	10	11	12
6	5	4	3	2	1	6	5	4	3	2	1

Approved As To Form & Content

General Manager, Infrastructure & Planning

Date



MD of Greenview
4806 - 36 Avenue
P.O. Box 1079
Valleyview Alberta T0H 3N0
Telephone: (780) 524-7600

RECEIPT OF PAYMENT

Page 1

LAUGHLIN JEFF M & BEVERLY
BOX 2457
VALLEYVIEW, AB T0H 3N0
CANADA

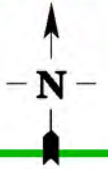
Receipt Number: 242300
Tax Number: 136866761 RT0001
Date: October 12, 2018
Initials: SP

Type	Account / Ref. #	Description	Quantity	Amount Paid	Balance Remaining
General	GL	Road Allowance License App Fee	1	\$100.00	N/A
Subtotal:				\$100.00	
Taxes:				\$0.00	
Total Receipt:				\$100.00	
Debit Card:				\$100.00	
Credit Card: INTERAC					
Total Amount Received:				\$100.00	
Rounding:				\$0.00	
Amount Returned:				\$0.00	

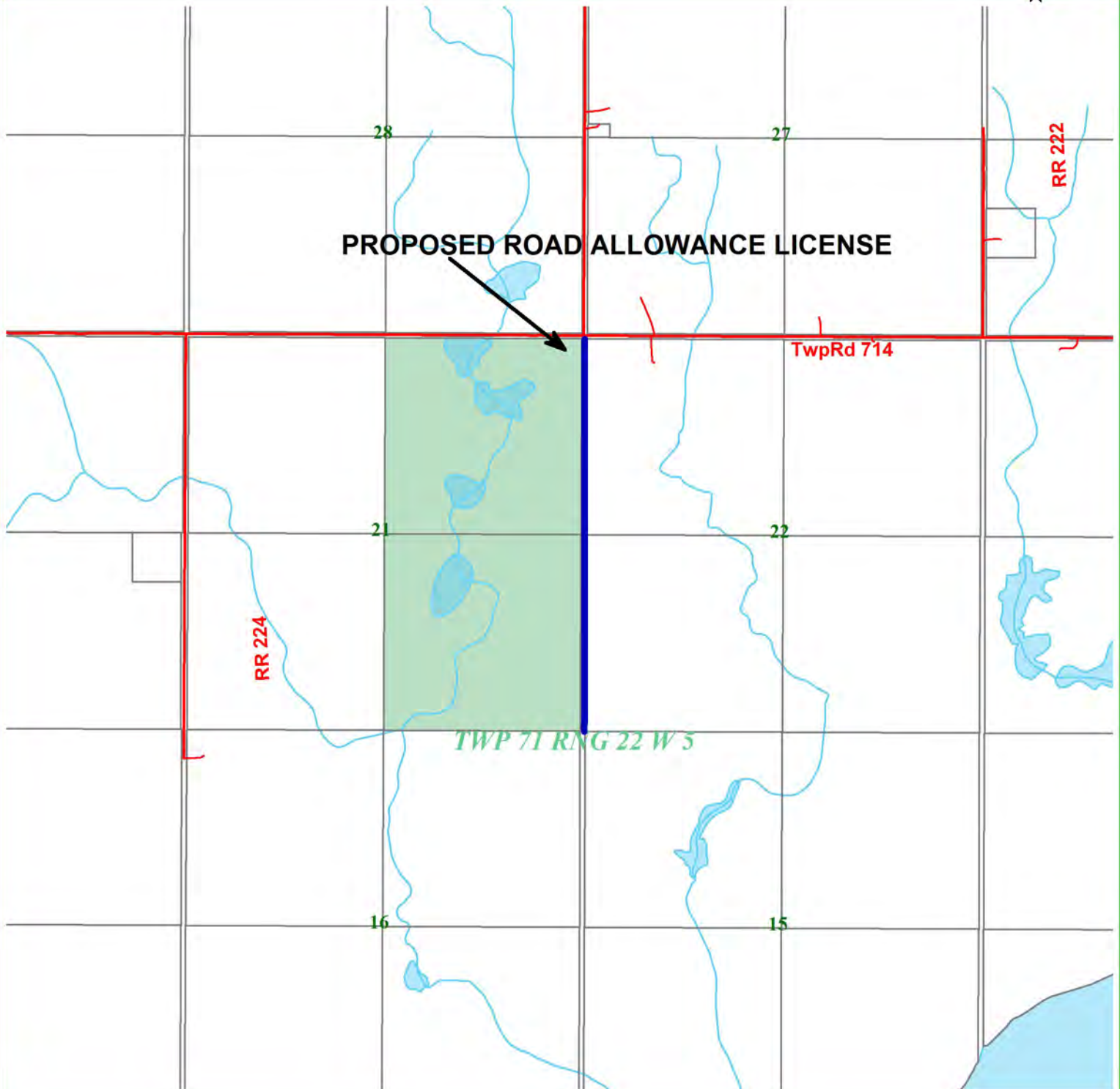


Municipal District of Greenview #16

Road Allowance License Request
Between E 1/2 21-71-22-W5M
and W 1/2 22-71-22-W5M



PROPOSED ROAD ALLOWANCE LICENSE

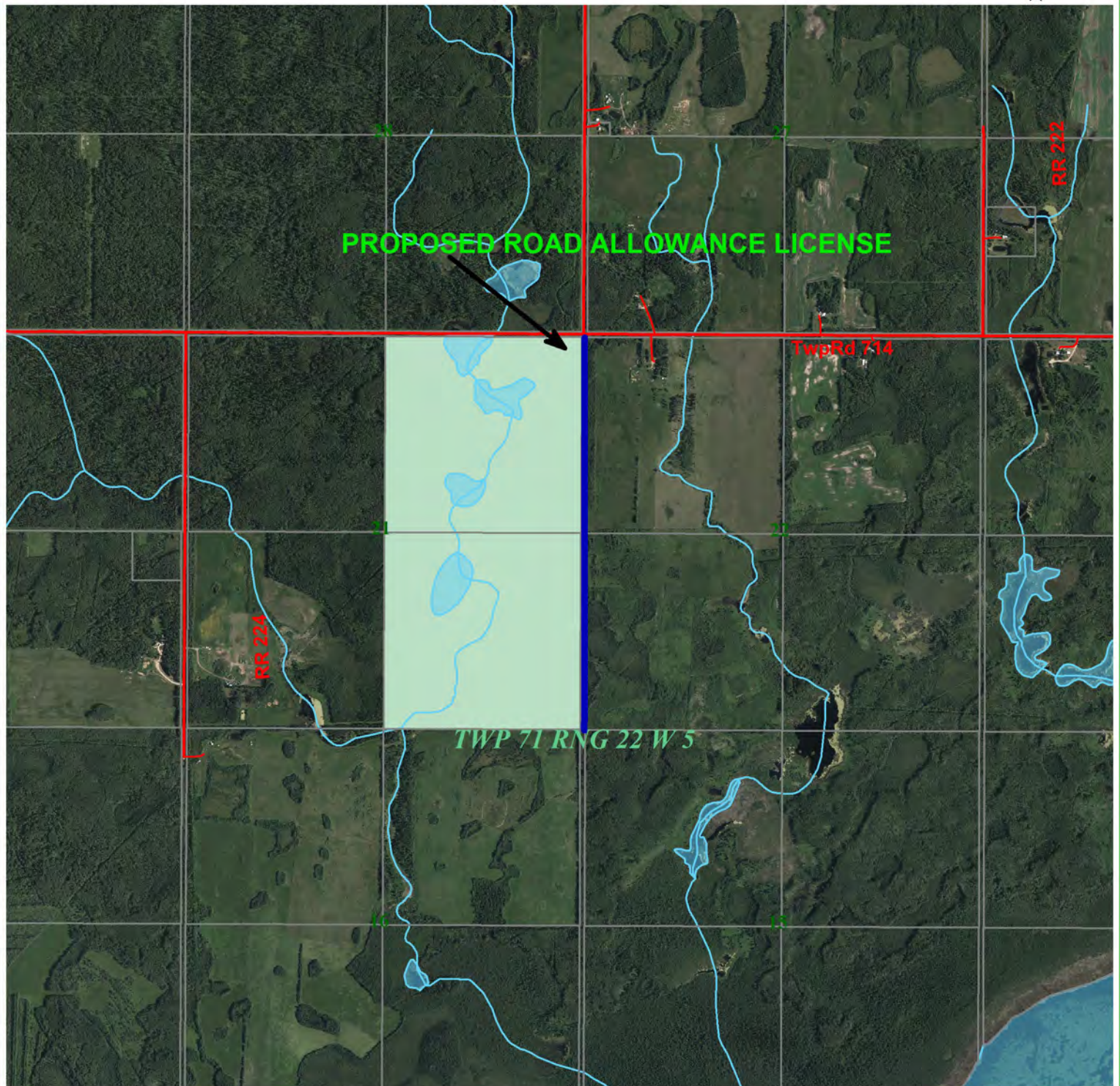
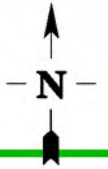


The Municipal District of Greenview makes no representation or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Municipal District of Greenview shall have no liability to such persons for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Municipal District of Greenview.



Municipal District of Greenview #16

Road Allowance License Request
Between E 1/2 21-71-22-W5M
and W 1/2 22-71-22-W5M

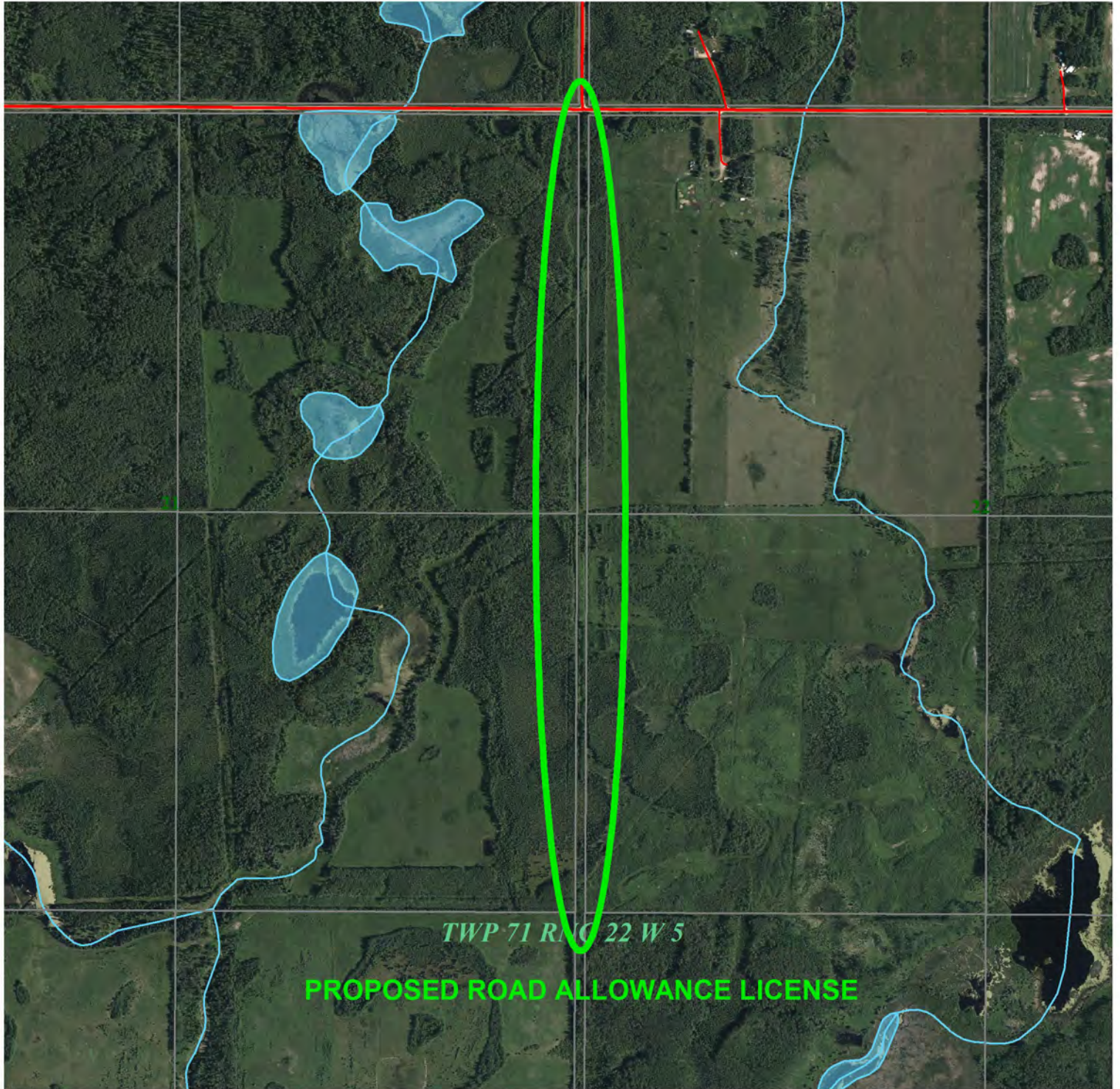
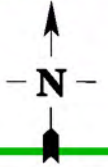


The Municipal District of Greenview makes no representation or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Municipal District of Greenview shall have no liability to such persons for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Municipal District of Greenview.



Municipal District of Greenview #16

Road Allowance License Request
Between E 1/2 21-71-22-W5M
and W 1/2 22-71-22-W5M



The Municipal District of Greenview makes no representation or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Municipal District of Greenview shall have no liability to such persons for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Municipal District of Greenview.



REQUEST FOR DECISION

SUBJECT: **Revised Policy 1027 “Signing Authority”**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER: DL
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – Policy 1027 Signing Authority Policy

RECOMMENDED ACTION:

MOTION: That Council approve the revised Policy 1027 “Signing Authority” as presented.

BACKGROUND/PROPOSAL:

The “Signing Authority” Policy initially was approved by Council September 24, 2018. Since the policy has been active, Administration has had the opportunity to review its implementation. Some minor revisions are being requested to deal with some areas that are routine in nature in order to allow for more efficient operations. Given the recent adoption of this policy and its preceding review by the Policy Review Committee (PRC), Administration is requesting that Council directly consider this request rather than take the policy back to the PRC.

Under the Land Titles area of the Policy, there were a number of documents that are routine in nature that could fall under the signing authority of the General Manager of Infrastructure and Planning. These routine documents were worded to require the signature of the CAO and the Reeve or Deputy Reeve. This does not align with current practices or lend to an efficient process. To ensure these documents are signed in a timely manner and to ensure that they are not holding up projects, it is recommended that the signing authority be transferred to the GM of Infrastructure and Planning (Provision 26).

It was also clarified under this section that documents that do not require registration with land titles but have an expenditure associated with them, fall under the guidelines of the expenditure and disbursement policy where applicable (Provision 28).

Further, Documents relating to Greenview Land was combined with Land Title Documents as these were closely related and involve similar signing authorities (Provision 27).

BENEFITS OF THE RECOMMENDED ACTION:

1. The policy will be better suited for efficient operations and better aligned with best practices.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option not to accept the recommended change.

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 update the Policy Binder.

ATTACHMENT(S):

- Policy 1027
- Revised Policy 1027

Title: Signing Authority

Policy No: 1027

Effective Date: September 24, 2018

Motion Number: 18.09.534

Supersedes Policy No: AD 22

Review Date: September 24, 2021



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 the Reeve or Deputy Reeve in the Reeves absence, or 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 and other Documents relating to Greenview Land

- 26. Offer to Sell Agreements, Grant of Easements, Utility Right of Way Agreements, Caveats Forbidding Registration, and Discharge of Caveats are all documents that need to be registered with Land Titles. Caveats can be signed and registered by the by an agent of the Caveator (agent for Greenview). Withdrawal of caveats can be done by the same agent that registered the caveat or someone with corporate signing authority or by using the corporate seal. All other agreements may be signed by the General Manager of Infrastructure and Planning or their designate.
- 27. 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 G.M of Infrastructure and Planning or their designate.
- 28. Signing authority for Temporary Works Space, Damage Releases, Permission to Enter and other documents that do not require registration with Land Titles are subject to the requirements set out in the Expenditures and Disbursement Policy where applicable.

Documents Pursuant to the Land Use Bylaw

- 29. 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.

Tax Recovery Documents

30. 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

31. 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.

32. 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 if 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								
Provincial Registry documents		✓			✓			
INFRASTRUCTURE AND PLANNING								
Contracts						✓		

Agreements						✓		
Caveats and documents relating to Land Titles		✓				✓		
Documents that do not require registration with Land Titles						✓		
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

Title: Signing Authority

Policy No: 1027

Effective Date: September 24, 2018

Motion Number: 18.09.534

Supersedes Policy No: AD 22

Review Date: September 24, 2021



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 the Reeve or Deputy Reeve in the Reeves absence, or 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



REQUEST FOR DECISION

SUBJECT: **IDP Exemption County of Grande Prairie**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER: DL
STRATEGIC PLAN: Intergovernmental Relations

RELEVANT LEGISLATION:

Provincial (cite) – Ministerial Order *MSL:047/18* regarding Section 631 of the *Municipal Government Act R.S.A 2000. C. M-26*.

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council agrees to apply the Intermunicipal Development Plan exemption from Section 631 of the Municipal Government Act, as per Ministerial Order MSL:047/18, as both the County of Grande Prairie and Greenview have a common boundary comprised of provincial crown land.

BACKGROUND/PROPOSAL:

The County of Grande Prairie and Greenview share a common Boundary that is almost entirely crown land. At an ICF meeting held November 19, 2018, it was discussed that the Councils of the respective municipalities should pass resolutions to apply the exemption under Ministerial Order *MSL:047/18* where the municipalities would not have to create an Intermunicipal Development Plan.

BENEFITS OF THE RECOMMENDED ACTION:

1. Administration can focus on the ICF with the County of Grande Prairie as well as the other ICF and IDPs with the other surrounding municipalities.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council can choose not to apply the exemption under the Ministerial Order and Administration will begin the process of building the IDP.

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:

Greenview Administration will work with the County of Grande Prairie to forward the respective Motions to Municipal Affairs to apply for the exemption.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: Procedural Bylaw Discussion
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: December 10, 2018
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council provide feedback on the Draft Procedural Bylaw as presented.

BACKGROUND/PROPOSAL:

Administration is seeking feedback on the draft Procedural Bylaw. At this time Administration is looking for:

1. Any additional areas Council would like to see addressed in the Procedural Bylaw;
2. Any areas Council would like to see expanded or clarified;
3. Any areas that are unnecessary.

The draft outlines Special considerations and requirements for various meetings, particularly for the Organizational Meeting, Closed Session Meetings, Committee of the Whole and Public Hearings. It also addresses various motions, meeting proceedings and conduct generally. It also outlines the process for hearing delegations, passing Bylaws and Policies.

At this time, the Bylaw is only in draft form. Administration is seeking Council's feedback so that a more final version can be drafted and brought back to Council for consideration.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will have an updated Procedural Bylaw that meets the needs of the current Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

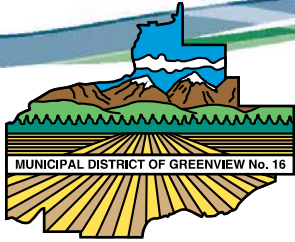
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council provides additional direction and feedback on the Procedural Bylaw, Administration will make the recommended changes and present the Bylaw for first reading.

ATTACHMENT(S):

- Draft Procedural Bylaw



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

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the orderly proceedings of meetings of Council, Council Committees and other bodies established by Council.

Whereas, pursuant to section 145 of the *Municipal Government Act*, R.S.A 2000, c. M-26, Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council and Council Committees;

And Whereas, pursuant to section 203 of the *Municipal Government Act*, R.S.A 2000, c. M-26, Council may, by bylaw, delegate its powers, duties and functions to a Council Committee;

And Whereas, the *Municipal Government Act* governs the conduct of Councils, Councillors, Council Committees; municipal organization and administration; public participation; and the powers of a municipality;

Therefore, the Council of the M.D of Greenview No. 16 enacts as follows:

1. Short Title

1.1 This bylaw shall be cited as the “Procedural Bylaw.”

2. Definitions

- a. **Acting Reeve** means the Member, selected by Council, to preside at a meeting in the absence or incapacity of both the Reeve and Deputy Reeve.
- b. **Administration** means the Chief Administrative Officer (CAO) or any employee of Greenview who is accountable to the CAO.
- c. **Agenda** means the order of items of business for a meeting and the associated reports, bylaws and other documents.
- d. **Annual Organizational Meeting** means the annual organizational meeting held in October as required under the *Municipal Government Act*.
- e. **Business Day** means a day in which Greenview Administration Offices are open to the public, typically Monday through Friday, with the exception of Statutory Holidays.
- f. **Call for the Orders of the Day** means to demand to take up the proper business in order.
- g. **Challenge** means to appeal the ruling of the Chair.
- h. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the M.D of Greenview duly appointed by Council as the head of Greenview Administration under Section 205 of the *Municipal Government Act*.
- i. **Chief Elected Official (CEO)** means the person appointed by Council as Reeve of the M.D of Greenview under Section 150 of the *Municipal Government Act*.

- j. **Closed Session** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- k. **Committee of the Whole (COW)** means a Council Committee comprised of all Members of Council.
- l. **Council** means the Reeve and Councillors duly elected in the M.D of Greenview and who continue to hold office.
- m. **Council Committee** means a committee established by Council which reports directly to Council.
- n. **Delegation** means an individual or group making a presentation to Council or Council Committee.
- o. **Deputy Reeve** the Councillor appointed by Council, pursuant to the Municipal Government Act to act as Chief Elected Official in the absence or incapacity of the Reeve.
- p. **Electronic Meeting** means a meeting conducted through electronic communications.
- q. **Freedom of Information and Protection of Privacy Act (FOIP)** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended.
- r. **Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.
- s. **Inaugural Organization Meeting** means the first organizational meeting following a general election in accordance with requirements under the *Municipal Government Act*.
- t. **Member** means either Council, Council Committee or Board Members.
- u. **Municipal Government Act** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended.
- v. **Pecuniary interest** means a pecuniary interest within the meaning of the *Municipal Government Act*.
- w. **Point of Information** means a request to a Member or an Administration, for information relevant to the business at hand, but not related to a point of procedure.
- x. **Point of Order** means a demand that the Chair enforce the rules of procedure.
- y. **Point of privilege** means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Councillors and includes the:
 - a. Organization or existence of Council;
 - b. Comfort of Councillors;
 - c. Conduct of administrative employees or members of the public in attendance at the meeting;
 - d. Accuracy of the reports of Council's proceedings;
 - e. Reputation of Councillors or Council.
- z. **Point of Procedure** means a request made to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of the motion.
- aa. **Privileged Motion** mean motions that cannot be debated including
 - a. A motion to recess;
 - b. A motion to adjourn;
 - c. A motion to set a time for adjournment; or
 - d. A point of privilege.

- bb. **Quorum** means the majority of all Members that comprise the Council or the Board pursuant to the *Municipal Government Act*.
- cc. **Recess** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point that they were interrupted.
- dd. **Reeve** means the Member of Council appointed by Council to serve as Chief Elected Official under the requirements of the *Municipal Government Act*.
- ee. **Requests for Information** means a request from a Member of Council regarding items on the Council meeting or Committee of the Whole meeting Agenda.
- ff. **Table**

3. Application

- 3.1 This Bylaw shall replace Bylaw 13-692 “Meeting Procedure Bylaw”, Bylaw 13-699 “Procedural Bylaw Amendment”, Bylaw 13-713 “Public Hearing Procedure Bylaw.”
- 3.2 This Bylaw applies to all meetings of Council and Committees and shall be binding on all Councillors and Committee Members.
- 3.3 This Bylaw shall will prevail over any other Bylaw of the Municipal District of Greenview No. 16.

4. Interpretation

- 4.1 When a matter arises relating to proceedings not covered by a provision of this Bylaw, the matter shall be decided by reference to the most recent edition of Robert’s Rules of Order.
- 4.2 Procedure is a matter of interpretation by the Chair.
 - a. In the event of a conflict between Robert’s Rules of Order and this Bylaw, the provisions of this Bylaw shall apply.
 - b. In the absence of any statutory obligation, any provision of this Bylaw may be temporarily waived, altered or suspended by Special Resolution (two-thirds majority vote), except:
 - a. The provisions about statutory hearings; and
 - b. The provisions for amending or repealing this Bylaw.

5. Meetings

- 5.1 Organizational Meeting will be held each year in accordance with the *Municipal Government Act*.
 - a. The CAO or their designate will:
 - a. Call the meeting to order
 - b. Issue the oaths of office as the first order of business at the first Organizational Meeting following a General Election;
 - c. Preside over the election of Reeve by secret ballot;
 - d. Issue the oath of Reeve.
 - b. The Reeve will:
 - a. Preside over the election of Deputy Reeve by secret ballot, after which the CAO will administer the Oath of Deputy Reeve; and
 - b. Preside over the remainder of the meeting.
 - c. Council will:

- a. Establish the dates, times and places for regular meetings of Council, Committee of the Whole, and the Municipal Planning Commission;
- b. Appoint Council Committee and Board Members; and
- c. Conduct other business as identified within the organizational meeting agenda.
- d. In the case of tied votes for either Reeve or Deputy Reeve, or in the appointment of a Board Member, the CAO will write the names of the individuals in question on slips of paper of equal size and place them in an appropriate receptacle. The CAO will then draw a name from the receptacle and shall declare the name of the individual written on the withdrawn slip of paper.

5.2 Regular Council Meeting

- 5.2.1 When a meeting falls on a Statutory Holiday, the meeting will be held the next business day and any other affected meetings shall be rescheduled to the following business day.
- 5.2.2 All Regular Council meetings will be open to the public with the exception of "Closed Session" portions of the meeting.
- 5.2.3 All Regular Council Meetings will be held in Council Chambers in Valleyview, Alberta unless otherwise resolved by Council.
- 5.2.4 Council, by resolution, can establish additional meeting dates.

5.3 Special Council Meeting

- 5.3.1 The Reeve may call a Special Council Meeting at any time, and must do so if a majority of Councillors so request in writing, including a statement of the purpose of the meeting.
- 5.3.2 A Special Council Meeting must be held within fourteen (14) days of receiving the request.
- 5.3.3 The Reeve calls a Special Council Meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting, as well as the time and location where it will be held.

5.4 Closed Session Meeting

- 5.4.1 The *Municipal Government Act* permits Council or Council Committee to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions to disclose contained in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 5.4.2 A Subdivision Development Appeal Board may deliberate and make its decisions in meetings closed to the public.
- 5.4.3 When a meeting is held in Closed Session, Council or Council Committee may invite any person or persons to attend the Closed Session Meeting, as Council or Committee deems appropriate.
- 5.4.4 A Meeting held in Closed Session may, but will not generally, exclude Administration, but not Members as long as the Member is not disqualified from participating in the discussion due to Pecuniary Interest.


- 5.4.5 When a meeting is in Closed Session no resolutions may be passed at the meeting, except a resolution to revert to a meeting held in public.

5.5 Electronic Meetings

- 5.5.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee can be conducted through electronic means or through other communication facilities if:
 - a. Notice is given to the public of the meeting, including the way in which it will be conducted;
 - b. The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and
 - c. The facilities enable all the meetings participants to watch and/or hear each other.
 - d. Council Members participating in a meeting held by means of a communications facility, or by electronic means, are deemed to be present at the meeting.
- 5.5.2 Members of Council or Committees may participate in meetings through electronic means or other communication facilities if:
 - a. There is a quorum of other Members of Council or Committee situated in the actual meeting place to ensure the meeting could continue should the communication facility or electronic means fail; and
 - b. The Chief Administrative Officer or their designate is present at the place specified in the notice to the public about this meeting.
- 5.5.3 Any person who wants to utilize electronic means or communication facilities to attend a meeting must:
 - a. Notify, in writing or by email, the Reeve or Chair of the Committee, and the CAO or their designate, that he or she intends to participate in the meeting through electronic means or communication facility;
 - b. Provide to the Reeve or Chair the reason that they cannot attend the meeting at the scheduled location; and
 - c. Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting.

5.6 Public Hearing

- 5.6.1 A Public Hearing will be held in conjunction with a Regular Council or Special Council Meeting.
- 5.6.2 A motion to go into Public Hearing is required before the subject matter is discussed.
- 5.6.3 The public, or a representative, may address Council on a planning matter or other matter directed by Council subject to:
 - a. The speaker being acknowledged by the Chair.

- 
- b. Generally a ten (10) minute time limit will be imposed on anyone making a presentation, although additional time may be granted at the discretion of the Chair.
 - c. The presentation must be given in a respectful manner and otherwise in accordance with this Bylaw.
 - d. A presenter will generally be allowed to only speak once on an item, although additional opportunities to speak may be granted by the Chair.
 - e. Discussion shall only be regarding the matter identified on the agenda.
- 5.6.4 Council members will not debate issues with any speaker, but each Member of Council may ask questions for clarification of each speaker. All questions will be directed through the Chair.
- 5.6.5 Council may accept written submissions in lieu of verbal presentation as long as the document is signed, dated and includes the name and address of the person making the submission.
- 5.6.6 Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.
- 5.6.7 Individuals addressing Council may, with the consent of the Chair, provide presentation material to be included in the official record of the Public Hearing.
- 5.6.8 At the discretion of Greenview Administration, no late submissions from the public are accepted unless the individual or group addresses Council at the Public Hearing.
- 5.6.9 In accordance with the *Municipal Government Act*, a Public Hearing:
- a. Shall hear any person, or group of persons, or person representing them, who claims to be affected by the proposed Bylaw or resolution and who has complied with the procedures outlined by the Council; and
 - b. May hear any other person who wishes to make a representation and whom the Council agrees to hear.
- 5.6.10 Individuals of the public attending a Public Hearing shall conduct themselves in accordance with this Bylaw.
- 5.6.11 The Order of Business for each item of the Public Hearing shall be:
- a. Presentations from Administration and questions for clarification;
 - b. Public Hearing Presentations by:
 - i. Those speaking in favour;
 - ii. Those speaking against;
 - iii. Follow-up questions from Council may be asked throughout the presentations and will be directed through the Chair;
 - c. Motions
- 5.6.12 All presentations should be made from the delegate table where possible.

- 5.6.13 A Council Member who is absent from the whole of a Public Hearing, is not entitled to vote on the matter and shall leave the meeting before the vote is taken.
- 5.6.14 When all persons who want to speak to an issue have been given their opportunity to speak, the Chair shall declare the Public Hearing closed. Once a Public Hearing is closed, it cannot be re-opened. Council may hold another Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial public Hearing in accordance with the *Municipal Government Act*.

6. Agendas and Records of meetings

6.1 Agendas

6.1.1 Preparation

- a. Prior to each Council or Committee meeting, the Chief Administrative Officer, or their designate, shall prepare an Agenda of all business to be brought forward at the meeting, including input from participants, Administration, and previous meetings.
- b. Submissions to the Agenda, including those from delegations and Administration, shall be received by the Chief Administrative Officer, or their designate, no later than ten days preceding the meeting.

6.1.2 Distribution

- a. Meeting Agendas, and all supporting materials, should be placed at the disposal of each member of Council, or Committee not later than 4:30 p.m. five (5) days prior to the meeting.
- b. The CAO, or their designate, shall post the Agenda on Greenview's public website and make copies of the agenda and supplementary materials available to the public (unless these must be, or may be, withheld under the *Municipal Government Act* or other legislation) five (5) days prior to the Meeting.

6.1.3 Late Submissions

- a. Administrative reports and submissions received too late to be added to the regular Agenda shall be included on the next Council Agenda.
- b. In exceptional circumstances, at the discretion of the CAO or their designate, submissions received too late to be included in the regular Council Agenda may be presented at the meeting as an emergent business item.

6.1.4 Additions or Deletions

- a. The addition or deletion of agenda items after a regular agenda has been published requires a resolution of Council.
- b. The addition or deletion of agenda items after the agenda has been adopted requires a unanimous vote of Council.

6.2 Order of Business

6.2.1 Council or Council Committee Meetings shall use the following order of business for meetings unless changed by unanimous consent:

- a. Call to Order
- b. Adoption of the Agenda
- c. Minutes
- d. Public Hearing
- e. Delegation
- f. Bylaws
- g. Business
- h. Member's Business Report
- i. Correspondence
- j. Closed Session
- k. Adjournment

6.3 Minutes

6.3.1 Minutes of all proceedings of Council and Committee Meetings shall be recorded in accordance with Sections 208 and 213 of the *Municipal Government Act*, and include:

- a. All decisions and other proceedings.
- b. The names of all Councillors or Members at large present at and absent from the meeting.
- c. The names of the Councillors, or members at large who vote for and against a motion when a recorded vote is taken.
- d. Resolutions to go into "Closed Session" and to adjourn the meeting.
- e. The sections of the *Freedom of Information and Protection of Privacy Act* that apply to an item being discussed in "Closed Session"
- f. Any abstention made under the *Municipal Government Act* by any member and the general nature of the abstention.
- g. Any abstention made as a result of a pecuniary and the general nature of the abstention.
- h. The signatures of the Reeve or Chair.
- i. The names of the members of the public who speak to an item.

6.3.2 The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If:

- a. There are errors or omissions, Council must pass a motion to amend the minutes as amended, or;
- b. There are no errors or omissions, Council must adopt the minutes as presented.

6.3.3 With the exception of any "Closed Session" portion of meetings, audio recordings shall be made of all Council and Council Committee meetings. Should Council determine that video recordings be made of Council Meetings, these shall also exclude "Closed Session" portions of meetings.

- 6.3.4 Regular Council meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

7. Meeting Proceedings

7.1 Rules of Order, Conduct and Etiquette

7.1.1 Role of the Chair

- a. As soon as there is quorum after the time for commencement of the meeting, the Reeve or Chair will call meetings to order.
- b. The Reeve or the Chair will preserve order and decorum and decide all questions of procedure;
- c. When the Reeve or Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, they must provide a reason for their decision.
- d. If the Reeve or Chair wishes to leave the chair for any reason, they must call upon the Deputy Reeve or Vice Chair to preside.
- e. Anyone who is not a Councillor or Member- At-Large is not allowed to cross the Council Bar to speak to any Member without the Reeve or Chair's permission.
- f. The Reeve or Chair may call to order any Councillor or Member who is out of order.
- g. If the Reeve and Deputy Reeve, or Chair and Vice-Chair, are not present within thirty (30) minutes after the time set for the meeting, and a quorum is present, the CAO or their designate shall call the meeting to order, and a Member shall be chosen by the Members present to Chair the meeting.
- h. Upon the arrival of the Reeve or Deputy Reeve, or Chair or Vice-Chair, they shall resume their role as Chair.

7.1.2 Quorum

- a. Quorum will consist of a simple majority of Members.
- b. If there is not a quorum within thirty (30) minutes after the set time for the meeting, the CAO or their designate shall record the names of the members present and the meeting shall be adjourned to the time of the next regular meeting.
- c. If at any time during a meeting, quorum is lost, the meeting shall be recessed and if a quorum is not achieved within fifteen (15) minutes, the meeting shall be deemed to be adjourned.

7.1.3 Members of the public during a meeting shall:

- a. Not approach or speak to Council or Committee without the permission of the Chair;
- b. Not speak on any matter longer than fifteen (15) minutes unless permitted by the Chair;

- c. Maintain order and quiet;
 - d. Not interrupt a speech or action of Council, Committee or another person addressing members;
 - e. Speak respectfully and must not use offensive language
- 7.1.4 During a Meeting, Councillors and Board Members shall not:
 - a. Speak disrespectfully, use offensive words, or un-parliamentary language;
 - b. Address Members without permission;
 - c. Break the rules of Council or Committee or disturb the proceedings;
 - d. Leave their seat or make any noise of disturbance while a vote is being taken, or the result declared; or
 - e. Disobey the decision of the Chair on any question or order, practice or interpretation.
- 7.1.5 Breach of Conduct
 - a. A Board Member or Councillor who persists in a breach of subsection 7.1.4, the Chair may request that the Deputy Reeve or in the case of a Committee, the Vice Chair, to move a motion to remove the unruly Member or Councillor from the remainder of the Meeting.
 - b. If the resolution passes, the Chair shall direct the Board Member or Councillor to leave the meeting.
 - c. Where the Chair has directed a Member to leave the meeting and the Member makes a satisfactory explanation and apology, the Members may, by resolution, allow the offending Member remain in, or return to the meeting.
 - d. The Chair may order a member of the public who creates a disturbance or acts inappropriately to be expelled from the meeting
- 7.1.6 Members Business Report
 - a. Council Members will submit their Members business reports to Administration prior to the distribution of the Regular Council Meeting Agenda.
- 7.1.7 Requests for Information
 - a. Requests for information regarding items on the Council meeting or Committee of the Whole meeting Agenda, should be submitted to the relevant member of the SLT no less than 3 days prior to the scheduled meeting in order to allow Administration time to prepare an answer.

7.2 Debate

- 7.2.1 Debate is a formal discussion on a particular topic in a public meeting. Healthy debate is encouraged.
- 7.2.2 The Chair will determine the speaking order when two or more Committee Members or Councillors wish to speak, subject to a challenge.
- 7.2.3 Councillors or Members must address the Chair when speaking.

- 7.2.4 Councillors or Members who have been assigned their turn to speak may only be interrupted:
 - a. When a Councillor or member is discussing a subject and there is no motion on the floor;
 - b. By a Call for Orders of the Day;
 - c. By a Point of Privilege;
 - d. By a Point of Order;
 - e. By an objection to the considered motion; or
 - f. By a Challenge.
- 7.2.5 Each Councillor or Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit debate.

7.3 Motions

- 7.3.1 Consideration of Motions
 - a. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
- 7.3.2 A Councillor may move a motion whether or not the Councillor intends to support it.
- 7.3.3 After a motion is moved, it can only be withdrawn by the person who made it.
- 7.3.4 Motions placed before Council do not require a seconder.
- 7.3.5 All motions shall be concise and provide clear direction for Administration.
- 7.3.6 Council will generally not make a decision on issues brought forward from delegations the first time they are heard. The item should be addressed in a motion to “accept for information.”
 - a. At the discretion of the Chair, motions of Council to immediately address the item may be brought forward.
- 7.3.7 Motions to the main motion
- 7.3.8 When a motion is been made and is being considered, no Council Member may make another motion, except to:
 - a. Amend the motion;
 - b. Amend the amendment to the motion;
 - c. Refer the main motion for consideration; or
 - d. Move a motion that has privilege.
- 7.3.9 Privileged Motions include the following:
 - a. A motion to recess;
 - b. A motion to adjourn;
 - c. A motion to set a time for adjournment; or
 - d. A point of privilege.
- 7.3.10 Motion to Recess
 - a. The Chair, without a motion, may recess the meeting for a specific period.
 - b. Any Councillor may move that Council recess for a specific period;
 - c. After they recess, business will resume at the point where it was interrupted

7.3.11 Amending Motions

- a. A Councillor may, after a motion is made, with the consent of the original mover, make a friendly amendment to the motion. This involves minor changes to the wording of the motion where the change does not alter the intent of the motion.
- b. Only one amendment to the main motion and only one amendment to that amendment are allowed.
- c. The main motion will not be debated until all amendments to it have been voted on.
- d. When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.

7.3.12 A Councillor may move to refer any motion to the appropriate Council Committee or Administration for investigation and report, and the motion to refer:

- b. Precludes all further amendments to the motion;
- c. Is debatable;
- d. May be amended only as to the body to which the motion is referred and the instructions on that referral.

7.3.13 A Councillor may move to defer any motion to another meeting at a later date. It should be specified a date at which the motion will be brought back to Council to address.

7.3.14 A Councillors may move to table any motion to be discussed later in that same meeting.

- a. A Motion to table cannot be debated
- b. May only be amended as to the limit placed on debate;

7.3.15 A Motion to limit or end debate:

- a. Cannot be debated; and
- b. May only be amended as to the limit placed on debate.

7.3.16 A Councillor may only introduce a motion asking Council to reconsider a matter dealt with in a previous motion if:

- a. The motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover that voted with the prevailing result; or
- b. A Notice of Motion is submitted prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again;
- c. The motion to which it is to apply has not already been acted upon; or
- d. Six (6) months have passed since the motion was last considered.
- e. If a motion to reconsider is passed, the original motion is on the floor.

7.3.17 Any Councillor may move that Council convene in a "Closed Session" meeting.

7.4 Voting

- 7.4.1 Each Council member present is required to vote in accordance with the *Municipal Government Act*.
- 7.4.2 Unless otherwise specified under this Bylaw, a vote is carried when a majority of Members vote in favour of a motion.
- 7.4.3 A motion is lost if the vote is tied.
- 7.4.4 No Member shall leave the meeting after the question is put to a vote until the vote is taken.
- 7.4.5 The Chair shall declare the result of the vote.
- 7.4.6 Any Councillor may request a recorded vote.
- 7.4.7 The Chair and the Recording Secretary shall ensure that each abstention and the reasons for the abstention are noted in the minutes of the Meeting.
- 7.4.8 If a Councillor is absent from the whole of a Public Hearing, they shall not be entitled to vote on the matter and shall leave the Meeting after the question is put to a vote until the vote is taken.
- 7.4.9 Once a vote is carried, or defeated, the decision of Council must be supported by all members.

7.5 Delegations

- 7.5.1 Any registered delegation wishing to appear before Council or Council Committee to address an agenda item not designated as a Public Hearing shall provide written notice to Administration prior to the agenda deadline. The request must identify the issue or topic to be addressed and any supporting documentation to be provided to Council.
- 7.5.2 Generally, Delegations will be scheduled to present to Council at Committee of the Whole Meetings, unless otherwise directed by Council.
- 7.5.3 Any person, group or delegation making a presentation shall state their name(s), and the purpose of their presentation.
- 7.5.4 Delegations shall only discuss the matters which they have submitted to Council or the Council Committee and which have been included on the agenda.
- 7.5.5 Delegations will generally be limited to fifteen (15) minutes for presentation or discussion, which can be extended or decreased at the discretion of the Chair.
- 7.5.6 For each meeting, all delegations will be advised to attend the meeting at the same scheduled time, and delegations will be heard by Council in the order in which they appear on the agenda.
- 7.5.7 All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this bylaw and any other bylaw enacted by Council.
- 7.5.8 Council will not receive delegations from parties which have, or may reasonably be expected to have, current or pending litigation or other legal proceedings involving Greenview.
- 7.5.9 Delegations shall not address Council or Council Committees on the same subject matter more than once every six (6) months. This restriction shall not

apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.

7.6 Bylaws

- 7.6.1 All proposed Bylaws must have:
 - a. A Bylaw number assigned; and
 - b. A concise title indicating the purpose of the Bylaw.
 - c. Three (3) separate and distinct readings
- 7.6.2 Council Members will be provided the opportunity to review a copy of the proposed Bylaw, in its entirety, prior to any motion for first reading.
- 7.6.3 Council shall hear an introduction of the proposed bylaw or resolution from administration prior to first reading.
- 7.6.4 When a bylaw is subject to a statutory public hearing, the public hearing shall be held prior to first reading.
- 7.6.5 After the first reading has been given, any Member may move that the bylaw be read a second time.
- 7.6.6 Any amendments to the bylaw that are carried prior to the vote on third reading shall be considered to have been given first and second reading and shall be incorporated into the proposed bylaw.
- 7.6.7 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this Bylaw or any other enactment.
- 7.6.8 A bylaw is effective from the date of the third reading unless the bylaw or any applicable statute provides for another effective date.
- 7.6.9 The Reeve and the CAO will sign the bylaw as soon as reasonably possible after third reading.

7.7 Policies

- 7.7.1 Draft policies shall be prepared by Administration and reviewed by the appropriate Council Committee before the policy is presented to Council for approval. Draft copies shall be included on the agenda package.
- 7.7.2 Upon being passed, a policy shall be signed by the Reeve or Chair of the meeting at which it was passed, and by the CAO.

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

Read a first time this ____ day of ____, 2018.

Read a second time this ____ day of ____, 2018.

Read a third time and passed this ____ day of ____, 2018.

REEVE



CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: **Council and Board Remuneration Policy 1008**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: November 26, 2018 CAO: MH MANAGER:
DEPARTMENT: CORPORATE SERVICES GM: RO PRESENTER: RO
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – MGA Section 275.1

Council Bylaw/Policy (cite) – Policy 1008 – Council and Board Remuneration Policy

RECOMMENDED ACTION:

MOTION: That Council provide direction to Administration regarding any changes needed to the Council Remuneration Policy, effective January 1, 2019.

BACKGROUND/PROPOSAL:

In the 2017 federal budget, the federal government eliminated the one-third tax exemption for provincial and municipal elected officials, effective January 1st, 2019. While this decision will not affect the Councillor's normal take home pay, it will affect the amount of taxable income recorded on the annual T4. Thus potentially increasing the amount of taxes payable to the federal and provincial governments through the filing of the annual income tax return.

In an effort to understand the potential negative effects of the federal government's decision, Administration reviewed the federal and provincial tax rates applicable based on taxable income to determine the possible effect upon Greenview's Council members.

Administration used the 2017 T4 information to determine potential after tax implications. Calculations were completed based on 1/3 reduction in taxable income versus no reduction in taxable income. Based on Administration's research, the potential after tax average effect across Council is approximately \$5,258.00 per year in extra taxes payable during annual tax return process.

Council should be aware, that due to the nominal amount of the honorariums received by the at large appointed board members, there would be minimal impact on their annual taxes.

As such, Administration's recommendation is for Council to review the list of options below and to advise Administration which, if any, of the options Council wishes to implement, effective January 1, 2019.

While Administration has looked at a number of options, unfortunately, there is no one size fits all that will completely compensate all Council members for the potential increase in their tax payment at the annual Tax

Return stage. Keep in mind as well, that an increase in revenue means an increase in the federal and provincial tax payment.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have an opportunity to provide direction to Administration regarding Council remuneration going forward.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. If Council decides to increase the remunerations, the disadvantage that will result is that Council will need to increase the 2019 Council budget by the dollar amount to cover off the proposed increase in honorariums.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to add 10% to Council honorariums. This would change the Reeve's monthly honorarium from \$1,791 to \$1,970.10 per month. The Reeve's annual monthly honorariums would increase by \$2,148.00 over the course of the year to an annual total of \$23,641.20.

This would also change the Councillors' monthly honorarium from \$1,194 to \$1,313.40 per month. The Councillors' annual monthly honorariums would increase by \$1,432.80 over the course of the year to an annual total of \$15,760.80 per Councillor.

Increasing the Councillor remuneration by \$1,432.80/year will increase the 2019 Council budget by \$12,895.20.

Additionally, adding 10% per meeting honorariums, based on the 42 Council/COW/MPC meetings per year, this would add approximately \$10,000.00 annually to the budget.

The 10% increase scenario would increase the 2019 Council budget by an additional \$25,043.20.

Alternative #2: Council may choose to add 15% to Council honorariums. This would change the Reeve's monthly honorarium from \$1,791 to \$2,059.65 per month. The Reeve's annual monthly honorariums would increase by \$3,223.80 over the course of the year to an annual total of \$24,715.80. Thus increasing the 2019 Council budget by \$3,223.80.

It would change the Councillors' monthly honorarium from \$1,194 to \$1,373.10 per month. The Councillors' annual monthly honorariums would increase by \$2,149.20, for an annual total of \$16,477.20 per Councillor. Increasing the Councillor remuneration by \$2,149.20 per year will increase the 2019 budget by \$19,342.80.

Adding 15% per meeting honorariums, based on the 42 Council/COW/MPC meetings per year, this would add approximately \$15,000.00 annually to the Council budget.

The 15% increase scenario would increase the 2019 Council budget by \$37,566.60.

Alternative #3: Council may choose to keep the honorariums the same as 2018.

Alternative #4: If Council wishes to offset 100% of the average change in taxes, Council may choose to increase Council honorariums by \$5,258.00 per year. The most efficient way to do this would be to increase each Council member's monthly honorariums by \$438.16 per month.

The scenario would increase the 2019 Council budget by \$52,580.00.

FINANCIAL IMPLICATION:

The cost will be included in the 2019 approved budget.

Direct Costs: Depends on the decision Council makes.

Ongoing / Future Costs: Depends on the decision Council makes.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision Administration will make the changes to the 2019 budget.

ATTACHMENT(S):

- Policy 1008 – Council and Board Remuneration Policy
- MGA Section 275.1
- FCM – Change in “One Third” Tax Exemption: a Guide for Municipalities

Title: COUNCIL AND BOARD REMUNERATION

Policy No: 1008

Approval: Council

Effective Date: October 29, 2013

Supersedes Policy No: (CO 14)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) will provide fair and equitable remuneration to Council members and Board and Committee members.

Purpose: The purpose of this policy is to establish fair rates of compensation for Council Members and Board and Committee members.

Principles:

1. The purpose of this policy is to establish fair rates of compensation for Council Members and Board and Committee members.

Regulations:

1. Starting with the first meeting of the new Council in 2013, Council members, other than the Reeve, will be paid a monthly flat-rate honorarium of \$1,194 per month; the Reeve will be paid \$1,791 per month;
2. Starting with the first meeting of the new Council in 2013, Council members and Greenview appointed at-large Board and Committee members will be paid for each meeting attended on behalf of Greenview, using the meeting per diem rates as follows:
 - a) \$155.00 for meetings (and travel) in a day of 0-4 hours;
 - b) \$232.00 for meetings (and travel) in a day of 4-8 hours;
 - c) \$309.00 for meeting (and travel) in a day of over 8 hours.
3. In addition to the per diem paid under provision 2, Council Members and appointed Board and Committee members will be paid \$50 per hour, or portion thereof, for total meeting time (and travel) in excess of nine (9) hours in one day, to a maximum of \$200 additional dollars;
4. Notwithstanding provisions 2 and 3, for conference attendance, conference attendees will be paid a per diem rate of \$309.00;
5. Annually, established rates of honoraria will be adjusted for a cost of living allowance, at the same time, in the same manner and for the same amount (if any) as the salary grid of Greenview. All rates under this policy will be rounded to the closest dollar for ease of processing;
6. Council members and appointed Board and Committee members will be paid for attending a meeting through electronic means (teleconference, Skype and such similar methods);
7. All honoraria paid under this policy is subject to the taxation requirements of the Canada Revenue Agency;

8. All per diem claims are to be submitted every two weeks and will correspond with the payroll cycle determined by the payroll and benefits department of Greenview;
9. Expense claims for Board and Committee members will be reviewed by the most senior Greenview employee directly involved in the Board and Committee in question;
10. All Council Member expense claims, other than the expense claim for the Reeve, will be submitted to the Reeve (or in his or her absence, the Deputy Reeve) for review and approval. The Reeve will submit his or her expense claim to the Deputy Reeve for review and approval. If the Reeve is absent then the Deputy Reeve will submit his or her expense claim to another member of Council for review and approval.

Approved: 13.09.578

Expense allowance

275.1(1) In this section, “remuneration” includes salaries, indemnities, honorariums and allowances.

(2) One third of the remuneration paid in 1999 and later years by a municipality to a councillor is deemed to be an allowance for expenses that are incidental to the discharge of the councillor’s duties.

(3) Subsection (2) does not apply to a councillor’s remuneration paid in a year if there is in force during all or any part of that year a bylaw or resolution of council establishing that a portion other than 1/3 of the councillor’s remuneration is an allowance for expenses that are incidental to the discharge of the councillor’s duties.

1999 c32 s14



REQUEST FOR DECISION

SUBJECT: **2019 Market (COLA) Adjustments**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: December 10, 2018
DEPARTMENT: CORPORATE SERVICES
STRATEGIC PLAN: Quality of Life

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve a 2.4% Market (COLA) adjustment for Council and staff, effective January 1, 2019.

BACKGROUND/PROPOSAL:

Council has adopted a market placement of the 75th Percentile. Based on the available information from participating organizations and the 2018 CPI, Administration's 2019 recommendation is for a Market Increase of 2.4%.

The rationale behind this recommendation is that by Council approving a 2.4% Market Adjustment increase for 2019, it will ensure that Greenview does not fall behind the market nor will Greenview jump ahead of Greenview's 75th Percentile positioning.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the Municipal District of Greenview will maintain its position as compensating at the 75th Percentile of the Market with all staff and Council being fairly compensated.
2. Keeps Greenview competitive with comparable Municipalities and entities such as Aquaterra.
3. It shows Council's recognition to Greenview staff for their hard work in 2018.
4. Assist with maintaining a positive morale for employees as we head into a challenging 2019, particularly with the additional work that will be needed to integrate the Town of Grande Cache into Greenview's structure and operations.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The recommended action carries a financial cost that would be added to Greenview's budget.
-

ALTERNATIVES CONSIDERED:

Alternative #1: Council could provide a 2% increase, which would have seen an increase in the overall budget by approximately \$260,000.00.

Alternative #2: Council could provide a 1.5% increase, which would have seen an increase in the overall budget by approximately \$193,000.00.

Alternative #3: Council could provide a 1% increase, which would have seen an increase in the overall budget by approximately \$130,000.00.

FINANCIAL IMPLICATION:

The financial implications from the recommended motion is approximately \$309,000.00.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision Administration will inform all staff regarding the decision.

ATTACHMENT(S):

- 2019 Market (COLA) Adjustment Research

Research for Greenview's 2019 Market (COLA) Increase Recommendation

Greenview Comparables:

Participant	Market (COLA) Increase / Notes
Clearwater County	Completing salary review, will not adjust COLA on top of this.
County of Grande Prairie No. 1	Requesting 3.1%, expecting Council to approve 2%.
Mackenzie County	No answer
MD of Lesser Slave River	No answer
Northern Sunrise County	3% subject to Council approval.
MD of Big Lakes	No decision as of yet
Woodlands County	October CPI
Yellowhead County	October CPI. 5.5% Structure Review.
Aquatera	No answer
County of Northern Lights (AUPE)	Asking for above 1.5%
Birch Hills County	October CPI
City of Grande Prairie	No answer
Town of Whitecourt	October CPI
Sturgeon County	1.75%
Rocky View County	2%
Parkland County	2%

October CPI – 2.4%



REQUEST FOR DECISION

SUBJECT: **2018 3rd Quarter Budget to Actual Report**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH MANAGER:
DEPARTMENT: CORPORATE SERVICES GM: PRESENTER: FA
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) –

Council Bylaw/Policy (cite) –

RECOMMENDED ACTION:

MOTION: That Council accept the 2018 3rd Quarter Budget to Actual Report as information.

BACKGROUND/PROPOSAL:

Operational Budget Notes:

- While one GL within the Council area is over budget due to there being no budget approved in this GL in 2018, the overall actuals are at approximately 52% of the 2018 approved budget.
- Within the CAO & Corporate Services revenue area, the DIP tax revenue was budgeted within the regular tax revenue and since Administration has created separate GLs, thus the revenue received is shown in different GLs. While the overall department actuals are well with the approved budget, in the CAO & Corporate Service expense area.
 - Item 6-6046, the legal services is higher than expected due to the need to seek more legal advice this year.
 - Item 6-6011 is over due to increased employee turnover and additional staff hired in 2018. We have kept Council apprised of these overages in the Council Weekly Heads Up Report.
- Infrastructure & Planning Administration area is well within the approved budget.
- Planning & Development area overall is within the approved budget except for MPC employer contributions which is slightly over budget.
 - Item 6-6004 (MPC) This overage is due to miscalculating the percentages in the 2018 budget. We have adjusted the 2019 budget accordingly.
- Environmental Services revenue is over the 2018 budget and the expenses within this area is within the 2018 approved budget.
- Operations and Roads Maintenance, revenue is over budget due to unbudgeted revenue for Road Use Bonds. The overall expenses in this area are within budget however, some GLs are over budget. The manager of Operations will attend the meeting to answer any questions Council may have.
- Facilities Maintenance does not have any revenue. The overall expenses in this area within the budget however there are a couple of GLs that are over budget.
 - Item 6-6069 (DB PSB) slight overage (\$1,880.00) in this area.

- Community Services, the revenue is over budget due to the donations and sponsorships received for the multiplex, these funds will be submitted to the town as per the agreement. The overall expenses in this area are within the budget however, there is a minor overage in one GL.
 - Item 6-6036 (CS Admin) overage due to no budget for cell phone cost in 2018. This was corrected in the 2019 budget.
- Economic Development revenue is at about 47% of budget and the expenses in this area at approximately 37% of budget. The CDI funds are released later in the year upon receiving the finance reports from the towns.
- Recreation Services is well within the approved budget.
- Protective Services revenue shown for GL 5-5230, this revenue is collected on behalf of the fire departments and is pass along to the fire department that provided the services to the provincial government. The administrative area actuals are well within budget. Valleyview fire is well within budget although a few of the GLs are over budget. Grande Cache fire is within budget. DeBolt fire is within budget however couple of GLs are over budget. Grovedale fire is within budget however, a couple of GLs are over budget. Fox Creek fire is well within the approved budget.
 - VV fire – the Town of Valleyview is charged 50% of the cost of operating the VV fire.
 - DB fire – Item 6-6063 cost has risen since last year.
 - DB fire – Item 6-6121 cost for power supply has risen since last year.
 - GD fire – Item 6-6109 over due to \$17,500.00 in repairs for GD fire truck.
 - GD fire – Item 6-6121 over due to the increased cost for power supply.
- FCSS revenue is at 56% of budget. Expenses in this area is well within budget however, there are couple of minor overage in a couple of GLs.
 - Item 6-6021 (FCSS Programs) cost of advertising has risen especially radio advertising.
- Agricultural Services revenue is slightly over budget due to more grant funds received compared to budget. Expenses in this area is within budget, however some GLs are over budget.
 - Item 6-6012 is over due to need for extra personal vehicle use. Item 6-6032 slightly over due to more deliveries.
 - Item 6-6004 (ASB) over due to wrong percentage used in 2018. Admin has corrected this in 2019 budget.
 - Item 6-6040 (ASB) item over due to the Seed Cleaning Plant.
 - Item 6-6108 (Veg Management) over due to expected replacement of tools.
 - Item 6-6021 (Ext & Outreach) over due to more radio advertising in 2018.
 - Item 6-6109 over due to expected items such as Trade show banners.
 - Item 6-6125 (Vet Clinic) over due to more use of town utilities.

Capital Budget Notes:

- IT Capital – all project considered complete as of December 3rd.
- Equipment Fleet – Total capital budget within approved values. OP18004 over budget by \$29,000.00.
- Roads and Bridge Capital budget – well below approved values.
- Facilities Maintenance Capital budget well within the approved values.
- Environmental Services Capital budget well within the approved values.
- RE15001 – Valleyview Multiplex – funds were budgeted in 2017 to cover this project and placed in reserves.

- Recreational Sites Capital projects well within the approved budget, RE16007 has expenses in 2018 this was a case of the final invoice being received after the end of the year. The saving on RE18003 will cover this overage.
- Protective Services Capital budget PS15001, PS15002 and PS16002 these projects we budgeted in previous years and these expenses in 2018 were covered by the original budgets. It was thought that these projects would be complete before the end of 2017; however, the final invoices came in after 2017.
- FCSS Capital budget, well within approved values.
- Agricultural Services Capital is within budget-approved values.
- Economic Development Capital budget – ED16001, was a previous year budget item that was completed by the end of 2017; however, the final invoice came during 2018.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be informed.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up action required based on the recommended motion.

ATTACHMENT(S):

- 2018 3rd Quarter Actual Operational Budget to Actual Report
- 2018 3rd Quarter Actual Capital Budget to Actual Report



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Council**

EXPENSES: Council overall expenses at the end of third quarter are **\$ 471,095. 38**, which is **51.6 %** of the 2018 budgeted expenses. The amount of **\$ 3,155.97** was not budgeted for 2018, it includes the purchase of Council jackets and business cards.

		Actual Y-T-D 2018	Approved Budget 2018	% Used Budget
	GL			
Honorariums	6-6003	\$255,080.01	\$455,850.00	
Employer Contributions	6-6004	37,088.84	100,287.00	
Non Cash Awards & Incentives	6-6007	7,462.21	31,425.00	
Accommodation & Subsistence	6-6011	42,671.50	62,500.00	
Transportation Expenses	6-6012	68,685.07	105,000.00	
Training & Education	6-6013	0.00	15,000.00	
Memberships & Seminars/Conferences	6-6015	37,506.73	57,000.00	
Hospitality	6-6027	7,853.51	41,400.00	
Mobile Communication Services	6-6036	1,898.27	3,500.00	
Professional Services	6-6040	9,755.22	40,000.00	
General & Operating Supplies	6-6109	3,155.97	0.00	
Rental - Hall / Building	6-6143	0.00	1,000.00	
Total Expenses		471,157.33	912,962.00	51.60%



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Administrative General**

Revenues: Administrative General received more than the budgeted amount on the MSI grant. Penalties on receivables gained an extra \$3,957.32. Overall, the revenue from Administrative General is doing great.

Revenues	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Linear Property Tax	5-5001	\$ 57,739,859.28	\$ 58,109,825.00	
Farmland Tax	5-5002	297,025.88	\$ 295,653.00	
Machinery & Equipment Tax	5-5003	\$ 125,742.23	\$ 31,346,890.00	
Non Residential Tax	5-5004	\$ 2,417,828.65	\$ 9,231,426.00	
Residential Tax	5-5005	\$ 3,525,147.23	\$ 3,340,530.00	
Minimum Property Tax Levy	5-5006	\$ 471.39	\$ -	
DIP Tax - Farmland	5-5007	\$ 100.74	\$ -	
DIP Tax - Machinery & Equipment	5-5008	\$ 35,727,349.50	\$ -	
DIP Tax - Non Residential Property	5-5009	\$ 7,606,305.02	\$ -	
DIP Tax - Residential Property	5-5010	\$ 475.27		
		\$ 107,440,305.19	\$ 102,324,324.00	105%
Other Tax Revenue	5-5104	\$ 7,587,094.15	\$ 8,000,000.00	95%
Administrative Revenue				
GIS & Plotting Service	5-5206	\$ 50.00	\$ 500.00	
Municipal Maps & Photos	5-5208	\$ 5,270.00	\$ 8,000.00	
Administrative Fees and Charges	5-5300	\$ 4,314.63	\$ 5,700.00	
Fees - Tax Certificates	5-5311	\$ 6,770.00	\$ 10,000.00	
		\$ 16,404.63	\$ 24,200.00	68%
Other Revenues				
Miscellaneous Fees	5-5419	\$19,677.90	\$40,000.00	
Sale of Assets	5-5500	9,523.81	13,000.00	
Penalties on Receivables	5-5602	103,957.31	100,000.00	
Penalty & Costs on Taxes	5-5603	96,693.63	200,000.00	
Claim Refund	5-5801	0.00	2,500.00	
Return on Investment	5-5802	1,114,260.25	1,750,000.00	
Interest Income-Other	5-5803	66,571.95	110,000.00	
		1,410,684.85	2,215,500.00	63.67%
Grants				
Grant from Provincial Government	5-5706	\$8,123,892.00	\$5,480,330.00	148.24%
Total Revenue		\$ 124,578,380.82	\$ 118,044,354.00	105.54%

Expenses: The overall expenses for Administrative General at the end of third quarter are **\$20,999,952.19**, which is **65.45%** of the 2018 budgeted expenses. Items in red are over budget due to the ongoing legal services and temporary employee accommodations. Managers are monitoring the lines and precaution have been taken to increase budget in the coming years.

		Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
GL				
Expenses				
CAO & Corporate Services				
Salaries	6-6001	\$1,540,460.86	\$2,372,770.00	
Employer Contributions	6-6004	403,734.00	694,365.00	
Non Cash Awards & Incentives	6-6007	267.88	1,000.00	
Employee Relocation	6-6008	8,346.14	37,500.00	
Accommodation & Subsistence	6-6011	131,369.45	109,682.00	
Transportation Expenses	6-6012	25,049.52	40,250.00	
Training & Education	6-6013	19,904.25	71,000.00	
Memberships & Seminars/Conferences	6-6015	10,370.51	31,875.00	
Succession Planning	6-6016	0.00	262,000.00	
Advertising Services	6-6021	11,374.76	30,000.00	
Promotional Marketing	6-6025	0.00	26,000.00	
Postage and Parcel Post	6-6031	21,297.24	35,000.00	
Freight & Courier Services	6-6032	3,744.71	3,500.00	
Telecommunication Services	6-6033	94,987.83	145,290.00	
Mobile Communication Services	6-6036	0.00	9,420.00	
Professional Services	6-6040	212,435.23	362,695.00	
Auditing & Accounting Services	6-6041	67,180.96	80,000.00	
Legal Services	6-6046	78,229.51	70,000.00	
Office Supplies	6-6102	47,223.86	82,000.00	
General & Operating Supplies	6-6109	29,659.62	43,000.00	
Power Supply Service	6-6121	54,883.81	83,500.00	
Natural Gas Service	6-6122	7,310.33	17,500.00	
Other Utilities Rates	6-6129	3,215.32	6,700.00	
Rental - Hall / Building	6-6143	342.00	2,500.00	
Rental Office Equipment	6-6148	70,631.10	114,100.00	
Bank Service Charges	6-6321	11,373.38	25,000.00	
Cash Management Charges	6-6322	151,675.38	230,000.00	
Insurance Premium & Deductible	6-6331	3,251.71	450,000.00	
Property Taxes	6-6360	12,396.87	18,500.00	
		3,020,716.23	5,455,147.00	55.37%
Expenses				
Communications				
Accommodation & Subsistence	6-6011	\$2,807.87	\$12,000.00	
Transportation Expenses	6-6012	3,301.54	15,000.00	
Training & Education	6-6013	320.88	5,000.00	
Memberships & Seminars/Conferences	6-6015	5,857.79	10,000.00	
Advertising Services	6-6021	89,915.84	160,000.00	
Publishing Services	6-6022	19,652.56	87,000.00	
Promotional Marketing	6-6025	39,035.08	128,500.00	
Branding & Image Building	6-6028	13,890.02	150,000.00	
Professional Services	6-6040	4,101.13	25,000.00	
General & Operating Supplies	6-6109	7,105.61	41,500.00	
		185,988.32	634,000.00	29.34%

		Assessment		
Expenses				
Honorariums	6-6003	\$0.00	\$5,000.00	
Employer Contributions	6-6004	0.00	500.00	
Accommodation & Subsistence	6-6011	0.00	1,500.00	
Transportation Expenses	6-6012	0.00	1,500.00	
Training & Education	6-6013	0.00	1,500.00	
Professional Services & DIP Req (6-6226)	6-6040	527,647.30	791,800.00	
		527,647.30	801,800.00	65.81%
Education Requisitions				
Expenses				
Education Requisitions	6-6205	\$16,773,929.22	\$24,244,665.00	
		16,773,929.22	24,244,665.00	69.19%
Information Systems Management				
Expenses				
Mobile Communication Services	6-6036	\$18,333.21	\$23,600.00	
Surveying and Mapping	6-6065	152,271.00	335,870.00	
Information Technology Services	6-6067	54,257.45	90,320.00	
Contracted Maintenance Service	6-6071	90,543.48	225,360.00	
Power Supply Service	6-6121	2,923.25	6,000.00	
IT Hardware Purchase	6-6133	148,675.69	226,360.00	
IT Software Purchase	6-6134	19,567.04	36,400.00	
Rental - IT & Communication Eq	6-6144	5,100.00	6,600.00	
		491,671.12	950,510.00	51.73%
Total Expenses		20,999,952.19	32,086,122.00	65.45%



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Infrastructure & Planning Administration**

Expenses: Infrastructure Administration expenses at the end of 3rd quarter are \$ 7,76,552 which is 59.30 % of the 2018 budgeted expenses. Item in red is slightly over budget and the manager is monitoring it closely.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Salaries	6-6001	\$581,723.32	\$937,102.00	
Employer Contributions	6-6004	153,927.79	281,131.00	
Accommodation & Subsistence	6-6011	6,017.35	6,000.00	
Transportation Expenses	6-6012	889.66	1,500.00	
Training & Education	6-6013	6,785.67	12,000.00	
Memberships & Seminars/Conferences	6-6015	1,200.00	3,000.00	
Freight & Courier Services	6-6032	181.79	1,100.00	
Tele/mobile communication Services 6-6036	6-6033	1,456.26	4,000.00	
Professional Services	6-6040	8,105.31	35,000.00	
Repair/Maintenance of Motor Ve	6-6076	2,914.94	4,000.00	
Personal Protection Equipment &	6-6104	239.90	1,000.00	
Petroleum & Antifreeze Products	6-6105	11,209.10	20,000.00	
General & Operating Supplies	6-6109	1,456.74	3,000.00	
Total Expenses		776,107.83	1,308,833.00	59.30%



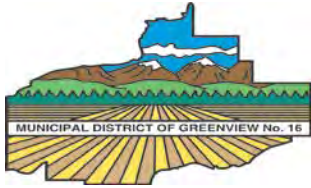
**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Construction & Engineering**

Revenues: Construction & Engineering received a grant of **\$1,500,000.00** from provincial government that wasn't budgeted for 2018. This amount is dedicated to the maintenance of Forestry Trunk Road phase iv.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Used Budget
Grant from Provincial Government	5-5706	\$1,500,000.00	\$0.00	
		1,500,000.00	0.00	0.00%

Expenses: Roads, bridges and Drainage administrative expenses are **\$117,370.03** which is **3.72 %** of the 2018 budgetd expenses.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Roads Administrative				
Professional Services(FTR Surveying)	6-6040		\$1,250,000.00	
		0.00	1,250,000.00	0.00%
Bridges Administrative				
Professional Services	6-6040	\$24,093.80	\$300,000.00	
General & Operating Supplies	6-6109	0.00	50,000.00	
		24,093.80	350,000.00	6.88%
Drainage Administrative				
Professional Services	6-6040	\$93,276.23	\$200,000.00	
General & Operating Supplies	6-6109	0.00	50,000.00	
		93,276.23	250,000.00	37.31%
Total Expenses		117,370.03	3,158,833.00	3.72%



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Operations**

Revenues: The revenue for Operations is already exceeding the budget by **41.94%** at the end of third quarter. A huge increase of 356,708.14 comes from road used Bond (line 5808) which was not in the budget for 2018. Also Road permits & fees (line 5404) gained **\$43 795.24** more than it was budgeted.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Aggregate Levy	5-5101	\$328,426.53	\$450,000.00	
Dust Control	5-5204	91,845.00	85,000.00	
Road Maintenance	5-5213	12,675.00	0.00	
Road Services	5-5214	48,409.08	76,000.00	
Road Permits & Fees	5-5404	46,295.24	2,500.00	
Rural Address Sign Fee	5-5406	1,100.00	1,400.00	
Road Use Bond	5-5808	356,708.14	0.00	
		885,458.99	614,900.00	144.00%

Expenses: Overall operations expenses at 3rd quarter are **\$3,772,633.31** which is **75.66%** of the 2018 budgeted expenses. The items in red are over budget or were not in the budget for 2018.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Operations Administrative				
Expenses				
Salaries	6-6001	\$2,152,667.77	\$2,885,822.00	
Employer Contributions	6-6004	536,998.95	778,756.00	
Accommodation & Subsistence	6-6011	4,179.71	2,500.00	
Transportation Expenses	6-6012	2,085.50	1,000.00	
Training & Education	6-6013	10,921.00	25,000.00	
Memberships & Seminars/Conferences	6-6015	131.25	1,500.00	
Advertising Services	6-6021	19,920.89	35,000.00	
Telecommunication Services	6-6033	22,989.30	32,500.00	
Personal Protection Equipment &	6-6104	0.00	500.00	
General & Operating Supplies	6-6109	2,626.20	2,750.00	
Power Supply Service	6-6121	30,067.76	39,500.00	
Natural Gas Service	6-6122	9,857.93	12,000.00	
Other Utilities Rates	6-6129	4,066.41	8,750.00	
		2,796,512.67	3,825,578.00	73.10%

Fleet & Shop Administrative

Expenses

Accommodation & Subsistence	6-6011	\$0.00	\$1,000.00	
Training & Education	6-6013	(165.00)	7,500.00	
Memberships & Seminars/Conferences	6-6015	0.00	500.00	
Freight & Courier Services	6-6032	8,573.71	15,000.00	
Mobile Communication Services	6-6036	65,335.18	115,000.00	
Contracted Services and Repairs	6-6060	77,095.64	110,000.00	
Licence & Permit Fees	6-6082	100.00	1,500.00	
Personal Protection Equipment &	6-6104	10,057.78	10,000.00	
Petroleum & Antifreeze Products	6-6105	473,082.39	450,000.00	
Shop & Service Truck Tools	6-6106	644.76	8,000.00	
Consumable Tools & Supplies	6-6108	87,158.75	120,000.00	
Insurance Premium & Deductible	6-6331	500.00	5,000.00	
Vehicle Components and Parts	6-6519	123,016.37	105,000.00	
Vehicle Accessories	6-6520	27,509.65	72,500.00	
		872,909.23	1,021,000.00	85.50%

Operations Grovedale

Expenses

Accommodation & Subsistence	6-6011	\$1,157.50	\$2,000.00	
Telecommunication Services	6-6033	6,454.54	12,000.00	
Contracted Services and Repairs	6-6060	8,408.17	7,500.00	
Personal Protection Equipment &	6-6104	0.00	500.00	
Shop & Service Truck Tools	6-6106	6,127.45	25,000.00	
General & Operating Supplies	6-6109	24,482.42	9,000.00	
Power Supply Service	6-6121	26,725.30	36,000.00	
Natural Gas Service	6-6122	5,927.02	17,500.00	
		79,282.40	109,500.00	72.40%

Street Lights

Expenses

Power Supply Service	6-6121	\$23,929.01	\$30,000.00	
		23,929.01	30,000.00	79.76%

Total Expenses

3,772,633.31	4,986,078.00	75.66%
---------------------	---------------------	---------------



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Road Maintenances**

Expenses: Overall expenses for road maintenances at the end of third quarter are \$ **14,306,962.14** which is **78.20 %** of the 2018 budgeted expenses. Items in red are over budget. Managers have been notified and are monitoring the lines very closely.

Road Maintenance

Expenses

Accommodation & Subsistence	6-6011	\$1,622.92	\$3,000.00	
Contracted Maintenance Service	6-6071	1,646,418.18	2,500,000.00	
General & Operating Supplies	6-6109	637,568.92	425,000.00	
Salt & Sand	6-6852	115,998.45	230,000.00	
		2,401,608.47	3,158,000.00	76.05%

Brushing Program

Expenses

Accommodation & Subsistence	6-6011	\$0.00	\$1,000.00	
Contracted Maintenance Service	6-6071	560,362.24	450,000.00	
Personal Protection Equipment &	6-6104	373.80	500.00	
General & Operating Supplies	6-6109	688.91	2,500.00	
		561,424.95	454,000.00	123.66%

Mowing Program

Expenses

Accommodation & Subsistence	6-6011	\$4,962.72	\$8,000.00	
Contractor Services	6-6043	588.20	1,000.00	
Personal Protection Equipment &	6-6104	0.00	500.00	
General & Operating Supplies	6-6109	25,029.23	20,000.00	
		30,580.15	29,500.00	103.66%

Gravelling Program

Expenses

Contractor Services	6-6043	\$4,671,302.12	\$3,100,000.00	
Contracted Services and Repairs	6-6060	1,201.50	300,000.00	
General & Operating Supplies	6-6109	2,314.00	2,500.00	
Gravel	6-6112	2,559,004.77	4,750,000.00	
Gravel Exploration Services	6-6115	8,294.84	100,000.00	
		7,242,117.23	8,252,500.00	87.76%

Road Services

Expenses

Harvest & Cleanup Incentives	6-6066	29,000.00	31,000.00	
General & Operating Supplies	6-6109	2,415.52	3,000.00	
Chemicals	6-6110	527,540.42	650,000.00	
Expenses, Road Allowance Clearing	6-6142	0.00	150,000.00	
Rental - Equipment & Machinery	6-6145	645,176.79	600,000.00	
		1,204,132.73	1,434,000.00	83.97%

Pit Reclamation

Expenses

Contractor Services	6-6043	\$0.00	\$50,000.00	0.00%
		0.00	50,000.00	0.00%

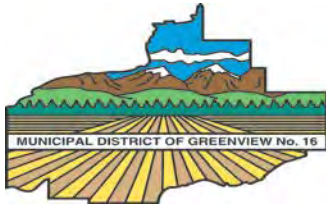
Forestry Trunk Road

Expenses

Accommodation & Subsistence	6-6011	\$1,221.45	\$2,500.00	
Contractor Services	6-6043	1,595,561.92	2,900,000.00	
Contracted Maintenance Service	6-6071	0.00	200,000.00	
General & Operating Supplies	6-6109	23,057.00	65,000.00	
Chemicals	6-6110	1,290,861.23	1,500,000.00	
		2,910,701.60	4,667,500.00	59.68%

TOTAL

14,443,841.36	18,296,000.00	78.95%
----------------------	----------------------	---------------



**MD of Greenview
Actual to Budget_Operating
2018 3rd Quarter Report
Planning & Development**

REVENUES: Planning and development revenue is doing great. **\$396,510.00** by the end of 3rd quarter, which is **91.24 %** of the budgeted revenue.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Fees - Business License	5-5305	\$410.00	\$300.00	
Fees - Compliance / Concurrence / ESA	5-5306	700.00	300.00	
Fees - Development Applications	5-5309	374,700.00	400,000.00	
Fees - Subdivision Applications	5-5310	18,300.00	30,000.00	
Fees - Land Use Amendments	5-5505	2,400.00	4,000.00	
		396,510.00	434,600.00	91.24%

Expenses: The overall expense for planning are **\$ 584,238.04** which is **44%** of the 2018 budget expenses by the end of 3rd Quarter. Items in red are over budget and manager have been notified to monitor the item.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Expenses				
Planning & Development Administration				
Salaries	6-6001	\$367,279.00	\$528,390.00	
Employer Contributions	6-6004	97,206.78	158,517.00	
Accommodation & Subsistence	6-6011	3,929.04	12,000.00	
Transportation Expenses	6-6012	951.30	1,500.00	
Training & Education	6-6013	1,615.00	10,000.00	
Memberships & Seminars/Conferences	6-6015	5,775.00	7,000.00	
Advertising Services	6-6021	371.80	1,500.00	
Mobile Communication Services	6-6036	1,970.23	3,500.00	
Professional Services	6-6040	24,566.15	310,000.00	
Repair/Maintenance of Motor Vehicle	6-6076	2,670.32	3,000.00	
Personal Protection Equipment &	6-6104	99.95	1,500.00	
Petroleum & Antifreeze Products	6-6105	4,469.32	9,000.00	
General & Operating Supplies	6-6109	239.80	1,000.00	
Donations & Sponsorships	6-6208	3,000.00	5,500.00	
		514,143.69	1,052,407.00	48.93%

Municipal Planning Commission

Expenses				
Honorariums	6-6003	\$16,840.14	\$30,000.00	
Employer Contributions	6-6004	2,559.02	2,500.00	
Accommodation & Subsistence	6-6011	557.80	5,000.00	
Transportation Expenses	6-6012	5,929.18	10,000.00	
Memberships & Seminars/Conferences	6-6015	3,950.00	4,500.00	
Advertising Services	6-6021	9,896.74	20,000.00	
General & Operating Supplies	6-6109	0.00	500.00	
Rental - Hall / Building	6-6143	0.00	3,000.00	
		39,732.88	75,500.00	52.63%

Subdivision and Appeal Board

Expenses				
Honorariums	6-6003	\$0.00	\$5,000.00	
Employer Contributions	6-6004	0.00	800.00	
Accommodation & Subsistence	6-6011	0.00	1,500.00	
Transportation Expenses	6-6012	0.00	2,000.00	
Training & Education	6-6013	0.00	8,000.00	
Memberships & Seminars/Conferences	6-6015	0.00	4,000.00	
		0.00	21,300.00	0.00%

Intergovernmental Development Planning

Expenses				
Surveying and Mapping	6-6065	\$13,476.50	\$95,000.00	
Land	6-6549	16,092.00	70,000.00	
		29,568.50	165,000.00	17.92%

Citizen Panel

Expenses				
Honorariums	6-6003	\$0.00	\$10,000.00	
Accommodation & Subsistence	6-6011	0.00	1,500.00	
Transportation Expenses	6-6012	0.00	2,000.00	
		0.00	13,500.00	0.00%

Total Expenses		583,445.07	1,327,707.00	43.94%
-----------------------	--	-------------------	---------------------	---------------



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Environmental Services**

Revenues: Environment revenue is already at **114.09%** of the 2018 budgeted revenue. Environmental Services received a grant from provincial government of **\$1,212,125.00** which was not in the budget for 2018. This amount includes **\$30,000** for recycling and **\$1,1821.25** for Ridgevalley water treatment plant upgrade.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Wastewater Collection	5-5408	\$49,312.50	\$63,300.00	
Water Distribution	5-5410	59,399.12	68,000.00	
Water Point Fees	5-5411	44,480.45	51,270.00	
Water Rural	5-5412	11,438.50	31,500.00	
Lagoon Tipping Fees	5-5420	270,301.98	187,700.00	
Sale of Recycling Material	5-5506	4,445.93	13,000.00	
WW Creeks Crossing-Debenture	5-5805	46,082.25	45,110.00	
Water Creeks Crossing-Debenture	5-5806	46,082.25	45,110.00	
Other Revenue	5-5809	0.00	40,000.00	
		531,542.98	544,990.00	97.53%
Grant from Provincial Government	5-5706	\$1,212,125.00	\$0.00	
		1,212,125.00	0.00	
Total Revenue		1,743,667.98	544,990.00	319.94%

Expenses: Overall expenses for Environment Services are **\$1,570,901.28** which is at **50.48 %** .

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Used Budget
Environmental Services Administration				
Expenses				
Salaries	6-6001	\$393,837.14	\$621,528.00	
Employer Contributions	6-6004	109,544.03	186,460.00	
Accommodation & Subsistence	6-6011	7,529.83	12,000.00	
Transportation Expenses	6-6012	578.90	1,000.00	
Training & Education	6-6013	3,551.42	15,000.00	
Memberships & Seminars/Conferences	6-6015	3,792.58	10,000.00	
Advertising Services	6-6021	1,470.64	5,000.00	
Freight & Courier Services	6-6032	778.32	3,500.00	
Telecommunication Services	6-6033	15,739.41	20,000.00	
Professional Services	6-6040	694.00	45,000.00	
Repair/Maintenance of Motor Ve	6-6076	5,393.90	20,000.00	
Personal Protection Equipment &	6-6104	2,790.90	13,000.00	
Petroleum & Antifreeze Products	6-6105	35,732.01	50,000.00	
General & Operating Supplies	6-6109	993.96	7,000.00	
		582,427.04	1,009,488.00	57.70%

Water Supply

Expenses

Telecommunication Services	6-6033	\$8,347.10	\$11,000.00	
Professional Services	6-6040	10,197.88	190,000.00	
Contracted Maintenance Service	6-6071	0.00	30,000.00	
General & Operating Supplies	6-6109	5,129.58	15,000.00	
Chemicals	6-6110	12,491.40	30,000.00	
Other Repair & Maintenance Supp	6-6119	9,444.79	45,000.00	
Power Supply Service	6-6121	64,843.77	77,000.00	
Natural Gas Service	6-6122	13,203.57	22,000.00	
Direct Energy Utilities	6-6125	14,091.00	22,000.00	
Debenture Principal	6-6313	17,128.44	17,129.00	
Loan Interest	6-6315	27,980.75	27,981.00	
SCADA System	6-6571	0.00	10,000.00	
		182,858.28	497,110.00	36.78%

Wastewater Collection & Disposal

Expenses

Telecommunication Services	6-6033	\$2,101.68	\$3,600.00	
Professional Services	6-6040	25,003.92	50,000.00	
Other Engineering Works/ Mainte	6-6079	12,052.43	50,000.00	
General & Operating Supplies	6-6109	2,150.29	4,000.00	
Chemicals	6-6110	2,401.63	4,000.00	
Power Supply Service	6-6121	16,454.44	20,000.00	
Debenture Principal	6-6313	17,128.45	17,129.00	
Loan Interest	6-6315	27,980.74	27,981.00	
SCADA System	6-6571	625.00	5,000.00	
		105,898.58	181,710.00	58.28%

Solid Waste Collection & Disposal

Expenses

Salaries	6-6001	\$309,126.64	\$708,616.00	
Employer Contributions	6-6004	67,921.33	164,604.00	
Accommodation & Subsistence	6-6011	3,324.77	3,000.00	
Transportation Expenses	6-6012	5,713.00	11,000.00	
Mobile Communication Services	6-6036	2,077.62	4,000.00	
Professional Services	6-6040	66,837.82	100,000.00	
Harvest & Cleanup Incentives	6-6066	4,500.00	16,500.00	
Contracted Maintenance Service	6-6071	9,199.29	30,000.00	
Repair/Maintenance of Motor Ve	6-6076	1,330.45	12,000.00	
Tipping Fees	6-6083	83,866.84	140,000.00	
Personal Protection Equipment &	6-6104	3,884.70	4,000.00	
Petroleum & Antifreeze Products	6-6105	47,645.16	50,000.00	
General & Operating Supplies	6-6109	20,408.22	34,952.00	
Other Repair & Maintenance Supp	6-6119	409.42	10,000.00	
Power Supply Service	6-6121	423.89	800.00	
Rental - Environmental Control	6-6147	27,939.04	45,000.00	
		654,608.19	1,334,472.00	49.05%

Total Expenses

1,525,792.09	3,022,780.00	50.48%
---------------------	---------------------	---------------



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Facilities Maintenance**

Expenses: The overall expenses for Facilities maintenance at the end of third Quarter are **\$1,355,226.99**, which is **55.40 %** of the 2018 budgeted expenses. Items in red are over budget and managers have been notified to monitor those lines.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Facilities Maintenance Administration				
Expenses				
Salaries	6-6001	\$542,883.54	\$1,002,590.00	
Employer Contributions	6-6004	140,772.05	263,241.00	
Accommodation & Subsistence	6-6011	942.84	5,000.00	
Training & Education	6-6013	1,111.57	5,000.00	
Mobile Communication Services	6-6036	3,768.20	6,000.00	
Contracted Maintenance Service	6-6071	310,904.85	592,000.00	
Repair/Maintenance of Motor Ve	6-6076	15,753.68	15,000.00	
Cleaning/ Janitorial Supplies	6-6103	9,104.79	25,000.00	
Personal Protection Equipment &	6-6104	1,681.32	2,500.00	
Petroleum & Antifreeze Products	6-6105	51,487.15	65,000.00	
General & Operating Supplies	6-6109	101,375.41	175,000.00	
Landscaping Equipment & Supplies	6-6114	10,506.88	30,000.00	
		1,190,292.28	2,186,331.00	54.44%
Community Resources Centre				
Expenses				
Maintenance	6-6068	\$39,251.57	\$55,000.00	
General & Operating Supplies	6-6109	3,032.73	10,000.00	
		42,284.30	65,000.00	65.05%
Grovedale Public Service Building				
Expenses				
Maintenance - PSB	6-6069	\$53,302.86	\$92,000.00	
General & Operating Supplies	6-6109	3,355.70	6,500.00	
		56,658.56	98,500.00	57.52%
DeBolt Public Service Building				
Maintenance - PSB	6-6069	\$56,880.29	\$55,000.00	
General & Operating Supplies	6-6109	3,595.74	6,500.00	
		60,476.03	61,500.00	98.34%
Valleyview Firehall				
Expenses				
Maintenance	6-6069	\$2,235.82	\$4,000.00	
General & Operating Supplies	6-6109	270.23	1,000.00	
		2,506.05	5,000.00	50.12%

Valleyview Ambulance

Expenses

Maintenance	6-6069	\$2,730.41	\$3,000.00	
General & Operating Supplies	6-6109	0.00	1,000.00	
		2,730.41	4,000.00	68.26%

Valleyview Veterinary Clinic

Expenses

Maintenance	6-6068	\$161.76	\$8,500.00	
General & Operating Supplies	6-6109	117.60	1,000.00	
		279.36	9,500.00	2.94%

Grovedale Fire Hall

Expenses

Maintenance	6-6069	\$0.00	\$5,000.00	
General & Operating Supplies	6-6109	0.00	1,000.00	
		0.00	6,000.00	0.00%

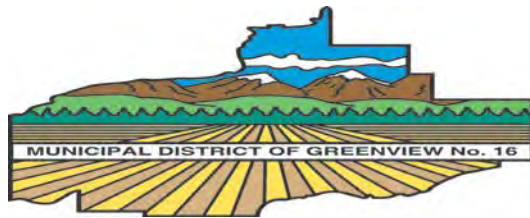
DeBolt Fire Hall

Expenses

Maintenance	6-6069	\$0.00	\$10,000.00	
General & Operating Supplies	6-6109	0.00	5,000.00	
		0.00	15,000.00	0.00%

TOTAL

1,355,226.99	2,450,831.00	55.30%
---------------------	---------------------	---------------



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Community Services**

Revenues: At the end of third quarter, community services had significant increase in revenue of **\$ 353,794.00** (Line 5710) from the Valleyview multi-plex. This amount was not accounted for during 2018 budget.

Revenue:	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Building Rental	5-5304	\$69,275.64	\$110,100.00	
Shared Funding	5-5709	0.00	21,000.00	
Sponsorship/Donations VVW Multi-Plex	5-5710	353,794.60	0.00	
Other Revenue	5-5809	0.00	3,071.00	
		423,070.24	134,171.00	315.32%

Expenses: The overall Community Services expenses at the end of 3rd quarter are **\$3,912,914.25** which is **94.61%** of the budgeted expenses. Items in red are over budget and manager are monitoring the situation.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Used Budget
Community Services Administration				
Expenses				
Salaries	6-6001	\$280,075.24	\$358,367.00	
Employer Contributions	6-6004	75,050.51	107,511.00	
Accommodation & Subsistence	6-6011	2,250.20	3,000.00	
Transportation Expenses	6-6012	1,568.11	3,000.00	
Training & Education	6-6013	0.00	6,000.00	
Mobile Communication Services	6-6036	694.47	0.00	
General & Operating Supplies	6-6109	1,508.96	5,500.00	
		361,147.49	483,378.00	74.71%

Valleyview Medical Clinic

Expenses				
Accommodation & Subsistence	6-6011	\$0.00	\$10,000.00	
Advertising Services	6-6021	0.00	500.00	
Hospitality	6-6027	0.00	2,000.00	
Telecommunication Services	6-6033	877.71	1,200.00	
Professional Services	6-6040	2,622.67	6,500.00	
Maintenance	6-6068	2,279.45	48,000.00	
Cleaning/ Janitorial Supplies	6-6103	22,800.00	37,000.00	
General & Operating Supplies	6-6109	36.63	5,000.00	
Power Supply Service	6-6121	16,520.49	25,000.00	
Natural Gas Service	6-6122	4,747.34	10,000.00	
Direct Energy Utilities	6-6125	1,002.50	3,000.00	
Insurance Premium & Deductible	6-6331	0.00	4,000.00	
		50,886.79	152,200.00	33.43%

Fox Creek Medical Clinic

Expenses				
Grant Agreements	6-6203	\$0.00	\$12,000.00	
		0.00	12,000.00	0.00%

Seniors Programs

Expenses

Contractor Services	6-6043	\$22,500.00	\$37,000.00	
Grants to Organizations	6-6202	15,500.00	15,500.00	
Grant Agreements	6-6203	10,000.00	10,000.00	
Red Willow Lodge - Grant	6-6223	1,500.00	1,500.00	
		49,500.00	64,000.00	77.34%

Seniors Foundation

Expenses

Shared Funding	6-6207	\$3,450,329.71	\$3,364,889.00	
		3,450,329.71	3,364,889.00	102.54%

Other Buildings

Expenses

Telecommunication Services	6-6033	\$910.11	\$500.00	
Maintenance	6-6068	0.00	36,000.00	
Power Supply Service	6-6121	844.95	500.00	
Natural Gas Service	6-6122	295.20	500.00	
Other Utilities Rates	6-6129	0.00	500.00	
		2,050.26	38,000.00	5.40%

Airport Agreements

Expenses

General & Operating Supplies	6-6109	\$0.00	\$2,500.00	
Grant Agreements	6-6203	0.00	20,000.00	
		0.00	22,500.00	0.00%

Tota Expenses

3,913,914.25	4,136,967.00	94.61%
---------------------	---------------------	---------------



**MD of Greenview
Actual to Budget_Operating
2018 3rd Quarter Report
Community Services Grant Program**

Expenses: At the end of 3rd quarter Grant Program expenses are 3,776,997.85 which is 76.32 % of the budgeted expenses.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Recreation Boards				
Expenses				
Grants to Organizations	6-6202	\$802,747.15	\$1,068,750.00	
		802,747.15	1,068,750.00	75.11%
Community Services Grants				
Expenses				
Grants to Organizations	6-6202	\$1,441,693.43	\$1,940,000.00	
Bursaries & Scholarships	6-6209	10,700.00	32,000.00	
Women's Shelters	6-6222	50,000.00	50,000.00	
		1,502,393.43	2,022,000.00	74.30%
Valleyview Recreation Grants				
Expenses				
Grants to Organizations	6-6202	\$197,401.18	\$196,000.00	
Grant Agreements	6-6203	0.00	86,000.00	
Grant for Recreation Project	6-6206	50,000.00	50,000.00	
Shared Funding	6-6207	728,074.09	944,500.00	
Misc Recreation Grant	6-6224	0.00	5,000.00	
		975,475.27	1,281,500.00	76.12%
Multipurpose Facility Grants				
Expenses				
Grants to Organizations	6-6202	\$20,000.00	\$20,000.00	
Grant Agreements	6-6203	268,382.00	348,382.00	
Grant for Recreation Project	6-6206	4,000.00	4,000.00	
		292,382.00	372,382.00	78.52%
Agricultural Societies				
Expenses				
Grants to Organizations	6-6202	\$204,000.00	\$204,000.00	
		204,000.00	204,000.00	100.00%
TOTAL		3,776,997.85	4,948,632.00	76.32%



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Cultural & Historical Buildings**

EXPENSES: Total Expenses for Cultural & Historical building are \$ 400,917.18 at third Quarter, which is 56.36 % of the 2018 budgeted expenses.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Used Budget
Cultural & Historical Buildings				
Expenses				
Grants to Organizations	6-6202	\$69,059.70	\$284,500.00	24.27%
Grant Agreements	6-6203	92,093.64	88,000.00	104.65%
		161,153.34	372,500.00	43.26%
Community Halls				
Expenses				
Grants to Organizations	6-6202	\$92,823.34	\$152,500.00	60.87%
		92,823.34	152,500.00	60.87%
Museums				
Expenses				
Grants to Organizations	6-6202	\$51,000.00	\$51,000.00	100.00%
Grant Agreements	6-6203	35,000.00	35,000.00	100.00%
Shared Funding	6-6207	30,500.00	50,400.00	60.52%
		116,500.00	136,400.00	85.41%
Cemeteries				
Expenses				
Shared Funding	6-6207	\$30,440.50	\$50,000.00	60.88%
		30,440.50	50,000.00	60.88%
TOTAL		400,917.18	711,400.00	56.36%



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Economic Development**

Revenues: Economic Development revenue are **237,620.00** at the end of third quarter. which is **47.32 %**.

		Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Sales of Goods & Services	5-5200	\$120.00	\$0.00	
Grant from Provincial Governmen	5-5706	237,500.00	350,000.00	
Tri-Municipal Partnership	5-5810	0.00	152,193.00	
		237,620.00	502,193.00	47.32%

Expenses: The overall expenses for Economic Development are **\$396,669.77** which is **4.74 %** of the 2018 budgeted expenses. Its way below because nothing was spent in the grants agreement (Line 6203) by the end of third quarter.

		Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Economic Development Program				
Expenses				
Accommodation & Subsistence	6-6011	\$3,106.21	\$8,000.00	
Transportation Expenses	6-6012	754.72	2,000.00	
Training & Education	6-6013	3,025.40	5,000.00	
Memberships & Seminars/Conferences	6-6015	26,185.25	76,441.00	
Advertising Services	6-6021	4,338.50	14,000.00	
Promotional Marketing	6-6025	13,215.80	35,000.00	
Professional Services	6-6040	93,748.67	135,000.00	
Tradeshows and Fairs	6-6057	3,456.54	60,000.00	
Repair of Equipment & Machinery	6-6074	155.77	5,000.00	
Petroleum & Antifreeze Products	6-6105	1,281.48	6,000.00	
TMIP Industrial Partnership	6-6150	153,486.07	210,000.00	
Grants to Organizations	6-6202	0.00	350,000.00	
Tourism Partnerships	6-6220	91,471.98	112,500.00	
Bus. Retent Expansion & Invest	6-6221	2,443.38	47,000.00	
		396,669.77	1,065,941.00	37.21%
Community Development Agreement				
Expenses				
Grant Agreements	6-6203	\$0.00	\$7,296,047.00	
		0.00	7,296,047.00	0.00%
TOTAL		396,669.77	8,361,988.00	4.74%



**MD of Greenview
Actual to Budget_Operating
2018 third Quarter Report
Recreation Enhancement Program (REP)**

Revenues: REP revenue is **\$36.00** which is **0.17 %** by the end of third quarter.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Revenues				
Sales of Goods & Services	5-5200	\$36.00	\$1,000.00	
Swan Lake Campground	5-5212	0.00	20,000.00	
Total Revenue		36.00	21,000.00	0.17%

Expenses: Overall expenses for REP are **\$ 522,923.36** for 3rd quarter, which is **61.93%** of the 2018 budgeted expenses.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Used Budget
Expenses				
REP Administrative				
Salaries	6-6001	\$184,353.16	\$301,976.00	
Employer Contributions	6-6004	43,078.36	77,405.00	
Accommodation & Subsistence	6-6011	2,004.85	12,000.00	
Transportation Expenses	6-6012	154.00	1,000.00	
Training & Education	6-6013	7,110.45	12,000.00	
Advertising Services	6-6021	0.00	2,500.00	
Mobile Communication Services	6-6036	0.00	5,100.00	
Professional Services	6-6040	7,352.84	7,500.00	
Repair of Equipment & Machinery	6-6074	2,088.48	10,000.00	
Petroleum & Antifreeze Products	6-6105	9,899.62	15,000.00	
General & Operating Supplies	6-6109	10,948.17	15,500.00	
		266,989.93	459,981.00	58.04%

Recreation Facilities Operation & Maintenance

Expenses				
Mobile Communication Services	6-6036	\$2,682.93	\$2,100.00	
Site Operations & Maintenance	6-6059	95,866.24	170,800.00	
Repair/Maintenance of Motor Vehicle	6-6076	2,592.64	18,000.00	
Personal Protection Equipment &	6-6104	0.00	500.00	
Petroleum & Antifreeze Products	6-6105	5.59	10,000.00	
Consumable Tools & Supplies	6-6108	1,740.35	2,000.00	
General & Operating Supplies	6-6109	8,545.68	14,000.00	
		111,433.43	217,400.00	51.26%

Recreation and Tourism Partner

Expenses				
Shared Funding	6-6207	\$144,500.00	\$167,000.00	
		144,500.00	167,000.00	86.53%
Total Expenses		522,923.36	844,381.00	61.93%



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Protective Services**

Revenues: The increase in revenue for Protectives Services is due to the **\$ 46,676.25** (line 5230) which is 1.5 % a penalty per Month Will from Alberta transportation for the Debolt Fire Department. The **\$3,000.00** (line 5705) is also a 1.5 % penalty from Big lakes County. These lines were not accounted for during 2018 budget.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Emergency Response Services	5-5230	\$46,676.25	\$0.00	
Bylaw Enforcement	5-5601	22,230.82	40,000.00	
		68,907.07	40,000.00	172.27%
Grant from Other Governments	5-5705	\$3,000.00	\$0.00	
		3,000.00	0.00	0.00%
Total Revenue		71,907.07	40,000.00	179.77%

Expenses: The overall expenses for Protectives Services are **\$1,280,769.48** which is **17.97 %** for the 2018 budgeted expenses. items in red are over budget and manager is advised to monitor the lines closely.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Protective Services Administration				
Expenses				
Salaries	6-6001	\$206,254.69	\$366,183.00	
Employer Contributions	6-6004	55,672.21	109,855.00	
Accommodation & Subsistence	6-6011	3,394.04	12,000.00	
Training & Education	6-6013	3,703.12	20,000.00	
Memberships & Seminars/Conferences	6-6015	50.00	4,000.00	
Advertising Services	6-6021	0.00	3,500.00	
Freight & Courier Services	6-6032	125.32	1,000.00	
Mobile Communication Services	6-6036	2,017.08	2,380.00	
Professional Services	6-6040	20,718.65	50,350.00	
Volunteer Appreciation	6-6055	0.00	12,500.00	
Animal Control Services	6-6061	2,141.80	11,000.00	
Enforcement Services	6-6064	119,534.89	251,000.00	
Repair/Maintenance of Motor Vehicle	6-6076	2,167.71	5,000.00	
Personal Protection Equipment &	6-6104	3,362.49	5,000.00	
Petroleum & Antifreeze Products	6-6105	5,016.05	10,000.00	
General & Operating Supplies	6-6109	9,460.88	10,000.00	
Grants to Organizations	6-6202	263,500.00	265,000.00	
		697,118.93	1,138,768.00	61.22%

Fire Protection Valleyview

Expenses

Honorariums	6-6003	\$15,000.00	\$15,000.00	
Mobile Communication Services	6-6036	0.00	1,000.00	
Professional Services	6-6040	1,804.81	1,000.00	
Repair/Maintenance of Motor Vehicle	6-6076	1,731.20	5,000.00	
Fire Services Agreements	6-6078	5,123.75	75,000.00	
General & Operating Supplies	6-6109	270.00	7,500.00	
Power Supply Service	6-6121	3,627.02	2,500.00	
Natural Gas Service	6-6122	1,757.34	2,000.00	
Direct Energy Utilities	6-6125	544.29	1,000.00	
Grants to Organizations	6-6202	0.00	24,500.00	
		29,858.41	134,500.00	22.20%

Fire Protection Grande Cache

Expenses

Honorariums	6-6003	\$15,000.00	\$15,000.00	
Training & Education	6-6013	7,800.09	9,750.00	
Freight & Courier Services	6-6032	616.34	2,000.00	
Telecommunication Services	6-6033	0.00	1,000.00	
Mobile Communication Services	6-6036	840.88	2,400.00	
Professional Services	6-6040	2,025.00	5,000.00	
Emergency Response Services	6-6063	6,381.50	6,500.00	
Repair/Maintenance of Motor Vehicle	6-6076	1,963.35	5,500.00	
Fire Services Agreements	6-6078	25,000.00	25,000.00	
General & Operating Supplies	6-6109	27,662.98	35,400.00	
Grants to Organizations (Firehall/Ladder Truck)	6-6202	0.00	4,867,500.00	
		87,290.14	4,975,050.00	1.75%

Fire Protection DeBolt

Expenses

Honorariums	6-6003	\$30,000.00	\$30,000.00	
Employer Contributions	6-6004	(72.38)	400.00	
Accommodation & Subsistence	6-6011	1,131.24	2,600.00	
Transportation Expenses	6-6012	1,601.96	2,000.00	
Training & Education	6-6013	14,442.08	28,000.00	
Memberships & Seminars/Conferences	6-6015	0.00	2,000.00	
Freight & Courier Services	6-6032	73.46	800.00	
Telecommunication Services	6-6033	4,922.48	11,000.00	
Mobile Communication Services	6-6036	5,643.46	10,900.00	
Professional Services	6-6040	4,080.65	6,000.00	
Emergency Response Services	6-6063	9,978.75	9,000.00	
Repair of Equipment & Machinery	6-6074	326.70	5,000.00	
Repair/Maintenance of Motor Vehicle	6-6076	5,931.20	10,500.00	
Personal Protection Equipment &	6-6104	17,129.01	31,400.00	
Petroleum & Antifreeze Products	6-6105	4,582.89	5,000.00	
General & Operating Supplies	6-6109	12,914.58	41,400.00	
Chemicals	6-6110	0.00	1,000.00	
Power Supply Service	6-6121	12,446.10	12,000.00	
Natural Gas Service	6-6122	6,103.26	10,000.00	
Vehicle Accessories	6-6520	0.00	1,500.00	
		131,235.44	220,500.00	59.52%

Fire Protection Grovedale

Expenses

Honorariums	6-6003	\$30,000.00	\$30,000.00	
Employer Contributions	6-6004	(72.38)	400.00	
Accommodation & Subsistence	6-6011	1,131.82	2,000.00	
Transportation Expenses	6-6012	0.00	500.00	
Training & Education	6-6013	16,503.11	35,000.00	
Memberships & Seminars/Conferences	6-6015	0.00	1,000.00	
Freight & Courier Services	6-6032	66.56	500.00	
Telecommunication Services	6-6033	2,820.23	11,000.00	
Mobile Communication Services	6-6036	19,304.19	32,400.00	
Professional Services	6-6040	5,261.52	5,000.00	
Emergency Response Services	6-6063	9,978.75	9,000.00	
Repair of Equipment & Machinery	6-6074	1,605.75	5,000.00	
Repair/Maintenance of Motor Vehicle	6-6076	31,029.07	16,000.00	
Personal Protection Equipment &	6-6104	3,180.22	39,500.00	
Petroleum & Antifreeze Products	6-6105	6,227.54	15,000.00	
General & Operating Supplies	6-6109	36,434.02	35,900.00	
Chemicals	6-6110	0.00	1,500.00	
Power Supply Service	6-6121	18,887.60	15,000.00	
Natural Gas Service	6-6122	7,173.95	10,000.00	
Vehicle Accessories	6-6520	0.00	1,000.00	
		189,531.95	265,700.00	71.33%

Disaster Control Services

Expenses

Accommodation & Subsistence	6-6011	\$342.80	\$4,000.00	
Transportation Expenses	6-6012	0.00	2,000.00	
Training & Education	6-6013	0.00	15,000.00	
Telecommunication Services	6-6033	13,880.53	22,000.00	
Professional Services	6-6040	0.00	20,000.00	
General & Operating Supplies	6-6109	0.00	12,500.00	
		14,223.33	75,500.00	18.84%

Health & Safety

Expenses

Non Cash Awards & Incentives	6-6007	\$0.00	\$2,000.00	
Accommodation & Subsistence	6-6011	0.00	2,000.00	
Training & Education	6-6013	2,262.07	50,950.00	
Memberships & Seminars/Conferences	6-6015	0.00	1,900.00	
Subscriptions to Publications	6-6024	0.00	1,500.00	
Professional Services	6-6040	25,422.86	44,700.00	
General & Operating Supplies	6-6109	34,879.41	37,800.00	
		62,564.34	140,850.00	44.42%

Fire Protection Fox Creek

Expenses

Honorariums	6-6003	\$15,000.00	\$15,000.00	
Training & Education	6-6013	950.00	15,000.00	
Freight & Courier Services	6-6032	0.00	500.00	
Telecommunication Services	6-6033	0.00	1,000.00	
Mobile Communication Services	6-6036	830.95	10,000.00	
Professional Services	6-6040	0.00	12,000.00	
Emergency Response Services	6-6063	0.00	5,000.00	
Repair/Maintenance of Motor Vehicle	6-6076	1,874.41	8,000.00	
Fire Services Agreements	6-6078	24,000.00	24,000.00	
General & Operating Supplies	6-6109	18,558.13	20,000.00	
Grants to Organizations	6-6202	0.00	23,000.00	
		61,213.49	133,500.00	45.85%
Total Expenses		1,273,036.025	7,084,368.000	17.97%



MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Family & Community Support Services

Revenues: The total revenue for FCSS at the end of third quarter are \$ 229,287.50 which is 56.06 % of the 2018 budgeted revenue. Expectations are that FCSS will collect the 100% revenue by the end of the year.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Sales of Goods & Services	5-5200	\$25,771.50	\$42,000.00	
Other Services	5-5299	27,200.00	43,000.00	
Shared Funding	5-5709	0.00	93,000.00	
		52,971.50	178,000.00	29.76%
Grant from Provincial Government	5-5706	\$176,316.00	\$231,000.00	
		176,316.00	231,000.00	76.33%
TOTAL Revenue		229,287.5	409,000.0	56.06%

Expenses: The overall expenses for FCSS at the end of third quarter are \$ 824,549.03 which is 63.59% of the 2018 budgeted expenses.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
FCSS Administrative				
Expenses				
Salaries	6-6001	\$462,174.47	\$615,921.00	
Employer Contributions	6-6004	113,356.29	157,404.00	
Accommodation & Subsistence	6-6011	1,923.87	4,000.00	
Transportation Expenses	6-6012	1,792.00	3,500.00	
Memberships & Seminars/Conferences	6-6015	795.00	4,000.00	
Telecommunication Services	6-6033	1,248.74	1,500.00	
Auditing & Accounting Services	6-6041	1,000.00	1,000.00	
		582,290.37	787,325.00	73.96%
FCSS Board				
Expenses				
Honorariums	6-6003	\$13,600.20	\$34,000.00	
Employer Contributions	6-6004	998.51	3,000.00	
Accommodation & Subsistence	6-6011	2,126.91	5,000.00	
Transportation Expenses	6-6012	4,213.64	4,000.00	
Memberships & Seminars/Conferences	6-6015	520.00	4,000.00	
		21,459.26	50,000.00	42.92%
FCSS Programs				
Expenses				
Accommodation & Subsistence	6-6011	\$897.48	\$2,500.00	
Transportation Expenses	6-6012	858.84	2,500.00	
Training & Education	6-6013	463.74	2,000.00	
Advertising Services	6-6021	1,692.02	1,000.00	
Professional Services	6-6040	491.36	15,600.00	
General & Operating Supplies	6-6109	10,449.64	32,000.00	
Rental - Hall / Building	6-6143	1,050.00	1,500.00	
		15,903.08	57,100.00	27.85%

Community Resource Centre

Expenses

Accommodation & Subsistence	6-6011	\$646.34	\$800.00	
Transportation Expenses	6-6012	0.00	300.00	
Training & Education	6-6013	325.00	1,000.00	
Telecommunication Services	6-6033	3,618.28	5,000.00	
Repair/Maintenance of Motor Vet	6-6076	168.00	1,000.00	
Petroleum & Antifreeze Products	6-6105	1,576.34	2,500.00	
General & Operating Supplies	6-6109	7,545.03	18,000.00	
Rental - Hall / Building	6-6143	0.00	37,200.00	
		13,878.99	65,800.00	21.09%

FCSS Home Support

Expenses

Accommodation & Subsistence	6-6011	\$409.22	\$2,000.00	
Transportation Expenses	6-6012	49,515.99	62,000.00	
Training & Education	6-6013	625.00	2,000.00	
Mobile Communication Services	6-6036	1,871.15	3,000.00	
Personal Protection Equipment &	6-6104	89.90	600.00	
		52,511.26	69,600.00	75.45%

FCSS Liaison Workers

Expenses

Grants to Organizations	6-6202	\$0.00	\$64,100.00	
		0.00	64,100.00	0.00%

FCSS Grants to External Organizations

Expenses

Grants to Organizations	6-6202	\$85,170.89	\$90,000.00	
		85,170.89	90,000.00	94.63%

FCSS Grande Cache Programs

Expenses

Grant Agreements	6-6203	\$43,713.75	\$80,000.00	
Aboriginal Community Programs	6-6225	9,621.43	30,000.00	
		53,335.18	110,000.00	48.49%

FCSS Support Coordinator Program

Expenses

Accommodation & Subsistence	6-6011	\$0.00	\$1,000.00	
Transportation Expenses	6-6012	0.00	700.00	
Training & Education	6-6013	0.00	1,000.00	
		0.00	2,700.00	0.00%

Total Expenses

824,549.03	1,296,625.00	63.59%
-------------------	---------------------	---------------



**MD of Greenview
Actual to Budget_Operating
2018 Third Quarter Report
Agricultural Services**

Revenues: The Agriculture Services revenue has exceed the 2018 budget at the end of the third quarter, \$226,743.11 which is **104.42%**.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
ASB Seminars & Courses	5-5201	\$1,980.96	\$800.00	
ASB Services	5-5202	36.23	150.00	
Maintenance & Repair Services	5-5207	18.92	1,200.00	
Vegetation Management	5-5215	0.00	7,500.00	
Other Services	5-5299	0.00	2,000.00	
Fees - ASB Equipment Rental	5-5301	32,255.00	25,000.00	
Building Rental	5-5304	24,093.00	30,000.00	
Weed Enforcement	5-5604	0.00	500.00	
		58,384.11	67,150.00	86.95%
Grant from Provincial Government	5-5706	\$168,359.00	\$150,000.00	
		168,359.00	150,000.00	112.24%
Total Revenue		226,743.11	217,150.00	104.42%

Expenses: The overall expenses at the end of third quarter for Agricultures Services are **1,471,308.00** which is **68.44%** of the 2018 budgeted expenses. Items in red are over budget nd manager is monitoring the line closely.

	GL	Actual Y-T-D 2018	Approved Budget 2018	% Compared to Budget
Agricultural Services Administration				
Expenses				
Salaries	6-6001	\$563,255.10	\$811,082.00	
Employer Contributions	6-6004	116,179.49	168,642.00	
Accommodation & Subsistence	6-6011	7,735.16	14,300.00	
Transportation Expenses	6-6012	1,570.40	1,200.00	
Training & Education	6-6013	2,394.86	9,600.00	
Memberships & Seminars/Conferences	6-6015	3,437.31	9,400.00	
Advertising Services	6-6021	4,420.00	2,500.00	
Other Information Services	6-6029	0.00	1,000.00	
Freight & Courier Services	6-6032	609.57	500.00	
Professional Services	6-6040	643.80	1,750.00	
Personal Protection Equipment &	6-6104	299.90	1,000.00	
General & Operating Supplies	6-6109	204.26	3,000.00	
		700,749.85	1,023,974.00	68.43%
Agriculture Service Board				
Expenses				
Honorariums	6-6003	\$17,268.00	\$57,350.00	
Employer Contributions	6-6004	1,752.10	800.00	
Accommodation & Subsistence	6-6011	2,007.97	23,500.00	
Transportation Expenses	6-6012	6,127.45	7,000.00	
Memberships & Seminars/Conferences	6-6015	3,245.71	10,350.00	
Advertising Services	6-6021	0.00	1,000.00	
Freight & Courier Services	6-6032	0.00	500.00	
Professional Services	6-6040	3,328.44	1,000.00	
General & Operating Supplies	6-6109	433.85	500.00	
		34,163.52	102,000.00	33.49%

ASB Rental Equipment Program

Expenses

Accommodation & Subsistence	6-6011	\$0.00	\$500.00	
Freight & Courier Services	6-6032	593.09	700.00	
Mobile Communication Services	6-6036	0.00	700.00	
Professional Services	6-6040	1,338.93	13,000.00	
Personal Protection Equipment & Petroleum & Antifreeze Products	6-6104	29.95	500.00	
Parts for Motor Vehicle & Other	6-6105	1,742.44	4,200.00	
Consumable Tools & Supplies	6-6107	17,499.80	18,000.00	
General & Operating Supplies	6-6108	1,704.37	3,000.00	
	6-6109	761.90	7,200.00	
		23,670.48	47,800.00	49.52%

ASB Vegetation Management

Expenses

Accommodation & Subsistence	6-6011	\$14,873.34	\$15,000.00	
Transportation Expenses	6-6012	0.00	1,000.00	
Training & Education	6-6013	1,759.77	8,500.00	
Other Information Services	6-6029	5,486.43	6,000.00	
Mobile Communication Services	6-6036	7,628.40	9,500.00	
Professional Services	6-6040	16,831.82	29,000.00	
Harvest & Cleanup Incentives	6-6066	0.00	30,000.00	
Personal Protection Equipment & Petroleum & Antifreeze Products	6-6104	9,965.72	20,250.00	
Parts for Motor Vehicle & Other	6-6105	28,411.23	40,000.00	
Consumable Tools & Supplies	6-6107	19,022.89	35,000.00	
General & Operating Supplies	6-6108	1,888.63	1,600.00	
Chemicals	6-6109	12,425.00	13,500.00	
Grants to Organizations	6-6110	263,897.10	350,000.00	
	6-6202	0.00	2,000.00	
		382,190.33	561,350.00	68.08%

ASB Pest Control

Expenses

Mobile Communication Services	6-6036	\$207.44	\$1,200.00	
Professional Services	6-6040	1,066.67	10,200.00	
Harvest & Cleanup Incentives	6-6066	24,900.00	36,000.00	
Personal Protection Equipment & Petroleum & Antifreeze Products	6-6104	51.93	1,000.00	
Parts for Motor Vehicle & Other	6-6105	11,909.40	15,000.00	
Consumable Tools & Supplies	6-6107	1,125.18	8,000.00	
General & Operating Supplies	6-6108	1,130.58	3,000.00	
	6-6109	2,263.64	8,000.00	
		42,654.84	82,400.00	51.77%

Extension and Outreach

Expenses

Accommodation & Subsistence	6-6011	\$313.33	\$1,800.00	
Advertising Services	6-6021	13,666.65	10,000.00	
Professional Services	6-6040	2,862.09	3,000.00	
General & Operating Supplies	6-6109	2,270.64	1,500.00	
Rental - Hall / Building	6-6143	421.90	1,500.00	
Grants to Organizations	6-6202	133,151.50	172,000.00	
		152,686.11	189,800.00	80.45%

Veterinary Clinic

Expenses

Other Govern Fees (1st Call)	6-6085	\$0.00	\$5,000.00	
Power Supply Service	6-6121	7,637.36	8,500.00	
Natural Gas Service	6-6122	1,685.64	3,500.00	
Town Utilities	6-6125	1,918.73	1,500.00	
Grants to Organizations	6-6202	122,600.00	124,000.00	
		133,841.73	142,500.00	93.92%

Total Expenses

1,469,956.86	2,149,824.00	68.38%
---------------------	---------------------	---------------



MANAGEMENT REPORTER
 Quarterly Budget to Actual__Capital Projects
 2018 Third Quarter Report
 All Departments

The total Greenview Capital expenditures at the end of third quarter are **\$22,238,898.97** which is equivalent to **31.42 %** of the 2018 budget.

Departement	Actual Expenses	2018 Budget	% of Budget
CAO & Corporate Services	\$225,274.95	\$298,000.00	75.60%
Information Technology	\$225,274.95	\$298,000.00	75.60%
Infrastructure & Planning	\$13,736,544.83	\$59,350,794.00	23.14%
Road & Surfacing	\$10,964,021.96	\$32,465,795.00	33.77%
Bridges & Drainage	\$30,875.92	\$1,465,905.00	2.11%
Environmental Services	\$1,336,207.15	\$23,794,594.00	5.62%
Operations	\$1,202,051.95	\$1,365,000.00	88.06%
Facilities Maintenance	\$203,387.85	\$259,500.00	78.38%
Community Services	\$8,277,079.19	\$11,128,439.00	74.38%
Multi-purpose Facilities	\$7,333,141.47	\$8,349,907.00	87.82%
Recreation Enhancement	\$173,275.58	\$1,142,532.00	15.17%
Economic Development	\$7,820.00	\$47,500.00	16.46%
Protective Services	\$509,757.56	\$1,310,000.00	38.91%
FCSS	\$41,726.09	\$47,500.00	87.84%
Agricultural Services	\$211,358.49	\$231,000.00	91.50%
Total Capital Expenditures	\$22,238,898.97	\$70,777,233.00	31.42%

MANAGEMENT REPORTER

Quarterly Budget to Actual__Capital Projects CAO & Corporate Services - Information Technology



MD of Greenview Budget to Actual Report 2018 Third Quarter

Comment: IT180002 (Backup and Disaster Recovery Server) was installed in August at a cost of 93,935 \$. IT170002 (Upgrade to Council Chamber) work in progress continued with a cost of \$1,385.01 in July and \$22,910 in August.

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
IT17002	Upgrade to Council Chamber A/V Equipment w/ Acoustic Panel Install	\$ 150,000.00	\$ 87,696.56	58.46%	\$ 62,303.00
IT18001	Network Switch Infrastructure Upgrade	\$ 48,000.00	\$ 43,643.39	90.92%	\$ 4,357.00
IT18002	Offsite Backup and Disaster Recovery Server Cluster	\$ 100,000.00	\$ 93,935.00	93.94%	\$ 6,065.00
INFORMATION TECHNOLOGY TOTALS		\$ 298,000.00	\$ 225,274.95	75.60%	\$ 72,725.00

MANAGEMENT REPORTER
 Quarterly Budget to Actual__Capital Projects
 Infrastructure - Operations



MD of Greenview
 Budget to Actual Report
 2018 Third Quarter

Comment: Most of the fleets (vehicles & equipments) were purchased during third quarter, specifically in August with a total of \$783,648.80 for 8 units (OP18001, OP18002,Op18005,OP18006,OP18004,OP18010,OP18012 and OP18013).

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
VEHICLE FLEET					
OP18001	Pick Up Truck, 3/4 Ton, SuperCab (Replacement)	\$ 52,500.00	\$ 48,525.35	92.43%	\$ 3,975.00
OP18002	Pick Up Truck, 1/2 Ton, 4 X 4, SuperCab (Replacement)	\$ 47,500.00	\$ 42,758.15	92.12%	\$ 3,742.00
OP18005	Pick Up Truck, 1/2 Ton, 4 X 4, SuperCab (Replacement)	\$ 47,500.00	\$ 43,758.15	92.12%	\$ 3,742.00
OP18006	Pick Up Truck, 3/4 Ton, SuperCab (Replacement)	\$ 52,500.00	\$ 48,525.35	92.43%	\$ 3,975.00
OP18009	Pick Up Truck, 1/2 Ton, 4 X 4, SuperCab (Replacement)	\$ 47,500.00	\$ 43,758.15	92.12%	\$ 3,742.00
VEHICLE FLEET TOTALS		\$ 247,500.00	\$ 228,325.15	92.25%	\$ 19,174.85
EQUIPMENT FLEET					
OP18003	Pintle Hitch Trailer 25 Ton Cap, Air Ride, Air Tilt, 114" W, 23' Deck, and 7' Beavertails (Replacement)	\$ 40,000.00	\$ -	0.00%	\$ 40,000.00
OP18004	Grader Min 250 Hp, 4 X 4 w/ F Wheel Assist, 1 pc Mold Board 16', Fr Blade 2-way, and 12' Wing (Replacement)	\$ 430,000.00	\$ 459,000.00	106.74%	\$ (29,000.00)
OP18007	Roller / Packer, Single Drum 84", w/ Padfoot Sheepfoot attachment, Min 170Hp Engine (New)	\$ 225,000.00	\$ 134,000.00	59.56%	\$ 91,000.00
OP18008	Trailer Tandem Axle Dump Box 7' X 16', 14 Tonne Cap, and 2-Way Tailgate (New)	\$ 22,500.00	\$ 11,520.00	51.20%	\$ 10,980.00
OP18010	Tractor w/ Dozer 140 Hp, 4 X 4, Dual Wheel Rear Axle, Diff Lock, Steering Wheel Driven, w/ 14' Degelman Blade, and Front Brush Guard (New)	\$ 130,000.00	\$ 128,561.90	98.89%	\$ 1,438.00
OP18011	Gravel Pup Trailer Tridem, Dump Box 17', 21 Tonne Cap, w/ Tarp (New)	\$ 60,000.00	\$ 44,558.00	74.26%	\$ 15,442.00
OP18012	Infrared Asphalt Recycler Heating Dim 3' 6" X 6' 6", Cap 8,000 Lbs, Trailer Cap 14,000 Lbs, w/ Loading Winch and Davit (New)	\$ 80,000.00	\$ 67,525.00	84.41%	\$ 12,475.00
OP18013	Tractor w/ Dozer 140 Hp, 4 X 4, Dual Wheel Rear Axle, Diff Lock, Steering Wheel Driven, w/ 14' Degelman Blade, and Front Brush Guard (New)	\$ 130,000.00	\$ 128,561.90	98.89%	\$ 1,438.00
EQUIPMENT FLEET TOTALS		\$ 1,117,500.00	\$ 973,726.80	87.13%	\$ 143,773.20
OPERATIONS TOTALS		\$ 1,365,000.00	\$ 1,202,051.95	88.06%	\$ 162,948.05

MANAGEMENT REPORTER
 Quarterly Budget to Actual__Capital Projects
 Infrastructure - Road Construction and Surfacing



MD of Greenview
 Budget to Actual Report
 2018 Third Quarter

Comment: A lot of transactions happened in the third quarter for roads construction and surfacing. A total of \$415,862. in July, \$5,765,311 in August and \$4,315,086 in September. The biggest cost were the surfacing of township Road 690 (PV18001), Forestry Trunk Road Phase iv (RD1810) and Forestry Trunk Road improvements (RD18003).

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
ROAD CONSTRUCTION					
RD15005	Goodwin Road Phase II (Rge Rd 21) from Twp Rd 741 S to Sec Hwy 736	\$ 6,393,324.00	\$ 43,237.94	0.68%	\$ 6,350,086.00
RD15008	Old High Prairie RD (Hwy 49 to Twp Rd 720) Ph1	\$ -	\$ -	0.00%	\$ -
RD18001	Connector Road Construction	\$ 1,500,000.00	\$ 5,872.95	0.39%	\$ 1,494,127.00
RD16001A	16001A Landfill Connector Road (Twp Rd 672 Construction)	\$ 100,000.00	\$ 5,872.95	5.87%	\$ 94,127.00
RD18001A	Vinette (Rge Rd 201 to Twp Rd 710)	\$ 500,000.00	\$ -	0.00%	\$ 500,000.00
RD18001	Balance of 18001 Block Fund Budget	\$ 900,000.00		0.00%	\$ 900,000.00
Totals for RD18001 Connector Road Construction		\$ 1,500,000.00	\$ 5,872.95	0.39%	\$ 1,494,127.05
RD18002	Farmland Access Road Construction	\$ 390,000.00	\$ 93,067.74	23.86%	\$ 296,932.00
RD17002A	RR221 _ ROD PERRON _ N1/2 11-12-73-22 WS	\$ -	\$ -	#DIV/0!	\$ -
RD17002B	RR253 _ DAREL KLASSEN _ NE 16-70-25 W5	\$ -	\$ -	#DIV/0!	\$ -
RD18002A	Wirth_SE 17-71-22 W5M	\$ 182,500.00	\$ 2,235.50	1.22%	\$ 180,265.00
RD18002B	Cauchie_SW 1-72-25 W5M	\$ 157,000.00	\$ 243.33	0.15%	\$ 156,757.00
RD18002C	Maile SW 12-72-26 W5M	\$ 50,000.00	\$ 90,588.91	181.18%	\$ (40,589.00)
RD18002	Balance of 17002 Block Fund Budget	\$ 500.00	\$ -	0.00%	\$ 500.00
Totals for RD18002 Farmland Access Road Construction		\$ 390,000.00	\$ 93,067.74	23.86%	\$ 296,933.00
RD18003	Forestry Trunk Road Improvements	\$ 3,000,000.00	\$ 1,523,599.68	50.79%	\$ 1,476,400.00
RD15003A	FTR Economy Creek Slide Repairs	\$ 5,000.00	\$ 498.50	9.97%	\$ 4,502.00
RD15003D	FTR 9 1/2km Hill	\$ 100,000.00	\$ 82,885.74	82.89%	\$ 17,114.00
RD17003B	FTR Km 7	\$ 870,000.00	\$ 31,867.00	3.66%	\$ 838,133.00
RD18003A	FTR Stabilization	\$ 2,000,000.00	\$ 1,398,913.94	69.95%	\$ 601,086.00
RD18003B	FTR Master Road Plan / Oil & Gas Reviews	\$ 25,000.00	\$ 9,434.50	37.74%	\$ 15,566.00
RD18003	Balance of RD18003 Block Fund Budget	\$ -	\$ -	#DIV/0!	\$ -
Totals for RD18003 Forestry Trunk Road Improvements		\$ 3,000,000.00	\$ 1,523,599.68	50.79%	\$ 1,476,401.00
RD18004	Local Road Construction	\$ 1,410,000.00	\$ 283,178.15	20.08%	\$ 1,126,822.00
RD16005B	DeBolt Fire Hall Access Road - Twp Rd 721A	\$ -	\$ -	#DIV/0!	\$ -
RD16005C	Grovedale Fire Hall Access Road - Rng Rd 64	\$ -	\$ -	#DIV/0!	\$ -
RD16007	RD16007D Range Road 210 - 8 Mile Road Ditch Work	\$ -	\$ 907.25	#DIV/0!	\$ (907.00)
RD17005C	Traffic Count Program	\$ 1,000.00	\$ 837.00	83.70%	\$ 163.00
RD17005F	Little Smoky Ditch Cleanout	\$ -	\$ 2,000.00	#DIV/0!	\$ (2,000.00)
RD17007B	RD16007B Urban Infrastructue Assessment	\$ -	\$ -	#DIV/0!	\$ -
RD18004A	Williamson_Aspphalt	\$ 20,000.00	\$ 6,658.50	33.29%	\$ 13,342.00
RD18004B	Ridgevalley Colony_Gravel	\$ 11,000.00	\$ 20,409.96	185.55%	\$ (9,410.00)
RD18004C	Dragon Energy_Olanski_Gravel	\$ 11,000.00	\$ 8,629.82	78.45%	\$ 2,370.00
RD18004D	Trenholm_Gravel	\$ 11,000.00	\$ -	0.00%	\$ 11,000.00
RD18004E	762760_Gravel	\$ 11,000.00	\$ 4,577.11	41.61%	\$ 6,423.00
RD18004F	Robert_Gravel	\$ 11,000.00	\$ 8,802.45	80.02%	\$ 2,198.00
RD18004G	Walker_Gravel	\$ 11,000.00	\$ -	0.00%	\$ 11,000.00
RD18004H	Warkentin_NW 13-68-23 W5M_Gravel	\$ 11,000.00	\$ 2,853.06	25.94%	\$ 8,147.00
RD18004I	Warkentin_NW 18-69-22 W5M_Gravel	\$ 11,000.00	\$ 7,631.66	69.38%	\$ 3,368.00
RD18004J	Warkentin_SE 32-68-22 W5M_Gravel	\$ 11,000.00	\$ 4,851.85	44.11%	\$ 6,148.00

RD18004K	Warkentin_SW 17-68-22 W5M_Gravel	\$ 11,000.00	\$ 5,822.25	52.93%	\$ 5,178.00
RD18004L	Warkentin_SE 31-68-22 W5M_Gravel	\$ 11,000.00	\$ 4,982.36	45.29%	\$ 6,018.00
RD18004M	Warkentin_NE 29-68-22 W5M_Gravel	\$ 11,000.00	\$ 5,092.35	46.29%	\$ 5,908.00
RD18004N	Warkentin_NW 32-68-22 W5M_Gravel	\$ 11,000.00	\$ 8,141.85	74.02%	\$ 2,858.00
RD18004O	Huggard / Caron_Gravel	\$ 11,000.00	\$ 6,984.58	63.50%	\$ 4,015.00
RD18004P	Flemming_Gravel	\$ 11,000.00	\$ 5,923.19	53.85%	\$ 5,077.00
RD18004Q	Huggard_Gravel	\$ 11,000.00	\$ 7,175.00	65.23%	\$ 3,825.00
RD18004R	Klimp_Gravel	\$ 11,000.00	\$ 8,514.64	77.41%	\$ 2,485.00
RD18004S	Blackbird_NE 12-70-07 W5M_Gravel	\$ 11,000.00	\$ -	0.00%	\$ 11,000.00
RD18004T	Blackbird_SE 07-70-06 W5M_Gravel	\$ 11,000.00	\$ -	0.00%	\$ 11,000.00
RD18004U	Blackbird_NE 07-70-06 W5M_Gravel	\$ 11,000.00	\$ -	0.00%	\$ 11,000.00
RD18004V	Blackbird_NE 11-70-07 W5M_Gravel	\$ 11,000.00	\$ -	0.00%	\$ 11,000.00
RD18004W	Blackbird_SE 08-70-06 W5M_Gravel	\$ 11,000.00	\$ -	0.00%	\$ 11,000.00
RD18004X	Blackbird_SE 08-70-06 W5M_Gravel	\$ 11,000.00	\$ -	0.00%	\$ 11,000.00
RD18004Y	Lyle_Gravel	\$ 11,000.00	\$ 8,904.60	80.95%	\$ 2,095.00
RD18004Z	Lowe_Gravel	\$ 11,000.00	\$ 15,566.53	141.51%	\$ (4,567.00)
RD18004AA	Blackbird_SE 14-70-07 W6M_Gravel	\$ 11,000.00	\$ -	0.00%	\$ 11,000.00
RD18004BB	Traffic Count Program	\$ 30,000.00	\$ -	0.00%	\$ 30,000.00
RD18004CC	Miscellaneous Road Approaches	\$ 40,000.00	\$ 11,410.80	28.53%	\$ 28,589.00
RD18004DD	Paul Lowen SE 35-69-22-W5M	\$ 11,000.00	\$ 5,092.26	46.29%	\$ 5,908.00
RD18004EE	Walker_Gravel	\$ 11,000.00	\$ -	0.00%	\$ 11,000.00
RD18004FF	Mike Klassen NW 34-71-26 W5M_Gravel	\$ 11,000.00	\$ 7,059.31	64.18%	\$ 3,941.00
RD18004GG	Margareta Penner NE 1-72-2 W6M _Gravel	\$ 11,000.00	\$ 8,374.76	76.13%	\$ 2,625.00
RD18004HH	Weiss Young's Point Rd_Pavement	\$ 21,000.00	\$ 33,050.00	157.38%	\$ (12,050.00)
RD18004II	Johnson Park_Pavement	\$ 25,000.00	\$ 12,450.00	49.80%	\$ 12,550.00
RD18004JJ	Street Light Ridgevalley NW 14-71-26 W5M (Procurement & Installation)	\$ 14,319.00	\$ 14,319.00	100.00%	\$ -
RD18004	Culverts for (above) Road Approaches	\$ -	\$ 46,156.01	#DIV/0!	\$ (46,156.00)
RD18004	Balance of 18004 Block Fund Budget	\$	\$ -	0.00%	\$ 928,681.00
Totals for RD18004 Local Road Construction		\$ 1,410,000.00	\$ 283,178.15	20.08%	\$ 1,126,822.00
RD18005	Residential Access Roads	\$ 500,000.00	\$ 14,552.59	2.91%	\$ 485,447.00
RD16008A	RR224 _ AMY GARRET _ NE 20-66-22 W5	\$ -	\$ 8,247.18	0.00%	\$ (8,247.00)
RD17008A	RR224 _ DAVID WIRTH _ NE 17-71-22 W5	\$ -	\$ -	#DIV/0!	\$ -
RD17008B	RR60A _ MICHAEL KOVAC _ NE 2-69-6 W6M	\$ 210,000.00	\$ 6,305.41	3.00%	\$ 203,695.00
RD17008	Balance of 17008 Block Fund Budget	\$ 290,000.00	\$ -	0.00%	\$ 290,000.00
Totals for RD18005 Local Road Construction		\$ 500,000.00	\$ 14,552.59	2.91%	\$ 485,447.00
RD18006 Preliminary	Warren Road (Twp Rd 681) from Hwy 43 W to Rge Rd 225	\$ 105,000.00	\$ -	0.00%	\$ 105,000.00
RD18007 Preliminary	Swan Lake Road (Rge Rd 260) S for approximately 3.8 Kms	\$ 100,000.00	\$ -	0.00%	\$ 100,000.00
RD18008 Preliminary	Range Road 64 from Twp Rd 700 S to Twp Rd 694	\$ 100,000.00	\$ -	0.00%	\$ 100,000.00
RD18009	Pickup Truck 3/4 Ton 4 X 4 SuperCab	\$ 52,500.00	\$ 48,525.35	92.43%	\$ 3,975.00
RD18010	Forestry Trunk Road Phase IV - Km 129.5 to Km 137.1	\$ 10,995,771.00	\$ 3,158,337.48	28.72%	\$ 7,837,434.00
RD18011 Preliminary	Range Road 230 from Hwy 43 S to Twp Rd 700	\$ 137,200.00	\$ 1,100.00	0.80%	\$ 136,100.00
RD18012 Preliminary	Township Road 670 from Rge Rd 232 W to Rge Rd 240	\$ 182,000.00	\$ -	0.00%	\$ 182,000.00
ROAD CONSTRUCTION TOTALS		\$ 24,865,795.00	\$ 5,171,471.88	20.80%	\$ 19,694,323.00
ROAD SURFACING					
PV18001	Township Road 690 from Hwy 40 W to Rge Rd 65	\$ 6,400,000.00	\$ 5,781,120.98	90.33%	\$ 618,879.00
PV18002	Township Road 721A Access Rd to the DeBolt Public Service Building	\$ 600,000.00	\$ 11,429.10	1.90%	\$ 588,571.00
PV18003	Ridge Valley Range Road 262 Overlay from Twp Road 713 S for 1.9 Kms	\$ 600,000.00	\$ -	0.00%	\$ 600,000.00
ROAD SURFACING TOTALS		\$ 7,600,000.00	\$ 5,792,550.08	76.22%	\$ 1,807,450.00
ROAD CONSTRUCTION & SURFACING TOTALS					
		\$ 32,465,795.00	\$ 10,964,021.96	33.77%	\$ 21,501,773.00

MANAGEMENT REPORTER

Quarterly Budget to Actual__Capital Projects
Infrastructure - Bridges and Drainage



MD of Greenview
Budget to Actual Report
2018 Third Quarter

Comments: First transactions in this department happened during third quarter. BF75355 incurred a cost of \$ 7,988.14 (July) and \$20,873 (August), while BF78679 had a cost of \$2,014 in August. This explains why only 2.11 % of the budget has been spent so far.

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
BRIDGES					
BF71666 Preliminary	NE of Valleyview. Carrying Old High Prairie Rd over Tributary to Little Smoky	\$ 23,000.00	\$ -	0.00%	\$ 23,000.00
BF71667 Preliminary	NE of Valleyview. Carrying Old High Prairie Rd over Tributary to Little Smoky	\$ 25,000.00	\$ -	0.00%	\$ 25,000.00
BF75355 Preliminary	NW of DeBolt. Carrying Twp Rd 263 over Tributary to DeBolt Cr	\$ 33,600.00	\$ -	0.00%	\$ 33,600.00
BF75356	Carrying Young's Pt Rd over Tributary of Sturgeon Creek	\$ 770,305.00	\$ 28,861.92	3.75%	\$ 741,443.00
BF76902 Preliminary	N of Valleyview. Carrying Twp Rd 724 over Tributary to Clouston Cr	\$ 21,000.00	\$ -	0.00%	\$ 21,000.00
BF77244 Preliminary	S of Sunset House. Carry Twp Rd 700 pver Tributary to Sweathouse Cr	\$ 42,000.00	\$ -	0.00%	\$ 42,000.00
BF77441 Preliminary	NW of DeBolt. Carrying Rge Rd 22 over Tributary to Smoky River	\$ 21,000.00	\$ -	0.00%	\$ 21,000.00
BF77756 Constructn	S of Sunset House. Carrying Rge Rd 200 over Tributary to Sweathouse Cr	\$ 260,000.00	\$ -	0.00%	\$ 260,000.00
BF78679 Constructn	NE of Valleyview. Located on Old High Prairie Rd	\$ 270,000.00	\$ 2,014.00	0.75%	\$ 267,986.00
BRIDGES TOTALS		\$ 1,465,905.00	\$ 30,875.92	2.11%	\$ 1,435,029.00

MANAGEMENT REPORTER

Quarterly Budget to Actual_Capital Projects
Infrastructure - Facilities Maintenance



MD of Greenview
Budget to Actual Report
Third Quarter

Comments: The purchase of 3 vehicles (FM 18001, FM1006 & FM18007) happened during third quarter for a total of \$ 138,939. Along with the completion of FM18003 (grovedale Sign Shed Upgrade) For a total of \$9,439.

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
ADMINISTRATION					
FM17009	Renovation of FCSS Reception Area (for ergonomic and safety reasons)	\$ 50,000.00	\$ 37,761.25	75.52%	\$ 12,239.00
FM18001	Pickup Truck 1/2 Ton Crew Cab 4 X 4	\$ 47,500.00	\$ 46,573.30	98.05%	\$ 927.00
FM18002	Dump Trailer 14' Tandem, 3500 Lb Axles, w/ 2' Sides and Roll Top Cover	\$ 14,000.00	\$ 8,520.00	60.86%	\$ 5,480.00
FM18003	Grovedale Sign Shed Upgrade	\$ 10,000.00	\$ 9,439.00	94.39%	\$ 561.00
FM18004	John Deere Z655 Zero-Turn Lawn Mower T16 27HP, 54" Mower Deck, Cut Height 1" to 4", w/ Roll Bar	\$ 10,000.00	\$ 8,728.00	87.28%	\$ 1,272.00
FM18005	OPS Building - Installation of Yard Lights and Electrical Outlets on the SE and SW Sides of Lot	\$ 33,000.00	\$ -	0.00%	\$ 33,000.00
FM18006	Pickup Truck 1/2 Ton Crew Cab 4 X 4	\$ 47,500.00	\$ 46,333.15	97.54%	\$ 1,167.00
FM18007	Pickup Truck 1/2 Ton Crew Cab 4 X 4	\$ 47,500.00	\$ 46,033.15	96.91%	\$ 1,467.00
FACILITIES MAINTENANCE TOTALS		\$ 259,500.00	\$ 203,387.85	78.38%	\$ 56,112.15

MANAGEMENT REPORTER
 Quarterly Budget to Actual Capital Projects
 Infrastructure - Environmental Services



MD of Greenview
 Budget to Actual Report
 2018 Third Quarter

Comments: The purchase of the 3 vehicles (ES18001, ES18002, ES18003) happened during 3rd Quarter for a total of **\$151, 855**. Along with progressive work in Water Treatment plant of **\$189,175** in July and **\$177,752** in August. Wastewater Systems had a **\$82,673** in July and **\$33,895** in August of work done. Last but not least is the water Points which had **\$43,124** in July and **\$26,101** in August of work done.

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
ENVIRONMENTAL SERVICES ADMINISTRATION					
ES18001	Pick-up Truck 1/2 Ton (Replacement)	\$ 47,500.00	\$ 46,273.30	97.42%	\$ 1,227.00
ES18002	Pick-up Truck 1/2 Ton (Replacement)	\$ 47,500.00	\$ 46,450.65	97.79%	\$ 1,049.00
ES18003	Pick-up Truck 1 Ton (Replacement)	\$ 62,500.00	\$ 59,131.35	94.61%	\$ 3,369.00
ENVIRONMENTAL SERVICES ADMIN TOTALS		\$ 157,500.00	\$ 151,855.30	96.42%	\$ 5,645.00
SOLID WASTE MANAGEMENT					
SW16002	Sturgeon Heights Transfer Station Expansion and Upgrade	\$ 200,000.00	\$ 41,079.65	20.54%	\$ 158,920.00
SW18001	Little Smoky Transfer Station Upgrade	\$ 300,000.00	\$ -	0.00%	\$ 300,000.00
SW18002	Sunset House Inert Waste Cell Construction	\$ 50,000.00	\$ -	0.00%	\$ 50,000.00
SW18003	Puskwaskau Transfer Station Upgrade	\$ 100,000.00	\$ -	0.00%	\$ 100,000.00
SW18004	DeBolt Dry Cell Construction	\$ 50,000.00	\$ -	0.00%	\$ 50,000.00
SOLID WASTE MANAGEMENT TOTALS		\$ 700,000.00	\$ 41,079.65	5.87%	\$ 658,920.00
WATER TREATMENT PLANT					
WD15001	Ridgevalley Water Treatment Plant Upgrade	\$ -	\$ 2,460.97	#DIV/0!	\$ (2,461.00)
WD15002	Grovedale Water Treatment Plant Upgrade	\$ 9,000,000.00	\$ 468,036.37	5.20%	\$ 8,531,964.00
WD16004	Landry Heights Water Distribution System	\$ 4,000,000.00	\$ 127,134.98	3.18%	\$ 3,872,865.00
WD16005	DeBolt Asbestos Cement Line Replacement	\$ 150,000.00	\$ -	0.00%	\$ 150,000.00
WD17001	DeBolt Water Treatment Plant Upgrade	\$ 50,000.00	\$ 4,937.27	9.87%	\$ 45,063.00
WD17002	SCADA Upgrade to Water Treatment Plants and Water Points	\$ 200,000.00	\$ 65,808.31	32.90%	\$ 134,192.00
WD17007	Well Reclamation in Grande Cache	\$ 200,000.00	\$ 115.70	0.06%	\$ 199,884.00
WD17009 Design	Grovedale Water Distribution System	\$ 400,000.00	\$ 69,469.25	17.37%	\$ 330,531.00
WD18001 Design	Grande Cache Area Residential Water Provision	\$ 200,000.00	\$ -	0.00%	\$ 200,000.00
WATER TREATMENT PLANT TOTALS		\$ 14,200,000.00	\$ 737,962.85	5.20%	\$ 13,462,038.00
WATER POINTS					
WD17003	Puskwaskau Water Point Upgrade (in accordance with the Water Viability Report)	\$ 250,000.00	\$ 9,695.00	3.88%	\$ 240,305.00
WP18001	Goodwin Water Point Upgrade	\$ 50,000.00	\$ 35,941.09	71.88%	\$ 14,059.00
WP18002 Preliminary	Sturgeon Heights Water Point Upgrade WD17005 (in accordance with the Water Viability Report)	\$ 100,000.00	\$ 31,263.20	31.26%	\$ 68,737.00
WATER POINTS TOTALS		\$ 400,000.00	\$ 76,899.29	19.22%	\$ 323,101.00
WASTEWATER SYSTEMS					
WW15002	Septage Receiving Station	\$ -	\$ -	#DIV/0!	\$ -
WW16001	Industrial Lagoon Construction	\$ 2,148,055.00	\$ 113,683.60	5.29%	\$ 2,034,371.00
WW17001	Grovedale (Gravity) Collection System	\$ 500,000.00	\$ 51,618.31	10.32%	\$ 448,382.00
WW17002	Grovedale Evaporative Lagoon Decommissioning	\$ 3,500,000.00	\$ 25,096.04	0.72%	\$ 3,474,904.00
WW17003	Sturgeon Heights Lagoon Expansion	\$ 1,391,000.00	\$ 107,101.99	7.70%	\$ 1,283,898.00
WW17004	Tony Creek Industrial Lagoon Septage Receiving Station	\$ 598,039.00	\$ 22,027.94	3.68%	\$ 576,011.00
WW17005	Upgrade / Rehabilitate Ridgevalley Wastewater Collection System	\$ 150,000.00	\$ 8,882.18	5.92%	\$ 141,118.00
WW18001	DeBolt RV Dumping Station Construction	\$ 50,000.00	\$ -	0.00%	\$ 50,000.00
WASTEWATER SYSTEMS TOTALS		\$ 8,337,094.00	\$ 328,410.06	3.94%	\$ 8,008,684.00
ENVIRONMENTAL SERVICES TOTALS					
		\$ 23,794,594.00	\$ 1,336,207.15	5.62%	\$ 22,604,598.30



MANAGEMENT REPORTER

Quarterly Budget to Actual__Capital Projects
Community Services - Multipurpose Facilities



MD of Greenview
Budget to Actual Report
2018 Third Quarter

Comments: The only transaction in the third Quarter was a credit of \$3,235 occurred in July from Valleyview Multiplex facility (RE15001).

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
MULTIPURPOSE FACILITIES					
RE15001	Valleyview Multiplex Facility	\$ -	\$ 733,141.47	#DIV/0!	\$ (733,141.47)
RE16001	Fox Creek Multiplex (50% Equity)	\$ 4,750,000.00	\$ -	0.00%	\$ 4,750,000.00
CP18001	Fox Creek Helipad	\$ 250,000.00	\$ -	0.00%	\$ 250,000.00
CP18002	Fox Creek West Industrial Park (Associated Reviews and Land Purchases)	\$ 3,178,907.00	\$ -	0.00%	\$ 3,178,907.00
CP18003	Raspberry Lake Development (Associated Reviews and Land Purchases)	\$ 171,000.00	\$ -	0.00%	\$ 171,000.00
MULTIPURPOSE FACILITIES TOTALS		8,349,907.00	733,141.47	8.78%	7,616,765.53

MANAGEMENT REPORTER

Quarterly Budget to Actual_Capital Projects

Community Services - Recreation Enhancement



MD of Greenview Budget to Actual Report 2018 Third Quarter

Comments: During third Quarter, Recreational Services got work done on RE17001 (Ridgevalley trails) for \$ **120,000**, RE18001(DeBolt Trails) for \$ **4,655**, Purchase the pick up truck Re18003 for **\$43,758** and Moody crossing(RE18004) for **\$3,644**.

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
RECREATIONAL SITES					
RE16007	Johnson Park Development	-	-2,792.15	0.00%	2,792.00
RE17001	Ridgevalley Community Walking Trails	\$ 140,032.00	\$ 122,261.30	87.31%	\$ 17,771.00
RE18001	DeBolt Community Walking Trails	\$ 100,000.00	\$ 4,655.00	4.66%	\$ 95,345.00
RE18002	Hwy 669 Bridge Day Use Area Development	\$ 155,000.00	\$ 1,150.00	0.74%	\$ 153,850.00
RE18003	Pickup Truck 1/2 Ton 4 X 4 SuperCab	\$ 47,500.00	\$ 43,758.15	92.12%	\$ 3,742.00
RE18004	Smoky River (Moody's Crossing) Recreation Area (formerly RE17002)	\$ 700,000.00	\$ 4,243.28	0.61%	\$ 695,757.00
RECREATION ENHANCEMENT TOTALS		\$ 1,142,532.00	173,275.58	15.17%	969,256.42

MANAGEMENT REPORTER
 Quarterly Budget to Actual__Capital Projects
 Community Services - Protective Services



MD of Greenview
 Budget to Actual Report
 2018 Third Quarter

Comments: Couples of transactions happened during 3third quarter, Paving of DeBolt public Building Service Road for **\$71,750**, PS18001 Deposit on Type 5 Fire Engine **\$24,887** and work in progress of **\$4,545** on each PS15001 & PS15002 (DeBolt & Grovedale Fire Halls).

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
FIRE HALLS					
PS15001	DeBolt Fire Hall	-	(124,771.61)	0.00%	124,772.00
PS15002	Grovedale Fire Hall	-	(139,508.60)	0.00%	139,509.00
PS16001	Fox Creek Fire Hall - Greenview 50% Share	\$ 1,000,000.00	0.00	0.00%	1,000,000.00
PS16002	Paving of DeBolt Service Road leading to Public Service Building	-	238,430.71	0.00%	-238,431.00
FIRE HALLS TOTALS		\$ 1,000,000.00	238,430.71	23.84%	761,569.00
PROTECTIVE SERVICES EQUIPMENT					
PS18002	DeBolt Fire Rope Rescue Training Facility Installation	\$ 30,000.00	0.00	0.00%	30,000.00
PS18003	Grovedale Fire Rope Rescue Training Facility Installation	\$ 30,000.00	0.00	0.00%	30,000.00
PROTECTIVE SERVICES EQUIPMENT TOTALS		\$ 60,000.00	-	0.00%	60,000.00
PROTECTIVE SERVICES VEHICLES					
PS17007	Fire Tender Replacement for Fox Creek Fire and Rescue	-	246,439.85	0.00%	-246,440.00
PS18001	Type 5 Fire Engine for Valleyview Fire and Rescue. Designed for Light Attack and Wildland Firefighting.	\$ 250,000.00	24,887.00	9.95%	225,113.00
PROTECTIVE SERVICES VEHICLES TOTALS		\$ 250,000.00	271,326.85	108.53%	-21,326.85
PROTECTIVE SERVICES TOTALS		\$ 1,310,000.00	509,757.56	38.91%	800,242.15



MANAGEMENT REPORTER
 Quarterly Budget to Actual__Capital Projects
 Community Services - FCSS

MD of Greenview
 Budget to Actual Report
 2018 Third Quarter

Comments: The purchase of FCSS vehicle was done during third quarter for a total of \$41,726.

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
EQUIPMENT					
FC18001	Vehicle (Replacement)	\$ 47,500.00	\$ 41,726.09	87.84%	\$ 5,774.00
FCSS TOTALS		\$47,500.00	\$41,726.09	87.84%	\$ 5,774.00

MANAGEMENT REPORTER

Quarterly Budget to Actual__Capital Projects
Community Services - Agricultural Services



MD of Greenview
Budget to Actual Report
2018 Third Quarter

Comments: During third Quarter, Agricultural Services purchased two pick up trucks (AG18002 & AG 18003) at \$ 44,0003 each. Along with AG18004 (sprayer 500Gal) at \$31,460, AG18006 (Loading Chute) at \$8,900 and AG18005 (Sprayer replacement) at \$26,460.

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
AG18001	3 - Point Hitch Rear Blade Attachment	\$ 7,500.00	\$ -	0.00%	\$ 7,500.00
AG18002	Pick-up Truck (Replacement)	\$ 47,500.00	\$ 44,003.15	92.64%	\$ 3,497.00
AG18003	Pick Up Truck (Replacement)	\$ 47,500.00	\$ 44,003.15	92.64%	\$ 3,497.00
AG18004	Sprayer 500 Gal (Replacement of Rental Equipment SPRY3123)	\$ 30,000.00	\$ 31,460.00	104.87%	\$ (1,460.00)
AG18005	Sprayer Boomless 300 Gal (Replacement of Rental Equipment SPRY3124)	\$ 30,000.00	\$ 26,460.00	88.20%	\$ 3,540.00
AG18006	Loading Chute (Replacement of Rental Equipment Fleet CHUT3096)	\$ 10,000.00	\$ 8,900.00	89.00%	\$ 1,100.00
AG18007	Bale Hauler Wagon (2nd Unit for Equipment Rental Fleet)	\$ 40,000.00	\$ 38,370.00	95.93%	\$ 1,630.00
AG18008	Portable Equipment Wash Unit re: Clubroot (for Equipment Rental Fleet)	\$ 18,500.00	\$ 18,162.19	98.17%	\$ 338.00
AGRICULTURAL SERVICES TOTALS		\$ 231,000.00	\$ 211,358.49	91.50%	\$ 19,642.00



MANAGEMENT REPORTER
Quarterly Budget to Actual__Capital Projects
Community Services - Economic Development



MD of Greenview
Budget to Actual
2018 Third Quarter

Comments: During third Quarter, a transaction of \$ 5,645 incurred in July to the work in progress on ED16001 (Grovedale Electronic Sign).

JOBID	Job Description	2018 Approved Budget	2018 Actual Costs	% Budget Expended	2018 Unused Budget
EQUIPMENT					
ED16001	Grovedale Electronic Community Sign	\$ -	\$ 7,820.00	#DIV/0!	\$ (7,820.00)
ED18001	Vehicle (Replacement)	\$ 47,500.00	\$ -	0.00%	\$ 47,500.00
ECONOMIC DEVELOPMENT TOTALS					
		\$47,500.00	\$7,820.00	16.46%	\$ 39,680.00



REQUEST FOR DECISION

SUBJECT: **2019 Interim Operational Budget and 2019 Capital Budget**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH MANAGER:
DEPARTMENT: CORPORATE SERVICES 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 approve the 2018 Operational Budget as the 2019 Interim Budget.

MOTION: That Council approve the 2019 Proposed Capital Budget Plan as presented, for \$78,107,501.00.

MOTION: That Council authorize Administration to proceed with 2019 approved hiring requests:

Information Systems Technician, Apprentice Heavy Equipment Technician - Grovedale, Equipment Operator - DeBolt, Admin Support - EOI Book, Heavy Equipment Technician - Valleyview, Economic Development Coordinator, Admin Support - Economic Development, Recreation Inventory Assistant - increase to full-time hours, Home Support Worker - increase to an equivalent of full-time position and ALUS/Water Shed Coordinator.

BACKGROUND/PROPOSAL:

As per the MGA, a Council must pass an annual operational and capital budget. Council may pass the previous year's budget as an interim budget for the coming year. The interim budget is in effect until Council approves the final budget.

While an interim budget is normally not Administration's preferred choice, however, due to the dissolution of the Town of Grande Cache, Administration has decided that it would be prudent to delay the final 2019 budget presentation to Council until Administration has an opportunity to integrate the proposed Grande Cache 2019 Budget into Greenview's 2019 budget.

As Council may recall, the total 2018 approved operational budget was \$86,679,871.00.

The managers would like to get an early start on advertising for the proposed positions that Council did not decline during budget presentations as such Administration has included a motion for Council's consideration.

In an effort to ensure that the managers can move forward, in a timely manner, with the 2019 Capital Plan, Administration is recommending that Council approve the proposed 2019 Capital budget at this meeting as well. The value of the proposed 2019 Capital Budget is \$78,107,501.00 with a carryover amount of \$42,516,233.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have adopted a 2019 budget.
2. Another benefit of the recommended action is that this will allow Administration time to integrate the Grande Cache proposed 2019 budget with Greenview's 2019 budget.
3. Another benefit of following the recommended motion is that the managers will be able to move forward with the 2019 Capital Plan at the start of 2019.

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:

The proposed additional staff in the 2019 Operational budget will not be acted upon until Council approves the final 2019 operational budget.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision, Administration will work within the 2018 operational budget until Council approves the final 2019 budget and implement the approved 2019 capital if Council approves the 2019 capital plan.

ATTACHMENT(S):

- 2018 Budget Summary
- 2019 proposed capital plan



2018 BUDGET SUMMARY

NET REVENUES

TOTAL TAX, GRANT AND GENERAL REVENUES	\$120,915,165
---------------------------------------	---------------

TOTAL REVENUES	\$120,915,165
-----------------------	----------------------

NET OPERATING EXPENDITURE

TOTAL COUNCIL	\$912,962
---------------	-----------

TOTAL CAO & CORPORATE SERVICES	\$32,014,927
--------------------------------	--------------

TOTAL INFRASTRUCTURE & PLANNING	\$31,711,277
---------------------------------	--------------

TOTAL COMMUNITY SERVICES	\$22,040,705
--------------------------	--------------

TOTAL NET OPERATING EXPENDITURE	\$86,679,871
--	---------------------

OPERATING SURPLUS	\$34,235,294
--------------------------	---------------------

CAPITAL EXPENDITURE

TOTAL CAO & CORPORATE SERVICES	\$298,000
--------------------------------	-----------

TOTAL COMMUNITY SERVICES	\$11,122,407
--------------------------	--------------

TOTAL INFRASTRUCTURE & PLANNING	\$57,184,718
---------------------------------	--------------

TOTAL CAPITAL EXPENDITURE	\$68,605,125
----------------------------------	---------------------

REQUIRED CAPITAL CONTRIBUTION FROM RESERVES

CAPITAL PROJECT CARRYOVER	\$12,302,072
---------------------------	--------------

EXTRA CAPITAL RESERVE ALLOCATION	\$22,527,711
----------------------------------	--------------

TOTAL CONTRIBUTION FROM RESERVE	\$34,829,783
--	---------------------

THREE YEAR CAPITAL PLAN					
	2018 C/O	2019	2020	2021	TOTAL
CAPITAL EXPENDITURES					
TOTAL AGRICULTURAL SERVICES	\$0	\$367,000	\$94,000	\$165,800	\$626,800
TOTAL COMMUNITY SERVICES	\$250,000	\$250,000	\$0	\$0	\$250,000
TOTAL ECONOMIC DEVELOPMENT	\$3,349,907	\$342,000	\$8,581,418	\$12,100,444	\$21,023,862
TOTAL FCSS	\$0	\$0	\$0	\$0	\$0
TOTAL PROTECTIVE SERVICES	\$0	\$630,000	\$400,000	\$457,900	\$1,487,900
TOTAL RECREATION	\$150,000	\$1,576,285	\$1,725,000	\$1,200,000	\$4,501,285
TOTAL OPERATIONS VEHICLES & EQUIPMENT	\$0	\$2,619,500	\$1,251,150	\$1,386,000	\$5,256,650
TOTAL FACILITIES MAINTENANCE	\$0	\$240,000	\$89,700	\$398,900	\$728,600
TOTAL PLANNING & DEVELOPMENT	\$0	\$52,500	\$0	\$0	\$52,500
TOTAL ROAD CONSTRUCTION & SURFACING	\$17,764,008	\$28,619,308	\$13,193,000	\$14,445,000	\$56,257,308
TOTAL BRIDGES	\$1,782,317	\$4,353,317	\$1,932,900	\$1,116,000	\$7,402,217
TOTAL ENVIRONMENTAL SERVICES	\$19,172,501	\$38,680,091	\$5,966,500	\$3,104,800	\$47,751,391
TOTAL HEALTH & SAFETY	\$47,500	\$47,500	\$0	\$0	\$47,500
TOTAL INFORMATION SYSTEMS	\$0	\$180,000	\$31,000	\$0	\$211,000
TOTAL COMMUNICATIONS	\$0	\$150,000	\$500,000	\$0	\$650,000
TOTAL CAPITAL BUDGET	\$42,516,233	\$78,107,501	\$33,764,668	\$34,374,844	\$146,247,013



REQUEST FOR DECISION

SUBJECT: **Greenview – Grande Cache Office and Operations (Public Works) Hours**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH MANAGER: DD
DEPARTMENT: CORPORATE SERVICES GM: PRESENTER: EK
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to align the office hours and hours of work at the Grande Cache Offices and Operations to be the same as the Valleyview Administration Office and Operations, effective January 1, 2019.

BACKGROUND/PROPOSAL:

Currently the Grande Cache office is open 35 hours per week.

Administration, with the assistance of the Grande Cache CAO did a visitor count to the Grande Cache office during the lunch hour and found minimal visitor use during this time of the day. As such, Administration (Greenview and Grande Cache) agree that closing the Grande Cache office during the lunch hour and having the office open the same hours as Valleyview is acceptable.

Grande Cache Operations maintain regular hours of work of 40 hours per week.

Greenview's Valleyview Administration Office is open 37.5 hours per week.

Greenview' Valleyview Operations works 37.5 hours per week.

Thus, to ensure that the Grande Cache and Valleyview Administration Offices and Operations are consistent, meet the criteria as agreed within Greenview's Staff Agreement, Administration is recommending that Council direct that municipal staff in Grande Cache be transitioned to 37.5 hours per week.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the administration and operations hours at Valleyview and Grande Cache will be consistent.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to leave the hours of operations status quo in Grande Cache following the dissolution as of January 1, 2019. However, this is not recommended by Administration due to ensuring that the level of service provided in Grande Cache approximately to 3000 residents, is the same as the level of service in Valleyview.

FINANCIAL IMPLICATION:

The change in across the organization will equate to a cost of \$26,000.00 this is due to the need to pay the Grande Cache office staff an extra 2.5 hours per week for 52 weeks. It is assumed that additional overtime will also be incurred by field staff.

Direct Costs: \$26,000.00

Ongoing / Future Costs: NA

STAFFING IMPLICATION:

All full-time staff in Grande Cache will be required to work a 37.5 hours per week.

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:

Once Council makes a decision Administration will advise the current Grande Cache CAO who will advise the Grande Cache employees of the decision.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **Forestry Trunk Road Legal Survey Consultant**
 SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
 MEETING DATE: December 10, 2018 CAO: MH 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 award Beairsto & Associates Engineering the Forestry Trunk Road Legal Survey consulting services contract in the amount of \$424,827 with funds to come from the Construction & Engineering Roadways 2018 Operational Budget.

BACKGROUND/PROPOSAL:

The Forestry Trunk Road Legal Survey was advertised on Alberta Purchasing Connection with Greenview being in receipt of twelve (12) Request for Proposal bids. All twelve proposals were individually evaluated by two (2) of Greenview staff and one (1) external consultant with no interest of the proposal.

The rating criteria is based on Five (5) categories: each category ranges from 0-5 in marks.

- (A) Corporate Qualifications and Experience (**10%**)
- (B) Staff Qualification and Experience (**20%**)
- (C) References and Past Performance (**20%**)
- (D) Project Time Scheduling (**15%**)
- (E) Cost & Services and Fee Scheduling (**35%**)

For example: Proposal “A” receives 4 out of 5 marks, this equates to 8% of category (A)

Proposal “A” receives 3 out of 5 marks, this equates to 12% of category (B)

After the five (5) categories have been evaluated and the total percentages are added together for a final score out of 100% administration were left with three (3) contenders listed below.

Consultant	Corporate Qualifications	Staff Qualification	References Past Perf.	Project Time Scheduling	Cost, Services & Fees	Total Fee
Beairsto	4/5 = 8%	4/5 = 16%	3.5/5=14%	3.5/5=10.5%	2.5/5=17.5%	\$424,857 67.3%
Integrated	3.5/5 = 7%	3/5 = 12%	4/5 = 16%	2.5/5=7.5%	2.5/5=17.5%	\$413,000 63.7%

All-Can	3/5 = 6%	3/5 = 12%	3/5 = 12%	3/5/5=9%	3/5=21%	\$291,947 62.7%
---------	----------	-----------	-----------	----------	---------	---------------------------

Administration interviewed the 3 short listed candidates as per the evaluation matrix completed. All three candidates that were interviewed between November 22 & 23 were not considered equal in their interview.

All-Can: was not prepared and scored poorly in presentation and understanding of the project.

Integrated: was prepared and scored well in preparation and project understanding. Administration's concern lies with the company's central office out of Calgary with only one local crew stationed out of Grande Prairie. No detailed cost breakdown which administration was concerned of which leaves Greenview open for scope changes.

Beairsto: was prepared and scored well in preparation and project understanding. Locally operated out of Grande Prairie with 10 survey crews and 3 Alberta Land Surveyor's available. Stated a sequential start of the project with Plan registration in October 2019. Beairsto produced the highest score with competitive costing and disbursement amounts. Beairsto produced a detailed breakdown by township and had charge out rates discounted for qualified staff. Beairsto's work plan meets Greenview's needs for this project.

The other nine Bids came in as follows:

- McElhanney Geomatics 62.7% \$216,640
- Pals Geomatics Corp 62.3% @ \$375,000.00
- WSP 60.7% @ \$533,602.50
- Velocity Group 57.0% @ \$335,330.00
- Valard Geomatics 55.5% @ \$433,716.00
- Explore Surveys 48.5% @ \$248,574.80
- Core Geomatics 47% @ \$590,660.00
- Quest Geomatics 46.5% @ \$408,646.00
- Hamilton & Olson Surveys 43% @ \$159,300

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action will allow to Greenview to register the remainder of the Forestry Trunk Road Allowance.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose alternate consultants from the top three or lower, however administration does not recommend due to the results of the criteria ratings.

Alternative #2: Council has the alternative to not accept the recommended motion for information.

FINANCIAL IMPLICATION:

Direct Costs: 424,827.00

Ongoing / Future Costs: None

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 notify the consult of Councils choice.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **Twp.681 and RR230 Engineering Consultant**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH 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 award Beairsto Associates Township Road 681 and Range Road 230 reconstruction and grading projects for consulting services in the amount of \$298,921.65 with funds from the 2019/2020 Capital Budget for Roads, RD18006 & RD18011.

BACKGROUND/PROPOSAL:

The RFP was advertised on APC and closed on October 30, 2018. This is one of three RFP's that had two road projects combined for cost efficiency. Twp. 681 and RR230 received nine (9) bids and was evaluated by two Greenview staff and then the matrix was discussed with the General Manager.

The rating criteria is based on Five (5) categories: each category ranges from 0-5 in marks.

- (A) Corporate Qualifications and Experience **(10%)**
- (B) Staff Qualification and Experience **(20%)**
- (C) References and Past Performance **(20%)**
- (D) Project Time Scheduling **(15%)**
- (E) Cost & Services and Fee Scheduling **(35%)**

For example: Proposal "A" receives 4 out of 5 marks, this equates to 8% of category (A)

Proposal "A" receives 3 out of 5 marks, this equates to 12% of category (B)

After the five (5) categories have been evaluated, and the weighted percentages are added together for a final score out of 100%, administration were left with two (2) contenders listed below:

TWP681 and RR230 Bid List

Rank	Bidder	Review Score	Road	Lump Sum Excluding Construction Phase	Day Rate for Construction Phase (All-Inclusive)*	GV Estimated Days Const.	Total Fees Per Road	Combined Total Fees
1st	Bearisto	84%	TWP 681	\$68,379	\$2,247	30	\$135,784	\$298,922
			RR 230	\$75,392	\$2,194	40	\$163,138	
2nd	WSP	82%	TWP 681	\$33,261	\$3,047	30	\$124,683	\$317,328
			RR 230	\$71,735	\$3,023	40	\$192,645	
	Allnorth	62%	TWP 681	\$84,248	\$2,894	30	\$171,054	\$381,701
			RR 230	\$92,499	\$2,954	40	\$210,647	
	Project Eng.	62%	TWP 681	\$54,091	\$2,752	30	\$136,646	\$302,407
			RR 230	\$48,631	\$2,928	40	\$165,761	
	HMR Eng.	59%	TWP 681	\$55,059	\$3,169	30	\$150,114	\$332,131
			RR 230	\$58,261	\$3,094	40	\$182,017	
	Stantec	51%	TWP 681	\$68,025	\$7,023	30	\$278,705	\$637,781
			RR 230	\$75,651	\$7,086	40	\$359,076	
	Sameng Inc.	43%	TWP 681	\$155,969	\$2,116	30	\$219,451	\$468,049
			RR 230	\$168,732	\$1,997	40	\$248,599	
	Oasis Eng.	41%	TWP 681	\$87,000	\$1,206	30	\$123,182	\$294,800
			RR 230	\$105,000	\$1,665	40	\$171,618	
	Wood	30%	TWP 681	\$126,700	\$4,186	30	\$252,289	\$570,788
			RR 230	\$150,016	\$4,212	40	\$318,499	

*Rate is determined by The Engineer's total for construction phase, over The Engineer's estimated number of construction days, as per the Terms of Reference.

Notes:

Bearisto and Associates:

- Local firm with outstanding history of rural road projects in GP area, and good past performance.
- Thorough outline of project deliverables and offered services. Indicates a firm dedicated to value.
- Innovative project management software for construction phase.
- Strong list of team members covering all technical aspects of the project.
- Provided a detailed scope of work that met Greenview's expectations.

WSP:

- GP based with strong project background, plenty of experience in relevant projects.
- Strong past performance with Greenview.
- Employee charge out rates are discounted 10% for this project.
- Conducted site assessment for proposal and outlined specific project challenges.
- Junior drafter has an M.SC.Eng and P.Eng. Appears to be overqualified.
- Estimated days of construction slightly below the average estimate and Greenview's estimate.

Based on the evaluation scores, Bearisto and WSP score significantly higher than the other proponents. The estimated total for Bearisto is ~\$18,000 lower in cost. Bearisto also scored 5% higher. Therefore Administration recommends Bearisto.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action will allow for Greenview to acquire the required engineering services for the aforementioned projects.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose one of the alternate consultants from the top two or lower. Any alternate choice must be consistent with the evaluation criteria in the matrix provided by Administration.

Alternative #2: Council has the alternative to not accept the recommended, and motion for more information.

FINANCIAL IMPLICATION:

Direct Costs: \$298,921.65

This includes consulting services, for Township Road 681 and Range Road 230 reconstruction and grading projects, with funds from the 2019/2020 Capital Budget for Roads, RD18006 & RD18011.

Ongoing / Future Costs:

In the case where the days of construction take more or less than anticipated by Administration (see table above), a day rate for engineering fees will apply:

Bearisto

Twp.681 day rate:

\$2,246.84

RR230 day rate:

\$2,193.63

For example, if Twp.681 takes 5 days longer to construct than estimated, Greenview will pay Bearisto an additional

5 x \$2,246.84= \$11,234.20 extra.

If construction of Twp.681 completes 5 days sooner than estimated, engineering fees will be less:

5 x \$2,246.84= \$11,234.20 saved.

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 notify the consultant of Council's choice.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **RR260 and RR201 Engineering Consultant**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH 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 award to WSP Range Road 260 and Range Road 201 construction projects for consulting services in the amount of \$261,009.57 with funds from the 2019/2020 Capital Budget and Connector Road Block Funding, RD18001A & RD18007.

BACKGROUND/PROPOSAL:

The RFP was advertised on APC and closed on November 6, 2018. This one of three RFP's that had two road projects combined for cost efficiency. RR260 and RR201 received eleven (11) bids and was evaluated by two Greenview staff and then the matrix was discussed with the General Manager.

The rating criteria is based on Five (5) categories: each category ranges from 0-5 in marks.

- (A) Corporate Qualifications and Experience (**10%**)
- (B) Staff Qualification and Experience (**20%**)
- (C) References and Past Performance (**20%**)
- (D) Project Time Scheduling (**15%**)
- (E) Cost & Services and Fee Scheduling (**35%**)

For example: Proposal "A" receives 4 out of 5 marks, this equates to 8% of category (A)

Proposal "A" receives 3 out of 5 marks, this equates to 12% of category (B)

After the five (5) categories have been evaluated, and the weighted percentages are added together for a final score out of 100%, administration were left with two (2) contenders listed below:

RR260 and RR201 Bid List

Rank	Bidder	Review Score	Road	Lump Sum Excluding Construction Phase	Day Rate for Construction Phase (All-Inclusive)*	GV Estimated Days Const.	Total Fees Per Road	Combined Total Fees
1st	WSP	74%	RR260	\$30,526	\$2,854	30	\$116,138	\$261,010
			RR201	\$38,966	\$3,530	30	\$144,872	
2nd	Allnorth	73%	RR260	\$75,130	\$2,109	30	\$138,410	\$274,885
			RR201	\$73,130	\$2,112	30	\$136,475	
	Beairsto	72%	RR260	\$78,066	\$2,393	30	\$149,871	\$305,817
			RR201	\$58,283	\$3,255	30	\$155,946	
	HMR Eng.	61%	RR260	\$60,985	\$3,380	30	\$162,398	\$347,563
			RR201	\$65,163	\$4,000	30	\$185,164	
	Project Eng.	59%	RR260	\$49,675	\$2,529	30	\$125,534	\$261,336
			RR201	\$47,531	\$2,942	30	\$135,803	
	Stantec	55%	RR260	\$58,782	\$8,930	30	\$326,686	\$525,390
			RR201	\$62,728	\$4,533	30	\$198,704	
	Oasis Eng.	54%	RR260	\$51,840	\$628	30	\$70,691	\$170,836
			RR201	\$73,440	\$890	30	\$100,145	
	Helix	49%	RR260	\$43,630	\$2,788	30	\$127,277	\$241,607
			RR201	\$30,365	\$4,000	30	\$114,330	
	Sameng Inc.	47%	RR260	\$141,236	\$1,935	30	\$199,295	\$390,999
			RR201	\$125,348	\$2,212	30	\$191,704	
	MPE	42%	RR260	\$166,401	\$2,991	30	\$256,126	\$403,428
			RR201	\$78,383	\$2,297	30	\$147,301	
	Wood	4%	RR260	\$111,278	\$4,277	30	\$239,587	\$446,237
			RR201	\$85,697	\$4,032	30	\$206,650	

*Rate is determined by The Engineer's total for construction phase, over The Engineer's estimated number of construction days, as per the Terms of Reference.

Notes:

WSP:

- GP based with strong project background, plenty of experience in relevant projects.
- Strong past performance with Greenview.
- Employee charge out rates are discounted 10% for this project.
- Conducted site assessment for proposal and outlined specific project challenges.
- Junior drafter has an M.SC.Eng and P.Eng. Appears to be overqualified.
- Estimated days of construction slightly below the average estimate and Greenview's estimate.

Allnorth:

- Experienced in rural roads GP County and Greenview. Provided robust list of relevant project history.
- Reference letters from other clients were positive and for relevant projects.
- Combined inspector and surveyor roles for cost savings. Proposed individual has short track record.
- Visited site and identified issues.
- Proposed project staff come in from across the province.

- Estimated days of construction matches Greenview's estimate.

Based on the evaluation scores, Bearisto, Allnorth and WSP score significantly higher than the other proponents. While these proposals offer services which fit the scope of work required by Greenview, the estimated total for WSP is ~\$13,000 lower in cost. WSP also scored highest. Therefore administration recommends WSP.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action will allow to Greenview to acquire the required engineering services for the aforementioned projects.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose one of the alternate consultants from the top two or lower. Any alternate choice must be consistent with the evaluation criteria in the matrix provided by administration.

Alternative #2: Council has the alternative to not accept the recommended, and motion for more information.

FINANCIAL IMPLICATION:

Direct Costs: \$261,009.57

Which includes consulting services, for Range Road 260 and Range Road 201 construction projects, with funds from the 2019/2020 Capital Budget and the Connector Road Block Funding for Roads (RD18001A & RD18007).

Ongoing / Future Costs:

In the case where the days of construction takes more or less than anticipated by Administration (see table above), a day rate for engineering fees will apply:

WSP

RR260 day rate:

\$2,853.73

RR201 day rate:

\$3,530.19

For example, if RR260 takes 5 days longer to construct than estimated, Greenview will pay WSP an additional

5 x \$2,853.73= \$14,268.65 extra.

If construction of RR260 completes 5 days sooner than estimated, engineering fees will be less:

5 x \$2,853.73= \$14,268.65 saved.

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 notify the consult of Council's choice.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT:	TWP 670 Engineering Consultant		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 10, 2018	CAO: MH	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 award to Beairsto & Associates Township Road 670 re-construction project for consulting services in the amount of \$341,697.44 with funds from the 2019/2020 Capital Budget for Roads, RD18012.

BACKGROUND/PROPOSAL:

The RFP was advertised on APC and closed on October 30th, 2018. TWP 670 received eight (8) bids and was evaluated by two Greenview staff and then the matrix was discussed with the General Manager.

The rating criteria is based on Five (5) categories: each category ranges from 0-5 in marks.

- (A) Corporate Qualifications and Experience **(10%)**
- (B) Staff Qualification and Experience **(20%)**
- (C) References and Past Performance **(20%)**
- (D) Project Time Scheduling **(15%)**
- (E) Cost & Services and Fee Scheduling **(35%)**

For example: Proposal “A” receives 4 out of 5 marks, this equates to 8% of category (A)

Proposal “A” receives 3 out of 5 marks, this equates to 12% of category (B)

After the five (5) categories have been evaluated, and the weighted percentages are added together for a final score out of 100%, administration were left with two (2) contenders listed below:

TWP.670 Bid List

Rank	Bidder	Review Score	Lump Sum Excluding Construction Phase	Day Rate for Construction Phase (All-Inclusive)*	Greenview's Estimated Days of Construction	Combined Total Fees
1st	Bearisto	75%	\$98,298.56	\$2,704.43	90	\$341,697.44
2nd	Allnorth	64%	\$112,017.00	\$3,000.80	90	\$382,089.00
	WSP	60%	\$37,260.00	\$3,077.89	90	\$314,270.00
	HMR Eng.	59%	\$77,550.00	\$2,967.33	90	\$344,610.00
	Stantec	55%	\$105,344.00	\$7,135.14	90	\$747,506.27
	Sameng Inc.	54%	\$205,008.80	\$2,096.68	90	\$393,709.70
	Oasis Eng.	36%	\$216,000.00	\$1,720.00	90	\$370,800.00
	Wood	28%	\$245,778.00	\$4,188.63	90	\$622,754.77

*Rate is determined by The Engineer's total for construction phase, over The Engineer's estimated number of construction days, as per the Terms of Reference.

Notes:

Bearisto and Associates:

- Local firm with outstanding history of rural road projects in GP area, and good past performance.
- Thorough outline of project deliverables and offered services. Indicates a firm dedicated to value.
- Innovative project management software for construction phase.
- Strong list of team members covering all technical aspects of the project.
- Provided a detailed scope of work that met Greenview's expectations.

Allnorth:

- Experienced in rural roads GP County and Greenview. Provided robust list of relevant project history.
- Reference letters from other clients were positive and for relevant projects.
- Combined inspector and surveyor roles for cost savings. Proposed individual has short track record.
- Visited site and identified issues.
- Proposed project staff come in from across the province.
- Estimated days of construction matches Greenview's estimate.

Based on the evaluation matrix, Bearisto scores significantly higher than the other proponents, and is ~\$40,000 lower in cost than the proponent in 2nd place. Therefore Administration recommends Bearisto.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action will allow to Greenview to acquire the required engineering services for the aforementioned projects.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose one of the alternate consultants from the top two or lower. Any alternate choice must be consistent with the evaluation criteria in the matrix provided by Administration.

Alternative #2: Council has the alternative to not accept the recommended, and motion for more information.

FINANCIAL IMPLICATION:

Direct Costs: \$341,697.44

Which includes consulting services, for TWP.670 re-construction project, with funds from the 2019/2020 Capital Budget for Roads (RD18012).

Ongoing / Future Costs:

In the case where the days of construction takes more or less than anticipated by Administration (see table above), a day rate for engineering fees will apply:

Beairsto

TWP670 day rate:

\$2,704.43

For example, if TWP670 takes 5 days longer to construct than estimated, Greenview will pay Beairsto an additional

$5 \times \$2,704.43 = \$13,522.15$ extra.

If construction of TWP670 completes 5 days sooner than estimated, engineering fees will be less:

$5 \times \$2,704.43 = \$13,522.15$ saved.

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 notify the consultant of Council's choice.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **RR64 and Twp.701 Engineering Consultant**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH 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 award to WSP Range Road 64 and Township Road 701 re-grade and a new construction project for consulting services in the amount of \$255,330.86 with funds from the 2019/2020 Capital Budget for Roads and Residential Road Block Funding, RD18008 & RD18005B.

BACKGROUND/PROPOSAL:

The RFP was advertised on APC and closed on November 6, 2018. This one of three RFP's that had two road projects combined for cost efficiency. RR64 and TWP701 received twelve (12) bids and was evaluated by two Greenview staff and then the matrix was discussed with the General Manager.

The rating criteria is based on Five (5) categories: each category ranges from 0-5 in marks.

- (A) Corporate Qualifications and Experience **(10%)**
- (B) Staff Qualification and Experience **(20%)**
- (C) References and Past Performance **(20%)**
- (D) Project Time Scheduling **(15%)**
- (E) Cost & Services and Fee Scheduling **(35%)**

For example: Proposal "A" receives 4 out of 5 marks, this equates to 8% of category (A)

Proposal "A" receives 3 out of 5 marks, this equates to 12% of category (B)

After the five (5) categories have been evaluated, and the weighted percentages are added together for a final score out of 100%, administration were left with two (2) contenders listed below:

RR64 and Twp.701 Bid List

Rank	Bidder	Review Score	Road	Lump Sum Excluding Construction Phase	Day Rate for Construction Phase (All-Inclusive)*	G Estimated Days Const.	Total Fees Per Road	Combined Total Fees
1st	WSP	84%	RR64	\$59,444	\$3,025	24	\$132,039	\$255,331
			TWP701	\$27,309	\$3,999	24	\$123,292	
2nd	Helix Eng.	82%	RR64	\$54,000	\$2,600	24	\$116,400	\$197,535
			TWP701	\$18,775	\$2,598	24	\$81,135	
	ISL Eng.	78%	RR64	\$36,845	\$794	24	\$55,900	\$88,875
			TWP701	\$13,920	\$794	24	\$32,975	
	Beairsto	71%	RR64	\$69,158	\$3,410	24	\$151,010	\$293,654
			TWP701	\$56,052	\$3,608	24	\$142,645	
	Project Eng.	69%	RR64	\$45,420	\$2,550	24	\$106,619	\$212,327
			TWP701	\$35,031	\$2,945	24	\$105,708	
	Allnorth	67%	RR64	\$73,453	\$1,214	24	\$102,583	\$185,760
			TWP701	\$49,958	\$1,384	24	\$83,177	
	HMR Eng.	57%	RR64	\$67,614	\$3,292	24	\$146,627	\$289,318
			TWP701	\$55,145	\$3,648	24	\$142,691	
	Oasis Eng.	56%	RR64	\$48,000	\$753	24	\$66,073	\$113,045
			TWP701	\$33,600	\$3,608	24	\$46,971	
	Stantec	54%	RR64	\$56,339	\$7,760	24	\$242,590	\$429,450
			TWP701	\$81,666	\$4,383	24	\$186,860	
	Sameng Inc.	45%	RR64	\$125,514	\$3,607	24	\$212,074	\$384,008
			TWP701	\$134,965	\$1,540	24	\$171,934	
	MPE Eng.	44%	RR64	\$156,208	\$3,355	24	\$236,717	\$372,403
			TWP701	\$49,296	\$3,600	24	\$135,687	
	Wood	25%	RR64	\$131,118	\$4,713	24	\$244,227	\$496,775
			TWP701	\$70,203	\$7,598	24	\$252,548	

*Rate is determined by The Engineer's total for construction phase, over The Engineer's estimated number of construction days, as per the Terms of Reference.

Notes:

WSP:

- GP based with strong project background, plenty of experience in relevant projects.
- Strong past performance with Greenview.
- Employee charge out rates are discounted 10% for this project.
- Conducted site assessment for proposal and outlined specific project challenges.
- Junior drafter has an M.SC.Eng and P.Eng. Appears to be overqualified.
- Estimated days of construction slightly below the average estimate and Greenview's estimate.

Helix:

- Overseen multiple projects for urban street rehab and land development.
- Provided Greenview with positive references from their clients. No past experience with Greenview.
- Staff have adequate years of relevant expertise.
- Estimated days of construction below the average estimate and Greenview's estimate.
- Misunderstood RFP Addendum 1.
- Local consultant, based in Grand Prairie.

ISL:

- Has office and staff in Grand Prairie.
- Experienced consultant in water and sewer projects, and urban street rehabilitation.
- Bid does not seem feasible. Greenview may see scope changes from ISL in attempt to recover costs.
- ISL's site inspection averages only 3 hours per day. Greenview Administration expects minimum of 8.

WSP scored highest overall on criteria including price, services offered, corporate & staff qualifications and, time scheduling. WSP has an excellent project history with Greenview. In their proposal, WSP demonstrated a much better project understanding than other top contenders. It was clear within their proposal that WSP's price is well justified and reasonable. Therefore Administration recommends WSP.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action will allow to Greenview to acquire the required engineering services for the aforementioned projects.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose one of the alternate consultants from the top two or lower. Any alternate choice must be consistent with the evaluation criteria in the matrix provided by Administration.

Alternative #2: Council has the alternative to not accept the recommended, and motion for more information.

FINANCIAL IMPLICATION:**Direct Costs: \$255,330.86**

Which includes consulting services, for Range Road 64 and Township Road 701 grading and new construction projects for consulting services in the amount of \$255,330.86 with funds from the 2019/2020 Capital Budget for Roads and Residential Block Funding, RD18008 & RD18005B.

Ongoing / Future Costs:

In the case where the days of construction takes more or less than anticipated by Administration (see table above), a day rate for engineering fees will apply:

WSP's day rate

RR64 day rate:

\$3,024.79

TWP701 day rate:

\$3,999.29

For example, if RR64 takes 5 days longer to construct than estimated, Greenview will pay WSP an additional
 $5 \times \$3024.79 = \$15,123.95$ extra.

If construction of RR64 completes 5 days sooner than estimated, engineering fees will be less:

$5 \times \$3024.79 = \$15,123.95$ saved.

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 notify the consult of Council's choice.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **Recreation Board Agreements**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: December 10, 2018
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the progress update on the establishment of funding agreements with the Grovedale South Wapiti Recreation Board, East Smoky Recreation Board and Crooked Creek Recreation Board for information, as presented.

BACKGROUND/PROPOSAL:

Throughout the 1980's three recreation boards (East Smoky, Grovedale South Wapiti, and Crooked Creek Recreation Boards) were established within Greenview through a Ministerial Order by Municipal Affairs for the purpose of providing opportunity for recreational and cultural activities to their respective area residents.

Each board established their own bylaws, which among other governance, indicated that a Greenview elected official be a voting board member. Much of the funding the boards receive is provided by Greenview and conditions such as the submission of meeting minutes and annual financial statements are requested, however no formal agreement is in place.

Upon a report of these findings to Council, Administration was authorized to enter into recreation funding agreements with each of the aforementioned recreation boards. In an effort to ensure that each board retains autonomy, the intent of the agreements is not to change or infringe on the existing governance structure established through existing Bylaw's. Rather, the agreements are intended to ensure accountability and fairness of the Greenview funds to the communities by formally establishing simple measures such as financial accountability and reinforcing already existing governance such as board membership.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of accepting the recommended motion is that the Council will be provided up to date information regarding the establishment of funding agreements with the Grovedale South Wapiti, East Smoky and Crooked Creek Recreation Boards.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion

ALTERNATIVES CONSIDERED:

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

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:

Administration will be contacting each Recreation Board to have the agreement formally executed.

ATTACHMENT(S):

- Grovedale South Wapiti Memorandum of Agreement
- Crooked Creek Memorandum of Agreement
- East Smoky Memorandum of Agreement

MEMORANDUM OF AGREEMENT

BETWEEN: The Grovedale South-Wapiti Recreation Board
P.O. Box 69
Grovedale, Alberta T0H 1X0
(hereinafter referred to as the “Grovedale Recreation Board”)

And

The Municipal District of Greenview No. 16
P.O. Box 1079
Valleyview, Alberta T0H 3N0
(hereinafter called “Greenview”)

RE: Grovedale Recreation Board Services

WHEREAS The Grovedale Recreation Board and Greenview wish to enter into an agreement for the provision of recreation services to their area residents; and

THEREFORE THE PARTIES TO THIS AGREEMENT, in consideration of the mutual promises and covenants hereafter contained, agree as follows:

1. Organizational

1.1 In compliance with the Grovedale Recreation Board Bylaw, the Board of Directors shall consist of:

1.1.1 7 persons elected at the annual meeting.

1.1.2 1 member representing Greenview.

1.1.3 Of the said seven members, three shall hold office for two consecutive years, and four shall hold office for three alternate consecutive years, so that only one half of the said Board shall be newly elected each year.

1.2 In the month of January in each year, the Board shall submit a complete annual report to Greenview with a financial statement.

1.3 All meetings will be recorded with accurate minutes and be made available to Greenview.

1.4 The Grovedale Recreation Board shall hold an annual meeting on or before the 31st day of January in each year in a public venue.

2. Financing

2.1 Upon receiving an annual financial statement from the Grovedale Recreation Board, Greenview will provide funding in accordance with the Municipal District of Greenview No. 16 Approved Annual Budget.

2.2 Greenview's funding contribution must be publicly recognized and advertised, as per negotiation with Greenview.

3. General

3.1 The Grovedale Recreation Board shall be solely responsible for the overall operation of the Board and agrees to indemnify and save harmless the Municipal District of Greenview from all claims, damages, costs, losses, expenses and actions caused by, or arising out of the operation of the board.

3.2 This Agreement shall be deemed to have come into effect on _____ 20____ and will remain in effect until either party terminates the agreement.

3.3 Either Party may terminate this Agreement at any time and for any reason by giving written notice as of December 1st of the current calendar year, to the other Party.

3.4 This Agreement may be amended by mutual consent in writing by all parties hereto.

IN WITNESS WHEREOF the parties hereto have affixed their signatures and corporate seal

this _____ day of _____, 2018.

Municipal District of Greenview No. 16

Grovedale Recreation Board

Per: _____

Per: _____

MEMORANDUM OF AGREEMENT

BETWEEN: The Crooked Creek Recreation Board

P.O. Box 91

Crooked Creek, Alberta T0H 0Y0

(hereinafter referred to as the “Crooked Creek Recreation Board”)

And

The Municipal District of Greenview No. 16

P.O. Box 1079

Valleyview, Alberta T0H 3N0

(hereinafter called “Greenview”)

RE: Crooked Creek Recreation Board Services

WHEREAS The Crooked Creek Recreation Board and Greenview wish to enter into an agreement for the provision of the operation and maintenance of the Ridgevalley Arena; and

THEREFORE THE PARTIES TO THIS AGREEMENT, in consideration of the mutual promises and covenants hereafter contained, agree as follows:

1. Organizational

- 1.1 The club agrees to obtain such consent, approval or licenses as may be necessary to operate the Ridgevalley Arena and will maintain at all times adequate insurance to cover any loss that may arise from its operation.
- 1.2 The Board shall submit a complete annual report to Greenview with a financial statement.
- 1.3 All meetings will be recorded with accurate minutes and be made available to Greenview upon request.
- 1.4 A Greenview elected official or alternate must be a voting member of the board.
- 1.5 The Crooked Creek Recreation Board shall hold an annual meeting on or before the 31st day of April in each year in a public venue.

2. Financing

- 2.1 Upon receiving an annual financial statement from the Crooked Creek Recreation Board, Greenview will provide funding in accordance with the Municipal District of Greenview No. 16 Approved Annual Budget.
- 2.2 Greenview's funding contribution must be publicly recognized and advertised, as per negotiation with Greenview.

3. General

- 3.1 The Crooked Creek Recreation Board shall be solely responsible for the overall operation of the Board and agrees to indemnify and save harmless the Municipal District of Greenview from all claims, damages, costs, losses, expenses and actions caused by, or arising out of the operation of the board.
- 3.2 This Agreement shall be deemed to have come into effect on _____ 20____ and will remain in effect until either party terminates the agreement.
- 3.3 Either Party may terminate this Agreement at any time and for any reason by giving written notice as of December 1st of the current calendar year, to the other Party.
- 3.4 This Agreement may be amended by mutual consent in writing by all parties hereto.

IN WITNESS WHEREOF the parties hereto have affixed their signatures and corporate seal

this _____ day of _____, 2018.

Municipal District of Greenview No. 16

Crooked Creek Recreation Board

Per: _____

Per: _____

MEMORANDUM OF AGREEMENT

BETWEEN: The East Smoky Recreation Board
(hereinafter referred to as the “East Smoky Recreation Board”)

And

The Municipal District of Greenview No. 16
P.O. Box 1079
Valleyview, Alberta T0H 3N0
(hereinafter called “Greenview”)

RE: East Smoky Recreation Board Services

WHEREAS The East Smoky Recreation Board and Greenview wish to enter into an agreement for the provision of recreation services to their area residents; and

THEREFORE THE PARTIES TO THIS AGREEMENT, in consideration of the mutual promises and covenants hereafter contained, agree as follows:

1. Organizational

1.1 In compliance with the East Smoky Recreation Board Bylaw:

- 1.1.1 Twelve (12) persons elected at the annual meeting.
- 1.1.2 One (1) member representing Greenview.
- 1.1.3 Of the said twelve elected members, six shall hold office for two consecutive years, and six shall hold office for two alternate consecutive years, so that only one half of the said Board shall be newly elected each year.

1.2 In the month of January in each year, the Board shall submit a complete annual report to Greenview with a financial statement.

1.3 All meetings will be recorded with accurate minutes and be made available to Greenview.

1.4 The East Smoky Recreation Board shall hold an annual meeting on or before the 31st day of January in each year in a public venue.

2. Financing

2.1 Upon receiving an annual financial statement from the East Smoky Recreation Board, Greenview will provide funding in accordance with the Municipal District of Greenview No. 16 Approved Annual Budget.

2.2 Greenview's funding contribution must be publicly recognized and advertised, as per negotiation with Greenview.

3. General

3.1 The East Smoky Recreation Board shall be solely responsible for the overall operation of the Board and agrees to indemnify and save harmless the Municipal District of Greenview from all claims, damages, costs, losses, expenses and actions caused by, or arising out of the operation of the board.

3.2 This Agreement shall be deemed to have come into effect on _____ 20____ and will remain in effect until either party terminates the agreement.

3.3 Either Party may terminate this Agreement at any time and for any reason by giving written notice as of December 1st of the current calendar year, to the other Party.

3.4 This Agreement may be amended by mutual consent in writing by all parties hereto.

IN WITNESS WHEREOF the parties hereto have affixed their signatures and corporate seal
this _____ day of _____, 2018.

Municipal District of Greenview No. 16

East Smoky Recreation Board

Per: _____

Per: _____



REQUEST FOR DECISION

SUBJECT: **Valleyview and District Recreation Agreement**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH 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 authorize Administration to enter into the Valleyview and District Recreation Agreement with the Town of Valleyview.

BACKGROUND/PROPOSAL:

In 2012, Greenview and the Town of Valleyview entered into a Valleyview and District Recreation Agreement. The purpose of the agreement was to establish a joint board to operate and maintain the Valleyview Recreation Board, the Valleyview Polar Palace Arena, and the Valleyview Swimming Pool and to promote, foster, create and operate recreational programs and services.

The financial structure of the agreement committed Greenview to providing fifty percent (50%) of the previous years' operating deficit for the arena, pool, and recreation board and fifty percent (50%), up to a maximum of five thousand dollars (\$5,000.00) for the recreation board to allocate as grants to non-profit clubs and organizations. In addition to funding operating expenses, the agreement also identified that a capital plan identifying capital needs and estimated expenditures be brought forward for discussion between the parties, which has resulted in annual expenses.

As an example of the financial commitment, Greenview's 2016 and 2017 expenses are displayed below minus the outdoor swimming pool due to it no longer being a factor if a new agreement is implemented. In addition, the 2018 Greenview Regional Multiplex operating projection is displayed for information.

Budget Line	Year	Amount
Recreation Board Grants	2016	\$5,000.00
Recreation Board Grants	2017	\$5,000.00
Polar Palace Arena	2016	\$195,695.53
Polar Palace Arena	2017	\$197,401.18
Recreation Board	2016	\$136,581.66
Recreation Board	2017	\$142,056.47
Capital	2016	\$50,000.00
Capital	2017	\$14,225.20
Total		\$745,960.04
*2018 Greenview Regional Multiplex Operating Projection		\$944,500.00

Administration is recommending that a new agreement be implemented and has structured it the same as its predecessor. However, Administration also recommends that Council review the level of financial commitment before proceeding.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of accepting the recommended motion is that the Greenview will have an updated recreation agreement with the Town of Valleyview that reflects a level of commitment acceptable to Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion

ALTERNATIVES CONSIDERED:

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

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:

Administration will contact the Town of Valleyview to discuss the results of Council's decision and formalize an agreement.

ATTACHMENT(S):

- Valleyview and District Recreation Agreement – Draft
- Valleyview and District Recreation Agreement 2012 - 2017

VALLEYVIEW AND DISTRICT RECREATION AGREEMENT

between

THE TOWN OF VALLEYVIEW

P. O. Box 270
Valleyview, Alberta
T0H 3N0

and

THE MUNICIPAL DISTRICT OF GREENVIEW

P. O. Box 1079
Valleyview, Alberta
T0H 3N0

VALLEYVIEW RECREATION AGREEMENT

Made this _____ day of _____, 2018

BETWEEN:

THE TOWN OF VALLEYVIEW

of the first part

and

THE MUNICIPAL DISTRICT OF GREENVIEW

of the second part

(hereinafter referred to as the "Participating Municipalities")

WHEREAS, the Participating Municipalities desire to establish a joint Board to operate and maintain the Valleyview Recreation Board and the Valleyview Polar Palace to promote, foster, create and operate recreational programs in the Town of Valleyview and within the boundaries of the Municipal District of Greenview as shown on Schedule "A"; and

WHEREAS, the Participating Municipalities have agreed the joint Board shall be known as the "Valleyview and District Recreation Board" (hereinafter referred to as the "Board");

THEREFORE, in consideration of these presents, the Participating Municipalities hereto covenant and agree as follows:

1. ORGANIZATIONAL:

1.1 The Board shall consist of:

- a. no more than two (2) will be municipal Councillors and two (2) Members-at-Large appointed by the Town of Valleyview.
- b. no more than two (2) will be municipal Councillors and three (3) Members-at-Large appointed by the Municipal District of Greenview.

1.2 All members shall be appointed annually by their respective Participating Municipalities, of which one shall be an elected official.

1.3 The Board shall elect from among themselves a Chairman.

1.4 No Officer or Board member shall be an employee or contractor of the Board.

- 1.5 The Participating Municipalities may appoint one alternate member to represent them in the absence of their regular member, and in such absence the alternate member shall have full voting rights.
- 1.6 Should a vacancy occur on the Board, the Participating Municipality responsible for such appointment shall, within SIXTY (60) DAYS from the date of such vacancy, appoint another person to complete the unexpired term.
- 1.7 If an appointed member is absent from three (3) consecutive meetings without approval from the Board, that member may be removed and/or replaced by the respective municipality.

2. MEETINGS:

- 2.1 General meetings of the Board shall be held on a regular basis, as determined by the Board, to present progress reports on the operation of the recreation facilities, programs and services.
- 2.2 At any meeting, five members will constitute a quorum. A meeting of the Board must have a quorum before a meeting can be held. Should an emergent meeting be held without a quorum, then any business dealt with at such meeting where a quorum was not present, must receive consent at the following meeting when a quorum is in attendance.
- 2.3 All members of the Board shall vote, and a tied vote shall be deemed as lost.
- 2.4 A Board member shall abstain from voting and declare themselves as being in a conflict of interest if that member has a pecuniary interest in the matter. A member has a pecuniary interest if
 - a) the matter could monetarily affect the Board Member or an employer of the Board Member, or
 - b) the Board Member knows or should know that the matter could monetarily affect the Board Member's family.

3. ROLES AND RESPONSIBILITIES:

- 3.1 The Board shall have total responsibility and control of those matters and systems required for the day to day operations and maintenance pertaining to the Recreation programs, facilities and services as outlined on Schedule "B". The Participating Municipalities shall share responsibilities as outlined on Schedule "B".
- 3.2 The Board shall be responsible to maintain records of all actions that take place for the Board.

- 3.3 The Town shall hire and appoint a Recreation Director who shall:
- 3.3.1 take minutes of all meetings of the Board.
 - 3.3.2 transmit copies of all minutes to the Participating Municipalities Council's within 2 weeks after a meeting; and to all members of the Board prior to their next meeting.
 - 3.3.3 make necessary arrangements for meetings of the Board, including reservations for a meeting room, and notify members with not less than FORTY-EIGHT (48) HOURS of notice.
 - 3.3.4 prepare a proposed budget for the upcoming year of the operations and present it to the Board.
 - 3.3.5 present the proposed budget annually for approval by all Participating Municipalities prior to November 30th prior to the year the budget is to take effect.
 - 3.3.6 prepare a statement of expenditures for each year of operation of the Complex for auditing as required and present this to the Participating Municipalities.
 - 3.3.7 keep records of all revenues and expenditures made on behalf of the Board.
- 3.4 The Recreation Director shall present to the Board the previous years' audited financial statement and the proposed budget for the upcoming year.
- 3.5 The Chairman shall preside over all meetings of the Board, vote as a normal member of the Board.
- 3.6 The Board may appoint sub-committees to deal with any special phase of the matters coming within the scope and jurisdiction of the Board as herein set forth.

4. FINANCING:

- 4.1 Upon receiving an annual financial statement from the Town, the Municipal District shall provide annual funding as follows:
- 4.1.1 fifty percent (50%) of the previous years' operating deficit for the operation of the Polar Palace Arena.
 - 4.1.2 fifty percent (50%) of the previous years' operating deficit for the operation of the Recreation Board.

- 4.2 The Municipal District shall forward their annual contribution on or before July first each year.
- 4.3 No provision shall be made in the operating budget for either an operating deficit or surplus.
- 4.4 Each year's operating budget shall include a transfer of funds to a Reserve Depreciation Fund, to be used for the purpose of equipment and building replacement as required.
- 4.5 Prior to December of each year the Board shall prepare a five year capital plan identifying capital needs and estimated expenditures and submit the plan to the Town and the Municipal District.
- 4.6 The Town and the Municipal District shall meet to discuss the five year capital plan and determine their respective funding contribution if any.
- 4.7 The Town and the Municipal District shall at a regular scheduled Council meeting approve the five year capital plan and the funding contribution.

5. GENERAL:

- 5.1 For the purpose of this Agreement addresses for each Participating Municipality shall be as listed below:

Town of Valleyview
P.O. Box 270
Valleyview, Alberta
T0H 3N0

and

Municipal District of Greenview
P. O. Box 1079
Valleyview, Alberta
T0H 3N0

- 5.2 The Town shall be solely responsible for the overall operation of the Board and agrees to indemnify and save harmless the Municipal District from all claims, damages, costs, losses, expense and actions caused by, or arising out of the operation of the Board.
- 5.3 The Town agrees to obtain such consent, approval or licenses as may be necessary to operate the facilities, programs, and services and will maintain at all times adequate insurance to cover any loss that may arise out of the operation of the facilities, programs, or services.
- 5.4 Greenview's funding contribution must be publicly recognized and advertised, as per negotiation with Greenview.

- 5.5 This agreement may be amended by mutual consent of the Participating Municipalities in writing.
- 5.6 This agreement shall be deemed to have come into effect on January 1, 2018. Any Party may terminate this Agreement at any time and for any reason by giving written notice as of December 31st of the current calendar year, to the other Party.
- 5.7 This Agreement shall automatically terminate if, in the sole opinion of Greenview, Greenview is subjected to a significant financial restructuring from a change in provincial government policy, regulations or laws.
- 5.8 This Agreement shall automatically terminate should either party restructure (dissolve or otherwise alter incorporation status, etc.) or in Greenview's case be subjected to a significant financial restructuring (linear pooling, etc.)

IN WITNESS WHEREOF the parties hereto have affixed their hands and/or corporate seals as of the day, month and year written above:

TOWN OF VALLEYVIEW:

M. D. OF GREENVIEW NO. 16:

Mayor

Reeve

seal

seal

Town Manager

Chief Administrative Officer

SCHEDULE " A "



SCHEDULE " B "

VALLEYVIEW AND DISTRICT RECREATION AGREEMENT AREAS OF AUTHORITY AND RESPONSIBILITY

RECREATION BOARD:

PROGRAMMING:

- Complete control of programming and related Board functions within the amounts set out in the budget as approved by the municipalities.
- Responsible for facility rentals (Swanson Room, Craft Room, Recreation Office and Ice Surface).
- Ensures that the public is kept informed of the programs offered.

ARENA:

- Acts as liaison with user groups.
- Sets ice users Schedule of Fees in conjunction with users and the Town.
- Advises Town on the setting of arena rental rates.
- Recommends to the Town capital improvements or changes in operations.

OUTLYING COMMUNITIES:

- Establishes ongoing communications with the four community groups (Sunset House, Sweathouse, Little Smoky and New Fish Creek).
- Assists in the coordination and provision of joint recreational activities with all community groups.

...continued

TOWN OF VALLEYVIEW:

PROGRAMMING:

- Provides all administrative support for the Board (Accounts Receivable, Accounts Payable, bookkeeping, payroll, banking, auditing).
- Supplies office space in the arena and associated equipment.
- Contributes financially as per Agreement.

ARENA:

- Responsible for all operations and maintenance of the physical plant.

M.D. OF GREENVIEW:

PROGRAMMING:

- Contributes financially as per Agreement.

ARENA:

- Contributes financially as per Agreement.

VALLEYVIEW AND DISTRICT RECREATION AGREEMENT

between

THE TOWN OF VALLEYVIEW

P.O. Box 270
Valleyview, Alberta
T0H 3N0

and

THE MUNICIPAL DISTRICT OF GREENVIEW

P.O. Box 1079
Valleyview, Alberta
T0H 3N0

VALLEYVIEW RECREATION AGREEMENT

Made this 12th day of July, 2012.

BETWEEN:

THE TOWN OF VALLEYVIEW
of the first part

and

THE MUNICIPAL DISTRICT OF GREENVIEW
of the second part

(hereinafter referred to as the "Participating Municipalities")

WHEREAS, the Participating Municipalities desire to establish a joint Board to operate and maintain the Valleyview Recreation Board, the Valleyview Polar Palace and the Valleyview Swimming Pool and to promote, foster, create, and operate recreational programs, services, and leadership training opportunities in the Town of Valleyview and within the boundaries of the Municipal District of Greenview as shown on Schedule "A"; and

WHEREAS, the Participating Municipalities have agreed the joint Board shall be known as the "Valleyview and District Recreation Board" (hereinafter referred to as the "Board");

THEREFORE, in consideration of these presents, the Participating Municipalities hereto covenant and agree as follows:

1. ORGANIZATIONAL:

- 1.1 The Board shall consist of:
 - a. 4 representatives appointed by the Town of Valleyview.
 - b. 5 representatives appointed by the Municipal District of Greenview
- 1.2 All members shall be appointed annually by their respective Participating Municipalities, of which one shall be an elected official.
- 1.3 The Board shall elect from among themselves a Chairman.
- 1.4 No officer or Board member shall be an employee or contractor of the Board.

- 1.5 The Participating Municipalities may appoint one alternate member to represent them in the absence of their regular member, and in such absence the alternate member shall have full voting rights.
- 1.6 Should a vacancy occur on the Board, the Participating Municipality responsible for such appointment shall, within SIXTY (60) DAYS from the date of such vacancy, appoint another person to complete the unexpired term.
- 1.7 If an appointed member is absent from three (3) consecutive meetings without approval from the Board, that member may be removed and/or replaced by the respective municipality.

2. **MEETINGS:**

- 2.1 General meetings of the Board shall be held on a regular basis, as determined by the Board, to present progress reports on the operation of the recreation facilities, programs and service.
- 2.2 At any meeting, five members will constitute a quorum. A meeting of the Board must have a quorum before a meeting can be held. Should an emergent meeting be held without a quorum, then any business dealt with at such meeting where a quorum not present, must receive consent at the following meeting when a quorum is in attendance.
- 2.3 All members of the Board shall vote, and a tied vote shall be deemed as lost.
- 2.4 A Board member shall abstain from voting and declare themselves as being in a conflict of interest if that member has a pecuniary interest in the matter. A member has a pecuniary interest if:
 - a) The matter could monetarily affect the Board Member or an employer of the Board Member, or
 - b) The Board Member knows or should know that the matter could monetarily affect the Board Member's family.

3. ROLES AND RESPONSIBILITIES:

- 3.1 The Board shall have total responsibility and control of those matters and systems required for the day to day operations and maintenance pertaining to the Recreation programs, facilities, and services as outlined on Schedule "B". The Participating Municipalities shall share responsibilities as outlined on Schedule "B".
- 3.2 The Board shall be responsible to maintain records of all actions that take place for the Board.
- 3.3 The Town shall hire and appoint a Recreation Director who shall:
 - 3.3.1 take minutes of all meetings of the Board.
 - 3.3.2 transmit copies of all minutes to the Participating Municipalities Council's within 2 weeks after a meeting; and to all members of the Board prior to their next meeting.
 - 3.3.3 make necessary arrangements for meetings of the Board, including reservations for a meeting room, and notify members with not less than FORTY-EIGHT (48) HOURS of notice.
 - 3.3.4 prepare a proposed budget for the upcoming year of the operations and present it to the Board.
 - 3.3.5 present the proposed budget annually for approval by all Participating Municipalities prior to November 30th prior to the year the budget is to take effect.
 - 3.3.6 prepare a statement of expenditures for each year of operation of the Complex for auditing as required and present this to the Participating Municipalities.
 - 3.3.7 keep record of all revenues and expenditures made on behalf of the Board.
- 3.4 The Recreation Director shall present to the Board the previous years' audited financial statement and the proposed budget for the upcoming year.
- 3.5 The Chairman shall preside over all meetings of the Board, vote as a normal member of the Board.
- 3.6 The Board may appoint sub-committees to deal with any special phase of the matters coming within the scope and jurisdiction of the Board as herein set forth.

4. **FINANCING:**

- 4.1 Upon receiving an annual financial statement from the Town, the Municipal District shall provide annual funding as follows:
- 4.1.1 fifty percent (50%) of the previous years' operating deficit for the operation of the Valleyview swimming pool.
 - 4.1.2 fifty percent (50%) of the previous years' operating deficit for the operation of the Polar Palace Arena.
 - 4.1.3 fifty percent (50%) of the previous years' operating deficit for the operation of the Recreation Board.
 - 4.1.4 fifty percent (50%), up to a maximum of FIVE THOUSAND DOLLARS (\$5,000.00), for the Recreation Board to allocate as grants to non-profit clubs and organizations.
- 4.2 The Municipal District shall forward their annual contribution on or before July first each year.
- 4.3 No provision shall be made in the operating budget for either an operating deficit or surplus.
- 4.4 Each year's operating budget shall include a transfer of funds to a Reserve Depreciation Fund, to be used for the purpose of equipment and building replacement as required.
- 4.5 Prior to December of each year the Board shall prepare a five year capital plan identifying capital needs and estimated expenditures and submit the plan to the Town and the Municipal District.
- 4.6 The Town and the Municipal District shall meet to discuss the five year capital plan and determine their respective funding contribution if any.
- 4.7 The Town and the Municipal District shall at a regular scheduled Council meeting approve the five year capital plan and the funding contribution.

5. **GENERAL:**

- 5.1 A participating municipality may withdraw from this agreement at any time upon at least ONE HUNDRED AND EIGHTY (180) DAYS prior written notice of

termination intent to be effective the end of the calendar year in which notice is given.

- 5.2 For the purpose of this Agreement addressed for each Participating Municipality shall be as listed below:

Town of Valleyview
P.O. Box 270
Valleyview, Alberta
T0H 3N0

and

Municipal District of Greenview
P.O. Box 1079
Valleyview, Alberta
T0H 3N0

- 5.3 The Town shall be solely responsible for the overall operation of the Board and agrees to indemnify and save harmless the Municipal District from all claims, damages, costs, losses, expenses, and actions caused by, or arising out of the operation of the Board.
- 5.4 The Town agrees to obtain such consent, approval, or licenses as may be necessary to operate the facilities, programs, and services and will maintain at all times adequate insurance to cover any loss that may arise out of the operation of the facilities, programs, or services.
- 5.5 This agreement may be amended by mutual consent of the Participating Municipalities in writing.
- 5.6 This agreement shall be deemed to have come into effect on January 1, 2012 and shall terminate December 31, 2017.

IN WITNESS WHEREOF the parties have affixed their hands and/or corporate seals as of the day, month, and year written above:


TOWN OF VALLEYVIEW



MAYOR

seal

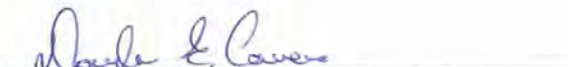
M.D. OF GREENVIEW NO. 16



REEVE

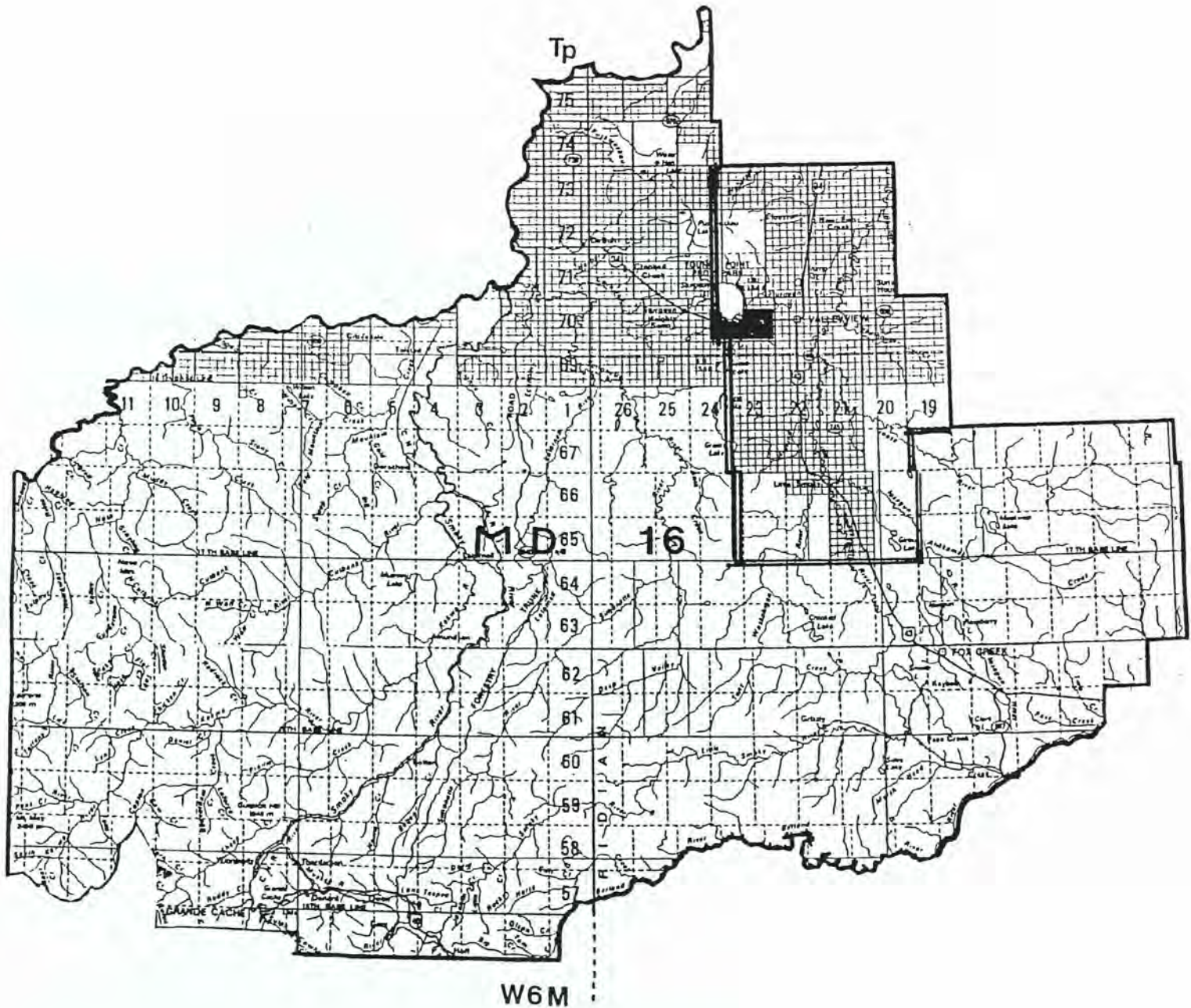
seal



Town Manager

Municipal Manager

SCHEDULE "A"



SCHEDULE "B"

VALLEYVIEW AND DISTRICT RECREATION AGREEMENT AREAS OF AUTHORITY AND RESPONSIBILITY

RECREATION BOARD:

PROGRAMMING:

- Complete control of programming and related Board functions within the amounts set out in the budget as approved by the municipalities.
- Responsible for facility rentals (Swanson Room, Craft Room, Recreation Office, and Ice Surface).
- Ensures that the public is kept informed of the programs offered.

ARENA:

- Acts as liaison with user groups.
- Sets ice users Schedule of Fees in conjunction with users and the Town.
- Advises Town on the setting of arena rental rates.
- Recommends to the Town capital improvements or changes in operations.

SWIMMING POOL:

- Operates pool within budget as approved by the Municipalities.
- Advises Town on the setting of all pool rates.

OUTLYING COMMUNITIES

- Establishes ongoing communications with the four community groups (Sunset House, Sweathouse, Little Smoky, and New Fish Creek).
- Assists in the coordination and provision of joint recreational activities with all community groups.

...continued

TOWN OF VALLEYVIEW

PROGRAMMING:

- Provides all administrative support for the Board (Accounts Receivable, Accounts Payable, bookkeeping, payroll, banking, auditing).
- Supplies office space in the arena and associated equipment.
- Contributes financially as per Agreement.

ARENA:

- Responsible for all operations and maintenance of the physical plant.

POOL:

- Responsible for all operations and maintenance of the physical plant.
- Provides all administration support for the Board and Pool Director with respect to their area of responsibility (accounts Receivable, Accounts Payable, bookkeeping, payroll, banking, auditing)

M.D. OF GREENVIEW:

PROGRAMMING:

- Contributes financially as per Agreement.

ARENA:

- Contributes financially as per Agreement.

SWIMMING POOL:

- Contributes financially as per Agreement.



685 V02

TOWN OF VALLEYVIEW

BOX 270
VALLEYVIEW, ALBERTA
T0H 3N0
PHONE: 524-5150
FAX: 524-2727

Municipal District of Greenview #16
Box 1079
Valleyview, Alberta
T0H 3N0

June 28th, 2012

Attention: Mr. Douglas Cavers, CAO

Dear Doug:

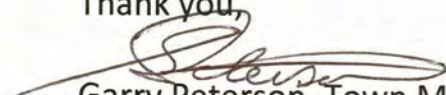
Enclosed please find the following items for your consideration:

1. A cheque in the amount of \$1,141,152.72 as the Towns final payment on the cost share portion for the Medical Clinic.
2. A cheque in the amount of \$37,871.90 as the Towns annual payment for the emergency services building.
3. 2 copies of the Valleyview Cemetery Agreement.
4. 2 copies of the Valleyview and District Recreation Agreement.
5. 2 copies of the Memorandum of Agreement for the Memorial Hall Operation.

Please have the appropriate signing authorities sign both copies of the agreements and please return one signed copy back to the Town. We would also appreciate a receipt for the payments for the Medical Clinic and Emergency Services building.

If you have any questions please feel free to contact me at your convenience.

Thank you,



Garry Peterson, Town Manager

Cc: Mayor Lymburner and Council.

MUNICIPAL DISTRICT
OF GREENVIEW No. 16**RECEIVED**

OCT 19 2011

VALLEYVIEW

*XC- Bob C.
Donna D.
Oct. 19/11 LW*

Memo

To: Municipal District of Greenview Council**From:** Pat Brothers**Date:** October 17, 2011**Re:** Valleyview & District Recreation Department 2011 Budget

Message

Dear Council Members

Please find the attached proposed 2012 Operating Budget, 2012 Capital Budget, and the Ten Year Capital Plan that was approved at the October 11, 2010 meeting of the Valleyview & District Recreation Board.

The financial funding that we are requesting is as follows:

ALL FUNDING AMOUNTS ARE USING THE ASSUMPTION THAT THE NEW PENDING AGREEMENTS, WILL BE SIGNED AND THE TWO MUNICIPALITIES WILL SHARE THE OPERATING DEFICIT 50%/ 50%

Recreation Board	(as per pending agreement)	\$ 92,520.00
Swimming Pool	(as per pending agreement)	\$ 63,425.00
Polar Palace Arena	(as per pending agreement)	\$142,430.00
Memorial Hall	(as per pending agreement)	\$ 20,950.00
2012 Capital Projects		\$ 25,000.00

INTERIM RECREATION DEPARTMENT BUDGET						Actual	2009	Actual	2010	Budget	2011	Budget	2012
REVENUE													
1-70-473	REC BRD/WINTER PROGRAMS						4,810.98		3,835.42		4,500.00		4,000.00
1-70-474	REC BRD/SUMMER PROGRAMS						3,075.24		4,218.82		4,500.00		3,500.00
1-70-475	REC BRD/PUBLIC SKATE												
1-70-477	REC BRD/SPECIAL EVENTS						4,142.70		4,025.90		9,500.00		10,000.00
1-70-479	REC BRD/MISC REVENUE						1,346.24		1,107.62		1,400.00		1,400.00
1-70-560	REC BRD/RENTALS						6,584.04		5,249.92		5,500.00		5,500.00
1-70-600	REC BRD/ COMMUNITY CHANNEL								25.00		50.00		
1-70-830	REC BRD/S.C.C.P.GRANT												
1-70-842	REC BRD/STEP						1,960.00		1,960.00		1,960.00		1,960.00
1-70-850	REC BRD/MD #16 CONDITIONAL GRANTS						54,343.65		61,554.75		63,000.00		92,520.00
1-70-930	REC BRD/TRANSFER FR. OPER.RSVR												
1-70-940	REC BRD/ TRANSFER FROM CAPITAL												
1-70-995	REC BRD/ TRANSFER FROM CONTINGENCY												
TOTAL RECREATION BOARD REVENUE							76,262.85		81,977.43		90,410.00		118,880.00
EXPENSES													
2-70-110	REC BRD/SALARIES						73,325.32		84,373.20		101,500.00		114,000.00
2-70-111	REC BRD/SECRETARY SALARY												
2-70-112	REC BRD/CASUAL LABOUR						4,914.78		3,958.88		4,000.00		4,000.00
2-70-130	REC BRD/EMPLOYER CONTRIBUTIONS						14,223.78		18,274.78		21,500.00		24,000.00
2-70-148	REC BRD/IN SERVICE TRAINING						2,325.00		2,235.00		2,500.00		2,500.00
2-70-149	REC BRD/SEMINARS & CONVENTIONS (BOARD)												
2-70-151	REC BRD HONORARIUMS						1,720.00		2,034.29		2,000.00		2,000.00
2-70-211	REC BRD/ TRAVEL & SUBSISTENCE STAFF & BOARD						4,949.87		4,549.20		5,000.00		5,000.00
2-70-215	REC BRD/FREIGHT										200.00		200.00
2-70-216	REC BRD/POSTAGE						520.04		500.00		500.00		500.00
2-70-217	REC BRD/TELEPHONE						4,427.15		4,625.21		4,800.00		4,800.00
2-70-221	REC BRD/ADVERTISING						1,753.28		1,765.54		2,000.00		2,000.00
2-70-223	REC BRD/SUBSCRIPTIONS & MEMBERSHIPS						1,210.59		1,553.59		1,500.00		1,500.00
2-70-230	REC BRD/PROF & CONSULTING SERVICES										1,000.00		1,000.00

[illegible]

1-71-497	POOL/LOCKER RENTAL	20.94	370.98	300.00	200.00
1-71-590	POOL/MISC REVENUE	175.19	288.02	400.00	400.00
1-70-830	POOL/S.C.P.P.				
1-71-840	POOL/PROVINCIAL CONDITIONAL GRANTS	1,355.00	1,408.00	1,500.00	1,500.00
1-71-850	POOL/MD#16 CONDITIONAL GRANTS	48,400.08	50,000.00	50,000.00	63,425.00
	TOTAL SWIMMING POOL REVENUE	73,344.37	89,531.83	90,500.00	106,325.00
	TOTAL SWIMMING POOL EXPENSES				
2-71-110	POOL/SALARIES	77,647.92	90,128.77	90,000.00	97,000.00
2-71-130	POOL/EMPLOYER CONTRIBUTIONS	8,074.26	10,829.24	12,000.00	14,000.00
2-71-148	POOL/INSERVICES TRAINING	1,421.74	1,025.29	1,500.00	2,000.00
2-71-215	POOL/FREIGHT	421.26	1,197.34	1,200.00	1,200.00
2-71-216	POOL/POSTAGE				
2-71-217	POOL/TELEPHONE	908.98	920.87	1,000.00	1,000.00
2-71-221	POOL/ADVERTISING	392.00	292.00	500.00	500.00
2-71-250	POOL/PURCHASED REPAIRS & MAINTENANCE	2,303.11	3,405.98	3,500.00	3,500.00
2-71-259	POOL/PROGRAMS	3,619.45	1,756.43	3,000.00	3,000.00
2-71-274	POOL/INSURANCE	1,196.67	1,126.67	1,050.00	1,050.00
2-71-511	POOL/GENERAL GOODS	2,122.25	3,172.13	3,000.00	3,000.00
2-71-513	POOL/JANITORIAL SUPPLIES	376.93	302.66	500.00	500.00
2-71-520	POOL/ SPLASH PARK EXPENSE	9,678.36	10,408.03	11,000.00	11,000.00
2-71-522	POOL/BUILDING REPAIRS & EQUIPMENT REPAIRS	6,283.09	6,011.44	6,000.00	6,000.00
2-71-531	POOL/CHEMICALS	2,318.81	3,150.23	3,500.00	3,500.00
2-71-542	POOL/WATER & SEWER	3,762.85	3,845.30	4,000.00	4,500.00
2-71-543	POOL/UTILITY GAS	4,854.69	7,417.26	8,000.00	9,000.00
2-71-544	POOL/HYDRO POWER	3,306.28	4,446.68	5,000.00	5,000.00
2-71-562	POOL/SMALL EQUIPMENT	2,741.57	2,250.09	4,000.00	4,000.00
2-71-762	POOL/TRANSFER TO CAPITAL FUNCTIONS		14,636.68		
2-71-831	POOL/DEBENTURE INTEREST	578.44	236.98		
2-71-832	POOL/DEBENTURE PRINCIPAL		5,795.36		

	TOTAL SWIMMING POOL OPERATIONS	132,008.66	172,355.43	158,750.00	169,750.00
	NET COST OF SWIMMING POOL OPERATIONS	58,664.29	82,823.60	68,250.00	63,425.00
	POLAR PALACE ARENA BUDGET				
	ARENA REVENUE				
1-72-470	ARENA/PUBLIC SKATING	1,472.12	841.94	1,000.00	1,000.00
1-72-471	ARENA/CONCESSION	3,240.00	3,420.00	3,600.00	3,600.00
1-72-472	ARENA/JETS RENTAL	7,815.00	6,900.00	8,000.00	8,000.00
1-72-474	ARENA/MINOR HOCKEY ASSOCIATION	31,250.00	31,920.00	32,000.00	32,000.00
1-72-475	ARENA/FIGURE SKATING CLUB	9,447.50	10,260.00	10,000.00	10,000.00
1-72-476	ARENA/SKATE SHARPENING SALE	792.75	1,229.42	1,500.00	1,500.00
1-72-478	ARENARED WILLOW CURLING CLUB	15,251.65	16,952.82	16,000.00	16,000.00
1-72-480	ARENA/FUN HOGZ HOCKEY				
1-72-481	ARENA/ CARON CONTROLS HOCKEY				
1-72-482	ARENA/ BULLETS HOCKEY	2,380.98	900.00		
1-72-483	ARENA/KEAYS HOCKEY	2,775.00	1,900.00	2,000.00	2,000.00
1-72-484	ARENA/FIREMANS HOCKEY	3,417.50	3,750.00	3,500.00	3,500.00
1-72-485	ARENA/ICE WARRIORS				
1-72-486	ARENA/YOUTH HOCKEY	1,910.00	2,100.00	2,000.00	2,000.00
1-72-487	ARENA/MISC ICE RENTALS	2,745.00	5,208.69	6,000.00	6,000.00
1-72-488	ARENA/MISC FACILITY RENTALS	1,473.33	1,897.14	1,500.00	1,500.00
1-72-489	ARENA/ CANADIAN PRIDE HOCKEY	1,425.00	1,200.00	2,500.00	2,500.00
1-72-490	ARENA/ THE BLUES HOCKEY				
1-72-491	ARENA/ KINGS REC HOCKEY	2,967.50	2,300.00	2,300.00	2,300.00
1-72-492	ARENA/CJC HOCKEY	2,813.00	3,300.00	3,200.00	3,200.00
1-72-493	ARENA/DRILLERS HOCKEY	1,897.50	2,550.00	2,500.00	2,500.00
1-72-494	ARENA/ REWARD				
1-72-590	ARENA/ OTHER REVENUE	2,046.48	2,296.15	2,300.00	2,300.00
1-72-830	ARENA/ S.C.P.GRANTS				

1-72-840	ARENA/ PROV CONDITIONAL GRANTS					
1-72-841	ARENA/ S.T.E.P. GRANT	1,960.00	1,960.00	1,960.00	1,960.00	1,960.00
1-71-850	ARENA/ MD #16 CONDITIONAL GRANT	88,939.98	95,000.00	95,000.00	95,000.00	142,430.50
1-72-930	ARENA/TRANSFER FR OTHER FUNCTIONS					
1-72-940	ARENA/TRANSFER FR CAP FUNCTIONS					
1-72-995	ARENA/TRANSFER FROM CONTINGENCY RESERVE					
	TOTAL POLAR PALACE REVENUE	186,020.29	195,886.16	196,860.00	244,290.50	
	POLAR PALACE ARENA EXPENSES					
2-72-110	ARENA/SALARIES	109,198.76	117,793.09	145,500.00	163,000.00	
2-72-130	ARENA/EMPLOYER CONTRIBUTIONS	20,662.81	24,416.09	34,500.00	35,000.00	
2-72-148	ARENA/INSERVICE TRAINING	2,307.26	1,334.78	2,500.00	2,500.00	
2-72-211	ARENA/TRAVEL & SUBSISTANCE	1,115.03	1,214.19	1,300.00	1,300.00	
2-72-215	ARENA/FREIGHT	273.40	611.64	750.00	750.00	
2-72-217	ARENA/TELEPHONE	824.91	776.64	900.00	900.00	
2-72-230	ARENA/PROF 7 CONSULTING SERVICES					
2-72-250	ARENA/PURCHASED REPAIRS & MAINTENANCE	8,854.02	6,668.92	8,000.00	8,000.00	
2-72-259	ARENA/PROGRAMS					
2-72-261	ARENA/ VEHICLE LEASE PAYMENTS					
2-72-264	ARENA/SAFETY CLOTHING	424.58	481.60	1,000.00	1,000.00	
2-72-274	ARENA/INSURANCE	36,576.59	30,854.74	30,500.00	30,500.00	
2-72-511	ARENA/GENERAL GOODS & SUPPLIES	3,893.00	4,082.18	4,000.00	4,000.00	
2-72-512	ARENA/ZAMBONI,TRACTOR,TRUCK REPAIR	4,762.03	5,887.19	5,000.00	5,000.00	
2-72-513	ARENA/JANITORIAL	3,557.76	3,492.39	4,000.00	4,000.00	
2-72-514	ARENA/GASOLINE,OIL, & DIESEL	4,476.90	5,410.36	6,500.00	6,500.00	
2-72-515	ARENA/ICE PLANT MAINTENANCE	4,459.02	3,266.03	5,500.00	5,500.00	
2-72-516	ARENA/ BUILDING MAINTENANCE & REPAIR	9,774.40	11,278.82	10,000.00	10,000.00	
2-72-542	ARENA/WATER & SEWER	6,340.28	8,274.93	8,500.00	8,500.00	
2-72-543	ARENA/UTILITY GAS	12,677.01	11,667.45	15,000.00	15,000.00	
2-72-544	ARENA/LIGHTS HYDRO	20,120.36	21,295.45	22,000.00	22,000.00	

2-72-545	ARENA/ICE PLANT HYDRO	29,554.86	33,824.63	35,000.00	35,000.00
2-72-550	ARENA/GARBAGE PICKUP & DISPOSAL	1,596.00	1,585.00	1,600.00	1,600.00
2-72-562	ARENA/SMALL EQUIPMENT	4,698.10	3,251.79	5,000.00	5,000.00
2-72-761	ARENA/TRANSFER TO OTHER OPERATING FUNCTIONS	2,000.00	2,000.00		
2-72-762	ARENA/TRANSFER TO RESERVE	10,000.00	10,000.00	10,000.00	10,000.00
2-72-764	ARENA/TRANSFER TO CAPITAL FUNCTION		7,862.30		
2-72-770	ARENA/GRANTS TO ORGANIZATIONS				
2-72-831	ARENA/DEBENTURE INTEREST	1,607.12	659.02		
2-72-832	ARENA/DEBENTURE PRINCIPAL	14,300.00	16,098.19		
2-72-833	ARENA/LONG TERM DEBT INTEREST		547.12	755.00	755.00
2-72-834	ARENA/LONG TERM DEBT PRINCIPLE	11,200.00	13,650.42	10,916.00	10,916.00
	TOTAL POLAR PALACE EXPENSE	325,254.20	348,284.96	368,721.00	386,721.00
	NET COST OF POLAR PALACE OPERATIONS	139,233.91	152,398.80	171,861.00	142,430.50
	NET COST OF RECREATION DEPARTMENT OPERATIONS	270,738.68	320,663.62	346,101.00	298,375.50
	PARKS BUDGET				
	PARKS DEPARTMENT REVENUE	Actual 2009	Actual 2010	Budget 2011	Budget 2012
1-73-410	PARKS/RV PARK REVENUE	8,884.25	9,256.89	9,000.00	8,000.00
1-73-411	PARKS/FLOWER BASKETS	3,967.62	4,530.00	4,500.00	4,000.00
1-73-590	PARKS/OTHER REVENUES		270.00	300.00	300.00
1-73-840	PARKS/PROV CONDITIONAL GRANTS	2,603.10	21,704.43		
1-73-841	PARKS/STEP GRANTS				
1-73-932	PARKS/TRANSFER FR. PUBLIC RESERVES				
1-73-940	PARKS/TRANSFER FROM CAPITAL FUNCTIONS				
1-73-995	PARKS/TRANSFER FROM CONTINGENCY RESERVE				
	TOTAL PARKS DEPARTMENT REVENUE	15,454.97	35,761.32	13,800.00	12,300.00
	PARKS DEPARTMENT EXPENSE				

	PARKS/SALARIES	18,088.76	20,185.37	36,000.00	43,000.00
2-73-110	PARKS/STEP				
2-73-129	PARKS/EMPLOYER CONTRIBUTIONS	2,900.61	3,218.86	7,750.00	9,000.00
2-73-130	PARKS/INSERVICE TRAINING	455.00	554.00	500.00	500.00
2-73-148	PARKS/FREIGHT	66.16	63.56	200.00	200.00
2-73-215	PARKS/ADVERTISING			200.00	200.00
2-73-221	PARKS/CONTRACTED SERVICES	5,360.00	21,704.43		
2-73-230	PARKS/PURCHASED REPAIRS & MAINTENANCE/MISC.IS	2,372.10	7,569.00		
2-73-250	PARKS/EQUIPMENT RENTAL				
2-73-260	PARKS/INSURANCE		30.00		
2-73-274	PARKS/GENERAL GOODS AND SUPPLIES	699.79	583.44	1,000.00	2,000.00
2-73-511	PARKS/EQUIPMENT REPAIRS	610.87	1,940.26	2,000.00	2,000.00
2-73-512	PARKS/LANDSCAPPING MATERIAL (TREES,PLANTS)	17,028.00	17,911.95	2,000.00	1,000.00
2-73-513	PARKS/RV PARK EXPENSES	6,328.98	6,794.95	7,000.00	2,500.00
2-73-514	PARKS/GASOLINE & OIL		53.00	1,000.00	1,000.00
2-73-515	PARKS/FLOWER BASKETS	11,154.19	9,849.37	11,000.00	11,000.00
2-73-516	PARKS/CHRISTMAS & STREET DECORATIONS	622.14	45.43	10,000.00	10,000.00
2-73-546	PARKS/SMALL EQUIPMENT				
2-73-562	PARKS/TRANSFERTO OTHER OPERATING	1,500.00	1,500.00		
2-73-761	PARKS/TRANSFER TO CAPITAL				
2-73-762	PARKS/DEBENTURE INTEREST	385.63	158.65		
2-73-831	PARKS/DEBENTURE PRINCIPAL	3,650.00	3,863.57		
2-73-832					
	TOTAL PARKS DEPARTMENT EXPENSE	71,222.23	96,025.84	78,650.00	82,400.00
	NET COST OF PARKS DEPARTMENT OPERATIONS	55,767.26	60,264.52	64,850.00	70,100.00
	MEMORIAL HALL BUDGET				
	MEMORIAL HALL REVENUE	Actual	2009	Actual	2010
			Budget	2011	Budget
					2012
1-74-470	MEMORIAL/LEASE				
		3,600.00	3,600.00	3,600.00	3,600.00

1-74-560	MEMORIAL/RENTALS	32,083.46	25,875.59	27,000.00	20,000.00
1-74-590	MEMORIAL/OTHER REVENUE				
1-74-840	MEMORIAL/PROV. CONDITIONAL GRANT				
1-74-850	MEMORIAL/MD #16 CONDITIONAL GRANTS	9,600.00	9,600.00	10,000.00	20,950.00
1-74-940	MEMORIAL/CONTRIBUTED FROM CAPITAL				
	DONATIONS FROM CLUBS				
	TOTAL MEMORIAL HALL REVENUE	45,283.46	39,075.59	40,600.00	44,550.00
	MEMORIAL HALL EXPENSES				
2-74-110	MEMORIAL/SALARIES	15,599.69	16,181.49	17,000.00	8,500.00
2-74-130	MEMORIAL/ EMPLOYER CONTRIBUTIONS	3,533.25	4,139.31	4,200.00	2,000.00
2-74-217	MEMORIAL/TELEPHONE	401.13	(13.04)		
2-74-250	MEMORIAL/PURCHASED REPAIRS & MAINTENANCE	2,666.85	3,447.80	3,000.00	3,000.00
2-74-254	MEMORIAL/JANITORIAL	19,509.25	19,096.50	19,500.00	19,500.00
2-74-260	MEMORIAL/RENTAL OF EQUIPMENT				
2-74-274	MEMORIAL/INSURANCE	3,177.30	2,789.26	3,000.00	3,000.00
2-74-510	MEMORIAL/GENERAL GOODS & SUPPLIES	4,904.00	1,753.72	4,000.00	4,000.00
2-74-516	MEMORIAL/BUILDING MAINTENANCE	1,628.99	447.51	4,000.00	4,000.00
2-74-542	MEMORIAL/WATER & SEWER	1,866.95	982.00	1,500.00	1,500.00
2-74-543	MEMORIAL/GAS	5,952.33	5,723.22	7,000.00	7,000.00
2-74-544	MEMORIAL/HYDRO POWER	7,159.95	9,565.53	11,000.00	11,000.00
2-74-550	MEMORIAL/GARBAGE PICK UP	1,938.05	1,981.00	2,000.00	2,000.00
	TOTAL MEMORIAL HALL EXPENSES	68,337.74	66,094.30	76,200.00	65,500.00
	NET COST OF MEMORIAL HALL	(23,054.28)	(27,018.71)	(35,600.00)	(20,950.00)

Recreation Capital Budget

Capital Budget in 2012

1. Replace Pool Boiler	\$ 15,000.00
2. Replace Ice Plant Condenser	\$ 95,000.00
 Total	 \$ 110,000.00

2012 Capital Funding

Town	\$ 25,000.00
MD	\$ 25,000.00
 Minor Hockey Donation Requests	 \$ 60,000.00
 Total	 \$ 110,000.00

Valleyview Recreation Department
10 Year Capital Plan

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Revenue										
Town of Valleyview	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Municipal District of Greenview	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Expenditures										
As per Approved List	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00



For account inquiries
please call: 524-5150
or visit our offices at
4802 - 50th Street
Box 270, Valleyview, AB
T0H 3N0

I N V O I C E

MUNICIPAL DISTRICT OF GREEN VIEW
BOX 1079
VALLEYVIEW AB T0H 3N0

GST Reg. #: R108130634
Customer #: 187
Invoice Total: 205,000.00
Invoice Date: 2011/06/27
Invoice #: 10587
Page: 1

Detail Date	Invoice Description	Amount
2011/06/27	REC BRD CONTRIBUTION-2011 TAX EXEMPT	60,000.00
		+ 2182.62 = 62,182.62 ✓
2011/06/27	SWIMMING POOL CONTRIB-2011 TAX EXEMPT	50,000.00 ✓
2011/06/27	ARENA CONTRIBUTION-2011 TAX EXEMPT	95,000.00 ✓

*** Invoice Total ***: 205,000.00
Includes Tax of: + 2182.62 .00

PAYMENT IS DUE JUNE 30 2011. INTEREST WILL BE CHARGED 2% PER MONTH (24% PER ANNUM) ON ALL OVERDUE ACCOUNTS.

Please pay
D.



Please make cheques payable to:
Town of Valleyview

MUNICIPAL DISTRICT OF GREEN VIEW
BOX 1079
VALLEYVIEW AB T0H 3N0

GST Reg. #: R108130634
Customer #: 187
Invoice Total: 205,000.00
Invoice Date: 2011/06/27
Invoice #: 10587

RECREATION DEPARTMENT
MONTHLY FINANCIAL STATEMENT

6/27/11 11:16:03
(GL03250)

Type: Municipal
PERIOD: 2010/12/31

2010 BUDGET 2010 ACTUALS

RECREATION BOARD
7-70-00-000

RECREATION BOARD REVENUES

1-70-00-000		
1-70-00-473	REC BRD/WINTER PROGRAMS	-3,835.42
1-70-00-474	REC BRD/SUMMER PROGRAMS	-4,218.82
1-70-00-475	REC BRD/PUBLIC SKATING	.00
1-70-00-476	REC BRD/CULTURAL PERFORMANCES	.00
1-70-00-477	REC BRD/SPECIAL EVENTS	-4,025.90
1-70-00-479	REC BRD/MISC REVENUE	-1,107.62
1-70-00-560	REC BRD/RENTALS	-5,249.92
1-70-00-600	COMMUNITY CHANNEL #4/TRUST ACC	-25.00
1-70-00-830	REC BRD/S.C.P. GRANT	.00
1-70-00-840	REC BRD/PROVINCIAL CONDITIONAL	.00
1-70-00-842	REC BRD/STEP GRANT	.00
1-70-00-850	REC BRD/MD #16 CONDITIONAL GRA	-1,960.00
1-70-00-930	REC BRD/TRANSFER FR.OPER.RSRV.	-61,554.75
1-70-00-940	REC BRD/TRANSFER FROM CAPITAL	.00
1-70-00-995	REC BRD/TRANSFER FROM CONTINGE	.00
TOTAL:	RECREATION BOARD REVENUES	-81,977.43

60,000 + 1554.75 grants to organizations

RECREATION BOARD EXPENSES

2-70-00-000		
2-70-00-110	REC BRD/SALARIES	84,373.20
2-70-00-111	REC BRD/SECRETARY SALARY	.00
2-70-00-112	REC BRD/CASUAL LABOUR	3,958.88
2-70-00-130	REC BRD/EMPLOYER CONTRIBUTIONS	18,274.78
2-70-00-148	REC BRD/IN SERVICE TRAINING	2,235.00
2-70-00-149	REC BRD/SEMINARS & CONVENTIONS	.00
2-70-00-151	REC BRD/HONORARIUMS	2,034.29
2-70-00-211	REC BRD/TRAVEL & SUBSISTENCE-S	4,549.20
2-70-00-215	REC BRD/FREIGHT	.00
2-70-00-216	REC BRD/POSTAGE	500.00
2-70-00-217	REC BRD/TELEPHONE	4,625.21
2-70-00-221	REC BRD/ADVERTISING	1,765.54
2-70-00-223	REC BRD/SUBSCRIPTIONS & MEMBER	1,553.59
2-70-00-230	REC BRD/PROF & CONSULTING SERV	1,000.00
2-70-00-250	REC BRD/PURCHASED REPAIRS & MA	2,804.99
2-70-00-256	REC BRD/CULTURAL PERFORMANCES	.00
2-70-00-257	REC BRD/COMMUNICATIONS	.00
2-70-00-258	REC BRD/SPECIAL EVENTS	5,002.39
2-70-00-259	REC BRD/PROGRAMS	8,406.42
2-70-00-260	REC BRD/RENTALS/LEASES	1,297.65
2-70-00-274	REC BRD/INSURANCE	2,130.00

6/27/11 11:16:03
(GL03250)

Type: Municipal
PERIOD: 2010/12/31

RECREATION DEPARTMENT
MONTHLY FINANCIAL STATEMENT

Page: 2

2010 BUDGET 2010 ACTUALS

2-70-00-511 REC BRD/GENERAL GOODS & SUPPLI
2-70-00-562 REC BRD / SMALL EQUIPMENT
2-70-00-600 COMMUNITY CHANNEL #4 - REC. DE
2-70-00-770 REC BRD/GRANTS TO ORGANIZATION
2-70-00-775 REC BRD/COMMUNITY GRANTS
2-70-00-761 REC BRD/ADMINISTRATION COSTS
2-70-00-762 REC BRD/TRANSFER TO CAPITAL FU
2-70-00-764 REC BRD/TRANSFER TO OPER.RSRV

4,000.00
2,000.00
.00
10,000.00
6,000.00
8,000.00
.00
.00

179,200.00

4,645.26
1,455.00
.00
4,365.25
5,442.00
8,000.00
.00
.00

22,912.62

TOTAL: RECREATION BOARD EXPENSES

167,418.65

NET COST OF RECREATION BOARD

141,075.97 2010 deficit
+ 60,000 - 4365.25 = 141,075.97
2

85,441.22

95,150.00

SWIMMING POOL
7-71-00-000

SWIMMING POOL REVENUES

1-71-00-000
1-71-00-471 POOL/FEES & CHARGES YOUTH LESS
1-71-00-472 POOL/ADULT LESSONS (15+)
1-71-00-473 POOL/AQUASIZE
1-71-00-474 POOL/PUBLIC SWIM
1-71-00-475 POOL/LANE SWIM
1-71-00-476 POOL/MOMS N' TOTS
1-71-00-480 POOL/SEASON'S PASSES-FAMILY
1-71-00-481 POOL/SEASON PASSES-ADULT
1-71-00-482 POOL/SEASON PASSES-CHILD
1-71-00-483 POOL/SEASON PASSES-STUDENT
1-71-00-495 POOL/RAINBOWS SWIM CLUB
1-71-00-496 POOL/NON-PROGRAMS RECEIPTS
1-71-00-497 POOL/LOCKER RENTAL
1-71-00-590 POOL/MISC REVENUE
1-71-00-830 POOL/S.C.P.P. GRANT
1-71-00-840 POOL/PROVINCIAL CONDITIONAL GR
1-71-00-850 POOL/MD #16 CONDITIONAL GRANTS

-16,000.00
-400.00
-1,000.00
-7,000.00
-600.00
.00
-1,600.00
-300.00
-400.00
-300.00
-3,500.00
-5,000.00
-50.00
-1,000.00
.00
.00
-50,000.00

-87,150.00

-19,064.50
.00
-1,085.40
-8,445.47
-322.38
.00
-1,481.90
-152.38
-749.06
-330.00
-4,500.00
-1,333.74
-370.98
-288.02
.00
-1,408.00
-50,000.00

-89,531.83

TOTAL: SWIMMING POOL REVENUES

-89,531.83

SWIMMING POOL EXPENSES

2-71-00-000
2-71-00-110 POOL/SALARIES
2-71-00-130 POOL/EMPLOYER CONTRIBUTIONS
2-71-00-148 POOL/INSERVICE TRAINING
2-71-00-215 POOL/FREIGHT

77,000.00
10,000.00
1,500.00
750.00

89,250.00

90,128.77
10,829.24
1,025.29
1,197.34

max. 60,000.00
+ 2182.62 grants to non-profit organization
62182.62
2011 MD Contribution
Recreation Board.

6/27/11 11:16:03
(GL03250)

Type: Municipal
PERIOD: 2010/12/31

RECREATION DEPARTMENT
MONTHLY FINANCIAL STATEMENT

Page: 3

2010 BUDGET 2010 ACTUALS

2-71-00-216 POOL/POSTAGE	.00	.00
2-71-00-217 POOL/TELEPHONE	1,000.00	920.87
2-71-00-221 POOL/ADVERTISING	500.00	292.00
2-71-00-250 POOL/PURCHASED REPAIRS & MAINT	2,500.00	3,405.98
2-71-00-259 POOL/PROGRAMS	3,500.00	1,756.43
2-71-00-274 POOL/INSURANCE	1,400.00	1,126.67
2-71-00-511 POOL/GENERAL GOODS & SUPPLIES	3,000.00	3,172.13
2-71-00-513 POOL/JANITORIAL SUPPLIES	750.00	302.66
2-71-00-520 POOL/SLASH PARK EXPENSES	10,000.00	10,408.03
2-71-00-522 POOL/ BUILDING & EQUIPMENT REP	6,000.00	6,011.44
2-71-00-531 POOL/CHEMICALS	3,000.00	3,150.23
2-71-00-542 POOL/WATER & SEWER	4,000.00	3,845.30
2-71-00-543 POOL/UTILITY GAS	6,000.00	7,417.26
2-71-00-544 POOL/HYDRO POWER	4,000.00	4,446.68
2-71-00-562 POOL / SMALL EQUIPMENT	4,000.00	2,250.09
2-71-00-621 POOL,ARENA,PARKS/AMORT-BLDGS	.00	33,767.22
2-71-00-631 POOL,ARENA,PARKS/AMORT-EQUIP.	.00	92,769.00
2-71-00-651 POOL,ARENA,PARKS/AMORT-VEHICLE	.00	5,527.00
2-71-00-831 POOL/DEBENTURE INTEREST	240.00	236.98
2-71-00-762 POOL/TRANSFER TO CAPITAL FUNCT	.00	14,636.68
2-71-00-832 POOL/DEBENTURE PRINCIPAL	5,795.00	5,795.36

TOTAL: SWIMMING POOL EXPENSES

160,323.09

144,935.00

244,298.65

NET COST OF SWIMMING POOL

76,791.26 + 50,000.00 = 126,791.26

354,766.82

POLAR PALACE ARENA
7-72-00-000

ARENA REVENUES

1-72-00-000	
1-72-00-470 ARENA/PUBLIC SKATING	-1,500.00
1-72-00-471 ARENA/CONCESSION LEASE/RENTAL	-3,240.00
1-72-00-472 ARENA/JETS RENTAL	-8,000.00
1-72-00-474 ARENA/MINOR HOCKEY ASSOCIATION	-32,000.00
1-72-00-475 ARENA/FIGURE SKATING CLUB	-9,500.00
1-72-00-476 ARENA/SHARPENING SALE	-1,000.00
1-72-00-478 ARENA/RED WILLOW CURLING CLUB	-14,000.00
1-72-00-480 ARENA/FUN HOGZ HOCKEY	.00
1-72-00-481 ARENA/CARON CONTROLS HOCKEY	.00
1-72-00-482 ARENA/BULLETS HOCKEY	-2,400.00
1-72-00-483 ARENA/KEAYS HOCKEY	-1,900.00
1-72-00-484 ARENA/FIREMENS HOCKEY	-3,500.00
1-72-00-485 ARENA/ICE WARRIORS HOCKEY	.00
1-72-00-486 ARENA/YOUTH HOCKEY	-1,900.00

-841.94
-3,420.00
-6,900.00
-31,920.00
-10,260.00
-1,229.42
-16,952.82
.00
.00
-900.00
-1,900.00
-3,750.00
-2,100.00

max. 50,000.00

63,395.63

2011 MD Contribution,
Swimming Pool

RECREATION DEPARTMENT
MONTHLY FINANCIAL STATEMENT

6/27/11 11:16:03
(GL03250)

Type: Municipal
PERIOD: 2010/12/31

2010 BUDGET 2010 ACTUALS

1-72-00-487 ARENA/MISC ICE RENTALS	-3,000.00	-5,208.69
1-72-00-488 ARENA/MISC FACILITY RENTALS	-1,500.00	-1,897.14
1-72-00-489 ARENA/CANADIAN PRIDE HOCKEY	.00	-1,200.00
1-72-00-490 ARENA/THE BLUES HOCKEY	.00	.00
1-72-00-491 ARENA/SUNCOR REC HOCKEY	-2,900.00	-2,300.00
1-72-00-492 ARENA/GREG ROGERS REC HOCKEY	-2,800.00	-3,300.00
1-72-00-493 ARENA/TRAVIS SEWERYN REC HOCKEY	-1,900.00	-2,550.00
1-72-00-494 ARENA/REWARD REC HOCKEY	.00	.00
1-72-00-590 ARENA/OTHER REVENUE	-2,000.00	-2,296.15
1-72-00-830 ARENA/S.C.P.P. GRANT	.00	.00
1-72-00-840 ARENA/PROV. CONDITIONAL GRANTS	.00	.00
1-72-00-841 ARENA/S.T.E.P. GRANT	-2,000.00	-1,960.00
1-72-00-850 ARENA/MD #16 CONDITIONAL GRANT	-95,000.00	-95,000.00
1-72-00-930 ARENA/TRANSFER FR OTHER FUNCTI	.00	.00
1-72-00-940 ARENA/TRANSFER FR CAP FUNCTION	.00	.00
1-72-00-995 ARENA/TRANSFER FROM CONTINGENC	.00	.00
TOTAL: ARENA REVENUES	-190,640.00	-195,886.16

POLAR PALACE ARENA EXPENSES

2-72-00-000		
2-72-00-110 ARENA/SALARIES	125,000.00	117,793.09
2-72-00-130 ARENA/EMPLOYER CONTRIBUTIONS	29,000.00	24,416.09
2-72-00-148 ARENA/IN SERVICE TRAINING	2,500.00	1,334.78
2-72-00-211 ARENA/TRAVEL & SUBSISTENCE	1,000.00	1,214.19
2-72-00-215 ARENA/FREIGHT	500.00	611.64
2-72-00-216 ARENA/POSTAGE	.00	.00
2-72-00-217 ARENA/TELEPHONE	900.00	776.64
2-72-00-230 ARENA/PROF & CONSULTING SERVIC	.00	.00
2-72-00-250 ARENA/PURCHASED REPAIRS & MAIN	8,000.00	6,668.92
2-72-00-259 ARENA/PROGRAMS	.00	.00
2-72-00-261 ARENA/VEHICLE LEASE PAYMENTS	.00	.00
2-72-00-264 ARENA / SAFETY CLOTHING	1,000.00	481.60
2-72-00-274 ARENA/INSURANCE	37,000.00	30,854.74
2-72-00-511 ARENA/GENERAL GOODS & SUPPLIES	3,500.00	4,082.18
2-72-00-512 ARENA/ZAMBONI, TRACTOR, TRUCK RE	5,000.00	5,887.19
2-72-00-513 ARENA/JANITORIAL	4,000.00	3,492.39
2-72-00-514 ARENA/GASOLINE, OIL, & DIESEL	6,000.00	5,410.36
2-72-00-515 ARENA/ICE PLANT MAINTENANCE	5,500.00	3,266.03
2-72-00-516 ARENA/ BUILDING MAINTENANCE &	10,000.00	11,278.82
2-72-00-542 ARENA/WATER & SEWER	7,000.00	8,274.93
2-72-00-543 ARENA/UTILITY GAS	15,000.00	11,667.45
2-72-00-544 ARENA/LIGHTS HYDRO	20,000.00	21,295.45
2-72-00-545 ARENA/ICE PLANT HYDRO	30,000.00	33,824.63
2-72-00-550 ARENA/GARBAGE PICKUP & RECYCLIN	1,600.00	1,585.00
2-72-00-562 ARENA / SMALL EQUIPMENT	5,000.00	3,251.79
2-72-00-770 ARENA/GRANTS TO ORGANIZATIONS	.00	.00

6/27/11 11:16:03
(GL03250)
Type: Municipal
PERIOD: 2010/12/31

RECREATION DEPARTMENT
MONTHLY FINANCIAL STATEMENT

Page: 5

2010 BUDGET 2010 ACTUALS

2-72-00-831 ARENA/DEBENTURE INTEREST
2-72-00-833 ARENA/LONG TERM DEBT INTEREST
2-72-00-761 ARENA/TRANSFER TO OTHER OPERAT
2-72-00-762 ARENA/TRANSFER TO CAPITAL FUNC
2-72-00-764 ARENA/TRANSFER TO RESERVE
2-72-00-832 ARENA/DEBENTURE PRINCIPAL
2-72-00-834 ARENA/LONG TERM DEBT PRINCIPAL

660.00
.00
2,000.00
10,000.00
.00
16,100.00
11,200.00

659.02
547.12
2,000.00
7,862.30
10,000.00
16,098.19
13,650.42

323,665.45

357,460.00

348,284.96

TOTAL: POLAR PALACE ARENA EXPENSES

NET COST OF POLAR PALACE ARENA

166,820.00

152,398.89

127,779.29 + 95,000.00 = 222,779.29

2010 deficit

÷ 2

111,389.65

max 95,000.00

NET COST OF RECREATION DEPT. OPERATIONS

319,755.00

392,606.84

2011 MD Contribution
Arena

TOWN OF VALLEYVIEW



For account inquiries
please call: 524-5150
or visit our offices at
4802 - 50th Street
Box 270, Valleyview, AB
T0H 3N0



685-V02

I N V O I C E

MUNICIPAL DISTRICT OF GREEN VIEW
BOX 1079
VALLEYVIEW AB T0H 3N0

GST Reg. #: R108130634
Customer #: 187
Invoice Total: 206,554.75
Invoice Date: 2010/05/11
Invoice #: 8940
Page: 1

Detail Date	Invoice Description	Amount
2010/05/11	RECREATION BRD AGREEMENT 2010 TAX EXEMPT	2-71-10-01-736 \$1554.75 2-71-10-01-736 \$ 60,000.00 61,554.75
2010/05/11	SWIMMING POOL AGREEMENT 2010 TAX EXEMPT	2-72-10-01-735 50,000.00
2010/05/11	POLAR PALACE ARENA AGMT 2010 TAX EXEMPT	2-72-30-01-731 95,000.00

*** Invoice Total ***: 206,554.75

Includes Tax of: .00

PAYMENT IS DUE MAY 31, 2010. INTEREST WILL BE CHARGED 2% PER MONTH
(24% PER ANNUM) ON ALL OVERDUE ACCOUNTS.



Please make cheques payable to:
Town of Valleyview

MUNICIPAL DISTRICT OF GREEN VIEW
BOX 1079
VALLEYVIEW AB T0H 3N0

GST Reg. #: R108130634
Customer #: 187
Invoice Total: 206,554.75
Invoice Date: 2010/05/11
Invoice #: 8940

Please pay as of June 24/10

Signature

RECREATION DEPARTMENT
MONTHLY FINANCIAL STATEMENT

5/11/10 12:46:00
(GL03250)
Type: Municipal
PERIOD: 2010/12/31

2009 BUDGET 2009 ACTUALS

RECREATION BOARD
7-70-00-000

RECREATION BOARD REVENUES

1-70-00-000		
1-70-00-473 REC BRD/WINTER PROGRAMS	-4,000.00	-4,810.98
1-70-00-474 REC BRD/SUMMER PROGRAMS	-3,500.00	-3,075.24
1-70-00-475 REC BRD/PUBLIC SKATING	.00	.00
1-70-00-476 REC BRD/CULTURAL PERFORMANCES	.00	.00
1-70-00-477 REC BRD/SPECIAL EVENTS	-5,000.00	-4,142.70
1-70-00-479 REC BRD/MISC REVENUE	-1,000.00	-1,346.24
1-70-00-560 REC BRD/RENTALS	-6,500.00	-6,584.04
1-70-00-600 COMMUNITY CHANNEL #4/TRUST ACC	-50.00	.00
1-70-00-830 REC BRD/S.C.C.P. GRANT	.00	.00
1-70-00-840 REC BRD/PROVINCIAL CONDITIONAL	.00	.00
1-70-00-842 REC BRD/STEP GRANT	.00	.00
1-70-00-850 REC BRD/MD #16 CONDITIONAL GRA	-54,343.00	-54,343.65
1-70-00-930 REC BRD/TRANSFER FR.OPER.RSRV.	.00	.00
1-70-00-940 REC BRD/TRANSFER FROM CAPITAL	.00	.00
1-70-00-995 REC BRD/TRANSFER FROM CONTINGE	.00	.00
TOTAL:	-74,393.00	-76,262.85

53,627.09 + 716.56 grants to organizations

RECREATION BOARD EXPENSES

2-70-00-000		
2-70-00-110 REC BRD/SALARIES	72,000.00	73,325.32
2-70-00-111 REC BRD/SECRETARY SALARY	.00	.00
2-70-00-112 REC BRD/CASUAL LABOUR	4,000.00	4,914.78
2-70-00-130 REC BRD/EMPLOYER CONTRIBUTIONS	16,200.00	14,223.78
2-70-00-148 REC BRD/IN SERVICE TRAINING	2,000.00	2,325.00
2-70-00-149 REC BRD/SEMINARS & CONVENTIONS	.00	.00
2-70-00-151 REC BRD/HONORARIUMS	2,000.00	1,720.00
2-70-00-211 REC BRD/TRAVEL & SUBSISTENCE-S	3,500.00	4,949.87
2-70-00-215 REC BRD/FREIGHT	200.00	.00
2-70-00-216 REC BRD/POSTAGE	500.00	520.04
2-70-00-217 REC BRD/TELEPHONE	4,200.00	4,427.15
2-70-00-221 REC BRD/ADVERTISING	2,000.00	1,753.28
2-70-00-223 REC BRD/SUBSCRIPTIONS & MEMBER	1,500.00	1,210.59
2-70-00-230 REC BRD/PROF & CONSULTING SERV	1,000.00	.00
2-70-00-250 REC BRD/PURCHASED REPAIRS & MA	2,000.00	2,007.71
2-70-00-256 REC BRD/CULTURAL PERFORMANCES	.00	.00
2-70-00-257 REC BRD/COMMUNICATIONS	.00	.00
2-70-00-258 REC BRD/SPECIAL EVENTS	7,000.00	5,618.67
2-70-00-259 REC BRD/PROGRAMS	7,000.00	6,585.69
2-70-00-260 REC BRD/RENTALS/LEASES	1,000.00	1,014.91
2-70-00-274 REC BRD/INSURANCE	2,000.00	1,980.00

5/11/10 12:46:00
3103250)

RECREATION DEPARTMENT
MONTHLY FINANCIAL STATEMENT

Page: 2

Type: Municipal
PERIOD: 2010/12/31

	2009 BUDGET	2009 ACTUALS
2-70-00-511 REC BRD/GENERAL GOODS & SUPPLI	4,000.00	4,038.13
2-70-00-562 REC BRD / SMALL EQUIPMENT	2,000.00	1,797.91
2-70-00-600 COMMUNITY CHANNEL #4 - REC. DE	.00	.00
2-70-00-770 REC BRD/GRANTS TO ORGANIZATION	10,000.00	3,109.50
2-70-00-775 REC BRD/COMMUNITY GRANTS	6,000.00	5,581.00
2-70-00-761 REC BRD/ADMINISTRATION COSTS	8,000.00	8,000.00
2-70-00-762 REC BRD/TRANSFER TO CAPITAL FU	.00	.00
2-70-00-764 REC BRD/TRANSFER TO OPER.RSRV	.00	.00
TOTAL: RECREATION BOARD EXPENSES	158,100.00	149,103.33

NET COST OF RECREATION BOARD

83,707.00	72,840.48
53,627.09	-3109.50
	= 123,358.07
	2009 deficit

SWIMMING POOL
7-71-00-000

SWIMMING POOL REVENUES

1-71-00-000	
1-71-00-471 POOL/FEES & CHARGES YOUTH LESS	-16,000.00
1-71-00-472 POOL/ADULT LESSONS (15+)	-400.00
1-71-00-473 POOL/AQUASIZE	-1,200.00
1-71-00-474 POOL/PUBLIC SWIM	-7,500.00
1-71-00-475 POOL/LANE SWIM	-700.00
1-71-00-476 POOL/MOMS N' TOTS	.00
1-71-00-480 POOL/SEASON'S PASSES-FAMILY	-1,600.00
1-71-00-481 POOL/SEASON PASSES-ADULT	-400.00
1-71-00-482 POOL/SEASON PASSES-CHILD	-500.00
1-71-00-483 POOL/SEASON PASSES-STUDENT	-300.00
1-71-00-495 POOL/RAINBOWS SWIM CLUB	-3,500.00
1-71-00-496 POOL/NON-PROGRAMS RECEIPTS	-2,000.00
1-71-00-497 POOL/LOCKER RENTAL	-100.00
1-71-00-590 POOL/MISC REVENUE	-2,000.00
1-71-00-830 POOL/S.C.P.P. GRANT	.00
1-71-00-840 POOL/PROVINCIAL CONDITIONAL GR	.00
1-71-00-850 POOL/MD #16 CONDITIONAL GRANTS	-48,400.00

TOTAL: SWIMMING POOL REVENUES

-84,600.00	-73,344.37
------------	------------

SWIMMING POOL EXPENSES

2-71-00-000	
2-71-00-110 POOL/SALARIES	71,000.00
2-71-00-130 POOL/EMPLOYER CONTRIBUTIONS	9,500.00
2-71-00-148 POOL/INSERVICE TRAINING	1,500.00
2-71-00-215 POOL/FREIGHT	750.00

77,647.92	
8,074.26	
1,421.74	
421.26	

max. 60,000.00
+ 1554.75 grants to non-profit organization
61,554.75
2010 MD Contribution Recreation Board.

RECREATION DEPARTMENT
MONTHLY FINANCIAL STATEMENT

Type: Municipal
PERIOD: 2010/12/31

2009 BUDGET 2009 ACTUALS

2-71-00-216 POOL/POSTAGE
2-71-00-217 POOL/TELEPHONE
2-71-00-221 POOL/ADVERTISING
2-71-00-250 POOL/PURCHASED REPAIRS & MAINT
2-71-00-259 POOL/PROGRAMS
2-71-00-274 POOL/INSURANCE
2-71-00-511 POOL/GENERAL GOODS & SUPPLIES
2-71-00-513 POOL/JANITORIAL SUPPLIES
2-71-00-520 POOL/SPLASH PARK EXPENSES
2-71-00-522 POOL/BUILDING & EQUIPMENT REP
2-71-00-531 POOL/CHEMICALS
2-71-00-542 POOL/WATER & SEWER
2-71-00-543 POOL/UTILITY GAS
2-71-00-544 POOL/HYDRO POWER
2-71-00-562 POOL / SMALL EQUIPMENT
2-71-00-621 POOL, ARENA, PARKS/AMORT-BLDGS
2-71-00-631 POOL, ARENA, PARKS/AMORT-EQUIP.
2-71-00-651 POOL, ARENA, PARKS/AMORT-VEHICLE
2-71-00-831 POOL/DEBENTURE INTEREST
2-71-00-762 POOL/TRANSFER TO CAPITAL FUNCT
2-71-00-832 POOL/DEBENTURE PRINCIPAL

TOTAL: SWIMMING POOL EXPENSES

NET COST OF SWIMMING POOL

POLAR PALACE ARENA
7-72-00-000

ARENA REVENUES

1-72-00-000
1-72-00-470 ARENA/PUBLIC SKATING
1-72-00-471 ARENA/CONCESSION LEASE/RENTAL
1-72-00-472 ARENA/JETS RENTAL
1-72-00-474 ARENA/MINOR HOCKEY ASSOCIATION
1-72-00-475 ARENA/FIGURE SKATING CLUB
1-72-00-476 ARENA/FIGURE SKATING CLUB
1-72-00-478 ARENA/RED WILLOW CURLING CLUB
1-72-00-480 ARENA/FUN HOGZ HOCKEY
1-72-00-481 ARENA/CARON CONTROLS HOCKEY
1-72-00-482 ARENA/BULLETS HOCKEY
1-72-00-483 ARENA/KEAYS HOCKEY
1-72-00-484 ARENA/FIREMENS HOCKEY
1-72-00-485 ARENA/ICE WARRIORS HOCKEY
1-72-00-486 ARENA/YOUTH HOCKEY

1,000.00
600.00
3,500.00
2,500.00
1,200.00
4,000.00
750.00
12,000.00
7,000.00
2,000.00
4,000.00
15,000.00
4,000.00
3,000.00
5,460.00

149,340.00

64,740.00

205,020.14 131,430.22
132,475.77 58,085.85 + 48,400.08 = 106,485.93 2009 deficit

53,242.96
max 50,000.00

2010 MD Contribution
Swimming Pool

RECREATION DEPARTMENT
MONTHLY FINANCIAL STATEMENT

Type: Municipal
PERIOD: 2010/12/31

2009 BUDGET 2009 ACTUALS

1-72-00-487 ARENA/MISC ICE RENTALS
1-72-00-488 ARENA/MISC FACILITY RENTALS
1-72-00-489 ARENA/CANADIAN PRIDE HOCKEY
1-72-00-490 ARENA/THE BLUES HOCKEY
1-72-00-491 ARENA/SUNCOR REC HOCKEY
1-72-00-492 ARENA/GREG ROGERS REC HOCKEY
1-72-00-493 ARENA/TRAVIS SEWERYN REC HOCKEY
1-72-00-494 ARENA/REWARD REC HOCKEY
1-72-00-590 ARENA/OTHER REVENUE
1-72-00-830 ARENA/S.C.P.P. GRANT
1-72-00-840 ARENA/PROV CONDITIONAL GRANTS
1-72-00-841 ARENA/S.T.E.P. GRANT
1-72-00-850 ARENA/MD #16 CONDITIONAL GRANT
1-72-00-930 ARENA/TRANSFER FR OTHER FUNCTI
1-72-00-940 ARENA/TRANSFER FR CAP FUNCTION
1-72-00-995 ARENA/TRANSFER FROM CONTINGENC

-3,000.00
-1,000.00
-2,800.00
.00
-2,500.00
-2,200.00
-2,800.00
.00
-2,500.00
.00
.00
-2,000.00
-88,940.00
.00
.00
-1,960.00
-88,939.98
.00
.00

-184,240.00

-2,745.00
-1,473.33
-1,425.00
.00
-2,967.50
-2,813.00
-1,897.50
.00
-2,046.48
.00
.00
-1,960.00
-88,939.98
.00
.00

-186,020.29

TOTAL: ARENA REVENUES

POLAR PALACE ARENA EXPENSES
2-72-00-000

2-72-00-110 ARENA/SALARIES
2-72-00-130 ARENA/EMPLOYER CONTRIBUTIONS
2-72-00-148 ARENA/IN SERVICE TRAINING
2-72-00-211 ARENA/TRAVEL & SUBSISTENCE
2-72-00-215 ARENA/FREIGHT
2-72-00-216 ARENA/POSTAGE
2-72-00-217 ARENA/TELEPHONE
2-72-00-230 ARENA/PROF & CONSULTING SERVIC
2-72-00-250 ARENA/PURCHASED REPAIRS & MAIN
2-72-00-259 ARENA/PROGRAMS
2-72-00-261 ARENA/VEHICLE LEASE PAYMENTS
2-72-00-264 ARENA / SAFETY CLOTHING
2-72-00-274 ARENA/INSURANCE
2-72-00-511 ARENA/GENERAL GOODS & SUPPLIES
2-72-00-512 ARENA/ZAMBONI, TRACTOR, TRUCK RE
2-72-00-513 ARENA/JANITORIAL
2-72-00-514 ARENA/GASOLINE, OIL, & DIESEL
2-72-00-515 ARENA/ICE PLANT MAINTENANCE
2-72-00-516 ARENA/ BUILDING MAINTENANCE &
2-72-00-542 ARENA/WATER & SEWER
2-72-00-543 ARENA/UTILITY GAS
2-72-00-544 ARENA/LIGHTS HYDRO
2-72-00-545 ARENA/ICE PLANT HYDRO
2-72-00-550 ARENA/GARBAGE PICKUP & REYCLIN
2-72-00-562 ARENA / SMALL EQUIPMENT
2-72-00-770 ARENA/GRANTS TO ORGANIZATIONS

116,000.00
21,900.00
2,000.00
1,000.00
600.00
700.00
1,000.00
7,500.00
.00
500.00
36,500.00
3,500.00
5,500.00
4,500.00
6,000.00
6,500.00
10,000.00
8,000.00
16,000.00
16,000.00
30,000.00
1,600.00
5,000.00

109,198.76
20,662.81
2,307.26
1,115.03
273.40
824.91
8,854.02
.00
424.58
36,576.59
3,893.00
4,762.03
3,557.76
4,476.90
4,459.02
9,774.40
6,340.28
12,677.01
20,120.36
29,554.86
1,596.00
4,698.10
.00

5/11/10 12:46:00
(GL03250)

Type: Municipal
PERIOD: 2010/12/31

RECREATION DEPARTMENT
MONTHLY FINANCIAL STATEMENT

Page: 5

2009 BUDGET 2009 ACTUALS

2-72-00-831 ARENA/DEBENTURE INTEREST
2-72-00-833 ARENA/LONG TERM DEBT INTEREST
2-72-00-761 ARENA/TRANSFER TO OTHER OPERAT
2-72-00-762 ARENA/TRANSFER TO CAPITAL FUNC
2-72-00-832 ARENA/DEBENTURE PRINCIPAL
2-72-00-834 ARENA/LONG TERM DEBT PRINCIPAL

1,600.00
.00
2,000.00
10,000.00
15,200.00
11,200.00

1,607.12
.00
2,000.00
.00
11,201.42

299,348.48

TOTAL: POLAR PALACE ARENA EXPENSES

340,300.00

NET COST OF POLAR PALACE ARENA

156,060.00

113,328.19 + 88939.98 = 202,268.17 2009 deficit

101,134.08

max 95,000.00

2010 MD Contribution
Arena

NET COST OF RECREATION DEPT. OPERATIONS

304,507.00

309,050.16



TOWN OF VALLEYVIEW

2370-02-VV

BOX 270
VALLEYVIEW, ALBERTA
T0H 3N0
PHONE: 524-5150
FAX: 524-2727

APR 20 2009

April 17, 2009

Municipal District of Greenview No.16
Box 1079
Valleyview, Alberta
T0H 3N0

Attn: Jim Squire, CAO

Enclosed, please find copies of the signed Recreation and Cemetery Agreements. We would like to thank you for your cooperation in these areas, and look forward to working with you on future joint projects.

Sincerely,

A handwritten signature in black ink, appearing to read "Garry Peterson".

Garry Peterson
Town Manager

AMENDING AGREEMENT

BETWEEN: **The Municipal District of Greenview No. 16**
P.O. Box 1079, Valleyview, Alberta T0H 3N0

- and -

The Town of Valleyview
P.O. Box 270, Valleyview, Alberta T0H 3N0

(hereinafter referred to as the "Participating Municipalities")

WHEREAS an Agreement, referred to as the 'Valleyview Recreation Agreement', was in effect on 1st day of January 2006, between the Municipal District and the Town to establish a joint Board to operate and maintain the Valleyview Recreation Board, the Valleyview Polar Palace and the Valleyview Swimming Pool; and

WHEREAS both parties have agreed to amend Section 4, being the Financing section; and

THEREFORE both parties herein agree to the following:

1. That **Clause 4.1.1** is hereby amended to read:
"**... up to a maximum of FIFTY THOUSAND DOLLARS (\$50,000) for the operation of the Valleyview swimming pool.**"
2. That **Clause 4.1.2** is hereby amended to read:
"**...up to a maximum of NINETY FIVE THOUSAND DOLLARS (\$95,000) for the operation of the Polar Palace Arena.**"
3. That **Clause 4.1.3** is hereby amended to read:
"**...up to a maximum of SIXTY THOUSAND DOLLARS (\$60,000) for the operation of the Recreation Board.**"

Signed and agreed to by the participating parties on this 17 day of April, 2009.

Amended

TOWN OF VALLEYVIEW:

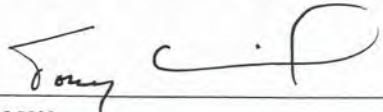


Mayor



Town Manager

M.D. OF GREENVIEW NO. 16:



Reeve



Chief Administrative Officer



MUNICIPAL DISTRICT OF GREENVIEW No. 16

"A Great Place to Live, Work and Play"

March 31, 2009

Town of Valleyview
P.O. Box 270
Valleyview, AB T0H 3N0

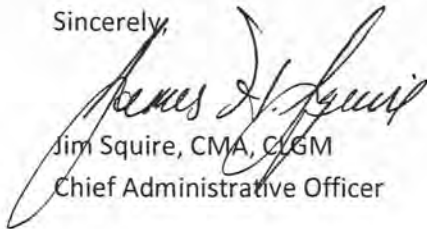
ATTN: Garry Peterson; Town Manager

RE: Valleyview Recreation Amending Agreement and Cemetery Amending Agreement

Enclosed, please find amending agreements for the above mentioned. The suggested amendment was to increase the M.D.'s contribution of funding of the swimming pool to maximum of \$50,000/year, the arena to a maximum of \$95,000/year, the Recreation Board to a maximum of \$60,000/year and the cemetery contribution funding to a maximum of \$25,000/year.

If in agreement, please sign all copies, returning one copy of each to our office for our records.

Sincerely,



Jim Squire, CMA, CLGM
Chief Administrative Officer

/lj

Encls

ADMINISTRATION OFFICE:

Box 1079, 4707 - 50 Street, Valleyview, AB T0H 3N0 • Phone: (780) 524-7600 Fax: (780) 524-4307 • www.mdgreenview.ab.ca

FIELD SERVICES OFFICE:

Box 1079, 3609 - 46 Street, Valleyview, AB T0H 3N0 • Phone: (780) 524-7601 Fax: (780) 524-4432 • www.mdgreenview.ab.ca
TOLL FREE: 1-888-524-7601

AG 1506

exp' Dec 31/11

VALLEYVIEW AND DISTRICT RECREATION AGREEMENT

between

THE TOWN OF VALLEYVIEW

P. O. Box 270
Valleyview, Alberta
T0H 3N0

and

THE MUNICIPAL DISTRICT OF GREENVIEW

P. O. Box 1079
Valleyview, Alberta
T0H 3N0

Rec
pool
arena agreement

YC A/Pay
17/02/06
(replaces
amend ag# 01-00)

VALLEYVIEW RECREATION AGREEMENT

Made this 17th day of February, 2006

BETWEEN:

THE TOWN OF VALLEYVIEW
of the first part

and

THE MUNICIPAL DISTRICT OF GREENVIEW
of the second part

(hereinafter referred to as the "Participating Municipalities")

WHEREAS, the Participating Municipalities desire to establish a joint Board to operate and maintain the Valleyview Recreation Board, the Valleyview Polar Palace and the Valleyview Swimming Pool and to promote, foster, create and operate recreational programs, services and leadership training opportunities in the Town of Valleyview and within the boundaries of the Municipal District of Greenview as shown on Schedule "A"; and

WHEREAS, the Participating Municipalities have agreed the joint Board shall be known as the "Valleyview and District Recreation Board" (hereinafter referred to as the "Board");

THEREFORE, in consideration of these presents, the Participating Municipalities hereto covenant and agree as follows:

1. ORGANIZATIONAL:

1.1 The Board shall consist of:

- a. 4 representative appointed by the Town of Valleyview.
- b. 5 representative appointed by the Municipal District of Greenview.

1.2 All members shall be appointed annually by their respective Participating Municipalities, of which one shall be an elected official.

- 1.3 The Board shall elect from among themselves a Chairman.
- 1.4 No Officer or Board member shall be an employee or contractor of the Board.
- 1.5 The Participating Municipalities may appoint one alternate member to represent them in the absence of their regular member, and in such absence the alternate member shall have full voting rights.
- 1.6 Should a vacancy occur on the Board, the Participating Municipality responsible for such appointment shall, within SIXTY (60) DAYS from the date of such vacancy, appoint another person to complete the unexpired term.
- 1.7 If an appointed member is absent from three (3) consecutive meetings without approval from the Board, that member may be removed and/or replaced by the respective municipality.

2. MEETINGS:

- 2.1 General meetings of the Board shall be held on a regular basis, as determined by the Board, to present progress reports on the operation of the recreation facilities, programs and services.
- 2.2 At any meeting, five members will constitute a quorum. A meeting of the Board must have a quorum before a meeting can be held. Should an emergent meeting be held without a quorum, then any business dealt with at such meeting where a quorum was not present, must receive consent at the following meeting when a quorum is in attendance.
- 2.3 All members of the Board shall vote, and a tied vote shall be deemed as lost.
- 2.4 A Board member shall abstain from voting and declare themselves as being in a conflict of interest if that member has a pecuniary interest in the matter. A member has a pecuniary interest if
 - a) The matter could monetarily affect the Board Member or an employer of the Board Member, or
 - b) The Board Member knows or should know that the matter could monetarily affect the Board Member's family.

3. ROLES AND RESPONSIBILITIES:

- 3.1 The Board shall have total responsibility and control of those matters and systems required for the day to day operations and maintenance pertaining to the Recreation programs, facilities and services as outlined on Schedule "B". The Participating Municipalities shall share responsibilities as outlined on Schedule "B".
- 3.2 The Board shall be responsible to maintain records of all actions that take place for the Board.
- 3.3 The Board shall hire and appoint a Recreation Director who shall:
 - 3.3.1 take minutes of all meetings of the Board.
 - 3.3.2 transmit copies of all minutes to all members of the Board within a reasonable length of time.
 - 3.3.3 make necessary arrangements for meetings of the Board, including reservations for a meeting room, and notify members with not less than FORTY-EIGHT (48) HOURS of notice.
 - 3.3.4 prepare a proposed budget for the upcoming year of the operations and present it to the Board.
 - 3.3.5 present the proposed budget annually for approval by all Participating Municipalities prior to March 31st of the year the budget is to take effect.
 - 3.3.6 prepare a statement of expenditures for each year of operation of the Complex for auditing as required and present this to the Participating Municipalities.
 - 3.3.7 keep records of all revenues and expenditures made on behalf of the Board.
- 3.4 The Recreation Director shall present to the Board the previous years' audited financial statement and the proposed budget for the upcoming year.
- 3.5 The Chairman shall preside over all meetings of the Board, vote as a normal member of the Board.
- 3.6 The Board may appoint sub-committees to deal with any special phase of the matters coming within the scope and jurisdiction of the Board as herein set forth.

4. FINANCING:

- 4.1 Upon receiving an annual financial statement from the Town, the Municipal District shall provide annual funding as follows:
- 4.1.1 fifty percent (50%) of the previous years' operating deficit upto a maximum of **FORTY THOUSAND DOLLARS** (\$40,000.00) for the operation of the Valleyview swimming pool. 50,000.00
 - 4.1.2 fifty percent (50%) of the previous years' operating deficit upto a maximum of **SEVENTY THOUSAND DOLLARS** (\$70,000.00), for the operation of the Polar Palace Arena. 95,000.00
 - 4.1.3 fifty percent (50%) of the previous years' operating deficit upto a maximum of **FIFTY THOUSAND DOLLARS** (\$50,000.00) for the operation of the Recreation Board. 60,000.00
 - 4.1.4 percent (50%), up to a maximum of **FIVE THOUSAND DOLLARS** (\$5,000.00), for the Recreation Board to allocate as grants to non-profit clubs and organizations.
- 4.2 The Municipal District shall forward their annual contribution on or before July first each year.
- 4.3 No provision shall be made in the operating budget for either an operating deficit or surplus.
- 4.4 Each years operating budget shall include a transfer of funds to a Reserve Depreciation Fund, to be used for the purpose of equipment and building replacement as required.
- 4.5 Prior to October of each year the Board shall prepare a five year capital plan identifying capital needs and estimated expenditures and submit the plan to the Town and the Municipal District.
- 4.6 The Town and the Municipal District shall meet to discuss the five year capital plan and determine their respective funding contribution if any.
- 4.7 The Town and the Municipal District shall at a regular scheduled Council meeting approve the five year capital plan and the funding contribution.

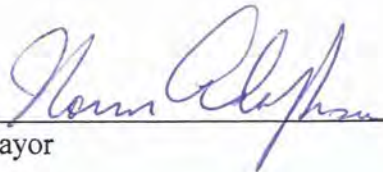
5. GENERAL:

- 5.1 A participating municipality may withdraw from this agreement at any time upon at least ONE HUNDRED AND EIGHTY (180) DAYS prior written notice of termination intent to be effective the end of the calendar year in which notice is given.
- 5.2 For the purpose of this Agreement addresses for each Participating Municipality shall be as listed below:
- Town of Valleyview
P.O. Box 270
Valleyview, Alberta
T0H 3N0
- and
- Municipal District of Greenview
P. O. Box 1079
Valleyview, Alberta
T0H 3N0
- 5.3 The Town shall be solely responsible for the overall operation of the Board and agrees to indemnify and save harmless the Municipal District from all claims, damages, costs, losses, expense and actions caused by, or arising out of the operation of the Board.
- 5.4 The Town agrees to obtain such consent, approval or licenses as may be necessary to operate the facilities, programs, and services and will maintain at all times adequate insurance to cover any loss that may arise out of the operation of the facilities, programs, or services.
- 5.5 This agreement may be amended by mutual consent of the Participating Municipalities in writing.
- 5.6 This agreement shall be deemed to have come into effect on January 1, 2006, and shall terminate December 31, 2011.


IN WITNESS WHEREOF the parties hereto have affixed their hands and/or corporate seals as of the day, month and year written above:

TOWN OF VALLEYVIEW:

M. D. OF GREENVIEW NO. 16:




Mayor



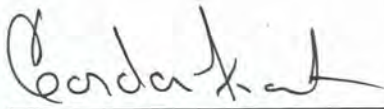
Reeve

seal

seal

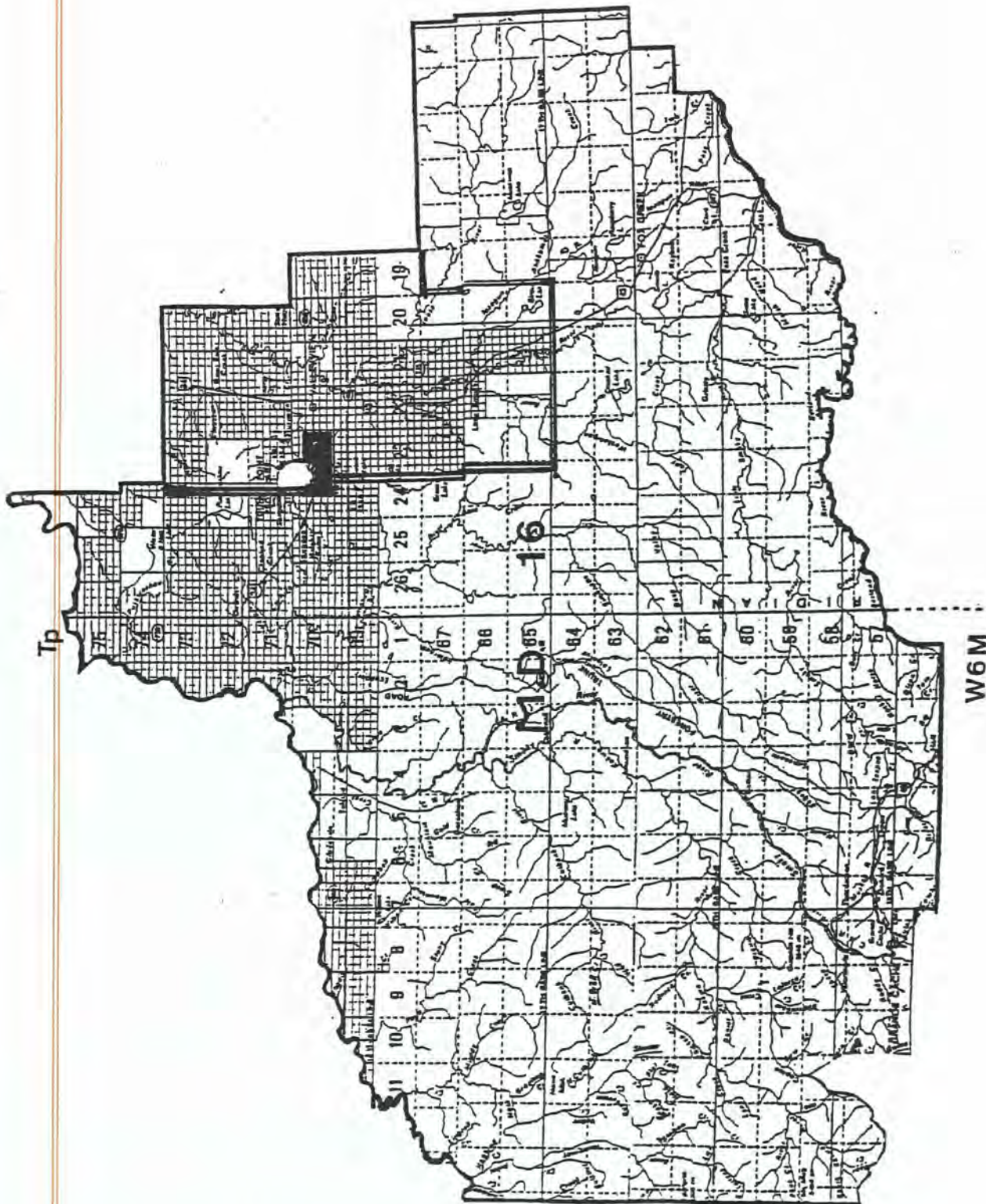


Town Manager



Municipal Manager

SCHEDULE " A "



SCHEDULE " B "**VALLEYVIEW AND DISTRICT RECREATION AGREEMENT
AREAS OF AUTHORITY AND RESPONSIBILITY****RECREATION BOARD:****PROGRAMMING:**

- Complete control of programming and related Board functions within the amounts set out in the budget as approved by the municipalities.
- Community Program coordinator reports to and is evaluated by the Board for all time spent under its jurisdiction.
- Responsible for facility rentals (Swanson Room, Craft Room, Recreation Office and Ice Surface).
- Ensures that the public is kept informed of the programs offered.

ARENA:

- Acts as liaison with user groups.
- Sets ice users Schedule of Fees in conjunction with users and the Town.
- Advises Town on the setting of arena rental rates.
- Recommends to the Town capital improvements or changes in operations.

SWIMMING POOL:

- Operates pool within budget as approved by the Municipalities.
- Advises Town on the setting of all pool rates.

OUTLYING COMMUNITIES:

- Establishes ongoing communications with the four community groups (Sunset House, Sweathouse, Little Smoky and New Fish Creek).
- Assists in the coordination and provision of joint recreational activities with all community groups.

...continued

TOWN OF VALLEYVIEW:**PROGRAMMING:**

- In conjunction with the Board, hires all staff including a Community Program Coordinator and such personnel as required to carry out all approved programs.
- Provides all administrative support for the Board and Coordinator (Accounts Receivable, Accounts Payable, bookkeeping, payroll, banking, auditing).
- Supplies office space in the arena and associated equipment.
- Contributes financially as per Agreement.

ARENA:

- Responsible for all operations and maintenance of the physical plant.

POOL:

- Responsible for all operations and maintenance of the physical plant.
- Provides all administration support for the Board and Pool Director with respect to their area of responsibility (Accounts Receivable, Accounts Payable, bookkeeping, payroll, banking, auditing).

M.D. OF GREENVIEW:**PROGRAMMING:**

- Contributes financially as per Agreement.

ARENA:

- Contributes financially as per Agreement.

SWIMMING POOL:

- Contributes financially as per Agreement.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

2150-04-VV

February 17, 2006

Mr. Garry Peterson, Manager
Town of Valleyview
P.O. Box 270
Valleyview, AB T0H 3N0

Dear Mr. Peterson:

RE: VALLEYVIEW AND DISTRICT RECREATION AGREEMENT

Please find enclosed a signed copy of the above-mentioned for your records.

I trust everything to be satisfactory.

Yours truly,

GORDON FRANK, CLGM
Municipal Manager

/lj

Encl.

M.D. OF GREENVIEW NO. 16
BACKGROUND INFORMATION SHEET
FOR THE COUNCIL MEETING OF FEBRUARY 8^H, 2006

2150-04-W

TOPIC

VALLEYVIEW AND DISTRICT RECREATION AGREEMENT

PREPARED BY

Lori Jean

BACKGROUND

Attached is a draft recreation agreement between the Town of Valleyview and the M.D. The agreement outlines the financial changes as proposed at the Joint Town/MD meeting. Clauses 4.2-4.7, dealing with capital requests, have also been added by Administration.

The agreement would be deemed to have come into effect January 1, 2006 and shall terminate December 31, 2011.

**CONSIDERATION
REQUESTED**

The above is presented for Council's approval.

Attachments

"DRAFT" Valleyview and District Recreation Agreement

approved
motion #
06.02.85

sent Town's copy of
agreement
back on
Feb. 17/06
DJ

VALLEYVIEW AND DISTRICT RECREATION AGREEMENT

between

THE TOWN OF VALLEYVIEW

P. O. Box 270
Valleyview, Alberta
T0H 3N0

and

THE MUNICIPAL DISTRICT OF GREENVIEW

P. O. Box 1079
Valleyview, Alberta
T0H 3N0

DRAFT

VALLEYVIEW RECREATION AGREEMENT

Made this _____ day of _____, 2006

BETWEEN:

THE TOWN OF VALLEYVIEW

of the first part

and

THE MUNICIPAL DISTRICT OF GREENVIEW

of the second part

(hereinafter referred to as the "Participating Municipalities")

WHEREAS, the Participating Municipalities desire to establish a joint Board to operate and maintain the Valleyview Recreation Board, the Valleyview Polar Palace and the Valleyview Swimming Pool and to promote, foster, create and operate recreational programs, services and leadership training opportunities in the Town of Valleyview and within the boundaries of the Municipal District of Greenview as shown on Schedule "A"; and

WHEREAS, the Participating Municipalities have agreed the joint Board shall be known as the "Valleyview and District Recreation Board" (hereinafter referred to as the "Board");

THEREFORE, in consideration of these presents, the Participating Municipalities hereto covenant and agree as follows:

1. ORGANIZATIONAL:

1.1 The Board shall consist of:

- a. 4 representative appointed by the Town of Valleyview.
- b. 5 representative appointed by the Municipal District of Greenview.

1.2 All members shall be appointed annually by their respective Participating Municipalities, of which one shall be an elected official.

- 1.3 The Board shall elect from among themselves a Chairman.
- 1.4 No Officer or Board member shall be an employee or contractor of the Board.
- 1.5 The Participating Municipalities may appoint one alternate member to represent them in the absence of their regular member, and in such absence the alternate member shall have full voting rights.
- 1.6 Should a vacancy occur on the Board, the Participating Municipality responsible for such appointment shall, within SIXTY (60) DAYS from the date of such vacancy, appoint another person to complete the unexpired term.
- 1.7 If an appointed member is absent from three (3) consecutive meetings without approval from the Board, that member may be removed and/or replaced by the respective municipality.

2. MEETINGS:

- 2.1 General meetings of the Board shall be held on a regular basis, as determined by the Board, to present progress reports on the operation of the recreation facilities, programs and services.
- 2.2 At any meeting, five members will constitute a quorum. A meeting of the Board must have a quorum before a meeting can be held. Should an emergent meeting be held without a quorum, then any business dealt with at such meeting where a quorum was not present, must receive consent at the following meeting when a quorum is in attendance.
- 2.3 All members of the Board shall vote, and a tied vote shall be deemed as lost.
- 2.4 A Board member shall abstain from voting and declare themselves as being in a conflict of interest if that member has a pecuniary interest in the matter. A member has a pecuniary interest if
 - a) The matter could monetarily affect the Board Member or an employer of the Board Member, or
 - b) The Board Member knows or should know that the matter could monetarily affect the Board Member's family.

3. ROLES AND RESPONSIBILITIES:

- 3.1 The Board shall have total responsibility and control of those matters and systems required for the day to day operations and maintenance pertaining to the Recreation programs, facilities and services as outlined on Schedule "B". The Participating Municipalities shall share responsibilities as outlined on Schedule "B".
- 3.2 The Board shall be responsible to maintain records of all actions that take place for the Board.
- 3.3 The Board shall hire and appoint a Recreation Director who shall:
 - 3.3.1 take minutes of all meetings of the Board.
 - 3.3.2 transmit copies of all minutes to all members of the Board within a reasonable length of time.
 - 3.3.3 make necessary arrangements for meetings of the Board, including reservations for a meeting room, and notify members with not less than FORTY-EIGHT (48) HOURS of notice.
 - 3.3.4 prepare a proposed budget for the upcoming year of the operations and present it to the Board.
 - 3.3.5 present the proposed budget annually for approval by all Participating Municipalities prior to March 31st of the year the budget is to take effect.
 - 3.3.6 prepare a statement of expenditures for each year of operation of the Complex for auditing as required and present this to the Participating Municipalities.
 - 3.3.7 keep records of all revenues and expenditures made on behalf of the Board.
- 3.4 The Recreation Director shall present to the Board the previous years' audited financial statement and the proposed budget for the upcoming year.
- 3.5 The Chairman shall preside over all meetings of the Board, vote as a normal member of the Board.
- 3.6 The Board may appoint sub-committees to deal with any special phase of the matters coming within the scope and jurisdiction of the Board as herein set forth.

4. FINANCING:

- 4.1 Upon receiving an annual financial statement from the Town, the Municipal District shall provide annual funding as follows:
- 4.1.1 fifty percent (50%) of the previous years' operating deficit upto a maximum of **FORTY THOUSAND DOLLARS** (\$40,000.00) for the operation of the Valleyview swimming pool.
 - 4.1.2 fifty percent (50%) of the previous years' operating deficit upto a maximum of **SEVENTY THOUSAND DOLLARS** (\$70,000.00), for the operation of the Polar Palace Arena.
 - 4.1.3 fifty percent (50%) of the previous years' operating deficit upto a maximum of **FIFTY THOUSAND DOLLARS** (\$50,000.00) for the operation of the Recreation Board.
 - 4.1.4 percent (50%), up to a maximum of **FIVE THOUSAND DOLLARS** (\$5,000.00), for the Recreation Board to allocate as grants to non-profit clubs and organizations.
- 4.2 The Municipal District shall forward their annual contribution on or before July first each year.
- 4.3 No provision shall be made in the operating budget for either an operating deficit or surplus.
- 4.4 Each years operating budget shall include a transfer of funds to a Reserve Depreciation Fund, to be used for the purpose of equipment and building replacement as required.
- 4.5 Prior to October of each year the Board shall prepare a five year capital plan identifying capital needs and estimated expenditures and submit the plan to the Town and the Municipal District.
- 4.6 The Town and the Municipal District shall meet to discuss the five year capital plan and determine their respective funding contribution if any.
- 4.7 The Town and the Municipal District shall at a regular scheduled Council meeting approve the five year capital plan and the funding contribution.

5. GENERAL:

- 5.1 A participating municipality may withdraw from this agreement at any time upon at least ONE HUNDRED AND EIGHTY (180) DAYS prior written notice of termination intent to be effective the end of the calendar year in which notice is given.
- 5.2 For the purpose of this Agreement addresses for each Participating Municipality shall be as listed below:
- Town of Valleyview
P.O. Box 270
Valleyview, Alberta
T0H 3N0
- and
- Municipal District of Greenview
P. O. Box 1079
Valleyview, Alberta
T0H 3N0
- 5.3 The Town shall be solely responsible for the overall operation of the Board and agrees to indemnify and save harmless the Municipal District from all claims, damages, costs, losses, expense and actions caused by, or arising out of the operation of the Board.
- 5.4 The Town agrees to obtain such consent, approval or licenses as may be necessary to operate the facilities, programs, and services and will maintain at all times adequate insurance to cover any loss that may arise out of the operation of the facilities, programs, or services.
- 5.5 This agreement may be amended by mutual consent of the Participating Municipalities in writing.
- 5.6 This agreement shall be deemed to have come into effect on January 1, 2006, and shall terminate December 31, 2011.

IN WITNESS WHEREOF the parties hereto have affixed their hands and/or corporate seals as of the day, month and year written above:

TOWN OF VALLEYVIEW:

M. D. OF GREENVIEW NO. 16:

Mayor

Reeve

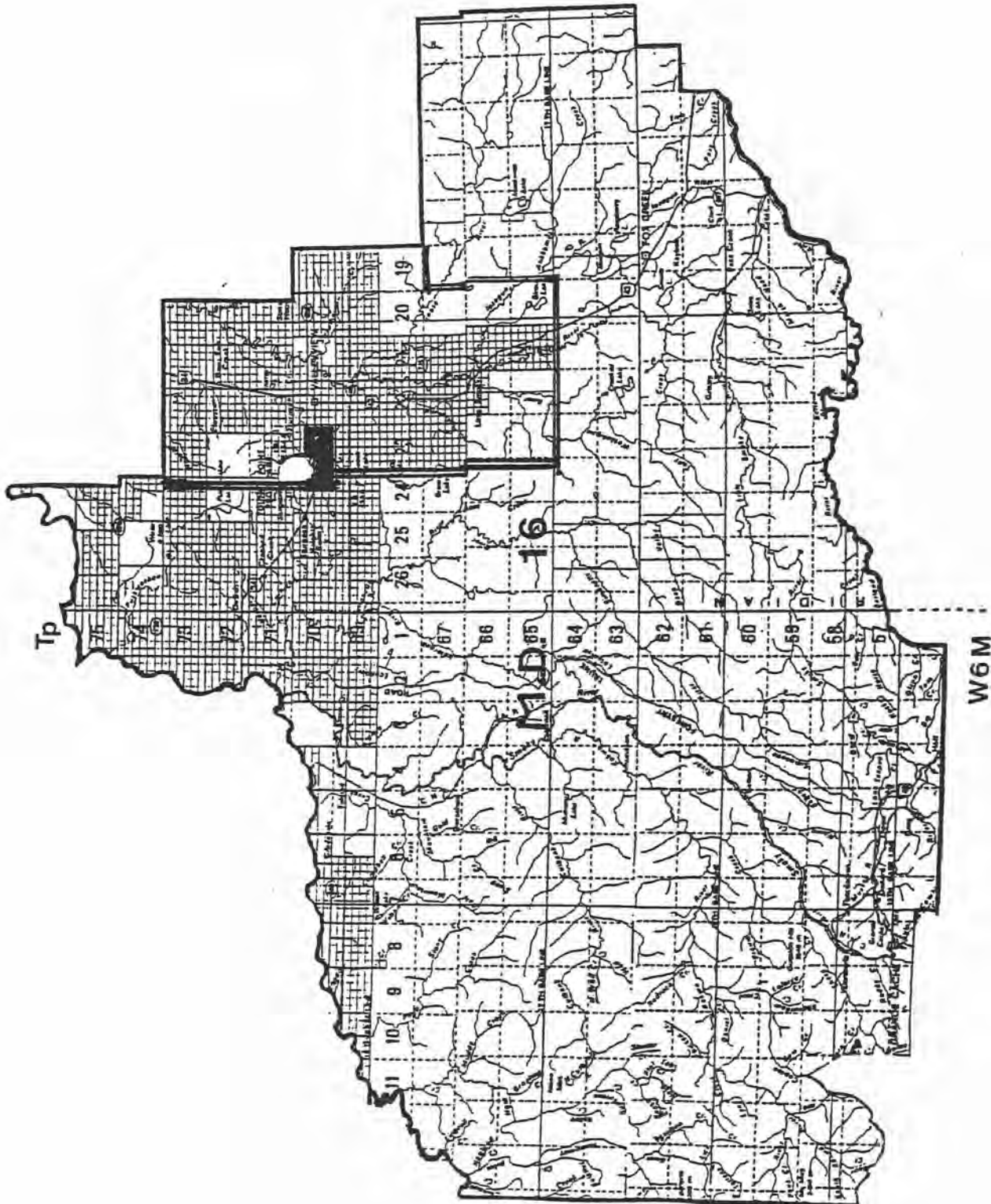
seal

seal

Town Manager

Municipal Manager

SCHEDULE " A "



SCHEDULE " B "

VALLEYVIEW AND DISTRICT RECREATION AGREEMENT AREAS OF AUTHORITY AND RESPONSIBILITY

RECREATION BOARD:

PROGRAMMING:

- Complete control of programming and related Board functions within the amounts set out in the budget as approved by the municipalities.
- Community Program coordinator reports to and is evaluated by the Board for all time spent under its jurisdiction.
- Responsible for facility rentals (Swanson Room, Craft Room, Recreation Office and Ice Surface).
- Ensures that the public is kept informed of the programs offered.

ARENA:

- Acts as liaison with user groups.
- Sets ice users Schedule of Fees in conjunction with users and the Town.
- Advises Town on the setting of arena rental rates.
- Recommends to the Town capital improvements or changes in operations.

SWIMMING POOL:

- Operates pool within budget as approved by the Municipalities.
- Advises Town on the setting of all pool rates.

OUTLYING COMMUNITIES:

- Establishes ongoing communications with the four community groups (Sunset House, Sweathouse, Little Smoky and New Fish Creek).
- Assists in the coordination and provision of joint recreational activities with all community groups.

...continued

113

TOWN OF VALLEYVIEW:

PROGRAMMING:

- In conjunction with the Board, hires all staff including a Community Program Coordinator and such personnel as required to carry out all approved programs.
- Provides all administrative support for the Board and Coordinator (Accounts Receivable, Accounts Payable, bookkeeping, payroll, banking, auditing).
- Supplies office space in the arena and associated equipment.
- Contributes financially as per Agreement.

ARENA:

- Responsible for all operations and maintenance of the physical plant.

POOL:

- Responsible for all operations and maintenance of the physical plant.
- Provides all administration support for the Board and Pool Director with respect to their area of responsibility (Accounts Receivable, Accounts Payable, bookkeeping, payroll, banking, auditing).

M.D. OF GREENVIEW:

PROGRAMMING:

- Contributes financially as per Agreement.

ARENA:

- Contributes financially as per Agreement.

SWIMMING POOL:

- Contributes financially as per Agreement.

114



TOWN OF VALLEYVIEW

BOX 270
VALLEYVIEW, ALBERTA
T0H 3N0
PHONE: 524-5150
FAX: 524-2727

Municipal District of Greenview No. 16
Box 1079
Valleyview, Alberta
T0H 3N0

Dec 21st, 2005

Attention: Mr. Gordon Frank, Manager

Re: Valleyview and District Recreation Agreement.

As you are aware, the recreation agreement between the Town of Valleyview and the MD of Greenview is up for renewal as of December 31st, 2005. By means of this letter we are formally requesting renewal of the agreement for a further 5 years. We are also requesting the following changes to the agreement to reflect cost increases and other considerations.

Requested Revisions.

Section 1.1: The Board shall consist of:

- a. 5 representatives from the Town of Valleyview
- b. 5 representatives from the Municipal District of Greenview.

Section 2.2: Meetings: That 6 members shall constitute a quorum.

Section 4: Financing.

- 4.3.1 Changed to 50% of deficit or a maximum of \$40,000 for operation of the swimming pool and splash park. (We have averaged 2005 estimated actual costs and the 2006 proposed budget to obtain the \$40,000 maximum contribution. This reflects the additional cost of the splash park. If we were to average the last 5 years the average deficit would have been approx \$64,000 with the 50% contribution being \$32,000 for each party. The MD of Greenview is contributing

M.D. 16 - VALLEYVIEW			
DEC 22 2005			
DIST.	CC	TO	INIT.
/		MANAGER	
		COUNCIL	



TOWN OF VALLEYVIEW

BOX 270
VALLEYVIEW, ALBERTA
T0H 3N0
PHONE: 524-5150
FAX: 524-2727

- \$20,000 currently to the deficit however the Town has contributed an average of \$34, 147 over the same 5 year period.)
- 4.3.2 Changed to 50% of the deficit or a maximum of \$70,000 for the operation of the Polar Palace Arena. (We have averaged the last 5 year annual deficit to be \$135, 544. The MD contributed under the current agreement \$60,000 annually while the average cost to the Town was \$75,000.)
 - 4.3.3 Change to 50% of the deficit or a maximum of \$50,000 for the operation of the Rec. Board. (The average deficit for the past 5 years was calculated at \$96,320. The MD contributed a maximum of \$40,000 per year for the deficit and the Town contributed an average of \$51,128 per year.
 - 4.3.4 We are requesting that this clause be added to reflect the 5 year capital costs for the recreation facilities. The clause should state that the MD of Greenview will contribute up to 50% of the approved capital costs for improvements to these recreation facilities.

Notes to the above Requests.

- 1. In calculating the operating deficits for the recreation facilities, we have deducted any debenture costs as they are the responsibility of the Town who chose this direction to finance the capital improvements.
- 2. We have attached to these document copies of the GL reports for the past 5 years which were used to calculate the above noted averages.
- 3. We did not allow for additional dollars to be allocated to the Rec Board for grants to sporting organizations as we previously discussed. If this allocation is agreed upon, the numbers for the Rec Board will have to be adjusted accordingly.
- 4. In support to the addition of item 4.3.4, the capital contribution, we have attached a copy of the 5 year capital improvement plan submitted by the Recreation Department. The 2005 project budget indicates a cost of \$95,651.30 to upgrade the Polar Palace. The cost is mainly for safety issues with the main expenditure being the Fire Alarm System which was a result of a fire inspection by the Fire Commissioner during the summer. You will note we received a CFEP grant in the amount of \$42,558.00 towards these improvements, and we are formally requesting the MD of



TOWN OF VALLEYVIEW

BOX 270
VALLEYVIEW, ALBERTA
T0H 3N0
PHONE: 524-5150
FAX: 524-2727

- Greenview to cost share the remaining for a contribution of \$26,546.65 for 2005.
5. The 5 year plan calls for a further expenditure of \$216,000 for additional improvements for the recreation facilities. We have anticipated receiving 50% funding from the CFEP program and are requesting the MD of Greenview to cost share the remaining \$108,000 with the Town over the next 5 years. The parking lot is not included in this cost sharing as this work was completed in 2005 under our street improvement program. The Town is providing their funding for the remaining part of the improvements under the Provincial Government Infrastructure program over the next 5 years.

In summary we hope the above information and the attached documentation is sufficient for the MD of Greenview to consider our request for the changes in the Recreation Agreement. We are willing to meet with representatives of the MD to discuss this matter further if necessary.

Thank for your consideration;



Garry Peterson, Town Manager

Cc: Rec Board.

RECREATION
VALLEYVIEW
SWIMMING POOL
11D.16

o4m

Jan 27, 1982
AGREEMENT

"This Agreement Made in Duplicate"

BETWEEN

The Minister of Municipal Affairs,
as Council for Improvement District No. 16
(hereinafter referred to as the "Minister")

OF THE FIRST PART

- and -

The Town of Valleyview
(hereinafter referred to as the "Town")

OF THE SECOND PART

WHEREAS the Town owns and operates the Valleyview and District Swimming Pool (hereinafter referred to as "Swimming Pool") which is located within the boundaries of The Town of Valleyview, in the Province of Alberta.

WHEREAS the Minister wishes to grant financial aid to the Town to operate the Swimming Pool for the benefit of the residents of the surrounding area.

THE PARTIES to this Agreement, in consideration of the mutual promises and covenants hereinafter contained, agree as follows:

1. The Town shall operate and maintain the Swimming Pool which is located on that piece of property legally described as Blk 23A - Plan 6703 MC, such lands being within the boundaries of the Town of Valleyview, in the Province of Alberta.
2. The Town will allow use of the Swimming Pool to residents of I.D. #16 and in the event that the Town imposes fees for such use, such fees shall not differentiate between the residents of the Town and residents of the Improvement District.
3. The Town shall prior to October 15 of each year submit an operational budget to the Minister for the ensuing year.
4. The Town will maintain and keep a record of the expenditures and revenues relating to the maintenance and operation of the Swimming Pool and will prior to March 31 of each year provide to the Minister, an audited financial statement indicating the expenditures and revenues of the Swimming Pool. The Town will provide such further information as the Minister may request.

5. The Minister, in any year, may contribute to the Town to assist with the basic operating cost, specifically One-third (1/3) of the cost of the operating deficit of the Valleyview Swimming Pool. The amount calculated and to be paid to the Town shall be established at the pleasure of the Minister and shall not exceed FIVE THOUSAND DOLLARS (\$5,000.00) under this agreement.

6. Any sum contributed by the Minister pursuant to this Agreement shall be used toward covering the cost of operation and maintenance of the Swimming Pool and any sum not so used shall be returned to the Minister.

7. The Town shall be solely responsible for the operation and maintenance of the Swimming Pool and agrees to indemnify and save harmless the Minister from all claims, damages, cost, losses, expense and actions caused by, or arising out of the operation of the Swimming Pool.

8. The Town agrees to obtain such consent, approval or licenses as may be necessary to operate the Swimming Pool and will maintain at all times adequate insurance to cover any loss that may arise out of the operation of the Swimming Pool.

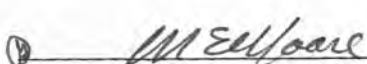
9. This Agreement shall be deemed to have come into effect on January 1, 1981 and may be terminated by either party hereto by giving written notice of the intention to terminate thirty days prior to the specified date of termination.

10. This Agreement may be amended by mutual consent of either party hereto.

11. This Agreement is not assignable without the consent in writing of the Minister.

IN WITNESS WHEREOF the Parties hereto have affixed their hands and corporate seals, this 27 day of January, A.D. 1981


WITNESS


MINISTER OF MUNICIPAL AFFAIRS
AS COUNCIL FOR IMPROVEMENT DISTRICT NO.16


WITNESS


TOWN OF VALLEYVIEW

VALLEYVIEW POLAR PALACE REC.
RECREATION
COMPLEX
I.D. 16

2155-V01

O & M

Dec. 15, 1981

AGREEMENT

"This Agreement Made In Duplicate"

BETWEEN

The Minister of Municipal Affairs,
as Council for Improvement District No. 16
(hereinafter referred to as the "Minister")

OF THE FIRST PART

- and -

The Town of Valleyview
(hereinafter referred to as the "Town")

OF THE SECOND PART

WHEREAS the Town owns and operates the Valleyview Polar Palace Recreation Complex (hereinafter referred to as "Polar Palace") which is located within the boundaries of The Town of Valleyview, in the Province of Alberta.

WHEREAS the Minister wishes to grant financial aid to the Town to operate the Polar Palace for the benefit of the residents of the surrounding areas.

THE PARTIES to this Agreement, in consideration of the mutual promises and covenants hereinafter contained, agree as follows:

1. The Town shall operate and maintain the Polar Palace which is located on that piece of property legally described as Blk 23A - Plan 6703 MC, such lands being within the boundaries of the Town of Valleyview, in the Province of Alberta.
2. The Town will allow use of the Polar Palace to residents of I.D. #16 and in the event that the Town imposes fees for such use, such fees shall not differentiate between the residents of the Town and residents of the Improvement District.
3. The Town shall prior to October 15 of each year submit an operational budget to the Minister for the ensuing year.

4. The Town will maintain and keep a record of the expenditures and revenues relating to the maintenance and operation of the Polar Palace and will prior to March 31 of each year provide to the Minister, an audited financial statement indicating the expenditures and revenues of the Polar Palace. The Town will provide such further information as the Minister may request.
5. Any sum contributed by the Minister pursuant to this Agreement shall be used towards covering one third (1/3) of the deficit cost of operation of the Polar Palace to a maximum of Twenty Five Thousand Dollars (\$25,000.00) and any sum not so used shall be returned to the Minister.
6. The Town shall be solely responsible for the operation and maintenance of the Polar Palace and agrees to indemnify and save harmless the Minister from all claims, damages, cost, losses, expense and actions caused by, or arising out of the operation of the Polar Palace.
7. The Town agrees to obtain such consent, approval or licenses as may be necessary to operate the Polar Palace and will maintain at all times adequate insurance to cover any loss that may arise out of the operation of the Polar Palace.
8. This Agreement shall be deemed to have come into effect on January 1, 1981 and may be terminated by either party hereto by giving written notice of the intention to terminate thirty days prior to the specified date of termination.
9. This Agreement may be amended by mutual consent of either party hereto.
10. This Agreement is not assignable without the consent in writing of the Minister.

IN WITNESS WHEREOF the Parties hereto have affixed their hands and corporate seals, this *15th* day of *December*, A.D. 1981.

WITNESS

WITNESS

[Signature]
MINISTER OF MUNICIPAL AFFAIRS
AS COUNCIL FOR IMPROVEMENT DISTRICT NO. 16

[Signature]
TOWN OF VALLEYVIEW

RECREATION
VALLEYVIEW & DISTRICT
(I.D. 16)

MISS-401

Joint Rec Board

Aug. 17, 1979
AGREEMENT

VALLEYVIEW AND DISTRICT

RECREATION BOARD

"This Agreement Made In Duplicate"

BETWEEN

THE TOWN OF VALLEYVIEW, in the Province of
Alberta, (hereinafter referred to as "The Town "

OF THE FIRST PART

AND

THE MINISTER OF MUNICIPAL AFFAIRS,
as Council for Improvement District No. 16
(hereinafter referred to as the "Minister")

OF THE SECOND PART

WHEREAS, it has been agreed by "The Town" and "The Minister"
to enter into an agreement for joint development and financing of
a comprehensive and varied Recreation and Cultural Development
Service to promote, foster, create and operate recreational
programmes, services and leadership training opportunities in
the Town of Valleyview and Improvement District Number 16,
namely Townships 68 and 69, Range 19; Townships 65 to 73,
Range 20 to 24; and except Townships 70, 71 and 72, Range
20 to 21 lying on the east side of the Little Smoky River;

AND WHEREAS, any area outside this Agreement wishing to join
at a later time, may do so by entering into Agreement with
the Town of Valleyview and the Minister;

AND WHEREAS, it has been agreed that this Agreement is to be
under the joint control and expense of the Parties hereto.

NOW THIS AGREEMENT WITNESSETH, that in consideration of the
premises, the Parties hereto COVENANT and AGREE as follows:

NAMELY:

1. TO CONSTITUTE a Regional Recreation Board hereinafter
referred to as "The Board" for the Town of Valleyview, and
portions of Improvement District No. 16; the aforesaid Board
comprising of eight (8) members of which four (4) members shall
be appointed by the "Minister" and four (4) members shall be

appointed by "The Town". All members shall be appointed for a term of one calendar year. All parties to this agreement shall have equal representation on the "Recreation Board".

2. A PARTY EXCLUDED FROM THIS AGREEMENT may enter into this Agreement with the consent of the parties to the Agreement and upon entering the Agreement shall have three (3) members appointed by their local government.

3. THE PARTIES OF THE FIRST AND SECOND PART hereto shall contribute on a per capita basis to the current recreation expenditures of the said Regional Recreation Board in the first and succeeding years. Contributions shall be made on the proportion of population each area bears to the total population of all the area concerned and shall be determined on the basis of population figures calculated and reported by the Department of Municipal Affairs, of the Province of Alberta, for the previous year.

4. THIS AGREEMENT may be amended subject to the consent of all parties to the Agreement.

5. THIS AGREEMENT may be terminated by either of the participating municipal authorities after one (1) year from the date hereof by giving notice in writing to the Regional Recreation Board. Six (6) months notice must be given by either of the participating municipalities indicating intention to opt out of the agreement, however, opting out will only become effective on January 1st of the following year.

6. THAT THE SAID "Recreation Board" and each member thereof shall be governed and subject to the following regulations:

1. (a) Any member of the Board who shall be absent from three (3) consecutive meetings of the Board shall (unless such absence is caused through illness or he/she be authorized by Resolution of the Board entered upon in the minutes) forfeit his office, and another member shall be appointed in his place, for the remainder of his term of office, provided that the member so forfeiting his office shall be eligible for reappointment.

Conduct
of
Meetings

2. (a) A Chairman, Vice-Chairman, and Secretary of the said Board shall be appointed within one (1) calendar month from the date of the execution of this Agreement. The Chairman for the calendar year of the execution of the Agreement shall be a Representative of "The Town" and the Vice-Chairman shall be a Representative of "The Minister", and thereafter the said offices shall be filled alternately by a Representative of "The Town" and "The Minister".

(b) That at the first meeting of the Board, in each calendar year, a Chairman, Vice-Chairman, and Secretary shall be chosen to hold office during the then current calendar year.

(c) Regular meetings of the Board shall be held at least once a month, the time and place to be determined by the Board at its first meeting, but may be changed by the Board from time to time as said Board deems advisable.

(d) Special meetings may be called on twenty-four (24) hours notice by the Chairman or at the request of any four members of the Board.

(e) A minute book shall be kept and minutes of all regular, special, or reconvened meetings shall be recorded therein by the Secretary of the Board or the Secretary of the protem. Copies of all minutes shall be filed with the Secretary-Treasurer of "The Town" and "The Minister".

(f) A quorum of the said Board shall be a majority of members of the Board.

(g) The Chairman shall have a vote on any question and in the event of a tie, motion shall be lost.

(h) The Board may appoint sub-committees to deal with any special phase of the matters coming within the scope and jurisdiction of the Board as herein set forth.

Powers
and
Duties
of the
Board

3. (a) The Board shall have the power to develop such policies, rules and regulations as it may deem necessary from time to time, provided such policies, rules and regulations are not inconsistent with powers herein.

(b) The Board may determine policy for and provide equipment and supervision for public playgrounds, athletic fields, recreation centres, and other recreation facilities and activities on any of the properties owned or controlled by "The Town" and/or "The Minister" within the stated boundaries, or on other properties with the consent of the owners and authorities hereof. It shall have the power to conduct any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner. It shall also determine policy for and create or foster or provide leadership training opportunities for the citizens within the boundaries of this Agreement.

(c) The Board will be consulted on all matters affecting the development and maintenance of recreational facilities.

(d) The Board may be consulted whenever it is proposed to lease or to sell or to otherwise dispose of any land of the Town and/or land within the jurisdiction of "The Minister" that is held for park purposes, and whenever it is proposed to purchase or otherwise acquire land for public recreation purposes.

(e) The Board shall appoint a Superintendent of Recreation and such other staff deemed necessary.

(f) The Board shall co-operate with and encourage all organizations, public, private, civic, social and religious, within the Town, Improvement District as aforementioned boundaries, supporting, promoting and working for the improvement of the recreation services and facilities.

(g) The Board shall hear and consider representations by any individual, organization or delegation of citizens with respect to recreation and act on such recommendations arising therefrom as the Board shall deem to be in the general interests of all citizens.

4. (a) ANNUALLY, the Board shall submit to the parties to this Agreement a budget of estimated revenues and expenditures from all participating districts for the following year with respect to all matters over which under the terms of this Agreement, the Board has jurisdiction for the joint approval of the said parties. This proposed budget is to be presented for approval to the parties of this Agreement on or before the fifteenth (15th) day of January for the current calendar year.

(b) The Board shall make complete annual reports to the parties to this Agreement and other reports, from time to time, as requested.

(c) Neither the said Board or any member thereof shall have power to pledge the credit of the said parties in connection with any matters whatsoever, nor shall the said Board, nor any member thereof, have any power to authorize any expenditures to be charged against "The Town" and/or "The Minister" of Municipal Affairs.

Notwithstanding the above, the Board shall have the authority to administer the approved budget and requisition cheques in payment of services, materials and grants which payments have been ratified by the parties of this Agreement by virtue of the duly submitted and passed annual budget. Signing authority for all P.O.'s and requisitions shall be determined by the Board at their first meeting. The signing authority must be a party to this Agreement.

In the event that there is to be an increase in any of the total amounts of the ratified total budget desired by the Board, application for increase in the ratified budget must be made to the parties of this Agreement before change is effected. Upon approval of the budget increase notice of change is to be brought to the attention of the signing authority for authorization for Purchase Order and Requisition.

(d) Notification powers of the parties of this Agreement; The powers exercised by the Board under the following sub-section of this Agreement shall be subject to unanimous ratification by the parties to this Agreement.

(e) A separate series of ledger accounts shall be maintained by the Recreation Department to provide full accounting on demand to the Board. A statement of monthly expenditures shall be submitted to the Improvement District showing total expenditures.

(f) Ledger accounts are to be administered by the Town of Valleyview and all revenues and expenditures in connection with the operation of the recreational programmes will be accounted for through this account and audited statement will be presented each year to the parties of this Agreement before any further annual payments are authorized. It is further understood that all income derived from usage fees or rentals for the use of local and rural facilities will be retained by each owner of the facility from which income is derived.


(g) In the event that the Board disbands, all projects are immediately declared null and void and all monies and properties revert to the parties of this Agreement.

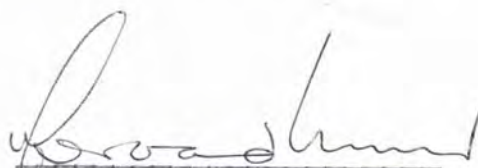
(h) Any major development undertaken during the term of this Agreement shall require a separate written Agreement between "The Town" and the "Minister" and any other parties involved.

7. IN WITNESS WHEREOF, "The Town"; has hereunder caused its Corporate Seal to be affixed under the hands of its proper officers on its behalf, and "The Minister" has set his hand and seal on the day and year hereunder written.


SIGNED, SEALED AND DELIVERED
on behalf of the TOWN OF VAL-
LEYVIEW this 17 day of
August A.D. 1977

THE TOWN OF VALLEYVIEW


MAYOR


SECRETARY-TREASURER

SIGNED, SEALED AND DELIVERED
on behalf of the MINISTER this
_____ day of
_____ A.D. 1977


THE MINISTER OF
MUNICIPAL AFFAIRS



REQUEST FOR DECISION

SUBJECT: **Fox Creek Helipad Update**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: December 10, 2018
DEPARTMENT: PROTECTIVE SERVICES
STRATEGIC PLAN: Intergovernmental Relations

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Town of Fox Creek Helipad development progress update for information, as presented.

BACKGROUND/PROPOSAL:

In 2016, Council authorized administration to enter into an agreement to commit to an equal partnership for the construction and ownership of a new fire hall in the Town of Fox Creek. At that time it was anticipated that this location would also have a helipad component. However, upon further discussions it was agreed upon that a helipad would best serve Alberta Health Services and STARS if located at the Town of Fox Creek hospital. The result of this suggestion was Council Motion 16.09.371, "That Council authorize Administration to inform the Town of Fox Creek that the helipad at the proposed Fox Creek Fire Hall project site be deleted and that future dialogue regarding constructing a helipad at the Fox Creek hospital be undertaken."

In 2017, Council authorized administration to enter into an agreement for the construction of a helipad with the Town of Fox Creek for an amount up to the lower amount of 50% or \$250,000.00, with the Town being responsible for overseeing the management of the construction. Administration has learned that the Town of Fox Creek has been denied access to build the helipad at the hospital due a Transport Canada decision stating that the site is too tight for helicopter operations and the flight paths will be low level over homes and within a few meters is a senior's home.

The Town of Fox Creek has recently recommended that the helipad be located at either the Fox Creek airport or at the original location at the Fox Creek Fire Hall.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council accepting the recommended motion is that Council will be provided up to date information regarding the status of the proposed Town of Fox Creek Helipad.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

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

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 proposed at this time.

ATTACHMENT(S):

- Helipad Location Map

Fox Creek Potential Helipad Locations





REQUEST FOR DECISION

SUBJECT: **Valleyview Fire Hall Update**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: December 10, 2018
DEPARTMENT: PROTECTIVE SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Valleyview Fire Hall Needs Assessment and Conceptual Design report for information, as presented.

BACKGROUND/PROPOSAL:

The Town of Valleyview Fire Department is currently housed in a building that has no room for growth and is housing six vehicles, plus a utility trailer in four bays. Currently, four of the vehicles are Greenview's and include a pumper, rescue, rapid attack and water tender. In addition, through a lease agreement, the Alberta Health Services Emergency Medical Services occupies two additional bays and a portion of the upper floor of the building.

As a result of this increasing congestion, in 2018 Kobayashi and Zedda Consulting was hired to complete a needs assessment and conceptual design options document for information to assist the Town of Valleyview to understand the minimum facility and site requirements to support the current and future needs of the Valleyview Fire Department.

The assessment cumulated in the proposal of four possible options to help alleviate the existing conditions, and are as follows:

1. The addition of two apparatus bays to the south of the building at an estimate cost of \$1,780,000.00.
2. The addition of three apparatus bays to the east of the building at an estimated cost of \$1,850,000.00.
3. The relocation of Alberta Health Services Emergency Medical Services and modify the building at an estimated cost of \$1,110,000.00
4. Building a new fire station utilizing existing Greenview public services building plans at an estimated cost of \$5,000,000.00

The consulting firm recommended option three and upon review, Administration also believes this to be the most practical solution. This information is being provided to Council so as to enable Council to hold a meeting with the Town of Valleyview regarding this topic.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of accepting the recommended motion is that Council will be provided with up to date information regarding the status of the Town of Valleyview Fire Hall.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion

ALTERNATIVES CONSIDERED:

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

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:

Administration will work with the Town of Valleyview to arrange a meeting of the Councils around this topic.

ATTACHMENT(S):

- Kobayashi and Zedda Report



VALLEYVIEW FIRE DEPARTMENT

VALLEYVIEW, AB

NEEDS ASSESSMENT & CONCEPTUAL DESIGN

AUGUST 7, 2018

kobayashi+zedda

architecture | planning | urban design

Ennova Structural Engineers

ReNü Engineering

Williams Engineering

BTY Group



TABLE OF CONTENTS

1.0 INTRODUCTION..... 3

2.0 FUNCTIONAL SPACE PROGRAM 5

3.0 OPTIONS..... 23

4.0 PRELIMINARY CODE REVIEW 43

5.0 RECOMMENDATIONS..... 47

APPENDIX A – STRUCTURAL DESIGN REPORT

APPENDIX B – MECHANICAL DESIGN REPORT

APPENDIX C – ELECTRICAL DESIGN REPORT

APPENDIX D – COST ESTIMATE

1.0 INTRODUCTION

The objective of this report is to present a clear, well defined needs assessment, functional Space program, and conceptual design options for the Town of Valleyview (TOV) as it moves towards addressing the needs of the Valleyview Fire Department (VFD). Through consultation with the TOV and the VFD, a review of the NFPA Fire Protection Handbook, and research of similar facilities, we are pleased to submit the following report outlining the planning criteria, spatial needs, functional relationships, and conceptual design options that are of critical importance to the VFD and the expansion of the existing facility.

Our methodology involved an assessment process that included a consultant site visit to the existing facility, and a targeted meeting with VFD personnel.

1.1 BACKGROUND

The Valleyview Regional Emergency Services Complex (VRESC), located at 4701/4703 50th Street, was constructed in 2002 to house the Valleyview Volunteer Fire Department and Grande Prairie Regional Emergency Medical Service (GPREMS). The 1,028 m² building contains the fire and ambulance apparatus bays, a training room, and an office for the ambulance station. Change rooms, washrooms, and storage for both uses are also located on the ground floor. The second floor contains living quarters for the ambulance staff, a staff room for firefighters, offices and service space. Generally, the building is in good condition, and has been well maintained.

The VFD has outgrown its current apparatus bay, which was originally designed to accommodate 4 emergency response vehicles, which allowed for growth of one vehicle. 16 years later, the fire department is operating 6 vehicles out of the same apparatus bay, with four of the vehicles sharing a two of the overhead doors, and there is insufficient space to add a ladder truck. As the apparatus bay also includes apparatus support functions including hose and turn-out gear storage, laundry facilities and a radio station, the apparatus bay has become very congested, and is unable to meet current or future needs.

Without sufficient and suitable working and storage space in the apparatus bay to effectively operate and provide protective services to the region, a fire department suffers from its inability to meet future growth, changing community needs, changing fire protection standards, and providing a healthy, safe and comfortable working environment.

The proposed expansion of the VFD requires a well-planned approach to consider the various options for expansion, and their ability to meet the needs of the fire department.

1.2 PURPOSE OF THIS DOCUMENT

This needs assessment and conceptual design options document provides information to assist the Town of Valleyview to understand the minimum facility and site requirements to support the current and future needs of the VFD.

1.3 ORGANIZATION OF THE DOCUMENT

- Introduction: this section includes a background and objectives of the project, organization of the document, and participants list.
- Functional Program: translates the future functions of the project into a description of activities, design requirements, design and functional relationship concepts, and physical space estimates.
- Options: This section outlines the various options to meet the space needs of the VFD and describes the advantages and disadvantages of each option.
- Preliminary Code Review: Provide a high-level code review of the existing building to identify any consideration that may impact the expansion of the existing facility.
- Recommendations: This section summarizes the preferred option and provide some direction regarding next steps.

1.4 PROJECT PARTICIPANTS

This report was completed with the involvement of the following key individuals:

1.4.1 CONSULTANT TEAM

Ryan McLennan, Architect, Project Lead
Kobayashi + Zedda Architects Ltd.

Clinton Yiu, Structural Engineer
Ennova Structural Engineers

Stuart Fix, Mechanical Engineer
ReNü Engineering

Matt Fenwick, Electrical Engineer
Williams Engineering Canada

1.4.2 VALLEYVIEW VOLUNTEER FIRE DEPARTMENT MEMBERS

Danny McCallum, Fire Chief

Les Serediak, Volunteer Firefighter

2.0 FUNCTIONAL SPACE PROGRAM

2.1 OVERVIEW & METHODOLOGY

This report is intended to determine the current and future needs of the VFD, by assessing the current facility and interviewing users to gain an understanding of the current use and condition of the building, VFD's needs and expectations of the facility, and thoughts on what those needs might be in the future.

As the intent of this project is to expand the existing facility, and not to build a new fire hall, the approach to the space needs is slightly different than a program for a new facility. Rather than determining all the space needs from scratch, the approach is to identify where there are deficiencies or missing space components within the existing building and identify these as additional space needs.

2.2 EXISTING BUILDING FUNCTIONALITY

The initial phase of this project was to assess the existing building to identify where there are issues, or where additional space is required to meet current and future needs.

2.2.1 APPARATUS BAY

1. The most apparent deficiency in the building is that there is insufficient clearance around the vehicles parked in the apparatus bay. This lack of clearance impacts response times as firefighters need to equip themselves in their turnout gear, then quickly enter the vehicles.

NFPA recommends providing a minimum bay width of 4.8 m for the trucks to allow for the oversized nature of the trucks, as well as the need for crews to open doors, tilt hoods, and complete maintenance in place, without forcing personnel to crawl over or under the trucks. NFPA also recommends a minimum clearance of 1.5 m between the front of the apparatus and the garage doors.

Although the original bays were designed to be 5.8 m wide, currently 2 of the bays house 2 vehicles each: a pumper truck and a pick-up. This has caused clearances to be reduced well below the recommended dimensions and is currently a safety hazard. Having two vehicles per bay also means that some of the larger equipment including the tender, the pick-up, the town pumper, and the rapid response unit must exit the bay doors on an angle, which puts both the vehicles and building at risk of damage.

These clearances also impact the functionality of the turnout gear and radio and map areas as vehicles are parked too close. Furthermore, the south entrance, which is the main entrance used by volunteers, is very congested due to the trailer in bay 4, making rapid access to the equipment difficult. The VFD noted that this trailer has been located in different apparatus bays to try and resolve the issue, and in some cases moved by hand to provide access.



Figure 1: Existing apparatus clearance issues. GMC Pumper truck in Bay 1 and Tanker and Heavy Rescue in Bays 3 and 4.

These clearances also impact the functionality of the turnout gear and radio areas as vehicles are parked too close. The apparatus and emergency vehicles stored in the bay include:

- 2001 GMC C8500 Superior Pumper Truck – Town of Valleyview (Bay #1)
- 2012 Dodge Ram 3500 with Can AM 800 ATV – VVFD Members (Bay #1)
- 2014 Custom Rosenbauer Pumper – MD of Greenview (Bay #2)
- 2000 Ford F-550 Rapid Response – MD of Greenview (Bay #3)
- 2015 Tri-axle Freightliner Tender – MD of Greenview (Bay #3)
- 2011 Freightliner Heavy Rescue – MD of Greenview (Bay #4)
- 2010 Custom Trailer with Polaris Ranger 6x6 – VVFD Members (Bay #4)

The VFD has indicated that until now, the department has been purchasing equipment that meets the specifications that their apparatus bay can accommodate rather than purchasing the equipment that is actually required to meet firefighting and insurance requirements. VFD is intending to replace the Ford pick-up in 2018, and intends to replace one of the pumpers with a 70' aerial ladder/pumper truck. This pumper truck will not fit into the existing pumper truck bays (Bays #1 and #2), and will require a dedicated bay.

2. Currently there is no bay dedicated to vehicle maintenance, and personnel are washing vehicles in the bays which creates a potential for contamination of adjacent vehicles and storage, as well as an increased level of moisture in the hall. Staff

indicated a preference for a separate wash bay which is separated from the other bays with a curtain. This bay can be drive-through.

3. Turnout gear located in the bay is preferred by staff and should not be located in a separate room.
4. Back-in bays are preferred over drive-through bays as they allow for better use of wall space for storage.
5. The existing bay is provided with general exhaust with a CO₂ sensor. This is maintained annually by the Municipal District.



Figure 2: East side of Apparatus Bay with turn-out gear on exterior wall.



Figure 3: View of Apparatus Bay from the hose drying structure.

2.2.2 APPARATUS BAY SUPPORT SPACES

1. Staff indicated that there is insufficient storage space separate from the bays. Currently there are only two storage rooms, one which is used as a workshop which contains the self-contained breathing apparatus (SCBA) bottle filling station and air compressor, and the other which is being converted into a laundry facility with a washer and dryer meeting NFPA recommendations for turnout gear. The following items are currently stored in the apparatus bay:
 - Hoses are hung at the south end of the building off an elevated platform;
 - SCBA bottles are stored underneath the platform adjacent the pressure washer.
 - A BBQ is stored in the southeast corner with a ladder and fire control concentrate. Additional barrels are stored along the north side of the bay and between the garage doors.
 - Turnout gear is located against the back of the bay.

Additional storage requirements can either be accommodated in racks within the apparatus bay, in separate rooms, or on a storage mezzanine.

2. The washer and dryer were previously located in the apparatus bay, and as noted above are being relocated into a separate laundry room to aid with limiting contamination.

2.2.3 ADMINISTRATIVE AND TRAINING AREAS

1. The ground floor training room is sufficient for the number of members and is located in an ideal located directly off the apparatus bay.
2. Currently all the offices are located on the second floor, and do not work well for preparing reports after fire incidents. An office or workstation on the ground floor is required, with access to a photocopier.

2.2.4 GENERAL BUILDING ISSUES

1. The building heating is provided through three natural gas furnaces located in the second-floor service room. Each furnace is controlled off a single thermostat, which impacts the ability to control temperatures as some of the zones cover both the VFD and EMS sides of the building.
2. An air compressor is located in the second-floor service room and is not in an ideal location for servicing as it should be located off the apparatus bay.

2.2.5 FIRE HALL LOCATION & SITE

1. Staff indicated that the location of the Fire Hall is good for response times due to the proximity to both highways, but that the site restricts their ability to expand.

2. The parking lots provide 10 parking stalls for the Fire Department. Staff have indicated that this is insufficient space for crews coming into calls, and the 90-degree parking layout means that vehicles flying in do not respect the lines.

2.3 PLANNING OBJECTIVES & ASSUMPTIONS

The planning and programming objectives and assumptions were determined through input and consultation with various stakeholders, and are as follows:

1. That the requirements of the VFD will be accommodated through a new expansion of the existing facility, or through reconfiguration of the building interior, and will be able to use the existing support spaces;
2. To provide space for a new rapid attack unit;
3. To provide a facility that meets current Fire Rescue Station and Occupational Health & Safety standards;
4. That major equipment maintenance will continue to be carried out by the Municipal District's mechanics; and
5. To provide planning for existing and future needs for a 20-year planning horizon.

This last assumption is important as the existing facility is 16 years old, is already beyond its designed capacity, and did not have any allowance for future expansion of the fire department (although interestingly enough, expansion was planned for the EMS station). It is expected that at the time of design, the planning horizon used was only 10-years. Many guides recommend planning for 50-years, but this is usually not deemed to be practical, so a 20-year planning horizon is typically used, with plans for expansion to accommodate future needs beyond that timeframe.

2.4 ACTIVITY INDICATORS

Valleyview Fire Department was established as a volunteer brigade in December of 1955. Prior to occupying the current facility, the VFD was located in a three-bay fire hall connected to the current Town Hall (which is currently being replaced). At the time the VFD has only 3 trucks and was responding to approximately 40 calls per year with 25 volunteers.

Five years after the new fire hall opened, in 2007, the station was receiving 70-80 calls, with approximately 20 volunteers. In 2016, the number of fire related calls increased to approximately 150, and the current average is 120 calls per year, not including medical co-response calls. This increase in the average number of calls is 300% of number of calls received when the station was built, even though the design only allowed for the addition of one more truck within the apparatus bay, which is only 130% increase. Currently the VFD has 6 vehicles parked inside the apparatus bay.

The building itself was designed to accommodate 25 volunteer fire fighters, as is evident by the number of lockers provided. The current average is 20, which has been determined to be sufficient to handle the number of calls received, and to maintain a minimum level of training. Currently the VFD is not accepting new recruits as there are not enough experienced members

to train them. Out of the 20 current volunteers, 12 of the staff have under 5 years' experience, while the other 8 have 15-20 years.

This data can be summarized as follows:

Year	# of Fire Related Calls	# of Firefighters	# of Emergency Vehicles	# of Apparatus Bays
2002	40	25	3	3
2007	80	18	5	4
2015	120	16	7 + ATV/UTV	4
2016	150	16	7 + ATV/UTV	4
2017	T.B.D.	19	7 + ATV/UTV	4

Note: Information supplied by the Valleyview Fire Department.

The factors impacting the growth of the department, include the following:

- Changes in fire protection practices, including the move towards larger equipment, thus impacting space requirements;
- New construction (including apartment buildings and hotels) that requires different equipment to meet insurance requirements;
- Increases in calls due to population growth or other additional growth factors such as changes in responsibilities.

All three of these factors have impacted the increased space requirements for the department, but the biggest contributor to the number of calls has been the twinning of the Highway 43, which was completed in 2014. This section of highway has had almost a 50% increase in traffic since 2002, with a peak in daily traffic occurring when the twinning was completed. This data is described in the table below:

Year	Number of Daily Trips on Highway 43		
	Hwy 43 N of Valleyview	Hwy 43 S of Valleyview	% Increase Over 2002
2002	3810	5000	-
2007	4820	6300	26-27%
2012	5410	7280	43-46%
2013	5570	7540	46-51%
2014	6080	8200	60-64%
2015	5800	7820	52-56%
2016	5460	7240	43-45%

Note: Information supplied by Alberta Infrastructure and Transportation.

Based on census data, population growth has not been a major factor, as the population in Valleyview has decreased from 1,856 to 1,421 (24%) between 2001 and 2016. However, as the VFD serves a larger area within the Greenview Municipal District (Census Division 18), it is important to note that the population of this district has remained relatively stable over the same time frame, and has increased to 14,488 from 14,346, a 1% increase.

2.5 FUNCTIONAL DESCRIPTION

The Fire Hall provides a place where personnel, apparatus, and gear can be kept ready at all times to respond to a variety of emergency incidents. The use of the Fire Hall for any other purpose is always secondary to its emergency response function. The Fire Hall operates in three modes:

1. Training and maintenance;
2. Deployment; and
3. Post incident.

Personnel at the VFD provide the following services:

- Fire suppression;
- Rescue response for motor vehicle accidents;
- Assistance to medical response calls;
- Search and Rescue, including ice and water rescue;
- Dangerous good awareness;
- Providing ground assistance for helicopter landings;
- Preparing reports;
- General maintenance of the fire hall, equipment and the vehicles; and
- Community service and charitable work.

The majority of the maintenance on the vehicles is completed by the Municipal District (MD) on a monthly basis, with minor maintenance completed in the apparatus bay and more major maintenance occurring at the MD garages.

As noted above the following activities need to be accommodated in an addition or renovation of the existing facility:

Apparatus Bay:

- Heated storage of apparatus, including supplies.
- Vehicle operations training; firefighter training by moving vehicles outside.
- Minor maintenance, cleaning, charging of batteries, checking operations, replenishing supplies, and repair of apparatus.
- Gearing-up and loading necessary mobile equipment and supplies.
- Guided public tours.

Apparatus Support:

- Storage of maintenance parts and equipment.
- Laundry facilities.

Administrative & Support Areas:

- Administrative activities related to reporting on incidents.
- Desk or workstation-based work.

2.6 OPERATIONAL DESCRIPTION

2.6.1 HOURS OF OPERATION

The VFD does not maintain firefighter on site when on call, and therefore the facility does not have set hours, as personnel arrive to respond to emergency calls, or for scheduled training. Currently, the VFD volunteers have practice scheduled once a week, usually on Thursday evenings, and monthly training. These normally have an attendance of 12-15 people. Volunteer firefighters also respond to an average of 3 calls a week.

Based on this type of operation, the building can be occupied at any time of the day, or any day of the week. Also, due to the intermittent use, the public does not normally frequent the building.

2.6.2 ORGANIZATION

Volunteer staff report to the Fire Chief.

2.6.3 STAFF FLOW

Members currently enter the facility through the south door of the apparatus bay as well as the main entrance. If on a call, they will equip their turnout gear and go directly to the vehicles. If coming for training or an after-hours event, members will go to the training room or the second-floor staff room.

In addition to firefighting duties, members will complete practices and training, perform minor maintenance or repairs on apparatus and equipment, and gather supplies and materials in preparation of future emergency calls.

The training room serves as the muster space, and is used for meetings and training. The staff room is used for training, after-hours events, and as a break area after emergency call-outs.

2.6.4 APPARATUS FLOW

Apparatus will enter and exit from one side of the building only in order to maximize the use of walls for storage space. All emergency response vehicles are stored inside at all times. Apparatus must be configured for efficient deployment of vehicles in response to several types of emergencies.

It must be possible to exit the Fire Hall without moving other vehicles out of the way.

2.7 STAFFING, OCCUPANCY, AND GROWTH ESTIMATES

There are currently 19 volunteer firefighters working for the VFD, including the Fire Chief. This number has been the average number of members, and it is not expected to grow to more than 25 in the next 20 years.

2.8 DESIGN CRITERIA

2.8.1 ARCHITECTURAL CRITERIAL

The spatial character of the new spaces should provide a high ceiling height with a medium level of finish, and a medium level of reconfigurability. The space will be tailored to garage and storage functions, and adaptable to functions associated with the minor maintenance and repair of primarily heavy duty, and some light duty vehicles.

The facility includes the following spatial zones:

- Apparatus Bays: The central apparatus storage bays for the storage and maintenance of vehicles.
- Apparatus Support & Supplies: Includes equipment and supply storage, and laundry facilities.
- Administration: Enclosed office with printing area on ground floor.
- Outdoor Areas: Includes member parking and emergency vehicle apron in front of all overhead doors.

Apparatus Bays

- Must provide a minimum bay clearance of 4.8 m wide, with a minimum of 1.5 m clearance at the front and back of vehicles. A minimum 2 m should be provided between vehicles.
- Doors into bays must be a minimum of 4.2 m wide x 4.2 m high.
- Provide individual bays and overhead doors for each of apparatus and emergency vehicle.
- Provide a separate vehicle maintenance bay that can be used for routine maintenance, post-incident cleaning, and may provide parking for the fire chief.
- Provide clear access from turn out gear to apparatus and emergency vehicles to allow for efficient deployment of vehicles.
- Provide one overhead door per bay, except for the vehicle maintenance bay which can be provided with two overhead doors to allow for vehicle drive through.
- All bays should have an ability to view the outdoor aprons to ensure that they are clear for deployment.

- Overhead doors to be provided with local and remote operated door opener, and should be provided with manual backup and safety sensor strips.
- Air compressor to be relocated near the maintenance bay to allow for tire fill.

Apparatus Support & Supplies

- The majority of equipment and supplies should be stored in racks accessible from the apparatus bay, within enclosed storage rooms, or on storage mezzanines.
- All apparatus support and supply spaces should be directly accessible from the apparatus bays.
- Enclosed storage spaces should be keyed.
- Enclosed laundry facilities should be provided and should accommodate an extractor washer.
- Laundry facilities should be located near the turn out gear and will be used intensively post-incident.
- Laundry should include drying racks and counter and should have keyed access.

Administrative Areas

- Office space should be provided on the ground floor for post-incident reporting, access to network and internet resources. If enclosed, key access should be provided.
- Office space should provide space for a workstation and multifunction printer.
- Office space would ideally be located adjacent the existing training room.
- Should allow for use by up to 2 personnel at one time.
- Minimum 2.4 m height.

Service Spaces

- Service spaces should be centrally located and designed for access by maintenance staff. Ideally, direct outdoor access should be provided.

Outdoor Space & Access Requirements

- Reinforced concrete aprons should be provided in front of all overhead doors and should provide the same clearances as within the bays to allow vehicles to be pulled outside for maintenance, training, and use of the interior bays for other training activities.
- Parking areas must consider the fact that members will be coming to the facility to respond to incidents, and therefore should consider angles parking,

and increase clearances to allow for the fact that members won't have the time to park between the painted lines.

- Clear access must be provided between the parking area and the staff entry door.
- The staff entry door must be located to allow for efficient access to turnout gear without having to go around equipment.
- Landscaping should be provided at the perimeter of parking areas and should be resistant to snow loads;
- Landscape should mitigate the effects of drifting snow, particularly at roadway entrances;
- Areas for piling snow should be provided adjacent parking areas;
- Curbs should be designed to mitigate damage by snow removal equipment; and,
- Provide roadway and site lighting.

Building Massing & Exterior

- New building areas should be designed to support passive design principles where possible.
- New additions to the building should be complementary to the existing building and should maintain clear wayfinding to the building entrances.
- All exterior finished should be durable and low maintenance.

2.8.2 INTERIOR DESIGN AND CIRCULATION

- All administrative and training areas of this component will be barrier-free. Barrier-free access is not required in the apparatus bays and support areas due to the physical requirements, but it is recommended that they be allowed for to provide sufficient operational clearances and to allow for public tours.
- Finishes will be durable and easy to clean and repair and should be low in volatile organic compounds (VOC) and have high recycled content where possible.
- Ceilings in office areas shall be finished with sound transmission limiting ceiling tile and can have suspended indirect lighting.
- The building should be limited to two entrances: the existing main entrance and a secondary staff entrance.
- Regular public access does not occur, so circulation patterns need to be designed to suit fire department operations.

2.8.3 BUILDING STANDARDS & SYSTEMS

All building systems should be designed to reduce the operating and maintenance costs of the facility.

Planning/Building Standards

The new building must conform to all applicable national and provincial building codes, and other codes and standards that relate to design, accessibility, safety, and energy efficiency.

Building Envelope

All new building envelope should be designed to meet the current Alberta Building Code (ABC) Part 5, National Energy Code for Buildings (NECB), and must meet the following requirements:

- Thermal bridge-free construction
- Air Barrier materials with air leakage $\leq 0.02 \text{ L/s} \bullet \text{m}^2 @ 75 \text{ Pa}$.
- Air barrier assemblies with an air leakage $\leq 0.2 \text{ L/s} \bullet \text{m}^2 @ 75 \text{ Pa}$.
- Meet the maximum fenestration limits and thermal characteristics of NECB as specified in Section 4.4

Safety Systems

All life safety standards must be met, including the provision of fire extinguishers throughout the facility, and expansion of the CO₂ detection system.

Access to the roof should be provided through a roof hatch and ladder. All equipment should be located away from the edge of the roof to avoid the requirement for fall restraint, and to allow maintenance staff to setup a safe working zone.

Structural Systems

Structural systems should ideally extend the existing structural systems and must consider any additional loads imposed on the existing structure. As per the ABC, the building must be designed to meet post-disaster importance factor of Part 4.

The proposed building would include a structural steel frame, with a roof comprised of metal decking on open web steel joists on steel beams and columns. Lateral force resistance would be provided through tension-only diagonal bracing.

The existing building was designed to Part 9 and did not account for this importance factor. The attached report includes an analysis of the existing structure based upon the drawings provided and identifies that upgrades would be required to the existing roof beams, open web steel joists, columns, and pile foundation.

Refer to Appendix A for the structural design report.

HVAC Systems

All new mechanical systems must be designed to meet ASHRAE standards and must consider the reduction of energy consumption. The following design criteria and standards apply:

1. Requirements from the following Codes and Standards as they relate to the mechanical systems will be incorporated into the design:
 - a. Provincial Building Code;
 - b. Provincial Fire Code;
 - c. ASHRAE Guides and Standards; and
 - d. NFPA.
 - e. NECB
2. System capacities will be finalized with heating and cooling load calculations through the design phase and in conjunction with the details of the building envelope construction.
3. Basic design requirements for the facility are:
 - a. Outdoor design conditions shall be:

Summer: 28°C DB / 17°C WB,
Winter: -36°C;
 - b. Indoor design conditions shall be:

Summer: 23°C / 35-50% RH,
Winter: 20°C / 25-35% RH;
 - c. Heat Recovery Efficiency $\geq 65\%$.
 - d. Excess temperature $>25^{\circ}\text{C} \leq 10\%$ of time.
 - e. Reliability: The mechanical systems will perform their functional purpose under varying operating conditions, both thermal and operational. All systems will be design to operate 24 hours per day, 365 days per year;
 - f. Maintenance and Accessibility: The mechanical systems shall be readily accessible for inspection, service or replacement without requiring removal of other systems;
 - g. Functional Environment: As much as possible, the mechanical and controls system shall be simple to understand, simple to operate, and simple to maintain;
 - h. Human Comfort: The mechanical systems will provide comfort, cooling, heating, humidification, and ventilation to maintain appropriate interior conditions for building occupants.
 - i. Flexibility and Expansion: The mechanical systems shall be able to respond to changes in function or in load with only minor modifications; and
 - j. Sustainable Design: The mechanical systems will minimize the impact on the environment by reducing consumption, intelligent selection of materials, and careful oversight during construction.

4. New apparatus bays can either extend the same ventilation system design or provide a vehicle exhaust extraction system.

Refer to Appendix B for the mechanical design report.

Fire Protection

The existing fire alarm system should be extended into the new areas of the building. Currently there is no sprinkler system, so unless required by code, none should be provided due to cost and service size.

Fire extinguishers should be distributed throughout the building to NFPA requirements.

Plumbing and Drainage

A trench drain and sump system should be provided in all new apparatus bays.

Floor drains should be provided in laundry rooms.

Where required, low-flow fixtures should be provided throughout the facility.

Provide water fill point in all new bays.

Electrical Systems

All electrical systems should be extended into the new areas.

Appropriate lighting should be selected to provide a consistent level of lighting in apparatus bays and must avoid shadowing created by the apparatus. Office space lighting should include user controls and appropriate lighting to avoid glare. All new lighting should be LED and must meet the requirements of NECB.

Exterior lighting must be designed to reduce glare with full cut-off fixtures to reduce sky glow and spill onto adjacent properties.

Electrical in apparatus bay should be provided through retractable power reels.

Refer to Appendix C for the electrical design report.

Access Control

Existing access control systems should be extended into the new areas.

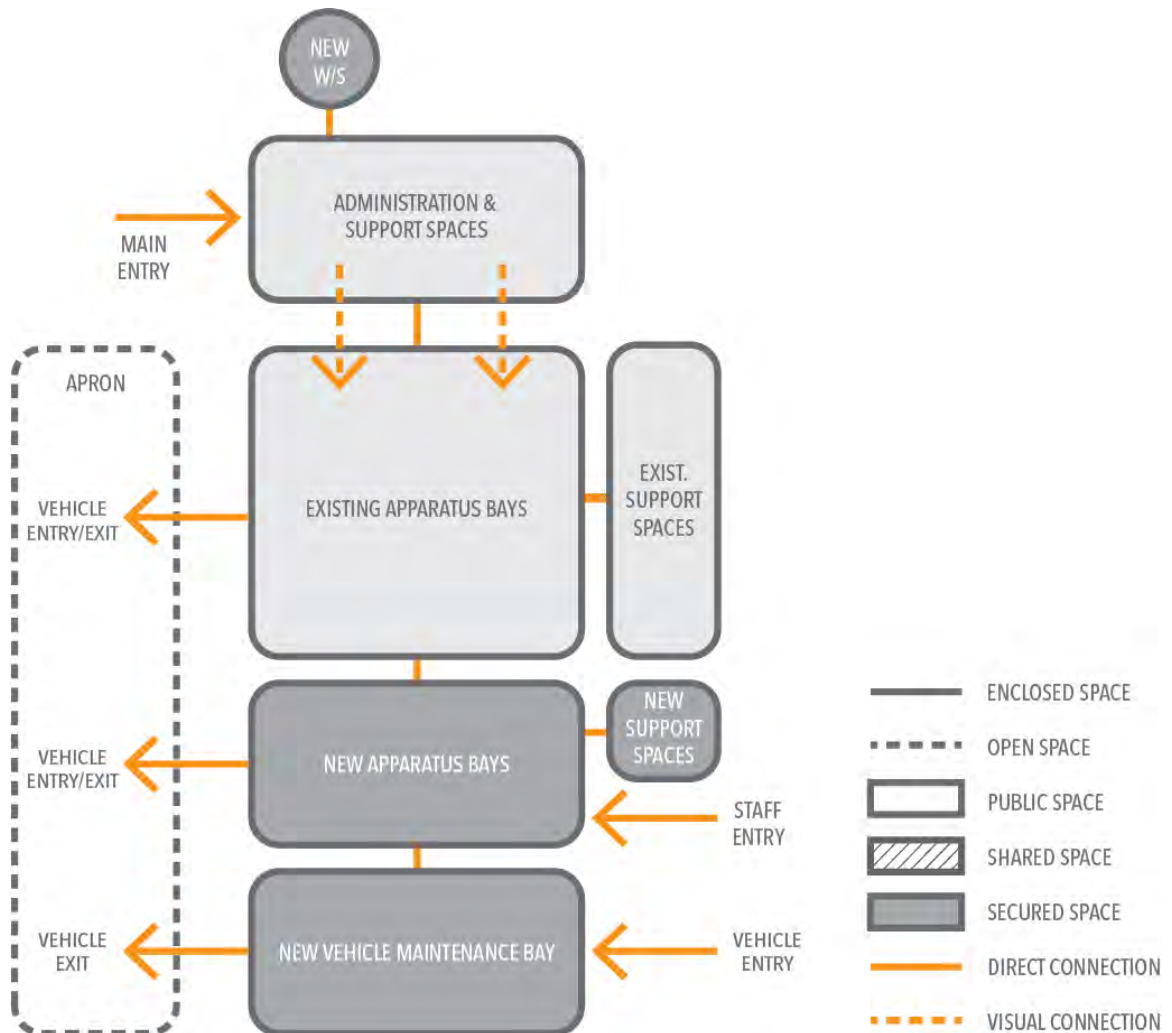
Security, IT and Communication Systems

All existing security, IT and communication systems will remain, and should be extended into the areas. Wireless access points should be provided in all new spaces to maximize their flexibility.

All new offices and workstations require three communications drops.

2.9 FUNCTIONAL RELATIONSHIP DIAGRAM

The general organization of the building is proposed to be as follows:



2.10 SPACE SUMMARY

The table below summarized the existing spaces and new areas required for each building space component as described above.

Space Requirements				
Zone	Space	Existing Net Area (m ²)	New Net Area (m ²)	Notes
Administration & Personnel Support				
	Entrance Vestibule	8		
	Training Room	54		
	Staff Room	79		
	Chief's Office	11		
	Training Office	16		
	Firefighter Workstations		10	2 workstations and printer/copier.
	Men's Change Room	26		
	Women's Change Room	15		
	Unisex Washroom	3		
Apparatus Bay & Support				
	Existing Vehicle Storage	349		
	New Vehicle Storage		115/198	Two bays for small response vehicles. 4.8 m x 12 m bays <u>or</u> two bays for fire apparatus. 5.5 m x 18 m bays.
	Maintenance Bay		99	5.5 m x 18 m drive-through bay
	Turn Out Gear	65		
	Laundry Room		10	
	Cascade/SCBA Room	10		
	Storage Room	10		
	New Storage Room		10	
	Hose Storage	6		
	Janitor Room	3		

Valleyview Fire Department
Town of Valleyview

Total Net Area	655	234/317	
Circulation Allowance	23	23/32	10%, not including apparatus clearances
Building Services	19	19/25	8%, including mechanical, electrical, and IT
Structure/Walls	41	23/32	10%, Interior and exterior walls

Gross Floor Area	738	299/406	
------------------	-----	---------	--

3.0 OPTIONS

To meet the additional space requirements identified in the functional program, 4 options have been identified:

1. Add additional apparatus bays to the south;
2. Add additional apparatus bays to the east;
3. Relocate EMS and expand into the existing 2 apparatus bays; and
4. Construct a new building on a new site.

The last option, is mainly included for comparison purposes, and construction estimates are based upon other fire halls recently completed in DeBolt and Grovedale. If this option was determined to be the preferred option, additional planning and programming would be required to identify needs, identify and select an ideal site based upon the guidelines of the NFPA Fire Protection Handbook, and would require a complete business case.

Refer to the appendix for the structural, mechanical and electrical reports related to the existing building and the first 3 options.

The cost estimates for the first 3 options have been completed by BTY Group, and the complete estimates are included in the appendix.

Figure 4 shows the existing site plan, while Figure 5 shows the existing ground floor plan for comparison to the proposed options.

In addition to these options, the individual consultants have identified upgrades to the existing building that should be considered in each of the 3 options, which expand or renovate the existing building. These include:

- A. Upgrades to the existing structure to meet the post-disaster structural load requirements
- B. Upgrades to the existing mechanical system
- C. Upgrades to the existing electrical system

Items B and C are not required but should be considered in all options based upon an analysis of payback. Item A is recommended for all options as the intent of post-disaster loading is that the building will remain standing in the event of a disaster in order to provide emergency services. The costs of these options are as follows:

- Upgrade to existing structure: \$466,790
- Upgrade to existing mechanical and electrical systems: \$183,650

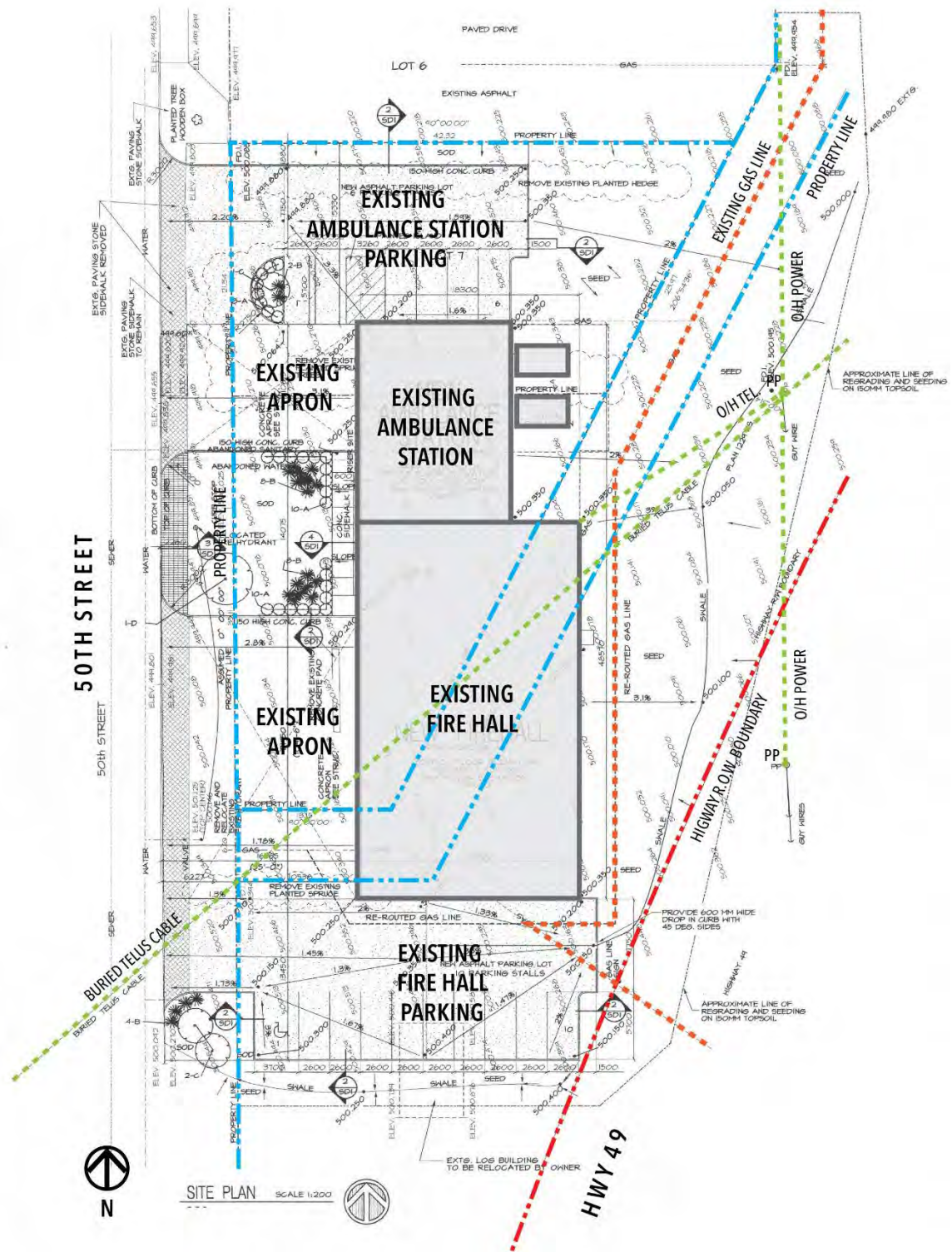


Figure 4: Existing Site Plan

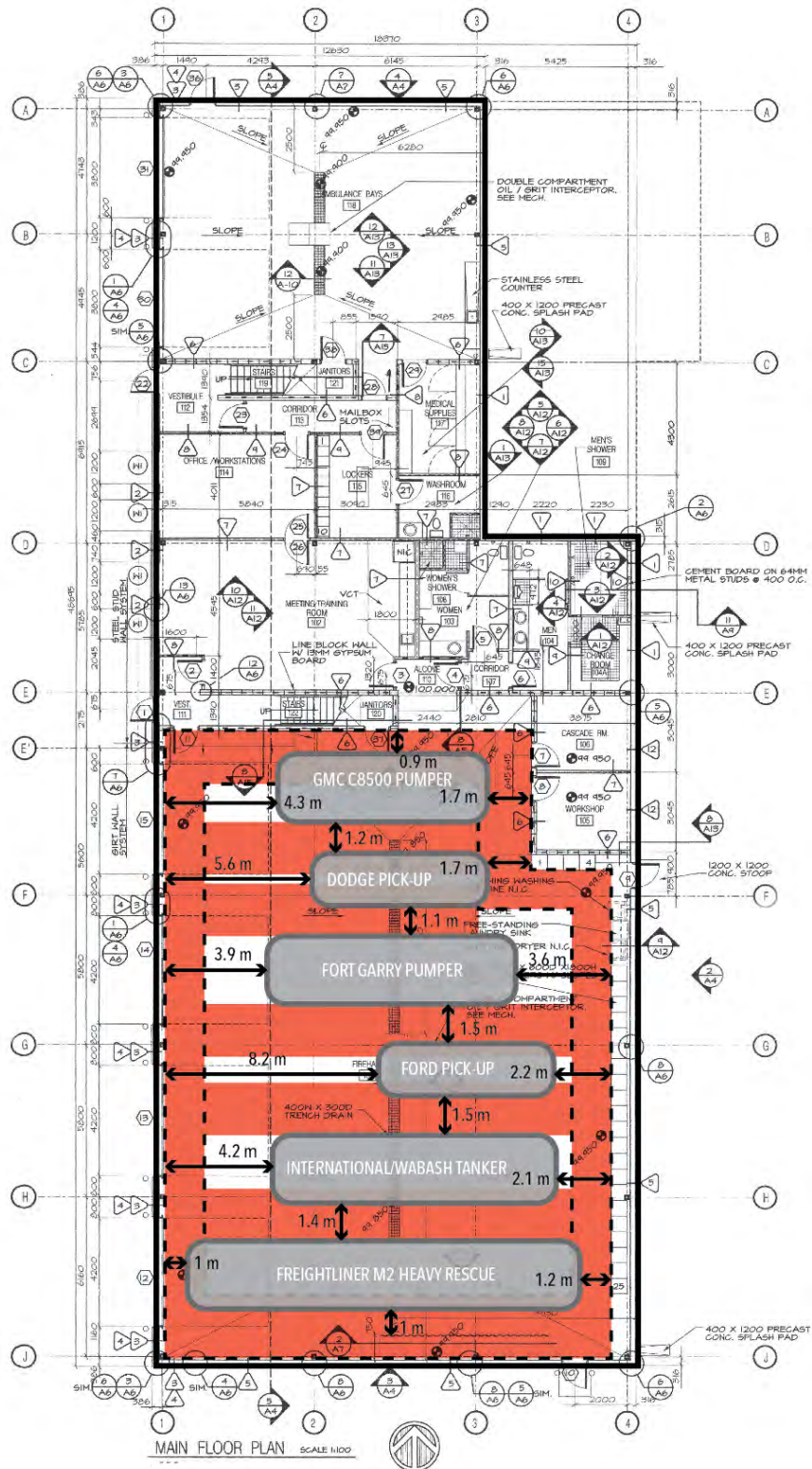


Figure 5: Existing floor plan showing configuration and clearance issues in Apparatus Bay

3.1 **OPTION 1: ADDITION OF APPARATUS BAYS TO THE SOUTH**

Estimated Cost: ±\$1,777,700

Architectural:

The first option involves extending the existing Apparatus Bay to the south and accommodates two full depth apparatus bays and a new maintenance bay which can be used for future expansion. The existing exterior wall between the existing and new areas would be removed, and a curtain would be installed on either side of the maintenance bay.

Additional storage is accommodated at the rear of the new bays, and in the north end of the existing bays, while laundry facilities and the existing hose drying rack would be relocated into the maintenance bay to keep all the cleaning and decontamination functions in one location. Service space would be located above the storage areas as necessary, with HVAC units located on the roof.

To provide the required clearances in the existing bays the heavy rescue and ladder truck, would be located in the new bays, and the shorter trucks would remain in the existing bays.

The firefighter workstations are accommodated in the existing training room, as this function needs to occur in this administration/support area of the building.

An addition to the south requires the relocation of the existing drive aisle and VFD personnel parking further south. Because the site narrow in this direction, 2 parking spaces are lost. These are accommodated by installing them on the north side of the existing apron. The benefit of this is that the barrier-free stall can be located in this area, which is directly adjacent the entrance.

Structural:

The addition would include a structural steel frame, with a roof comprised of metal decking on open web steel joists on steel beams and columns. Lateral force resistance would be provided through tension-only diagonal bracing.

Mechanical:

The location and size of this addition requires that the existing natural gas service be moved.

The new bays will be served by a ±3,000 CFM ventilation system which would not require heat recovery. This system could consist of a direct fired make up air and exhaust system, or it could consist of a heat recovery ventilator. The domestic water heating needs of this space can likely be met by the existing water heater and wash bay water heater, as long as the wash bay water heater is moved to this new space. It is estimate the additional natural gas requirements for this option to be between 450 – 800 MBH for space heating and ventilation reheat, depending on the extent of heat recovery employed. Upgrading to a 2", 2psi gas service would be more than sufficient to meet Option 1 needs.

Electrical:

The existing service size is more than adequate to accommodate the new addition. The new build will be fitted out electrically as described in the electrical report. LED high-bay lighting

above the apparatus; power to mechanical and owner equipment as required; non-combustible & damp location wiring methods; and extended low-voltage systems as required.

Advantages:

- The apron remains on one side of the building, providing a more functional outdoor area.
- The expansion of the apparatus bay extends the existing bay as a single space.
- All vehicles remain parked in the same orientation (facing the street).
- All cleaning and decontamination functions are kept in a single bay located on the very outside of the other bays.
- Additional expansion is allowed through the new maintenance bay, and the additional clearances available in the existing apparatus bay.
- The existing roof slopes west to east and can be extended into the new addition.

Disadvantages:

- Existing parking area needs to be relocated and becomes less functional by splitting it up into two areas.
- Part of the existing gas line will need to be relocated to accommodate the new addition.
- The maintenance bay is not able to be made a drive through bay due to an inadequate turning radius to accommodate a fire truck.
- The size of the expansion to accommodate the full-size bays is close to 400 m² and is on the limit for the size of building allowed without sprinklers.
- Washer/dryer is separated from turn out gear.

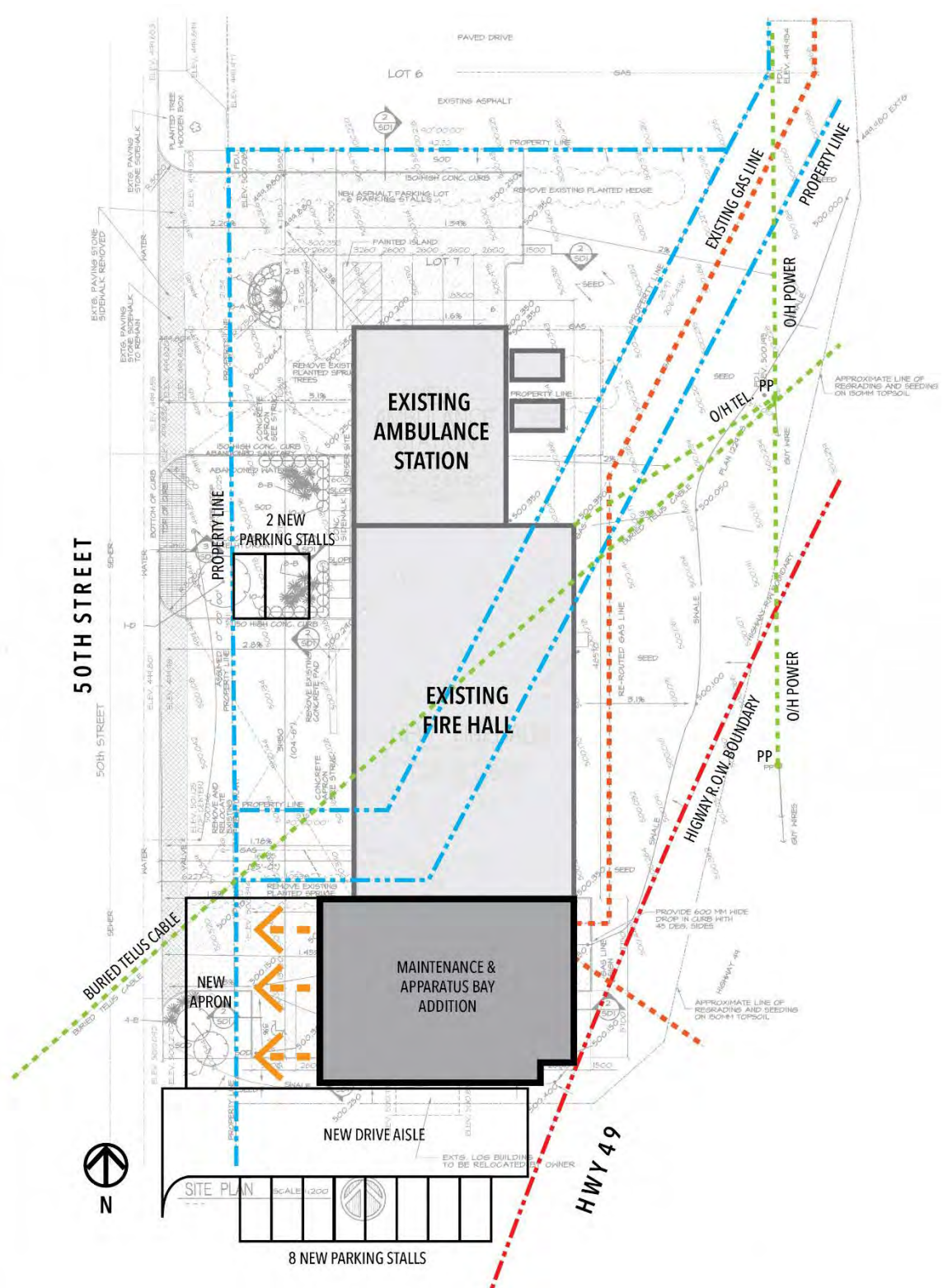


Figure 6: Option 1 site plan

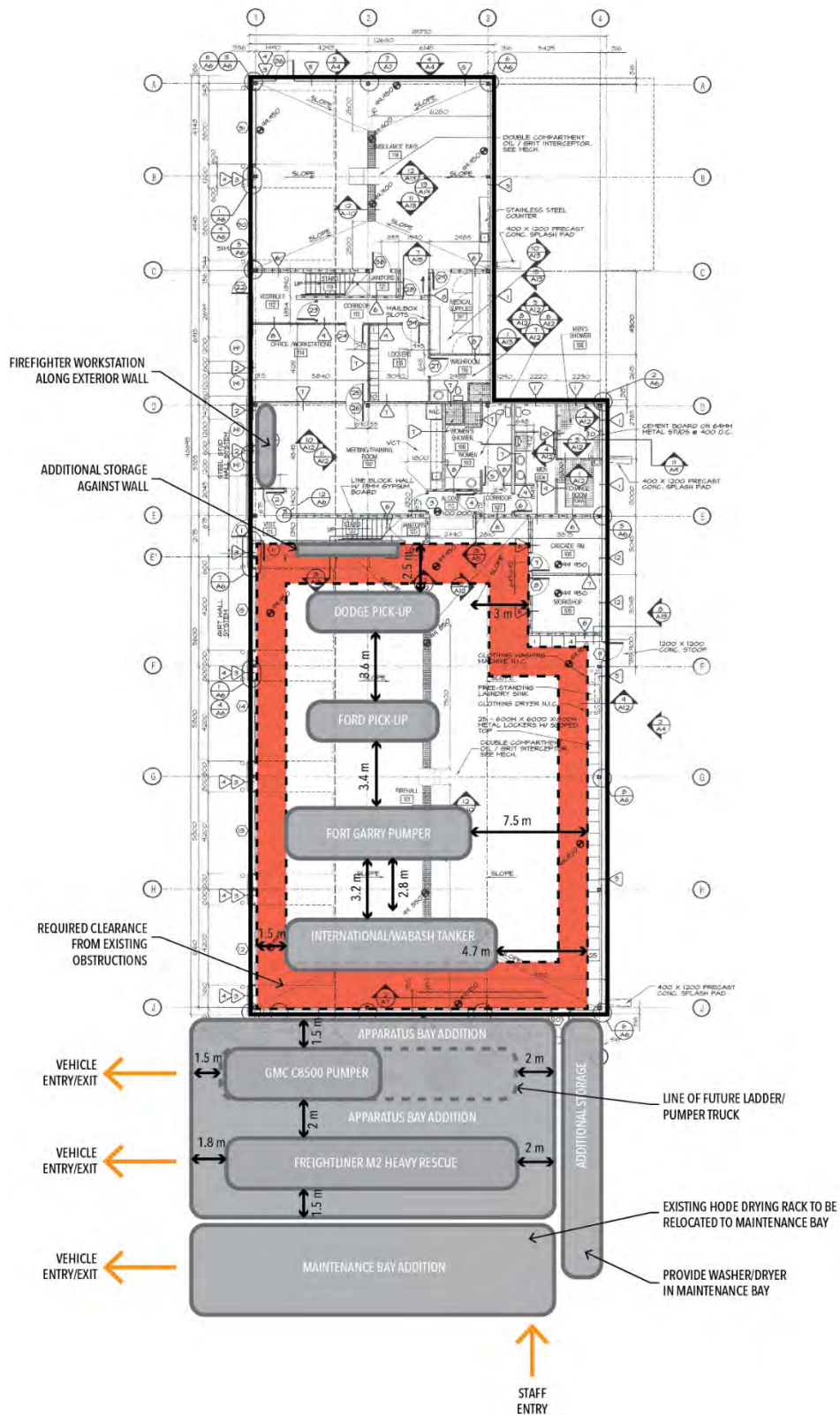


Figure 7: Option 1 floor plan

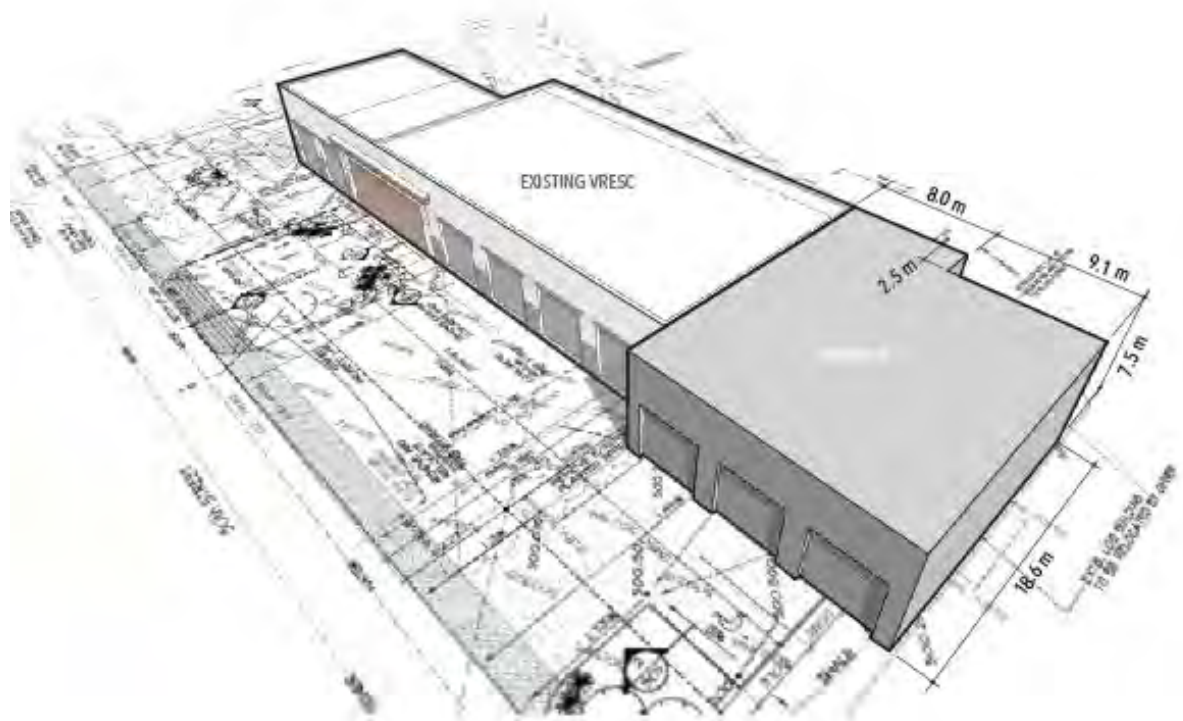


Figure 8: Option 1 birds-eye view

3.2 **OPTION 2: ADDITION OF APPARATUS BAYS TO THE EAST**

Estimated Cost: ±\$1,837,800

Architectural:

The second option locates all of the addition towards the back of the existing building and towards the highway. Due to the limited distance to the highway right-of-way, the spaces need to be stacked north south, with the new apparatus bays located on the north end of the addition, and the maintenance bay on the south end. The later bay would be able to be open to the existing apparatus bay by removing the existing exterior wall and installing a curtain. In this layout, the maintenance bay could be drive through by accessing it through the apparatus bay to the north.

Storage and laundry facilities are located off the south end of the new apparatus bays and would be extend to a mezzanine level. Storage is also provided in the north end of the existing apparatus bay. Much like in the first option, the service space would need to be located in the new addition, in the same area as the storage.

As the smaller emergency vehicles have been located in the new addition, there would be insufficient clearance around the heavy rescue and ladder trucks in the current bays. To provide this clearance it is proposed that the lockers be reconfigured.

By adding to the east, a new access road would need to be extended to the new bays on both the north and south sides. In order to obtain the required turning radius out of the maintenance the existing drive aisle and parking needs to be moved to the south, but this also provides an opportunity to provide additional parking, which could be configured at a 60-degree angle to facilitate personnel access.

It should be noted that this option can also be provided with full length bays rather than shorter bays for the pick-ups rather than reconfiguring the lockers. However, to do so, the addition would need to extend further north, and trucks would need to be backed-in around the curve in the access road.

Structural:

The structural system for this option would be the same as Option 1.

Mechanical:

Mechanically there is little difference between Option 1 and 2. However due to the placement of the new addition, the existing natural gas line would need to be relocated.

Electrical:

The electrical systems for this option would be the same as Option 1.

Advantages:

- Additional expansion is allowed through the new maintenance bay, and the additional clearances available in the existing apparatus bay.
- The maintenance bay is able to be made a drive through bay.

- Washer/dryer is located relatively close to the turn out gear.
- Expansion is located at the back of the site and is less visible.

Disadvantages:

- The apron becomes distributed on three sides of the building.
- Access out of the maintenance bay requires trucks to go through the parking lot.
- Existing parking area needs to be relocated.
- A great deal of the existing gas line will need to be relocated to accommodate the new addition, however, the size of line needs to be upgraded to meet the new building loads.
- The expansion of the apparatus bays makes the bay somewhat disjointed.
- Vehicles become parked in multiple orientation, with 180 degrees of turning required to get onto the main street.
- All cleaning and decontamination functions are kept in a single bay, but this bay is located between apparatus bays.

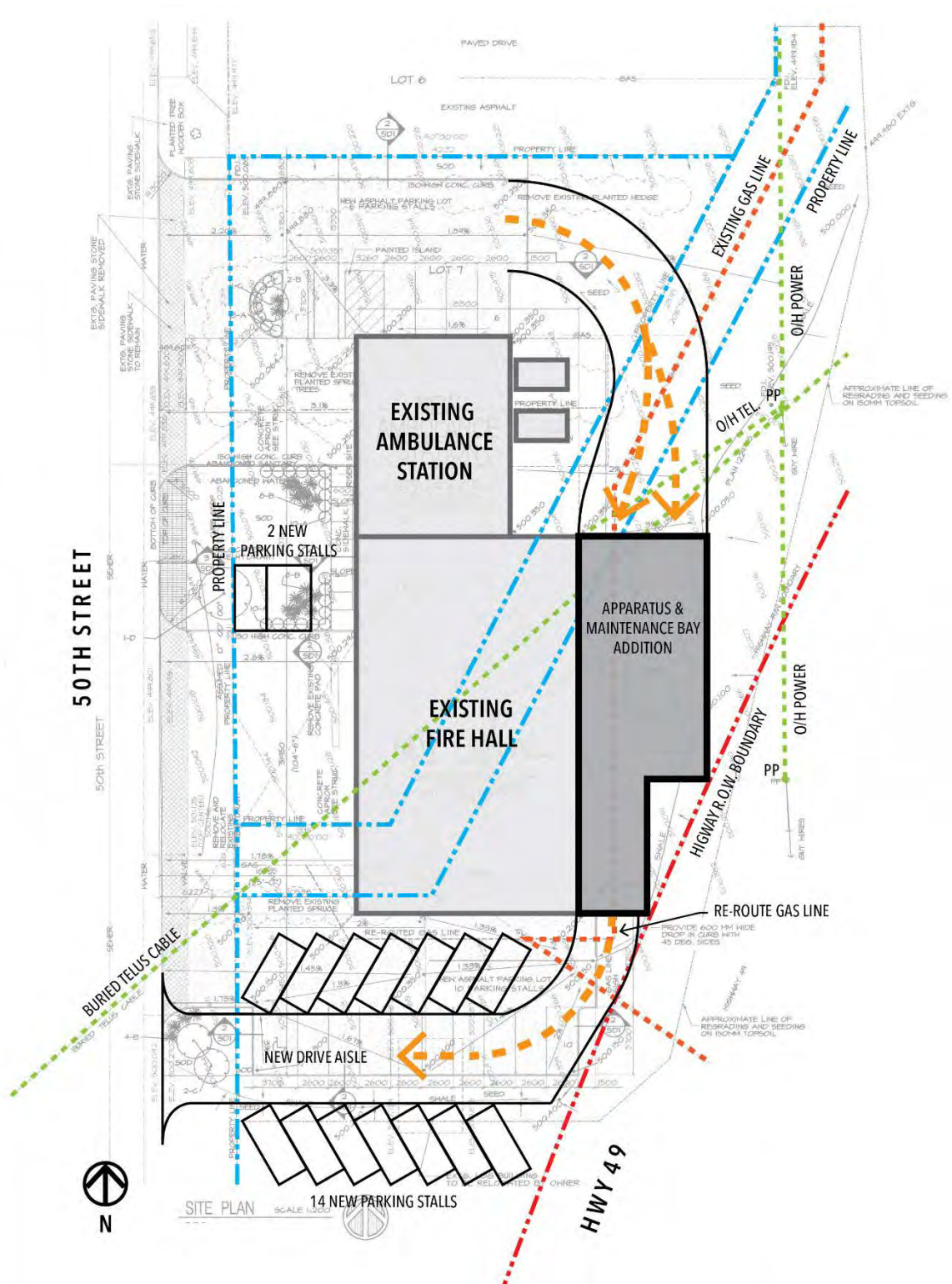


Figure 9: Option 2 site plan

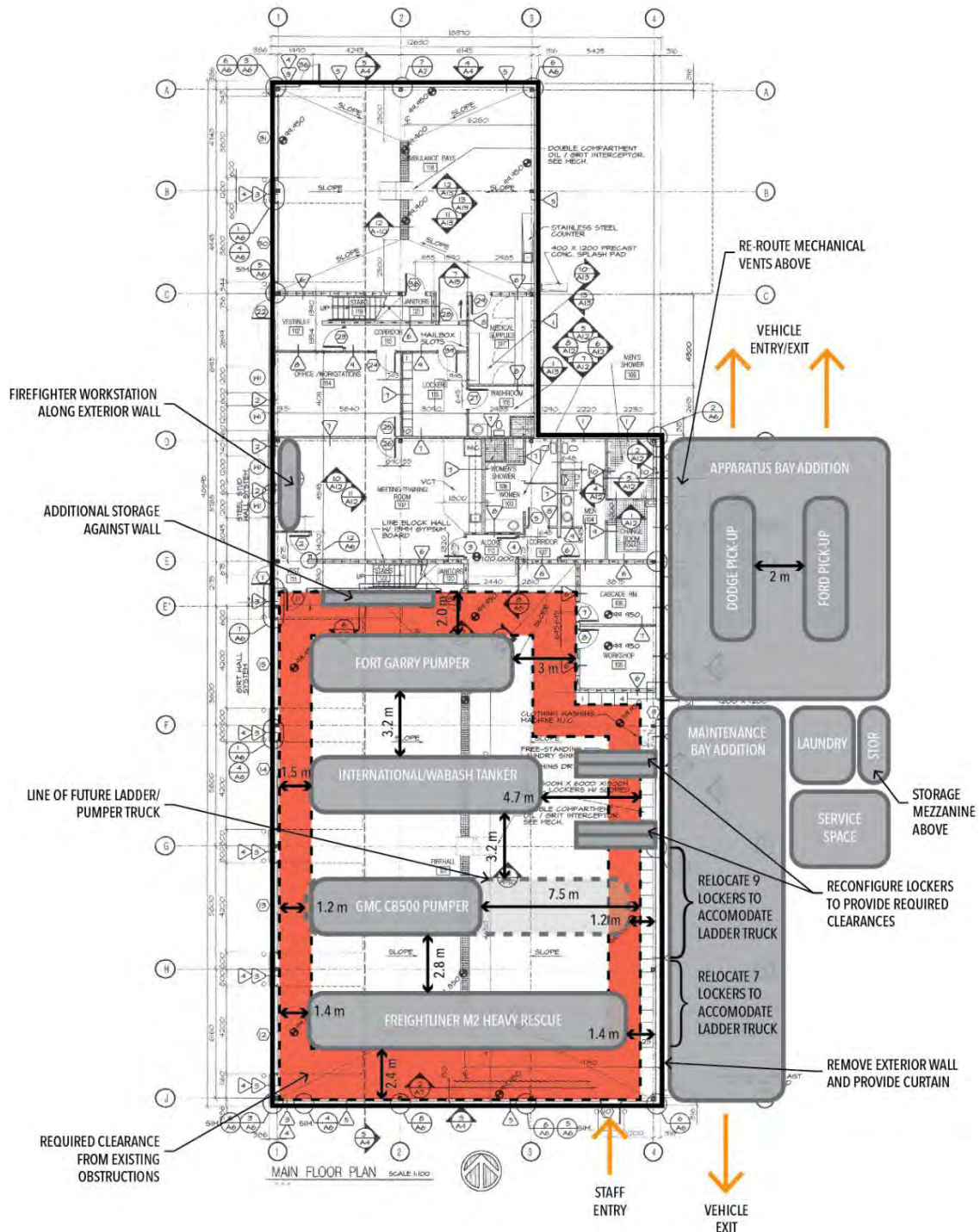


Figure 10: Option 2 floor plan

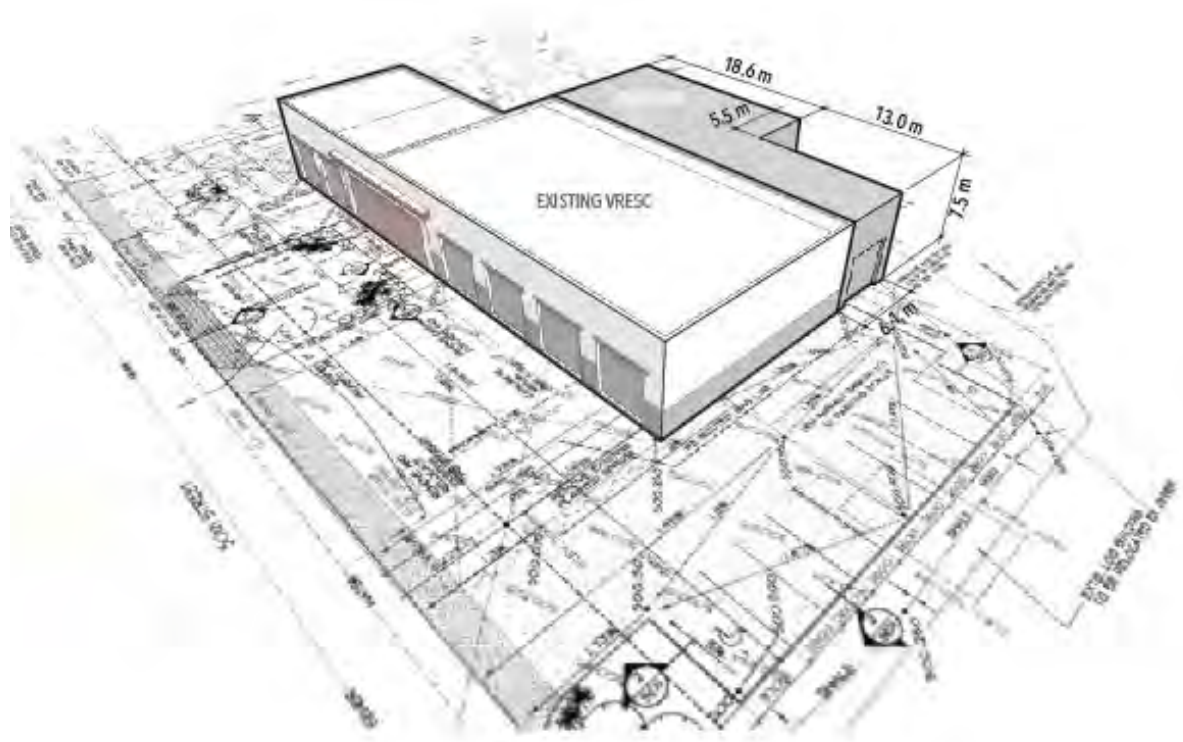


Figure 11: Option 2 birds-eye view

3.3 **OPTION 3: RELOCATION OF EMS**

Estimated Cost: ±\$1,105,600

Architectural:

As the last of the options related to the existing building, this option considers expanding into the existing EMS space to meet the majority of the fire departments space needs.

The existing ambulance apparatus bay would be converted into 2 bays for the pick-up trucks and has been designed to expand to the east in the future to allow for longer vehicles to be accommodated, or trailers. To provide the required clearances in the existing VFD apparatus bay, the lockers would be reconfigured in the same way proposed in Option 2. Access between the separated apparatus bays would be provided through a north south corridor.

A maintenance bay would be added to the south or east of the existing bays and can either be configured to have one door or to function as a drive-through bay. This bay would accommodate the relocated laundry functions.

Additional storage, office space, and change rooms are also made available on the ground floor of the ambulance station. The large second floor area, could be converted into a storage mezzanine, or else allow for expansion of the second-floor spaces of the VFD, and could be left as shell space until the space is required.

The addition to the south or east would require that the existing parking be relocated further south as with the other options, but additional parking is available north of the ambulance station.

The one caveat of this option is that the TOV will need to negotiate with EMS to relocate to another space. The cost of this relocation has not been accounted for in the estimated cost above.

Structural:

The structural system for the addition in this option would be the same as Option 1.

Mechanical:

As this option includes a very small addition, the new load would only be 900 CFM, which would add 120-250 MBH natural gas load depending on heat recovery strategy. This option also requires some natural gas service relocation, which would be recommend be upgraded to a 2" at the same time. The existing 1.5" service 'may' meet the needs of this option, but the cost premium for a larger service should be well worth the allowance for additional future gas equipment.

Electrical:

Electrically, Option #3 is similar to the other options. The differences would be that additional upgrades are required within the existing building in the reconfigured areas.

Advantages:

- This option minimizes the new construction required to accommodate the VFD's needs.
- The apron is located on one side of the building.
- Additional parking is provided, although located on two sides of the building.
- Vehicles become parked in a single orientation facing the street.
- Expansion is possible through an addition to the two existing ambulance bays is possible, and by expanding into the second-floor spaces. Although to accommodate this the generator would need to be relocated.
- The maintenance bay can potentially be made a drive through bay.
- Washer/dryer is located could be located near the turn out gear.
- Expansion requires only one bay and could just extend the existing structural system.
- All cleaning and decontamination functions are kept in a single bay located at the end of the apparatus bays.
- Allows the existing exiting issues from the second floor of EMS to be addressed as there is currently only one stair for the floor area.
- Minimal mechanical space would be required as the existing system would cover the existing spaces, HVAC equipment would only need to be added for the one new bay.

Disadvantages:

- Existing parking area needs to be relocated.
- Part of the existing gas line will need to be relocated to accommodate the new addition.
- The expansion into the existing ambulance bay means that the apparatus bays become split up, which will make communication and turn out more difficult. This can be mitigated by located the least used equipment, or vehicles for specific functions in these bays.
- All cleaning and decontamination functions are kept in a single bay, but this bay is located between apparatus bays.
- Requires negotiating with EMS to relocate to another space.
- Upgrades are required to the existing electrical systems in the converted ambulance station.

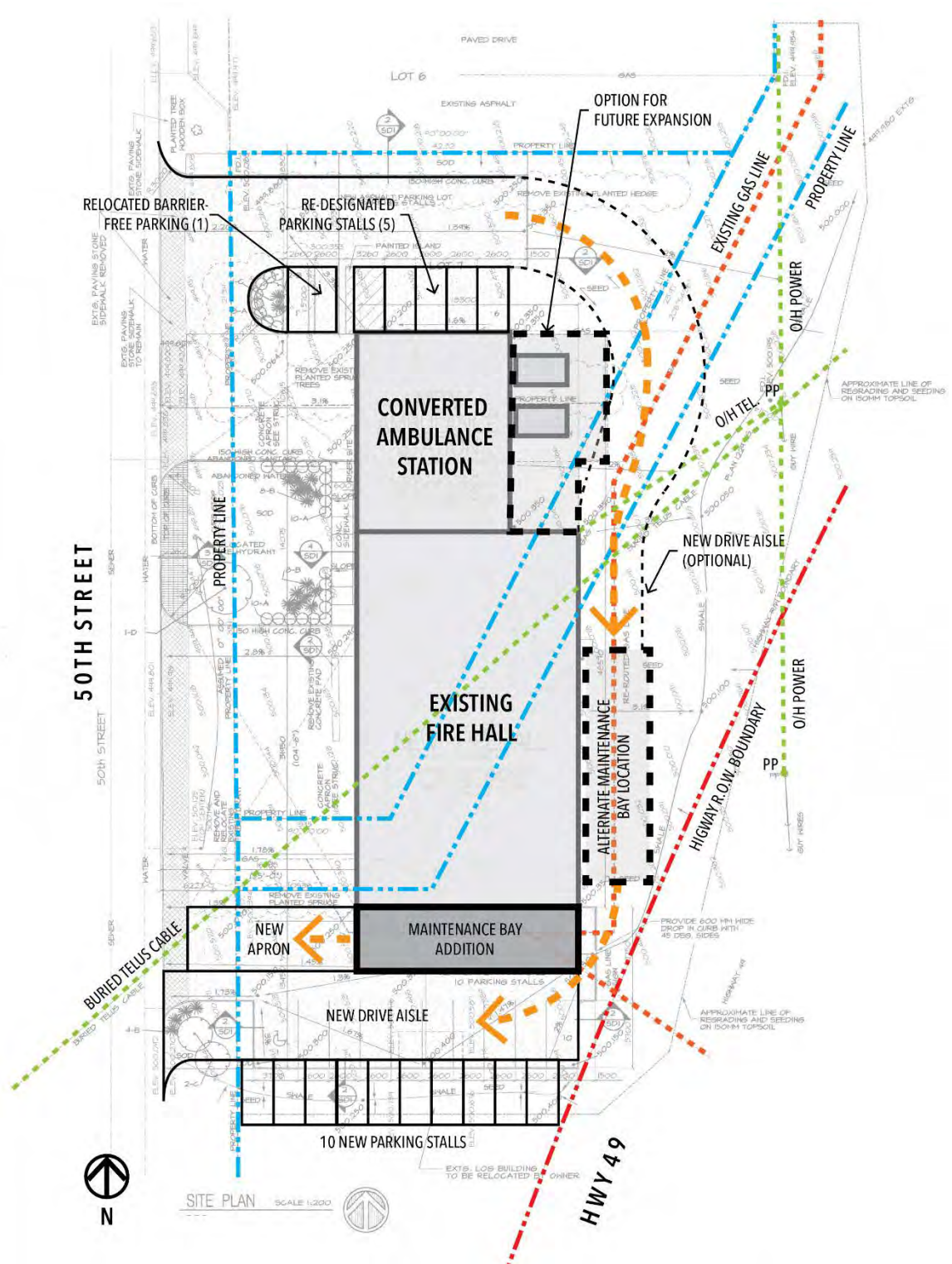


Figure 12: Option 3 site plan

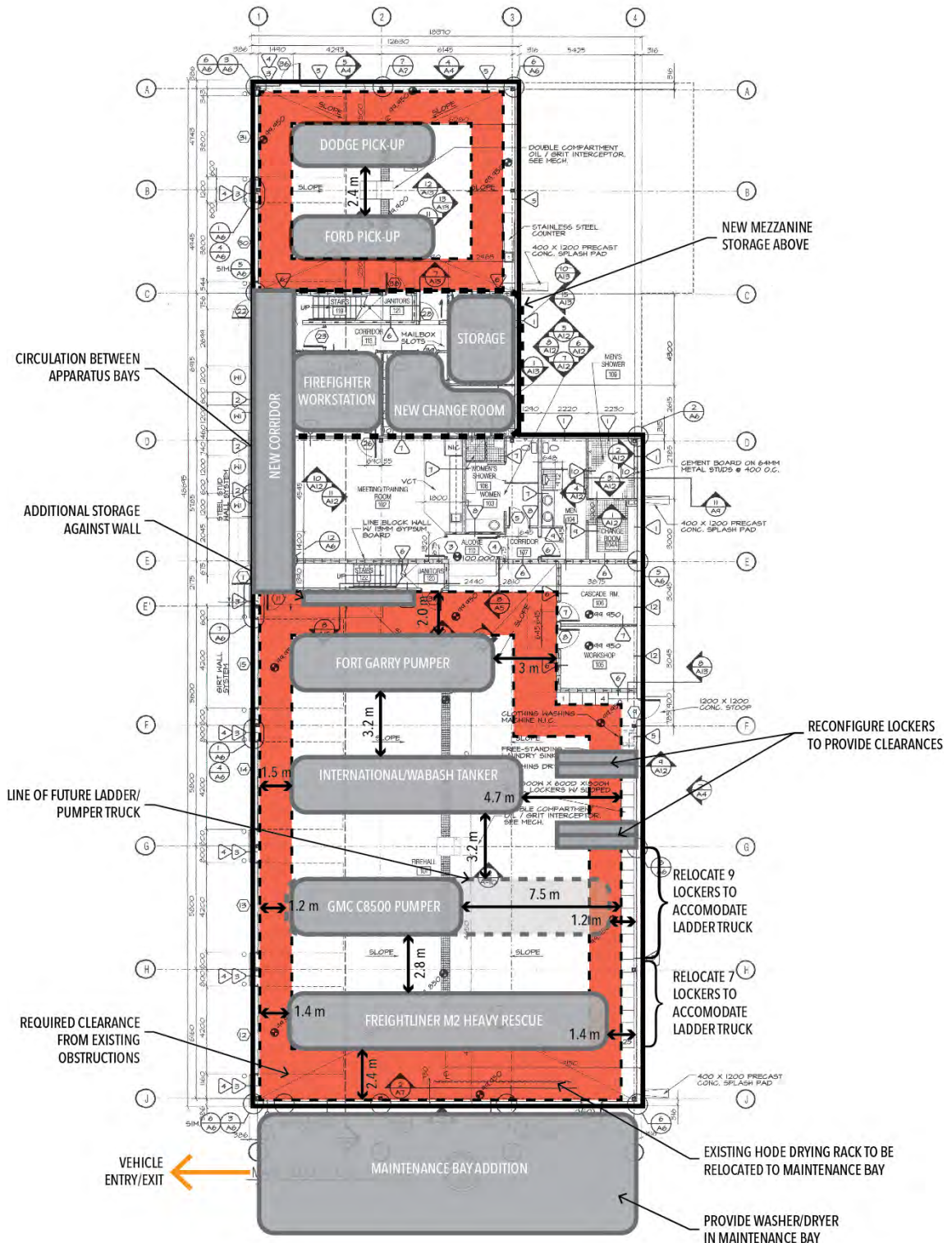


Figure 13: Option 3 floor plan

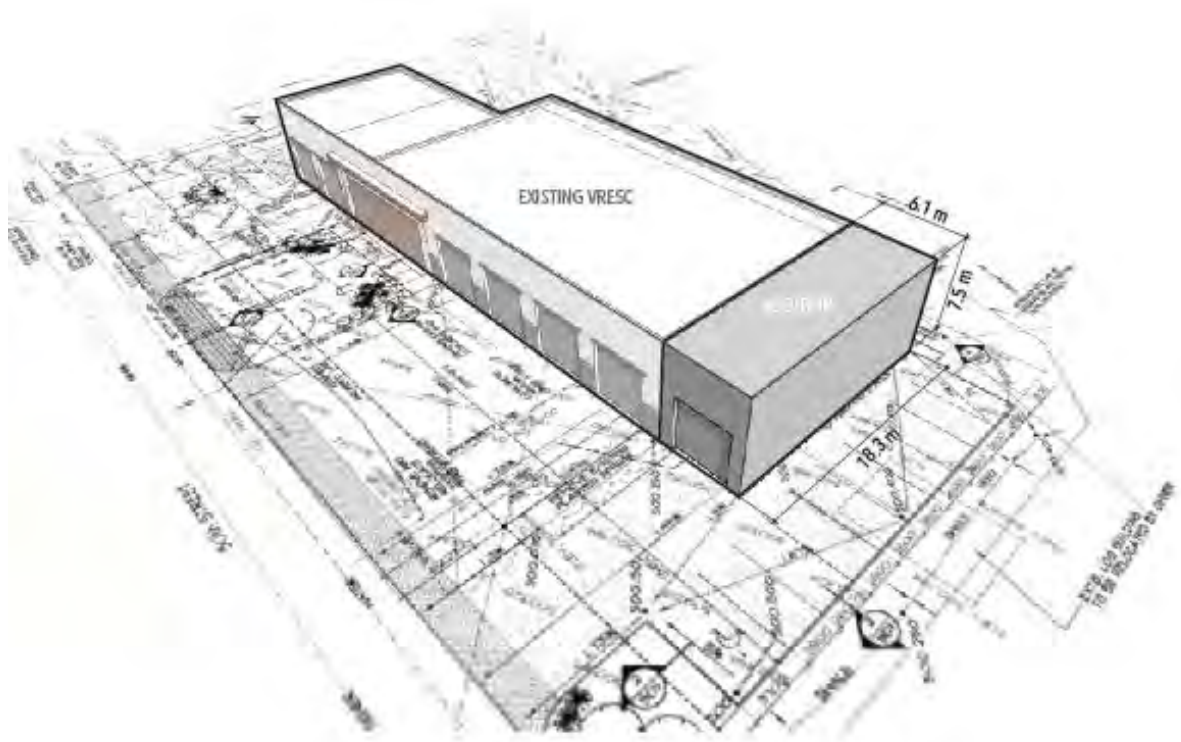


Figure 14: Option 3 birds-eye view

3.4 OPTION 4: NEW VFD BUILDING

Estimated Cost: \$5,000,000

As noted in the previous section, this option is for comparison purposes, and the estimated cost is based upon recent construction costs for the fire halls at DeBolt and Grovedale (\$3,925/m²), with an additional 10% added for additional energy efficiency measures that would likely be implemented. Areas are based upon the total gross floor area of the existing VFD portion of the building, plus the new space requirements.

4.0 PRELIMINARY CODE REVIEW

The code reviews below are for the existing building and are intended to be considered for any of the options identified in the previous section. It should be noted that any modifications to the existing building will require consultation with the Authority Having Jurisdiction to determine any areas that need to be brought into compliance with the current codes, as an existing building is only required to meet the National Fire Code unless it is modified or has a change in major occupancy.

4.1 BUILDING INFORMATION

The building information is summarized as follows:

Major Occupancy:	Group F3, Low Hazard Industrial.
Building Height:	2 Storeys.
Existing Building Area:	795 m ²
Existing Gross Floor Area:	+/- 1,030 m ²
Construction:	Non-Combustible
Roof:	Class A, B, or C classification.
Fire Protection:	None

4.2 APPLICABLE CODES AND STANDARDS

The governing Code of this building is the 2014 Alberta Building Code (ABC) and the 2011 National Energy Code for Buildings (NECB). Unless noted otherwise, all referenced in the review refer to Division B of the ABC. As the building area of the building is more than 600 m² and is designated as post-disaster, this building is regulated under Part 3.

Note that as per the structural report, the original building was designed to Part 9, and did not include post-disaster loading. This has limited impact on the other code requirements because of the size of the building, but it does increase the loading requirements.

4.3 2014 ABC COMPLIANCE REQUIREMENTS

4.3.1 CONSTRUCTION [3.2.2]

Article 3.2.2.85:	Group F, Division 3, up to 2 Storeys.
Construction Type:	Permitted to be of combustible or non-combustible construction.
Maximum Area:	1,200 m ² (allows for a maximum 405 m ² addition without requiring the installation of sprinklers)
Floors:	Fire separations with no fire rating if of non-combustible construction.

Loadbearing: No fire resistance rating required if of non-combustible construction.

Sprinklers: Not required.

4.3.2 FIRE SEPARATIONS

Between F-3 Suites: No fire separation is required [3.1.3.1.]

Vertical Shaft Walls: 0 hour fire separation [3.6.3.1]

Exit Stairwells: 45 minute fire separation [3.4.4.1]

Service Room: 1 hour [3.6.2.1.]

Storage Garages: 1.5 hour fire separation (3.3.5.6.). Only a 1-hour fire separation is currently provided.

4.3.3 SPATIAL SEPARATION [3.2.3]

Face	Limiting Distance	Wall Area (m ²)	Openings		Construction Requirements
			Allowed	Actual	
North	15.3	90±	100%	9%	None
East	>18m	225±	100%	4%	None
South	> 14m	130±	100%	2%	None
West	>18m	225±	100%	56%	None

4.3.4 EXITS [3.4]

Exit Requirements [3.4]

The second-floor area is separated into two suites, each with their own stairwell. On the EMS side, the floor area occupancy is Group C as is used as a dormitory. As this area is not sprinklered, the floor area is required to have a second means of egress. The second floor of the VFD is used for Group D occupancy, and as it is under 200 m², and has a travel distance less than 25m, is allowed to be served by a single exit.

Integrity of Exits [3.4.4.4.]

As per sentences 7) and 8), service rooms and washrooms must not open directly into an exit. Currently the VFD has these spaces existing into the upper part of the exit stairwell on the second floor. A fire rated assembly and door should be provided near the top of the stairs to maintain the integrity of the exit.

Exit Facilities [3.4.6.]

As per 3.4.6.8, the rise for exit stairs must be between 125 mm and 180mm, and the run must be no less than 280mm. Currently both exit stairs have a rise of 186mm, and a run of 275mm. Both dimensions are slightly more than is currently permitted.

4.3.5 BARRIER-FREE ACCESS [3.8]

The building is required to meet the provisions of 3.8 as follows:

<u>Access:</u>	Access must be provided from the main street and any accessible parking stalls to the main entry. Currently access is provided, but it is via the apron. Also, the single barrier-free parking stall is not the closest stall to the main entrances. A minimum of 50% of the entrances must be barrier-free.
<u>Parking Stalls:</u>	Currently there are 16 parking stalls provided, with only one of these designated for use by persons with disabilities. Based upon the requirements of 3.8.2.2., 2 designated parking stalls are required.
<u>Path of Travel:</u>	A barrier-free patch of travel is only required on the ground floor as the second floor is less than 600m ² and is not served by an elevator. Currently this is not provided as doors are not provided with the proper clearances required by 3.8.3.3.
<u>Entrances:</u>	As per sentence 3.8.3.3.(5), 50% of principal entrances must be provided with a power door operator. As the two principal entrances provide access to separate suites with no interior connections, both entrances require power door operators.
<u>Washrooms:</u>	3 accessible washrooms are provided on the ground floor of the facility, and meet the requirements of 3.8, however the path of travel to access them is not barrier-free.

4.4 2011 NECB COMPLIANCE REQUIREMENTS

All components within new additions will need to comply with the current requirements of the NECB based upon 5600 heating degree days (HDD). The table below summarizes the effective thermal resistance of the existing assemblies and the percentage of openings in exterior walls, and current code requirements.

Component	Current NECB Requirements	Existing
Slab Assemblies	RSI 1.3 / R7.5 for 1.2m	± RSI 0.06 / R0.3
Wall Assemblies	RSI 4.8 / R27	± RSI 1.7 / R9.7
Floor Assemblies	RSI 6.2 / R35	None
Roof Assemblies	RSI 6.2 / R35	± RSI 3.5 / R20

Valleyview Fire Department
Town of Valleyview

Overhead Doors	USI 2.2 / R 2.6	\pm USI 0.9 / R6
Doors	USI 2.2 / R 2.6	\pm USI 2.3 / R2.5
Windows	USI 2.2 / R 2.6	\pm USI 4.7 / R1.2
Allowable Openings (%)	29%	\pm 21%

5.0 RECOMMENDATIONS

Based upon the functional needs of the VFD and the cost of the options identified above, KZA recommends that the Town of Valleyview pursue Option #3. At \$1,105,600, this option is almost 40% less expensive than Option #1, and this difference in cost would cover the upgrade costs related to upgrading the existing structural, mechanical and electrical systems. With these upgrades, the total construction costs are estimated at \$1,756,040.

Although this option requires negotiation with EMS to take over this space, it also minimizes the additional expansion requirements on a constrained site and does still allow some space for future expansion. The only major issue from a functional standpoint is that the apparatus bay is split into two in this option, which means that the least used equipment would need to be located in the ambulance station bays.

5.1.1 NEXT STEPS

The completion of the needs assessment and conceptual design provide the Town of Valleyview and the VFD with the framework from which to plan and develop the future building needs of the fire department. The planning document identifies functional space requirements and preliminary construction costs. This information should be used by the Town of Valleyview to:

1. Confirm project budget.
2. Confirm scope of work.
3. Complete a geotechnical evaluation and a topographical survey with 0.2 metre intervals on the existing site.

Once the above tasks have been completed, the Town of Valleyview will need to engage a consultant team to begin the design of the expansion and renovation to the existing Fire Hall.

APPENDIX A - STRUCTURAL DESIGN REPORT

**EXISTING BUILDING ASSESSMENT AND
SCHEMATIC DESIGN REPORT
FOR
STRUCTURAL SYSTEMS
VALLEYVIEW FIRE DEPARTMENT ADDITION
VALLEYVIEW, ALBERTA**

Prepared by:

**Ennova Structural Engineers Inc.
213 – 3823 Henning Drive
Burnaby, B.C.
V5C 6P3**

July 10, 2018

Prepared for:

**Kobayashi + Zedda Architects Ltd.
26 – 1114 1st Avenue
Whitehorse Yukon
Canada Y1A 1A3**

EXISTING BUILDING ASSESSMENT AND SCHEMATIC DESIGN REPORT FOR STRUCTURAL SYSTEMS

VALLEYVIEW FIRE DEPARTMENT ADDITION VALLEYVIEW, ALBERTA

INTRODUCTION

Ennova Structural Engineers Inc. was retained to provide preliminary structural design services for the proposed addition to the Valleyview Fire Department located in Alberta.

There are three proposed options.

- Option 1: 2 apparatus and 1 maintenance bay addition to the south of the existing facility
- Option 2: 2 apparatus and 1 maintenance bay addition to the east of the existing facility
- Option 3: 1 maintenance bay addition to the east of the existing facility and repurpose the Ambulance station to Fire Hall.

The building structure will be designed to comply with upcoming Alberta Building Code that adopts the 2015 National Building Code.

DESIGN CRITERIA AND CLIMATIC DATA

The specified loads to be used for structural engineering design of the building addition are based on the current edition of the National Building Code of Canada and are as follows:

Floor Design loads

Ground floor	4.8+ kPa *
Mechanical penthouse floor	3.6 kPa

The code minimum ground floor loading is noted above. Its capacity to support distributed loads is a function of the compressive resistance of the underslab rigid insulation and the subgrade's bearing capacity which is the excess of 100 kPa should a conventional slab on grade be used.

If a suspended concrete slab is required for the ground floor, it will be designed to support the weight of the fire trucks which may be in excess of 12 kPa.

Location Related Design Data (Valleyview Alberta)

Seismic Parameters

$$S_a(0.2) = 0.10$$

Sa(0.5)	=	0.06
Sa(1.0)	=	0.03
Sa(2.0)	=	0.01
PGA	=	0.04

Wind Loads (hourly wind pressures)

1 in 50	=	0.42 kPa
---------	---	----------

Snow and Rain Loads

Ss (ground snow)	=	2.3 kPa
Sr (rain)	=	0.1 kPa

Roof snow load, drift and accumulation will be calculated in accordance with part 4 of the Building Code.

The above values are based on those provided in the Alberta Building Code 2014.

Other Design Factors

This facility will be designed as a post-disaster building structure with the following the following associated factors:

Importance Factors

Snow load , Is	=	1.25 for ULS, 0.9 for SLS
Wind load , Iw	=	1.25 for ULS, 0.75 for SLS
Earthquake , Ie	=	1.5 for ULS, 0.4 for SLS

ULS = ultimate limits states (strength), SLS = serviceability limits states (deflection)

Other Factors

Conventional construction of steel braced frames

Ductility related force modification factor, Rd = 1.5

Overstrength related force modification factor, Ro = 1.3

Classification = Class "C"

The National Building Code 2015 has been in use in many regions of Canada and its adaptation by provinces is imminent. The calculation of the factored forces, particularly the companion load factors, site specific response spectrum and formulas for seismic design are different than the outgoing building code. The structural design of the facility will use the upcoming state of the art building code to future proof this facility.

GEOTECHNICAL CONDITIONS

A Geotechnical Investigation report dated October 21, 2016 and Footing Addendum dated November 9, 2016 are available for use.

The site has high plastic clay within the upper 2 metres of the soil profile and this exhibits significant potential for shrinkage and swelling. Conventional shallow spread footings are considered marginally suitable for this site. Concrete piers founded on the bedrock surface and cast in place concrete piles are the recommended foundations.

Any grade beams spanning between the concrete piers that are not founded at frost protection depth will require means to resist frost heave from the plastic clays.

EXISTING STRUCTURE

The existing fire hall facility is of structural steel construction and the following structural drawings were made available for our cursory review.

- S1 Foundation and Main Floor Plan
- S2 Framing Plans
- S3 Details
- S4 Sections Framing Diagrams

The engineering company responsible for the design is P.F. Proctor Consulting Ltd. and the drawings are labelled "Issued for Construction".

The design criteria used for structural design are listed as:

Ground Snow Load, S_s =	2.1 kPa
Rain component, S_r =	0.1 kPa
Roof snow load, S =	1.36 kPa*
Wind pressure, $1/30$ =	0.43 kPa
Roof dead load =	0.91 kPa
2 nd floor live load =	4.8 kPa
2 nd floor dead load =	2.3 kPa

* The calculated design roof snow load listed on the drawings is calculated based on Part 9 of the building code and does not include an importance factor for this post disaster facility.

All roof and floor beams were checked with an assumed steel grade of 350W for the original design loads. One roof beam along grid 4 spanning 7.775 metres from E to F is overstressed in bending by 29% and deflection for roof snow load is 36mm or span / 216.

A spot check of the steel columns confirm that they are capable of supporting the original roof and floor design loads.

With reference to the architect drawings, the exterior columns support horizontal wind girts. The combined axial and bending resistance of these wind columns is sufficient for the

original design loads. However, they exhibit lateral deflection of 25mm or $H/260$ which may be considered excessive if the wall finishing is drywall.

A few of the pile foundations under the single storey portion of the building were reviewed and found to be within 5% of the required capacity based on the design loads shown on the drawings. One pile supporting the roof and floor was found to be overstressed by 33% there may be others that are overstressed.

STRUCTURAL UPGRADE

Public safety buildings such as fire halls and ambulance stations are customarily designed as post disaster facilities to ensure a higher rate performance to permit continuing service in the case of severe weather events.

The existing Valleyview Fire Hall structure was not designed as a post disaster structure and used a design snow load that is lower than a normal importance building following part 9 of the building code. The original structural drawings do not indicate any components of a lateral force resisting system and do not show any structural steel connection details.

Despite the reduced roof design snow load, one beam was found to be excessively under designed.

It is possible that the steel superstructure was tendered as a design build project and that the actual structural sections used are different from that shown on the drawings.

We recommend that a detailed on-site assessment of the structure be made to verify the size and steel grade of each structural element and that an as-built set of drawings be produced for record. These documented observations can then be used to check the structure.

If the existing structure is to be retained, it will need to be upgraded to the current code load values and to a post-disaster standard. Based on our calculations and the sizes shown on the original drawings, over 50% of the steel beams on the roof will need to be upgraded. The open web steel joists will also require upgrade since they are typically designed to meet the minimum requirements set out in the drawings. And some of the piles will require upgrade.

The upgrade of the steel beam will involve site welding a Tee section that is cut from a similar sized section to the underside of the beam with the additional stiffeners along its length. The columns that support the exterior cladding can be upgraded by welded another HSS on its interior face. The upgrade of the open web steel joists will involve stitch welding steel bars to the chords and webs. Pile foundation upgrade will require installation of drilled mini-piles and connection to the existing grade beams.

PROPOSED STRUCTURE FOR ADDITION

Structural steel will be proposed as the material of choice for the building addition. The roof will comprise metal decking on open web steel joists on steel beams and columns. Tension only diagonal bracing provides lateral force resistance against wind and seismic forces.

The height of the building addition will need to be limited to that of the existing facility to avoid imposing a snow drift load on the existing structure.

The ground floor structure may be constructed as a concrete slab on grade if the risk of clay shrinkage and swelling can be addressed by removal of the soils. This will require further review by the geotechnical engineer and will also depend on the availability of suitable granular back fill.

A suspended concrete ground floor slab supported by concrete piers with void form under the slab is an alternate.

We trust this report summarizes our design intentions for the building structure for the Valleyview Fire Hall Expansion. Should there be any questions or suggestions please contact the undersigned.

Sincerely,

Ennova Structural Engineers Inc.

per:

Clinton Yiu, P.Eng. Struct. Eng. (BC, YK, AB, NT)
principal

APPENDIX B – MECHANICAL DESIGN REPORT

Kobayashi + Zedda Architects LTD.
ATTN: Ryan McLennan
26-1114 Front Street, Whitehorse, YT, Y1A 1A3

June 28, 2018

REGARDING: Town of Valleyview Fire Department – Building Needs Assessment (DRAFT)

INTRODUCTION

The Valleyview Fire Department's (VFD) needs have outgrown the capacity of the current Valleyview Regional Emergency Services Complex (VRESC). Kobayashi + Zedda Architects (KZA) have been hired to develop a clear, well-defined needs assessment, function space program, and conceptual design options for the Town of Valleyview as it moves towards addressing the VFD's growing needs.

KZA has developed three conceptual options that meet the VFD's planning needs, while making use of the existing building structure. ReNü has been hired to support KZA's efforts, by providing a summary of the current buildings mechanical services, as well as analysis of the three proposed growth options, from a mechanical services perspective.

EXISTING BUILDING MECHANICAL SUMMARY

The existing Emergency Medical Service (EMS) and VFD spaces share common utility connections. The following is a summary of the current usage of these services.

Building Sanitary Service

An existing 6" sanitary service connects orthogonally to the Northwest corner of the VFD building and serves both the VFD and EMS needs. Assuming the current building fit-out matches the original building plans provided, the current building sanitary discharge needs are approximately 105 Fixture Units (FU). The 6" sanitary service has 700 FU capacity, at 1% slope; there is significant additional capacity for expansion needs.

Domestic Water Service

An existing 4" domestic water service connects to the VFD adjacent to the sanitary service and services both the VFD and EMS needs. Per the sanitary service calculation, the existing building occupancy has 105FU water demand. The 4" service can supply upwards of 2000FU demand. The large water service is in place to allow for quick fire rescue vehicle tank filling. There is significant additional capacity for expansion needs, as long as fire vehicle filling needs will not increase significantly.

Natural Gas Service

An existing 1.5", 2psi natural gas service connects to the Northeast corner of the VFD. From this meter location, the gas service runs South along the East side of the VFD building. We've noted the potential existence of abandoned natural gas lines along the Northeast side of the EMS, which may impact future additions. Assuming the installed natural gas equipment still matches that included in the original building plans provided, then installed capacity sums to a total of 2,675 MBH demand. The existing service, if piped as per plans, has an approximate capacity of 2,772 MBH. There is no additional

capacity available on the existing gas service; the addition of any significant equipment will require a larger gas service to site.

The existing bay areas are heated via natural gas unit and radiant tube heaters. These spaces are ventilated via direct exhaust fans and direct fired natural gas make up air units. The other usage areas are heated by three mid-efficiency natural gas furnaces. One furnace serves the VFD main floor, a second serves the VFD second floor, and a third serves both floors of the EMS area. User complaints of a lack of zoning control in these areas is noted. These non-bay areas are ventilated via direct exhaust fan and direct outdoor air supply to the furnace plenums. Domestic water heating is provided by a single 380L, 250 MBH natural gas heater, which is more than enough for the existing space needs.

Storm Water Service

There is no municipal storm water service connected to the building. The VFD massing has four 4" roof drains that combine into a 4" storm water leader that discharges onto a splash pad on the Southeast corner of the building. Similarly, the EMS massing has two 4" roof drains that combine into a 4" storm water leader that discharges onto a splash pad on the East side of the building. Additional development on the site should be able to use the same storm water management strategy as long as the existing site storm water management services are sufficient for the site's current needs. Civil engineering services may be required to confirm this requirement.

OPTION 1: Addition of Apparatus Bays to the South

This option considers the construction of three new vehicle bays to the south of the existing VFD, with a total area of 400m² (4,300ft²). As discussed above, this addition should not require any modification to the main sanitary, domestic water, and/or storm water services. As noted, this addition will require the relocation of part of the natural gas service, which is complimentary as the service can be upgraded at the same time.

We estimate these three bays will require an approximately 3000CFM ventilation system, which is under the NECB threshold that requires heat recovery. This system could consist of a direct fired make up air and exhaust system, or it could consist of a heat recovery ventilator. The domestic water heating needs of this space can likely be met by the existing water heater and wash bay water heater, as long as the wash bay water heater is moved to this new space. With this in mind, we estimate the additional natural gas requirements for this option to be between 450 – 800 MBH for space heating and ventilation reheat, depending on the extent of heat recovery employed. Upgrading to a 2", 2psi gas service would be more than sufficient to meet Option 1 needs.

OPTION 2: Addition of Apparatus Bays to the East

This option considers the construction of three new vehicle bays to the east of the existing VFD, of a similar 350m² (3,765ft²) size. Mechanically, there is little difference between Option 1 and 2; the natural gas service will need upgrading to a 2", 2psi line. In this case, the entire gas service will need relocating anyway, due to the new addition placement. In addition, the existing storm water splash pads may need relocating as well, but this is a minor item.

OPTION 3: Relocation of EMS + Maintenance Bay to the South

This option considers the repurposing of the EMS space for VFD needs, along with the addition of a single maintenance/wash bay to the South. This option has the lowest impact on mechanical services, as could almost entirely make use of the existing spaces and equipment. The new south bay will require approximately 900CFM ventilation, along with additional heating, which combined will add between 120-250 MBH natural gas load, depending on heat recovery strategy. This option also requires some natural gas service relocation, which we'd recommend be upgraded to a 2" at the same time. The existing 1.5" service 'may' meet the needs of this option, but the cost premium for a larger service should be well worth the allowance for additional future gas equipment.

RECOMMENDATIONS


Through our review of the existing building mechanical systems and utility services, we've found that only the natural gas service will require increased capacity if this site is redeveloped as proposed. Across all of KZA's growth options, the gas service must be relocated to some degree, and we'd recommend that in all options, the 1.5" gas service be upgraded to a 2" service.

Utility services aside, we'd recommend that OPTION 3 provides the best opportunity to the VFD. During the expansion into the EMS space, the existing mechanical systems could be modified to better meet the current needs of the new single occupant, while also reducing operational energy consumption. The existing mid-efficiency natural gas furnaces could be replaced with multi-stage high efficiency models, and the supply ducting could be broken into additional zones to provide better user temperature control. Cooling could be added at this time as well, in the form of DX-coil + rooftop condensing units. Heat recovery ventilators could be installed to meet amenity area and washroom/shower ventilation needs.

OPTION 1 and OPTION 2 focus on developing new spaces, exclusively, which may mean that the existing state of the current building areas would remain unchanged, which could be a lost opportunity.

We trust that this report informs KZA's Needs Assessment, from a mechanical services perspective. We are happy to discuss our findings further, or to answer any questions you may have.

Yours truly,

A handwritten signature in blue ink, appearing to read "Stuart Fix", with a stylized flourish at the end.

Stuart Fix, P.Eng.

APPENDIX C – ELECTRICAL DESIGN REPORT

Attention: Kobayashi + Zedda Architects Ltd.

ELECTRICAL SCHEMATIC DESIGN REPORT – VALLEYVIEW FIRE DEPARTMENT

INTRODUCTION

The Valleyview Fire Department (VFD) has outgrown its existing space. Kobayashi + Zedda Architects (KZA) has been retained to provide a detailed needs assessment, and to provide conceptual design options that will meet current and future needs.

KZA has developed three such conceptual design options that involve reusing the existing facility in some way. This purpose of this report is to summarize the nature of the existing electrical systems; to provide basic electrical design criteria for new or renovated spaces; and to articulate any electrical distinctions between the three conceptual design options.

SUMMARY OF EXISTING ELECTRICAL SYSTEMS

This summary is based on the existing drawings provided to WEC, as well as KZA's site and related observations.

The existing building has an overhead main service from an ATCO transformer to the Central Distribution Panel (CDP) through CTs. The existing service is sized 400A, 120/208V, 3 ϕ , 4W for the entire facility. The CDP is in the mechanical room and three different panels (Panel A, Panel B and Panel C) are fed from the CDP. Panel A & B are both located in the mechanical room, while Panel C is located to the north side of Stairs 119.

The Canadian Electrical Code (Table 14) provides guidance for a conservative, "base" electrical load that excludes cooling and excludes special equipment (e.g. air compressor, Hotsy). Using a mix of the figure for office space and garage, the base load of the existing building is $[30\text{W/m}^2 \times 1,030\text{m}^2 =] 30.9\text{kW}$. As the existing 400A service is equivalent to roughly 120kW, it is more than adequately sized to accommodate some special equipment and a small building expansion.

The existing interior lighting is generally T8 fluorescents, both in the bays (bat-wing style) and general office and support spaces (recessed or wall-mounted). Control is via manual switches throughout. In the main bays, a pair of switches controls multiple circuits worth of overhead lights via 120V contactors, and permits an intermediate (50%) level of light.

Exterior lighting is metal halide controlled via a photocell and contactor.

Standard convenience power is installed throughout as typical for the spaces (offices, kitchen, workshop, etc.) Makeup air and exhaust fans are located on the roof, with furnaces, unit heaters, and radiant tube heaters located within the space throughout. The VFD also has two air compressors and a pressure washer, all on the small end of the industrial scale.

The building has Telus service and voice/data jacks throughout. Other systems may have been installed since the building opened (e.g. security, WiFi hotspot) but are not on the original building drawings.

ELECTRICAL DESIGN CRITERIA

New electrical design will be based on the latest editions of the ABC, the Canadian Electrical Code, the NECB, and other IES guidelines.

In addition, within those limitations, the electrical design will be matched and integrated with the existing systems as well as possible. New design will minimize and control energy consumption and good engineering practice will govern throughout the electrical design process.

In new or renovated areas, we would expect electrical systems to be designed and installed as follows:

***Lighting** will be LED with dimming control. In the bays, fixtures overhead would be high-bay style, with additional wall-mounted “fluorescent equivalent” fixtures around the perimeter as required, e.g. at workbenches and lockers.

New or modified exterior lighting (above overhead and man doors) would be LED wall packs.

A low-voltage or digital control system would be added to permit occupancy & daylight controls, time-of-day scheduling, dimming function, and any other desire for flexibility.

***Power** conduit and wire will be installed using non-combustible materials & methods, and generally suitable for damp locations per the CEC. Code requirements aside, this will be done to better assure the overall quality and lifespan of the electrical work.

New mechanical equipment and VFD equipment will be connected as required. Per the summary of existing systems above, it is not likely that an upgraded or increased electrical service will be required. Rather, assume that one additional branch circuit panel (“Panel D”) will be added in the new or renovated space, fed from the existing CDP.

***Life safety** electrical requirements will likely be limited to adding unit emergency lighting equipment (battery packs) and exit lights to suit the new layout. Unless the building is expanded to such an extent that sprinklering is required by code, a fire alarm system is not required to be added.

New exit lights will be “Running Man”, which may necessitate replacing some or all other existing exit lights within the building, even within areas that are otherwise unaffected.

***Other** existing low-voltage systems will be relocated or extended to suit the new building layout and the needs of the VFD.

IMPLICATIONS OF THE GROWTH OPTIONS ON ELECTRICAL SYSTEMS

Option 1: Addition of Apparatus Bays to the South Side of the Facility

The new build will be fitted out electrically as described in the Electrical Design Criteria section above. LED highbay lighting above the apparatus; power to mechanical and owner equipment as required; non-combustible & damp location wiring methods; and extended low-voltage systems as required.

With respect to certain low-voltage systems (security, controls, paging, other), this expansion may present the opportune time to upgrade the systems entirely and backfit the remainder of the building. This would be considered on a case-by-case basis in conjunction with the VFD.

Option 2: Addition of Apparatus Bays to the East Side of the Facility

See Option 1. There are miscellaneous differences in the existing electrical to be relocated where the new bays are adjoined. Nothing, however, that impacts the choice of Option strategically or financially.

Option 3: Relocation of EMS

This would also be quite similar to Options 1 and 2. New lighting c/w controls will still be required, as well as power connections to all new and relocated equipment. The more minor differences would include:

- Some existing wiring, including homeruns to the existing branch circuit Panel C, may be suitable for reuse.
- Exit lighting should be suitable for reuse, which would eliminate the need to retrofit the rest of the building with “Running Man” as well.
- Differences to mechanical equipment and options as described in the mechanical section of this report.

In general, as this is to be a new project, most electrical fixtures and devices should be New. The cost differences between the Options arise mainly from the size of the new/renovated space, and any peripheral work (such as exit lighting, or moving existing wall-mounted electrical) that is necessitated by the specifics of the new building tie-ins.

CLOSURE

This report has been prepared based upon the information referenced herein. It has been prepared in a manner consistent with good engineering judgement. Should new information come to light, Williams Engineering Canada Inc. requests the opportunity to review this information and our conclusions contained in this report.

This report has been prepared for the exclusive use of KZA, and there are no representations made by Williams Engineering Canada Inc. to any other party.

Any use that a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties.

APPENDIX D - COST ESTIMATE



COST MANAGEMENT REPORT

*Valleyview Firehall
Class D Estimate*

REPORT NUMBER 1.1

AUGUST 1, 2018

PREPARED FOR:

Kobayashi + Zedda Architects Ltd.

2288 Manitoba St., Vancouver, BC, V5Y 4B5
T 604 734 3126

BTY.COM

*People to count on.
Knowledge to build with.*



Contents

1.0	Introduction	1
2.0	Executive Summary	2
3.0	Development Cost Summary	3
4.0	Basis & Assumptions	3
5.0	Exclusions	4
6.0	Construction Cost Summary	5
7.0	Separate Prices	5
8.0	Taxes	5
9.0	Project Schedule & Escalation	5
10.0	Pricing	6
11.0	Risk Mitigation	6
12.0	Contingencies	6
13.0	Documents Reviewed	7

APPENDICES:

APPENDIX I	Cost Summary	1 page
APPENDIX II	Cost Details	15 pages

Prepared By	Reviewed By	Date
Joseph Chan	Eldon Lau	8/1/2018



1.0 Introduction

1.1 Instructions Received

This report has been prepared by BTY Group ("BTY") at the request of Kobayashi + Zedda Architects Ltd. (the "Client").

Kobayashi + Zedda Architects Ltd. has appointed BTY to provide a Class D estimate developed for the project at 4701 /4703 50th Street, Valleyview, Alberta (the "Project"). The Project construction delivery model has not yet been determined and, therefore, BTY strongly recommends that estimates are prepared at each of the key design milestones.

Information related to the Project for the purposes of this report was received by BTY on July 13, 2018. Please refer to Section 12.0 for a list of information received in producing this report.

1.2 Report Reliance

This report has been prepared in accordance with the scope of our Fee Proposal, dated March 20, 2017 and is subject to the terms of that appointment. This report is for the sole and confidential use and reliance of the Client. BTY Group, Directors, staff or agents do not make any representation or warranty as to the factual accuracy of the information provided to us on behalf of the Client or other third-party consultants or agents. BTY Group will not be liable for the result of any information not received which, if produced, could have materially changed the opinions or conclusions stated in this report. This report shall not be reproduced or distributed to any party without the express permission of BTY Group.

Any advice, opinions, or recommendations within this document should be read and relied upon only in the context of the report as a whole. The contents do not provide legal, insurance or tax advice or opinion. Opinions in this report do not advocate for any party and if called upon to give oral or written testimony it will be given on the same assumption.

1.3 Contacts

Should you have any queries regarding the content of this report, please do not hesitate to contact either of the following:

Mark Ravelle

Partner

Tel: 403-269-5155

Email: MarkRavelle@bty.com

Eldon Lau

Partner

Tel: 604-734-3126

Email: eldonlau@bty.com



2.0 *Executive Summary*

2.1 **Report Purpose**

The purpose of this report is to provide a realistic estimate of the Project cost based on the information available at the time of writing.

The opinion expressed in this report has been prepared without the benefit of detailed architectural, mechanical, electrical or processing system drawings and should, therefore, be considered an Order of Magnitude (Class D) estimate. Based on the documents reviewed, our estimate should be correct within a range of approximately +/- 25%.

In order to provide an accurate cost estimate for the Project, BTY Group strongly recommends that a professional Quantity Surveying organization, such as BTY Group, be retained to provide a detailed analysis of any design information produced on behalf of the Client during the remaining stages of design.

2.2 **Project Background and Description**

The proposed development consists of addition of an annex building to the existing firehall, together with re-configuration some of the existing space. Siteworks include reconfiguration of existing apron, drive aisle and parking stalls. The following three options are included in this report:

- Option 1 - South Addition
- Option 2 - East Addition
- Option 3 – EMS Relocation

Upgrades of the existing structure are excluded in the base estimate and cost allowances have been given separately in Section 7 of this report for the following works:

- Upgrade to the current building code load values and to a post-disaster standard
- Mechanical upgrade (replace existing furnace with multi-stage high efficiency models, supply ducting broken into additional zones, add split DX a/c)
- Electrical upgrade (add power and wiring in connection with the mechanical upgrade)

3.0 Development Cost Summary

The current estimated cost of the project may be summarized as follows:

	Item	Option 1 South Addition \$	Option 2 East Addition \$	Option 3 EMS Relocation \$
A	Land Cost (Excluded)	0	0	0
B	Construction	1,616,100	1,670,700	1,005,100
C	Contingencies	161,600	167,100	100,500
D	Professional Fees	0	0	0
E	Municipal & Connection Fees	0	0	0
F	Management & Overhead	0	0	0
G	Project Contingency	0	0	0
H	Furnishing, Fittings & Equipment	0	0	0
I	Financing Costs	0	0	0
J	Goods & Services Tax	0	0	0
	Sub-Total	\$1,777,700	\$1,837,800	\$1,105,600
K	Escalation (Excluded)	0	0	0
	Total Project Cost (July 2018 Dollars)	\$1,777,700	\$1,837,800	\$1,105,600

Please note that, where zero dollar values are stated, BTY has excluded these costs and the values should be carried in a separate budget (if applicable).

4.0 Basis & Assumptions

The construction estimate is based on the following list of assumptions:

1. The new structural steel annex structure will be on concrete piers /grade beams and piled foundation.
2. Area of Option 1 and 2 will be 338 m2 and 295 m2 as measured from pages 29 and 34 of the "Needs Assessment & Conceptual Design" report.
3. Option 3 will be based on addition of the fire department space at south side of the existing building and will consist of 112 m2 of new annex and re-configuration of the following existing space in the ambulance station building:
 - Ground level including new circulation between apparatus bays, firefighter workstation, new changeroom and storage (total 102 m2)
 - Mezzanine storage (total 88 m2)

Please note that BTY is not qualified to act as design consultant. The assumptions in our estimate should be reviewed and corrected by the design team.



5.0 Exclusions

The construction estimate includes all direct and indirect construction costs derived from the drawings and other information provided by the Consultants, with the exception of the following:

1. Land costs
2. Professional fees and disbursements
3. Planning, administrative and financing costs
4. Legal fees and agreement costs / conditions
5. Building permits and development cost charges
6. Temporary facilities for user groups during construction
7. Relocation of the existing laundry facilities
8. Removal of hazardous materials from existing site and building
9. Loose furnishings and equipment
10. Unforeseen ground conditions and associated extras
11. Environmental remediation outside building footprint
12. Servicing outside the project site boundary (Main hydro service)
13. Phasing of the works and accelerated schedule
14. Decanting & moving
15. Costs associated with "LEED" certification
16. Project commissioning by third parties
17. Erratic market conditions, such as lack of bidders, proprietary specifications
18. Cost escalation.



6.0 Construction Cost Summary

The estimated construction cost of the project has been summarized in Appendix I at the end of this report.

7.0 Separate Prices

The following upgrades to the existing building have been excluded in the base estimate and their total amounts should be added to the base estimate if required:

	Item	Option 1 South Addition \$	Option 2 East Addition \$	Option 3 EMS Relocation \$
1	Allowance to upgrade existing structure to the current building code load values and to a post-disaster standard	369000	369000	369,000
2	Mechanical upgrade (replace existing furnace with multi-stage high efficiency models, supply ducting broken into additional zones, add split DX a/c)	0	0	135,730
3	Electrical upgrade (add power and wiring in connection with the mechanical upgrade)	0	0	9,450
4	Related General Requirements	55,350	55,350	77,130
5	Design Contingency 10%	42,440	42,440	59,130
	Total Upgrade Cost (July 2018 Dollars)	\$466,790	\$466,790	\$650,440

8.0 Taxes

The estimate includes the Provincial Sales Tax (P.S.T.) where applicable.

The estimate excludes the Goods & Services Tax (G.S.T.).

9.0 Project Schedule & Escalation

No cost escalation allowance has been included in the estimate. BTY strongly recommends that the client establish a separate budget to cover the escalation cost from the date of this estimate to the mid-point of construction for the project. Our current projected escalation rates are shown below.

Current BTY Group Forecast	2018	2019	2020
	0% - 2%	0% - 2%	0% - 2%



10.0 *Pricing*

The estimate has been priced at current rates taking into account the size, location and nature of the project. The unit rates utilized are considered competitive for a project of this type, bid under a stipulated lump-sum form of tender in an open market, with a minimum of five (5) bids, supported by the requisite number of sub-contractors.

The estimate allows for labour, material, equipment and other input costs at current rates and levels of productivity. It does not take into account extraordinary market conditions, where bidders may be few and may include in their tenders disproportionate contingencies and profit margins.

11.0 *Risk Mitigation*

BTY Group recommends that the Owner, Project Manager and Design Team carefully review this document, including exclusions, inclusions and assumptions, contingencies, escalation and mark-ups. If the project is over budget, or if there are unresolved budgeting issues, alternative systems/schemes should be evaluated before proceeding into the next design phase.

Requests for modifications of any apparent errors or omissions to this document must be made to BTY Group within ten (10) days of receipt of this estimate. Otherwise, it will be understood that the contents have been concurred with and accepted.

It is recommended that BTY Group design and propose a cost management framework for implementation. This framework would require that a series of further estimates be undertaken at key design stage milestones and a final update estimate be produced which is representative of the completed tender documents, project delivery model and schedule. The final updated estimate will address changes and additions to the documents, as well as addenda issued during the bidding process. BTY Group is unable to reconcile bid results to any estimate not produced from bid documents including all addenda.

12.0 *Contingencies*

12.1 **Design Contingency**

A design contingency of Ten Percent (10%) has been included in the estimate to cover modifications to the program, drawings and specifications during the design.

12.2 **Construction Contingency**

No allowance has been included in the estimate for changes occurring during the construction period of the project.



13.0 Documents Reviewed

The list below confirms the information that we have reviewed in order to prepare our opinion contained within this report:

Description		Revised Date
Report		
	Draft Needs Assessment & Conceptual Design	February 8, 2018
	Existing Building Assessment and Schematic Design Report for Structural Systems	July 10, 2018
	Mechanical report from ReNu Engineering	June 28, 2018
	Electrical report from Williams Engineering	July 13, 2018



COST MANAGEMENT REPORT

Valleyview Firehall

APPENDICES

APPENDIX I	Cost Summary	1 page
APPENDIX II	Cost Details	15 pages



APPENDIX I

Cost Summary

1 PAGE



Construction Cost Summary

Description	Option 1 South Addition \$	Option 2 East Addition \$	Option 3 EMS Relocation \$
A. Structural	358,000	315,000	132,000
B. Architectural	540,800	472,000	179,200
C. Mechanical	174,600	178,800	152,600
D. Electrical	87,600	84,100	78,500
E. Ancillary Works	244,300	402,900	331,700
F. General Requirements & Fees	210,800	217,900	131,100
SUB-TOTAL CONSTRUCTION COST	\$1,616,100	\$1,670,700	\$1,005,100
H. Contingencies			
Design Contingency	161,600	167,100	100,500
Construction Contingency	0	0	0
I. Goods & Services Tax	0	0	0
TOTAL CONSTRUCTION COST (July 2018 Dollars)	\$1,777,700	\$1,837,800	\$1,105,600
<i>Gross Floor Area (m²)</i>	<i>338 m²</i>	<i>295 m²</i>	<i>302 m²</i>
Unit Cost	\$5,259 /m²	\$6,230 /m²	\$3,661 /m²



APPENDIX II

Cost Details

15 PAGES

Description	Quantity	Unit	Rate	Amount
Option 1 South Addition				
A. Structural				
New structural steel annex structure on concrete piers and grade beams foundation	338	m2	800.00	270,400
Extra for cast in place piles	338	m2	200.00	67,600
Allowance to upgrade existing structure to the current building code load values and to a post-disaster standard		excluded		
Allowance for minor structural modification in connection with demolition of the existing south external wall	1	sum	20,000.00	20,000

<i>Total Structural</i>	<i>\$358,000</i>
--------------------------------	-------------------------

Description	Quantity	Unit	Rate	Amount
-------------	----------	------	------	--------

Option 1 South Addition

B. Architectural

New annex addition comprising building envelope, roofing, internal partitions /doors, finishes and fittings	338	m2	1,600.00	540,800
--	-----	----	----------	---------

<i>Total Architectural</i>				<i>\$540,800</i>
-----------------------------------	--	--	--	-------------------------

Description	Quantity	Unit	Rate	Amount
-------------	----------	------	------	--------

Option 1 South Addition

C. Mechanical

Plumbing & Drainage	1	sum	54,400.00	54,400
Fire Protection	1	sum	800.00	800
HVAC	1	sum	88,400.00	88,400
Controls	1	sum	31,000.00	31,000

<i>Total Mechanical</i>				<i>\$174,600</i>
--------------------------------	--	--	--	-------------------------

Description	Quantity	Unit	Rate	Amount
-------------	----------	------	------	--------

Option 1 South Addition

D. Electrical

Service and Distribution	1	sum	5,500.00	5,500
Lighting, devices and heating	1	sum	68,200.00	68,200
Systems & Ancillaries	1	sum	13,900.00	13,900

Total Electrical				\$87,600
-------------------------	--	--	--	-----------------

Description	Quantity	Unit	Rate	Amount
Option 1 South Addition				
E. Ancillary Works				
Demolish existing external wall at south side, including make good	1	sum	50,000.00	50,000
Allowance for additional storage /firefighter workstation in the existing building	1	sum	20,000.00	20,000
Allowance for relocation of existing laundry facilities		excluded		
Allowance for relocation of hose drying rack into the new maintenance bay	1	sum	5,000.00	5,000
Reconfigure existng apron, drive aisle and parking stalls including demolition and make good	577	m2	270.00	155,800
Site utilities c/o				
New incoming service by utility	1	sum	10,000.00	10,000
Relocate existing gas service regulator	1	sum	3,500.00	3,500

<i>Total Ancillary Works</i>	<i>\$244,300</i>
-------------------------------------	-------------------------

Description	Quantity	Unit	Rate	Amount
Option 2 East Addition				
A. Structural				
New structural steel annex structure on concrete piers and grade beams foundation	295	m2	800.00	236,000
Extra for cast in place piles	295	m2	200.00	59,000
Allowance to upgrade existing structure to the current building code load values and to a post-disaster standard		excluded		
Allowance for minor structural modification in connection with demolition of the existing external wall at junction with the new maintenance bay	1	sum	20,000.00	20,000
Total Structural				\$315,000

Description	Quantity	Unit	Rate	Amount
-------------	----------	------	------	--------

Option 2 East Addition

B. Architectural

New annex addition comprising building envelope, roofing, internal partitions /doors, finishes and fittings	295	m2	1,600.00	472,000
--	-----	----	----------	---------

<i>Total Architectural</i>				<i>\$472,000</i>
-----------------------------------	--	--	--	-------------------------

Description	Quantity	Unit	Rate	Amount
Option 2 East Addition				
C. Mechanical				
Plumbing & Drainage	1	sum	58,600.00	58,600
Fire Protection	1	sum	800.00	800
HVAC	1	sum	88,400.00	88,400
Controls	1	sum	31,000.00	31,000

<i>Total Mechanical</i>				<i>\$178,800</i>
-------------------------	--	--	--	------------------

Description	Quantity	Unit	Rate	Amount
Option 2 East Addition				
D. Electrical				
Service and Distribution	1	sum	5,500.00	5,500
Lighting, devices and heating	1	sum	64,700.00	64,700
Systems & Ancillaries	1	sum	13,900.00	13,900

<i>Total Electrical</i>				<i>\$84,100</i>
-------------------------	--	--	--	-----------------

Description	Quantity	Unit	Rate	Amount
Option 2 East Addition				
E. Ancillary Works				
Demolish existing external wall at junction with the new maintenance bay. including make good	1	sum	50,000.00	50,000
Allowance for additional storage /firefighter workstation in the existing building	1	sum	20,000.00	20,000
Allowance for relocation of existing laundry facilities	excluded			
Allowance for relocation of hose drying rack into the new maintenance bay	1	sum	5,000.00	5,000
Allowance for relocation /reconfiguration of existing lockers to provide required clearances	1	sum	10,000.00	10,000
Reconfigure existing apron, drive aisle and parking stalls including demolition and make good	982	m2	310.00	304,400
Site utilities c/o				
New incoming service by utility	1	sum	10,000.00	10,000
Relocate existing gas service regulator	1	sum	3,500.00	3,500

<i>Total Ancillary Works</i>	<i>\$402,900</i>
-------------------------------------	-------------------------

Description	Quantity	Unit	Rate	Amount
Option 3 EMS Relocation				
A. Structural				
New structural steel annex structure on concrete piers	112	m2	800.00	89,600
Extra for cast in place piles	112	m2	200.00	22,400
Allowance to upgrade existing structure to the current building code load values and to a post-disaster standard		excluded		
Allowance for minor structural modification in connection with demolition of the existing external wall at junction with the new maintenance bay	1	sum	20,000.00	20,000

<i>Total Structural</i>				<i>\$132,000</i>
--------------------------------	--	--	--	-------------------------

Description	Quantity	Unit	Rate	Amount
-------------	----------	------	------	--------

Option 3 EMS Relocation

B. Architectural

New annex addition comprising building envelope, roofing, internal partitions /doors, finishes and fittings	112	m2	1,600.00	179,200
--	-----	----	----------	---------

<i><u>Total Architectural</u></i>				<i><u>\$179,200</u></i>
-----------------------------------	--	--	--	-------------------------

Description	Quantity	Unit	Rate	Amount
Option 3 EMS Relocation				
C. Mechanical				
Plumbing & Drainage	1	sum	46,900.00	46,900
Fire Protection	1	sum	400.00	400
HVAC	1	sum	75,300.00	75,300
Controls	1	sum	30,000.00	30,000

<u>Total Mechanical</u>	<u>\$152,600</u>
-------------------------	------------------

Description	Quantity	Unit	Rate	Amount
-------------	----------	------	------	--------

Option 3 EMS Relocation

D. Electrical

Service and Distribution
Re-use existing panels

-

Lighting, devices and heating

1 sum

64,600.00

64,600

Systems & Ancillaries

1 sum

13,900.00

13,900

Total Electrical

\$78,500

Description	Quantity	Unit	Rate	Amount
Option 3 EMS Relocation				
E. Ancillary Works				
Demolish existing external wall at junction with the new maintenance bay. including make good	1	sum	50,000.00	50,000
Allowance for reconfiguration of space in the existing ambulance station building c/o:				
Ground level, including new circulation between apparatus bays	102	m2	550.00	56,100
Mezzanine	88	m2	550.00	48,400
Allowance for additional storage in the existing firehall building	1	sum	10,000.00	10,000
Allowance for relocation of existing laundry facilities		excluded		
Allowance for relocation of hose drying rack into the new maintenance bay	1	sum	5,000.00	5,000
Allowance for relocation /reconfiguration of existing lockers to provide required clearances	1	sum	10,000.00	10,000
Reconfigure existing apron, drive aisle and parking stalls including demolition and make good	578	m2	240.00	138,700
Site utilities c/o				
New incoming service by utility	1	sum	10,000.00	10,000
Relocate existing gas service regulator	1	sum	3,500.00	3,500

<i>Total Ancillary Works</i>	<i>\$331,700</i>
-------------------------------------	-------------------------



*Global Development &
Infrastructure Consultants*

CANADA | EUROPE | MENA | UNITED STATES

BTY.COM



REQUEST FOR DECISION

SUBJECT: **Annual Council Self-Appraisal**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: December 10, 2018
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 1007: Council – Chief Administrative Officer Covenant

RECOMMENDED ACTION:

MOTION: That Council direct Administration to arrange the annual Council Self-Appraisal to occur in early 2019.

BACKGROUND/PROPOSAL:

Section 1.16 of the Council – CAO Covenant establishes the commitment of Council to perform an annual self-appraisal of itself and how it is functioning. Administration is proposing the following general process:

1. Establishment of Assessment Criteria

This would take the form of a session or sessions in which a roles and responsibilities refresher was conducted. This would be followed by a review of the Council – CAO Covenant and the Council Code of Conduct.

Administration notes that while a review of Council's internal policies should be specific to Council, a roles and responsibilities refresher could be something organized on behalf of the region – similar to, but less robust than, the regional orientation session that Greenview hosted.

2. Self-Assessment

This is the phase in which Council would be provided with guidance on performing the self-assessment and then actually provide input/scoring, etc. as required.

3. Compilation and Presentation of Results

The input from the previous phase would be compiled and presented.

4. Development of Actions/Objectives

Based on the results of the appraisal, Council would develop actions with which to move forward (correcting deficiencies and/or continuing strengths). These would also provide a basis from which to conduct the next self-appraisal.

Administration is recommending that these phases be conducted by a third party.

A sample of a Council self-assessment conducted by Saddle Hills County each year has been attached for Council's information. It is likely that a similar tool would be used by a third party.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will fulfill an obligation outlined in Policy
2. Council will have a formal opportunity to assess its own strengths and weaknesses and develop positive actions with which to move forward.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages other than the cost of a third party to facilitate the process.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to conduct the process internally. This is not recommended as a third party can act as a facilitator as well as conduct interviews and compile results free of bias. A third party may also play the role of mediator if required.

FINANCIAL IMPLICATION:

Direct Costs: Dependent upon the third party fees.

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 organize the process accordingly.

ATTACHMENT(S):

- Policy 1007
- Saddle Hills Self-Evaluation

Title: Council-Chief Administrative Officer Covenant

Policy No: 1007

Effective Date: July 9, 2013

Motion Number: 18.05.287

Supersedes Policy No: (None)

Review Date: May 28, 2018



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Purpose: The purpose of this Council-CAO covenant is to formalize relational protocols to support respect for each other's functions. A Council-CAO Covenant commits both parties to seek clarity in the relationship, as well as emphasize the sincerity of undertaking their respective roles appropriately.

DEFINITIONS

Council means the Reeve and Councillors of the M.D of Greenview No. 16 for the time being elected pursuant to the provisions of the Local Authorities Election Act whose term is unexpired, who have not resigned, and who continue to be eligible to hold office as such under the terms of the Municipal Government Act.

Chief Administrative Officer (CAO) means the person appointed by Council pursuant to Sections 207-210 of the Municipal Government Act.

Senior Leadership Team (SLT) means the CAO, the General Manager of Infrastructure and Planning, the General Manager of CAO and Corporate Services, and the General Manager of Community Services.

The Covenant means the Council-CAO Covenant outlined herein.

POLICY

1. An effective organization demonstrates clarity and trust in the relationship between Council and its Chief Administrative Officer.
2. Establishing a Council-CAO Covenant commits both parties to seeking clarity in the relationship and to seriously undertake conduct within their respective roles appropriately.
3. The Covenant, as described, is authorised for the Reeve, Council Members and Chief Administrative Officer to sign for added authority.

4. The Covenant may be reviewed and amended from time to time with the mutual consent of the parties.

PROCEDURE

1. The Covenant shall be executed by all parties at the beginning of each political term at the organizational meeting following the General Election.
2. The Covenant shall be provided annually and whenever a new member of council begins their term. At these times this Covenant shall be reaffirmed by Council Motion.

APPENDIX

The Covenant is attached to this Policy as Schedule A.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Council - Chief Administrative Officer Covenant

PURPOSE:

The purpose of this Council-CAO covenant is to formalize relational protocols to support respect for each other's functions. A Council-CAO Covenant commits both parties to seek clarity in the relationship, as well as emphasize the sincerity of undertaking their respective roles appropriately.

PRINCIPLES:

- 1.1. An effective organization demonstrates clarity and trust in the relationship between Council and its Chief Administrative Officer.
- 1.2. Establishing a Council-CAO Covenant commits both parties to seeking clarity in the relationship and to seriously undertake conduct within their respective roles appropriately.
- 1.3. The Covenant, as described, is authorised for the Reeve, Council Members and Chief Administrative Officer to sign for added authority.
- 1.4. The Covenant shall be executed by all parties at the beginning of each political term at the organizational meeting following the General Election.
- 1.5. The Covenant shall be provided annually and whenever a new member of council begins their term. At these times this Covenant shall be reaffirmed by Council Motion.
- 1.6. The Covenant may be reviewed and amended from time to time with the mutual consent of the parties.

COVENANT

1. The Members of Council will:

- 1.1 Carry out the responsibilities set out in the Municipal Government Act, and other applicable legislation; and follow the Bylaws and Policies of Greenview, to the best of their abilities;
- 1.2 Make decisions which are believed to be in the best interests of Greenview;

- 1.3 Review the background information and advice provided by Administration prior to rendering a decision;
- 1.4 Seek further input from the Senior Leadership Team (SLT) when there is uncertainty regarding the issues or the preferred course of action;
- 1.5 Refer any complaints, either written or verbal; about the decisions of Council or the actions of the organization, to the Chief Administrative Officer for review, comment and follow-up as appropriate;
- 1.6 Refrain from making any commitments on behalf of Council to individual citizens or groups other than a commitment to take the request to Council or the Chief Administrative Officer for response;
- 1.7 Seek to participate actively in the decision making process;
- 1.8 Refrain from any public or private criticism of the organization, or individual employees;
- 1.9 Act as good stewards for Greenview;
- 1.10 Demonstrate ethical conduct as public servants;
- 1.11 Provide effective leadership through guiding the corporation and the municipality through the approved strategic directions and goals, and the priorities set in annual budgets, and by agreeing to reasonable policies which reflect the best interests of Greenview;
- 1.12 Respect the apolitical nature of the office of Chief Administrative Officer and to receive their advice as being in the perceived interest of the community and/or organization. Councillors will respectfully listen to comments in response to questions posed at Council Meetings and will ensure that the CAO is accorded a respectful audience;
- 1.13 Internal requests for information and questions relative to Administration will be directed through the offices of the CAO and SLT.
- 1.14 Respect the apolitical nature of senior staff and treat their advice and reports with respect. Councillors will not knowingly or willfully interfere with their work and will coordinate concerns through the CAO and SLT, and;
- 1.15 Ensure a thorough and detailed evaluation of the performance of the CAO is conducted at least once annually and involve the CAO in this process so as to ensure a full understanding of Council's candid assessment.
 - a. Provide two (2) weeks' notice to the CAO and all members of Council that a formal evaluation will be occurring to allow parties time to prepare;
 - b. Provide the CAO with a written assessment from Council;

- c. Allow the CAO the opportunity to respond to the performance evaluation by providing a written response letter that will be shared with all members of Council;

- 1.16 Council will annually conduct a self-assessment on Council and how they are functioning;
- 1.17 Council acknowledges that Administration will introduce counterpoints and alternate viewpoints as part of their advisory role, and that information should be treated with respect; and
- 1.18 When possible, make information requests in advance of Council Meetings so as to allow Administration time to research answers.

2. The Chief Administrative Officer will:

- 2.1 Abide by the Municipal Government Act, and other applicable legislation, as well as the Bylaws and Policies of the M.D of Greenview to the best of their abilities;
- 2.2 Conduct them self as the chief policy advisor in an honest and ethical manner;
- 2.3 Ensure that the Reeve and Councillors are accorded respect in all personal and public comments;
- 2.4 Provide advice on all issues which is professionally sound, ethical, legal, and in accordance to the policies and resolutions of Council;
- 2.5 Guide the actions of the organization so that they are in accordance with the policies and resolutions of Council;
- 2.6 Act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Greenview Council;
- 2.7 Forward any complaints or concerns of Council to the appropriate department and individual, so that reasonable and prompt follow-up is assured;
- 2.8 Ensure that Council is made aware of the full picture with regard to each issue, at least to the extent that the organization is aware of such information and ensure that Council has access to the reasonable decision options, as well as a recommendation as your Chief Administrative Officer;
- 2.9 Seek to ensure that Council is aware of any key issues as they arise and therefore mitigate the problems associated with surprises;
- 2.10 Maintain a current understanding of the applicable legislation as well as relevant programs, policies, and initiatives, of the Provincial and Federal governments;
- 2.11 Admit to any mistakes of substance made individually and on behalf of staff, and take corrective action;

- 2.12 Listen carefully to the concerns of Council vis-a-vis performance and seek to improve any deficiencies on an ongoing basis;
- 2.13 Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems, or decision points.

3. Relationship Building

In recognition that the relationship between Council and the CAO is paramount in the effective governance and operations of the M.D of Greenview, Council and the CAO, jointly agree to the following:

- 3.1 Hold a minimum of two (2) informal meetings between Council, the CAO and the SLT to discuss the status of the organization and the Council/Administration relationship.
 - a. Council, the CAO and the SLT agree that discussions will generally focus on the following:
 - i. Overall health and future dynamics impacting the organization;
 - ii. General concerns regarding the organization;
 - iii. Current relationship between Council and Administration;
 - iv. General inquiries relating to the operation of departments; and,
 - v. Concerns related to policies and programs of the municipality.
 - b. Council, the CAO and the SLT shall generally refrain from discussing:
 - i. Hiring and firing of staff;
 - ii. Individual staff performance; and,
 - iii. Formal matters more appropriate for discussion at Council Meetings.
- 3.2 It is understood that the informal meeting is to foster a positive relationship and not to conduct Council Business, give direction, or overstep the roles of the respective parties.

Signed this 11 day of June, 2018.

Dale Stevens
Reeve

B. Smith
Councillor

Roxie Kutt
Councillor

L. Hume
Councillor

Tom R. Burton
Councillor

Dale R. Smith
Councillor

[Signature]
Councillor

[Signature]
Councillor

Signed this 12 day of June, 2018.

[Signature]
Chief Administrative Officer

2018/19 Council Self-Evaluation

Rating Scale:

- 1 – We rarely meet this performance measure.
- 2 – We generally do not meet this performance measure.
- 3 – We generally meet this performance measure.
- 4 – We generally exceed this performance measure.
- 5 – We almost always exceed this performance measure.

NOTE: for any performance measure rated 2 (two) or below, please indicate at least one obstacle in the comments section that in your opinion undermines/hinders the team's performance. All other comments are welcome.

Ser	Performance Measure	Rating	Comments
1	Council members use rational, objective decision-making processes that are supported by administrative recommendations, appropriate consultation with stakeholders and other research options.		
2	Council members listen actively, respect diverse opinions and view constructive disagreement and discussion as being positive and necessary to effective decision-making.		
3	Council members stay focused on the issue being debated.		
4	Council members come to meetings prepared, with their "homework" and research done.		
5	Council members focus their energy on issues that have strategic, County-wide impacts.		

6	Council members recognize that decision-making authority resides with the Council as a whole and not with individual Council members.		
7	Council members avoid placing themselves in situations where there may be a real or perceived conflict of interest and declare any pecuniary or other conflicts of interest in advance of any discussion of the issue that triggered the potential conflict.		
8	Council members protect confidentiality of privileged, protected and in-camera information.		
9	Council members are respectful of each other and staff in their communications with the public and media.		
10	Council members recognize that once a decision has been made by Council, each member of Council owns that decision equally and publicly supports it. Council members may indicate why they voted the way that they did but must do so respecting the legitimacy of the democratic process and the decision.		
11	Council members represent Council's position as a whole when attending board and committee meetings.		
12	Council annually reviews and clearly expresses its priorities and expectations for program and service delivery.		
13	Council members deal with conflicts in a timely and issues focused manner.		
14	All Council members have equal and timely access to relevant information to support decision-making.		

15	Council reviews its performance periodically with a view to continuously improving effectiveness.		
16	Council members respect the authority of the CAO and do not attempt to direct the activities of staff or departments except through established channels of authority.		
17	Where there are Council/Staff interaction issues and/or role clarity issues, Council members convey their concerns to the CAO. Conversely, if staff has concerns related to Council/Staff interaction, the CAO conveys these concerns to Council.		

Other Comments:



REQUEST FOR DECISION

SUBJECT: **Grande Cache Dissolution Update**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: December 10, 2018
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – NA

Council Bylaw/Policy (cite) – NA

RECOMMENDED ACTION:

MOTION: That Council direct Administration to include an update on the transition status of Grande Cache at each Regular Council Meeting until the end of June, 2019.

BACKGROUND/PROPOSAL:

Councillor Delorme has requested that a standing item be added to Council Meetings for the next six (6) months. The following is the request as provided by Councillor Delorme:

As the transition of Grande Cache rolls out, I want to make sure nothing comes at us politically, and I want to add a standing item on the agenda for a verbal update from the consultant for the next 6 months.

With the dissolution of Grande Cache being finalized now and the date for the amalgamation of the two only 30 days away. Knowing where we stand as the MD of Greenview I believe is important to Council.

We have many questions for Administration also for Grande Cache Administration.

Administration will be providing updates on the transition through reports as well as requiring decisions of Council regarding things like levels of service, budget items, etc. This request is viewed as generally formalizing that process.

Administration does provide the following for clarity regarding this request. As of January 1st, 2019 Grande Cache Administration will cease to exist as they are amalgamated into the broader Greenview administration. As reported during the Grande Cache Facilities Tour, the role of contractor (Denise Thompson) will be to manage administrative operations in Grande Cache until they are fully transitioned to Greenview. Mrs. Thompson will be providing this function on the ground as part of Administration. Her role will not be as a

consultant overseeing the overall transition. Her feedback would be part of the report provided by Administration.

BENEFITS OF THE RECOMMENDED ACTION:

1. The recommended action will formalize the requirement for regular updates regarding the transition of Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may opt to not formally require regular updates regarding Grande Cache. This is not recommended as Council should be aware of the overall transition 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

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

The topic will be added to future Regular Council Meeting Agendas

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT:	Mountain Pine Beetle – Letter of Support		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 10, 2018	CAO: MH	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: MH
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to write a Letter of Support to Honourable Amarjeet Sohi, Minister of Natural Resources Canada and Mr. Chris Warkentin, MP, Grande Prairie-Mackenzie, to support federal funding to contain the Mountain Pine.

BACKGROUND/PROPOSAL:

On November 26th, 2018 Council and Administration received a request from Mr. Brock Mulligan, Alberta Forest Products, requesting Greenview submit a Letter of Support of Federal Funding to Control the Mountain Pine Beetle to the Minister of Natural Resources Canada.

The correspondence received (please see attached), points out the mountain pine beetle has killed over half of the merchantable pine in British Columbia and populations in Alberta are rapidly expanding. Without support from the Federal Government, the Mountain Pine Beetle will have a dramatic effect on the forestry sector.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview may assist Alberta Forest Products Association in securing financial resources for the fight against Mountain Pine Beetle.

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 or deny the request from Alberta Forest Products Association in regard to a letter of support to the Minister of Natural Resources Canada.

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:

Should Council approve the recommended motion, Administration will draft a letter of support.

ATTACHMENT(S):

- Email request

From: [Brock Mulligan](#)
To: [Dale Gervais](#)
Cc: [Winston Delorme](#); [Les Urness](#); [Shawn Acton](#); [Dale Smith](#); [Tom Burton](#); [Roxie Rutt](#); [Bill Smith](#); [Mike Haugen](#); [Lianne Kruger](#)
Subject: [SENDER UNVERIFIED]Request for Support of Federal Funding to Control the Mountain Pine Beetle
Date: November 26, 2018 3:25:31 PM

Dear Reeve Gervais and Council,

The mountain pine beetle has killed over half of the merchantable pine in British Columbia and populations in Alberta are rapidly expanding. Without immediate intervention, there is a very real risk that the beetle could decimate pine forests coast to coast, increasing the risk of wildfires, damaging watersheds, and leading to lost jobs in the forest sector.

I am writing to request that you write your MP and the Honourable Amarjeet Sohi, Minister of Natural Resources Canada, to support federal funding to contain the beetle.

The Government of Alberta has expended over \$500 million on pine beetle in the past decade. Funding is used for important survey work and control measures like felling and burning of affected trees. The forest industry has also expended considerable resources to amend harvesting plans so that older, susceptible pine is harvested first. This funding has greatly helped to slow the beetle's spread, buying precious time for communities and provinces further east to update firefighting plans, harvest susceptible pine stands, and take action to protect watersheds. Still, it is very expensive.

The pine beetle has and will continue to cross provincial boundaries. It is an issue of national interest. The Government of Alberta has requested \$95 million from the Government of Canada over the next 5 years. In turn, Alberta would spend \$100 million of its own money.

We believe that this request should be honoured, given that Alberta's important work is benefitting the entire country. There is a precedent of federal funding for these types of issues. Last year, New Brunswick received \$74 million for spruce budworm control work.

The Canadian Chamber of Commerce recognizes the national importance of this issue and [has written Minister Sohi](#). We encourage you to lend your support by writing the Minister. Letters can be sent to:

Honourable Amarjeet Sohi
Minister of Natural Resources Canada

amarjeet.sohi@parl.gc.ca

House of Commons
Ottawa, Ontario
K1A 0A6

More information can be found [on our website](#) or by reading [my recent editorial](#). If you have any questions, please feel free to contact Brock Mulligan, Director of Communications, at 780-239-6890.

Thank you for your support!

Sincerely,

Paul Whittaker
President and CEO
Alberta Forest Products Association



The Alberta Forest Products Association is the voice of Alberta's forest industry. We represent companies that manufacture lumber, pulp & paper, panel, and secondary wood products. Our members are heavily involved in sustainable land management and work to enhance our forests for future generations. Learn more about us at www.albertaforestproducts.ca.



REQUEST FOR DECISION

SUBJECT: **North West Regional Skills Canada – Sponsorship Request**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: SW
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

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

BACKGROUND/PROPOSAL:

The 15th Annual North West Regional Skills Canada Competition will be hosted April 25th and 26th in Fairview, Alberta. This event showcases the talents of today's youth in trades and technology. The winners of this competition will go on to compete in the Provincial Competition. This is an opportunity to watch the leaders of tomorrow compete as well as celebrating the student's achievements.

The hosting committee is seeking sponsorship for the competition with sponsorship levels ranging from <\$2,000.00 to \$15,000.00. Greenview has previously provided Silver Sponsorship in the amount of \$3,000.00.

The Community Service Miscellaneous Grant has a balance of \$13,381.57 as of December 9, 2018.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is by sponsoring the Northwest Regional Skills Canada Competition, Greenview will be supporting a prestigious community event that supports and encourages the industry leaders of tomorrow.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of sponsoring the Northwest Regional Skills Canada Competition is that Greenview may be setting a precedent for other similar groups to request funding.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to approve, alter or deny the request for sponsorship of the Northwest Regional Skills Competition. Council has provided the Silver Sponsorship in the past; however, there is no requirement to continue this practice.

FINANCIAL IMPLICATION:

Direct Costs: The direct cost of sponsorship for the Northwest Regional Skills Canada Competition is \$3,000.00.

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 notify the Northwest Skills Coordinator accordingly with Council's decision.

ATTACHMENT(S):

- North West Skills Canada – Sponsorship Request Letter



October 22, 2018

MD of Greeview
Box 1079
Valleyview, AB T0H 3N0

Dear Sir/Madam,

Re: North West Regional Skills Canada Competition 2019

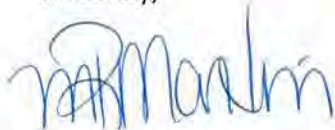
This year we are excited to host the 15th Annual North West Regional Skills Canada Competition here in Fairview in the Heart of the Peace Country. This excellent event showcases the talents of today's youth in trades and technology. Be ready on April 25 & 26 to watch the industry leaders of tomorrow compete in 16 regional competitions, with the winners going on to compete in the Provincial Competition.

We would like to invite you to join us in celebrating the achievements of these students. With your sponsorship, in your choice of level, we can continue to offer them the high quality of competition they deserve. We have enclosed a sponsorship package, as we are in partnership with the Grande Prairie Fairview Campus please make cheques out to GPRC Fairview.

Please advise us of your decision by January 15, 2019. We will be following up with your organization after this date if we have had no response.

For more information, or further exploration of the sponsorship opportunities available, please call Maureen Martin at 780-772-0607 or email skillsassistant@gprc.ab.ca. We look forward to seeing you at the North West Regional Skills Canada Competition.

Sincerely,



Maureen Martin

North West Skills Coordinator Asst.

North West Regional Skills Canada Competition
Grande Prairie Regional College
Box 3000, Fairview, AB, T0H1L0

Phone: 780.772.0607, Fax: 780.835.6670
Email: MMartin@GPRC.ab.ca

www.skillsalberta.com



April 25 & 26 2019

Sponsorship Registration Form
Page 1 of 2

Sponsor Information			
Company			
Contact Name		Title	
Mailing Address		City	
Postal Code		Phone No.	
Email		Fax	

Sponsorship Level	Package	Commitment	Please Check ✓
TITLE	Title Sponsor	\$15,000	
GOLD	Gold Sponsor	\$5,000	
SILVER	Luncheon Sponsor	\$3,000	
	Opening Night Competitor Entertainment Sponsor	\$3,000	
	Opening	\$3,000	
	NW Team Transportation Sponsor (Provincial Contenders)	\$3,000	
	Closing Night Reception	\$3000	
	Competitor Travel Subsidy	\$2,000	
BRONZE*	Try a Trade Prize Sponsor	\$2,000	
	Any Donation <\$2000	<\$2000	
FRIENDS			

SUPPORTING SPONSOR	Gift-In-Kind, Prize or Auction Items		
	Item Description:		
	Sponsorship Value:		

Contact Maureen for any sponsorship inquiries or to set up your gift-in-kind contribution!



NW Skills Regionals



April 25 & 26 2019

Sponsorship Registration Form Page 2 of 2

Payment Information (Payable to GPRC, Fairview Campus)				
<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Please Invoice Us
Card #		Expiry		
Cardholder Name		CVS		
Signature:				
Payment Note:				

Please return completed form to:
Maureen Martin
skillsassistant@gprc.ab.ca • 780.772.0607
Bag 3000, Fairview AB, T0H 1L0



REQUEST FOR DECISION

SUBJECT: **Sheldon Coates School Special Equipment Grant Request**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 10, 2018 CAO: MH MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: SW
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the special equipment grant request from Sheldon Coates Elementary for information, as presented.

BACKGROUND/PROPOSAL:

The Sheldon Coates Elementary School is requesting grant funding for special equipment for a child with visual impairments. The equipment is a Braille writer and reader at a cost of \$2,195.00 USD. The child will utilize the equipment until he outgrows it. The plan at that time will be to utilize the equipment at the school or within the school division, wherever it is needed.

The Community Service Miscellaneous Grant has a balance of \$13,381.57 as of December 9, 2018.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Council will be informed of the special equipment grant request.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to approve the recommended motion or provide a grant funding amount, however providing grant funding for this may set a precedence to receive other funding requests of this nature.

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 notify Sheldon Coates School accordingly with Council's decision.

ATTACHMENT(S):

- Sheldon Coates School – Grant Funding Request

Stacy

OF GREENVIEW No. 16

RECEIVED

SEP 28 2018

7/1
SCANNED

September 24, 2018

Municipal District of Greenview
Box 1079
Valleyview, AB
T0H 3N0

VALLEYVIEW



SHELDON COATES
ELEMENTARY

To Whom it May Concern,

I am writing on behalf of a very special individual who resides within the district in the Town of Grande Cache. Karson Barter, 4.5 years old who was born blind and is a determined individual who loves life and people. This fall he will begin Kindergarten at Sheldon Coates Elementary. I have had the opportunity to work with him for the past two years in preschool and early introduction to Kindergarten last year. I am thrilled that I will continue to work with him as his Educational Assistant supporting him in his learning.

Equipment for children with visual impairments is extremely expensive and in order for Karson to be a successful Braille writer and reader, there is a piece of equipment that is critical for his early learning. The piece of equipment is \$2195.00 USD and will support his learning for many years. This learning device will be an integral part of his learning for the remainder of elementary school. Here is the link for the item

<http://www.perkinsproducts.org/store/en/braillers/123-smart-braille.html>.



Once Karson has outgrown the equipment it will remain at the school or within the school division, wherever it is needed. This piece of equipment will allow Karson to achieve success alongside of his peers and become a successful member of our community. Early literacy skills are even more crucial for children with visual impairments and providing a Smart Braille for Karson will be an amazing tool for him to learn and succeed.

Would you consider a financial donation for the purchase of this Smart Braille to help enhance Karson's education? If you require any more information please feel free to contact me.

Respectfully,

Jennifer Yee
Educational Assistant
Sheldon Coates Elementary School
jennyee@gypsd.ca or 780-827-4343



REQUEST FOR DECISION

SUBJECT: **Women in the North Conference**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: December 10, 2018
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Quality of Life

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

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council provide a sponsorship in the amount of \$500.00 to Community Futures Peace Country for the 2019 Women in the North Conference held in Peace River, Alberta, with funds to come from the Community Service Miscellaneous Grant.

BACKGROUND/PROPOSAL:

Community Futures Peace Country is requesting sponsorship for the 12th Annual Women in the North Conference. The two day conference will take place April 10th and 11th, 2019 at the Belle Petroleum Centre in Peace River, Alberta. The conference focuses on building the capacity of the local women entrepreneurs and strives to motivate and offer them information pertinent to their needs in a timeframe that they can manage. Canada is a global leader in female entrepreneurship with Alberta boasting one of the country's highest rates of innovation-based activity, according to the Global Entrepreneurship Monitor Canada report (2015). The Women in the North Conference is committed to supporting the economic growth of female entrepreneurship. The steering committee consists of Community Futures Peace Country, Community Futures Grande Prairie & Region, Community Futures Tawatinaw Region, Alberta Women Entrepreneurs and Alberta Agriculture.

The conference will commence with a formal dinner and motivational networking activity featuring keynote speaker Faith Wood of Inspiring Minds Consulting Ltd. Hands on business workshops will be conducted on Thursday with a morning plenary facilitated by Faith Wood. Justin Hicks will be the breakout facilitator, as well as Cassandra Butt of the Funky Butt'n on the Talk Show panel. Additional speakers are in the planning stages and will be announced when confirmed.

Sponsorship opportunities vary from \$100.00 to \$4,999.00. Greenview has provided sponsorship to Community Futures for the 2018 Women in the North Conference in the amount of \$500.00.

The Community Service Miscellaneous Grant has a balance of \$13,381.57 as of December 9, 2018.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that local women entrepreneurs will be provided an opportunity to advance their goals with pertinent 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 deny the funding request or provide an alternate amount of funding.

FINANCIAL IMPLICATION:

Direct Costs: The direct cost of sponsorship for the 2019 Women in the North Conference 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 Community Futures in accordance with Council's decision.

ATTACHMENT(S):

- Community Futures – Sponsorship Request Letter

Partnership Opportunity: Women in the North Conference 2019

The 12th Annual Women in the North Conference will take place on Wednesday, April 10th and Thursday, April 11th in Peace River at the Belle Petroleum Centre, following the successful two day format as last year with a specific focus on Leadership Training and Motivation.

The conference will kick off Wednesday evening with a formal dinner and motivational networking activity featuring our keynote speaker **Faith Wood of Inspiring Minds Consulting Ltd.** Thursday will be focused on providing hands on business workshops, beginning with a morning plenary facilitated by Faith Wood. We are pleased to have **Justin Hicks** join us as a breakout facilitator, as well as **Cassandra Butt of the Funky Butt'n** on our Talk Show panel. More speakers are in the planning stages and will be announced when confirmed.

Community Futures exists to serve entrepreneurs and we understand that women in business face unique challenges in that they continually balance work and home life, with not a lot of time left over for professional development. The WIN conference focuses on building the capacity of our local women entrepreneurs and we strive to offer them information pertinent to their needs in a time frame that they can manage. Therefore, we offer employer capacity building workshops specifically focused on leadership training. Canada is a global leader in female entrepreneurship with Alberta boasting one of the country's highest rates of innovation-based activity, according to the Global Entrepreneurship Monitor Canada report (2015). The Women in the North Conference is committed to supporting the economic growth of female entrepreneurship. The steering committee consists of members from Community Futures Peace Country, Community Futures Grande Prairie & Region, Community Futures Tawatinaw Region, Alberta Women Entrepreneurs and Alberta Agriculture. As the Conference evolves into its 12th year, we look forward to having your organization on board.

I welcome the opportunity to discuss this event with you further and have attached an information sheet about available sponsorship opportunities. In the meantime, please visit our website at www.womeninthenorth.com

Thank you for your time and consideration.

Please contact Randy Hodgkinson at (780) 624-1161 or via email randy@cfpeacecountry.com or Sherry Crawford, Projects Coordinator at events@cfpeacecountry.com for further information or discussion.

Respectfully;

Randy Hodgkinson
General Manager
Community Futures Peace Country

WIN 2019: Partnership Opportunities

Platinum Keynote Speaker Sponsorship: \$5,000.00 plus

As Platinum - Keynote Speaker Sponsor your company will have the option of making a brief speech to delegates about your service and opportunity for partnership during the introduction of the keynote. Your company logo will be prominently displayed in all marketing material before and during the conference. In addition, your company will be provided with a tabletop exhibit which offers the opportunity to display your services in a prominent place and discuss it with attendees, as well as 4 complimentary full package delegate registrations for both days.

Gold: \$2,500.00 - \$4,999.00

Our Gold Sponsorship package grants your company prominent positions in marketing material, display space in the conference room if so desired and 2 complimentary delegate registrations.

Silver: \$1,500.00 - \$2,499.00

The Silver Sponsorship package grants your company prominent positions in marketing material, display space in the conference room if so desired and 1 complimentary delegate registration.

Bronze: \$500 - \$1,499.00

The Bronze Sponsorship package provides prominent positions in marketing material and display space in the conference room if so desired.

***NEW* Friends of WIN Sponsor: \$100 or more.**

If you choose this opportunity, your sponsorship will go directly towards a delegate or delegates who cannot afford the conference registration fee. You can choose to donate anonymously if you wish, or your company name will be included in the advertising.

- Please note that all sponsors will receive recognition on the WIN website, Facebook page, agenda package and related materials regardless of sponsorship amount.

Thank you and we look forward to hearing from you!



Manager's Report

Function: Infrastructure & Planning

Submitted by: Grant Gyurkovits, General Manager Infrastructure & Planning

Date: 11/30/2018

General Manager, Infrastructure & Planning, Grant Gyurkovits

- Assistant General Manager position has been filled with a start date of December 3rd.
- Municipal Engineer position has been filled with a start date of December 3rd.
- Skype interview set up for the Manager of Construction and Engineering on Monday, December 3rd. Previous candidate that was interviewed was declined an offer.
- Request for Proposals for consulting services for road construction projects closed October 31st. A total of 9 consultants submitted proposal packages on 6 separate road projects. Reviewing the proposals in progress with presentation to Council tentatively scheduled for December 10th.
- Request for Proposals for consulting services for legal survey of the Forestry Trunk Road closed November 2nd. A total of 13 consultants submitted proposal packages. Three short listed candidates were chosen and interviews were held on November 22nd and 23rd. Presentation to Council scheduled for December 10th for recommendation on award.
- Staff Performance Appraisals are in Progress.

Manager Construction & Engineering (Acting-Grant Gyurkovits)

- Forestry Trunk Road Phase 4 winter shut down meeting held November 15th. Continuation of a center line culvert in progress with temporary guard rail installed for the remainder of winter.
- RR 60A Residential Road- All dirt works for bulking out the roadway completed, including shaping. Wood waste has been burnt with roadworks to continue with shaping compacting and surface gravels in the spring of 2019.
- Road Closure Bylaw No. 18-789 (Ratzler) was signed by the Minister of Transportation.
- Presented 2019 Construction and Engineering Budget at November 26th Council Meeting.

- Gordey Drainage Slough Area on back slope of ditch compacted and supported with concrete blocking at the toe of the slope. Seating, coconut matting and final trimming will be completed in the drier season of 2019.
- Total of 19.8 km's of road stabilization on the Forestry Trunk Road was completed in 2018. A total of 12 km's was completed in 2017 and a total of 20 km's was completed in 2016. The shortfall in kilometers in 2017 is consistent with the twenty day cap for essential equipment needed for road construction.

Manager Operation, Gord Meaney

East

- Prepared equipment for the winter season.
- Sign repair/replace at various locations.
- Programmed school zone speed signs in Ridgevalley for data collection.
- Monitoring all log haul routes on a regular basis in all Wards.
- Snow plowing with trucks, graders and tractors when required as well as applying salt/sand on asphalt roads.
- Signed a culvert washout on Old High Prairie Road.
- Installed culverts at Twp. 722, RR 201 intersection, did a temporary repair on the Old High Prairie Road and will complete in the spring. Installed a center line culvert North of Twp. 722 on RR 201.
- The brushing crew worked in the New Fish Creek area.
- Atco moved hydro poles on Twp. 702, RR 201 for a future ditching project. Temporary ditching was completed and the main project will be completed next spring/summer.
- Assisted the Construction/Facilities Maintenance Department by loading 18 concrete barriers for a stabilization project.
- Supervisor familiarized new staff with plowing priorities and locations.
- The Roads Supervisor and two equipment operators attended a winter snowplowing course.
- The gravelling program for the 2018 season is now complete.
- Moved the track-hoe and trailer over to Twp. 691, RR 195 to clean up brush and hauled it to the dump.
- Requested quotes and awarded the stockpile surveys to WSP.
- Working on our annual PA's.
- Monitored roads and grading operations in all Wards.

West

- Prepare equipment for the winter season.
- Five (5) signs were cut off on Twp. 700.

- Monitoring all log hauls on a regular basis in all Wards.
- Ordered signs to deal with trailers, boosters and jeeps being left on the FTR pull-offs.
- Called out by Ledcor on Nov. 5th, 6th and 16th to maintain Hwy. 666.
- Snow plowing with trucks, graders and tractors when required as well as applying salt/sand on asphalt roads.
- Completed brushing at km. 93 on the FTR so that development can take place at the water well site for our calcium program.
- Completed DeBolt brushing.
- Guardrail repairs were completed on the FTR.
- Completed gravel haul on the FTR and are now just spot gravelling.
- Ditched from km.139 – 143 on the FTR.
- Repair/replace signs as required.
- Gravel pit development at the Pinto Pit is complete for this year.
- Hired a new equipment operator.
- The South grader operator on the FTR was replaced due to performance issues.
- Met with Moody's Grading and discussed what was expected on the FTR.
- An operations staff member, while patrolling the FTR, had two (2) close calls where he was forced to the outside of the road by speeding trucks. Additional enforcement was requested due to these incidents. High intensity beacon lights were installed on his truck as well as a dash cam.
- The Victor Lake brushing and ditching were completed and ADC out of Grande Cache will install the permanent yield sign.
- The spare plow truck in Valleyview has been transferred to Grovedale while repairs are being done to one of theirs.
- The new offices are proceeding in a timely manner. Facilities Maintenance also assisted with placing tin on a cold storage shed as well as allowing Operations storage space in the old Fire Hall.
- Taylor Fox has successfully completed her Class 1 driver training course and will now be cross trained on the plow truck.
- Atco was approached to clear some brush in Debolt's south back alley. They confirmed that they would.
- Working on our annual PA's.
- Monitored roads and grading operations in all Wards.

Shops

- All winter season equipment has been serviced and readied for the season.
- Murray has been working with the apprentice and Rap student to keep them up on safety and mentoring in the proper way of servicing/repairing equipment and light trucks.
- Still waiting on a couple of tools for the Grovedale A shop before it can be licensed for CVIP's.
- Three of the five light trucks for Grande Cache have been picked up. There are two left along with the trailer that will be collected in the near future.

- Murray went to Grovedale to do Stefan's PA. During that time they met with Michelin Tire to get some information regarding their tire wear policy and rebates based on average use.
- Saved \$60,000 on warranty work on G26 grader. Strongco initially turned this down but records were produced to show that the proper servicing was done.
- Upon inspecting one of the John Deere tractors it was noticed that there was an issue with the push rods. Due to proper procedures being followed in the shop this problem was dealt with in a timely manner, possibly saving thousands of dollars in future repairs.
- Working on our annual PA's.

Manager Environmental Services, Gary Couch

Administration

- GRWMC operational and capital budgeting.
- Presented 2019 Operational and Capital budgets for Environmental Services.
- Rescheduled Grande Cache tour due to freezing rain.

Water

- Replaced west PRV (pressure reducing valve) on Valleyview Rural water line.
- Land acquisition for Utility Right-of-Ways ongoing for Grovedale utility installations.
- Installation of the water well dispensing system at Puskwaskau is ongoing.
- Awarded Grovedale Water Supply Project to Clarke Builders, now that we have received water diversion licence confirmation from Alberta Environment.
- Ongoing design of Grovedale Water Distribution. Expect to tender in January/February 2019.
- Landry Heights Water distribution system design and review. Expected February 2019 tender date.

Wastewater

- Planned visit to the Grande Cache wastewater treatment plant.
- Manhole lining in Ridgevalley back on, contingent on weather.
- Sturgeon Wastewater Lagoon upgrade has been completed. Will be put back in operation before end of 2018.
- Grovedale sewer collection design at 90%. Tender early 2019 before construction season.

Solid Waste

- GRWMC meeting and proposed 2019 capital and operational budgets.
- Transfer Station upgrades continue as we wait on concrete blocks being made.
- Grande Cache solid waste operations to be reviewed as soon as possible.

Manager Planning & Development, Sally Rosson

- November 13 Council – Planning & Development Policies to be presented to include six Policies will be brought forward to the Council Agenda to present the following:
Acquisition of Road Widening, Certificate of Compliance, Area Structure Plan (minor & major), MPC Meeting Procedure, SDAB Meeting Procedure and Subdivision Process.
- Valleyview Intermunicipal Development Plan Meeting held on November 15, 2018 with very good discussion was provided by the entire Citizen Panel based on the same topics that Council had reviewed including:
Utilities; Environmental; Land Use; Programs & Services; Economic Development; and Transportation. V3 Canada will summarize the comments from the Panel and Council. The comments will help to formulate the policies within the draft document. Those comments which are not used in the draft will be identified with reasons provided as to why.
- As per Greenview's request, ATCO Electric has installed a street light at the intersection (RGE 262 & TWP 713) immediately south of the Ridgevalley School.
- Planning Manager has completed the Performance Reviews for all Planning & Development staff ahead of the required deadline.
- The Aseniwuche Development Corporation (ADC) has completed the install the Large Rural Addressing sign on the Y-intersection on the Victor Lake Cooperative.
- Greenview Application for Private Land Sale (PLS) in Grovedale NE 35 & NW 36-68-6-W6: Planning Staff are working with Beirsto & Associates Engineering Ltd to complete the PLS Application and application will be submitted to AB Environment and Parks for their initial review.
- Update to Greenview's Map Book is complete.
- Big Lakes Intermunicipal Collaboration Framework (ICF) meeting scheduled at County of Big Lakes Office in High Prairie for 9 am on December 4, 2018 to discuss the proposed Intermunicipal Development Plan (IDP) for Sunset House area. Planning Staff are continuing to work on proposed IDP.
- Citizen Panel Meeting for the SLASP review is scheduled from 6 to 9 pm for December 4, 2018 at the DeBolt Public Service Building.
- Subdivision and Development Appeal Board Hearing has been tentatively scheduled for December 18, 2018 to consider a Development Appeal.
- December 10, 2018 Council Agenda: Planning & Development Policies to be presented to include the following:
 - Development Enforcement
 - Subdivision Process Policy and
 - Access to Subdivision and Development.
- December 10, 2018 Council Agenda:

First Reading for Land Use Amendment Applications A18-006 & 007 to rezone the Ridgevalley trail head and parking lot from Agriculture One to Municipal Reserve, and the lot being transferred to Toews from Municipal Reserve to Hamlet Residential District.

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

Monthly Summary of Activity in November 2018	
TYPE OF PLANNING & DEVELOPMENT ACTIVITY	NUMBER OF APPLICATIONS
BUSINESS LICENSES:	0
DEVELOPMENT PERMIT APPLICATIONS:	16
LEASE REFERRALS:	1
LAND USE AMENDMENTS (RE-DESIGNATION):	0
SUBDIVISION APPLICATIONS:	2
APPROACH APPLICATIONS:	4

Development permits received for major projects in November were:

- D18-308 & 309 / 2139330 Alberta Ltd. Medical Marijuana Cultivation - \$700,000.00 + 1,500,000.00 / SE-65-21-W5 / Little Smoky
- D18-323 / Keyera Energy / 3 x 1,680HP Compressors - \$63,400,000.00 / NE 29 & SE 32-68-6-6 - Elmsworth



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: Corporate Services

Submitted by: Rosemary Offrey, General Manager Corporate Services

Date: 11/30/2018

General Manager Corporate Services, Rosemary Offrey

The Corporate Services team met for lunch with Denise Thompson and the Grande Cache staff, in Valleyview this week, to give everyone a chance to meet. The visit was very beneficial for all concerned.

Administration have been in contact with Alberta Environment and Parks to gather information on what steps are required for the proper process of the transferring of leased land.

I have been working on the Council Board Remuneration RFD to hopefully help Council offset the potential increase in taxable expense due to the Federal Government eliminating the 1/3 reduction in taxable honorarium income for Council members. The RFD is on the December 10th meeting agenda.

Prepared RFDs for COLA, Regular Office Hours (ensuring that the Grande Cache Office and Operations are the same as Greenview).


Prepared an RFD for an interim Operation Budget based on the 2018 Approved Operational Budget as well as an RFD for 2019 to 2021 Capital Budget approval.

The Consolidated 2019 budget will be on the January 28th Council meeting agenda for approval.

Will be connecting with Keyera Energy to discuss the information that we discovered in assigning the Simonette Road Tower land to ensure that we have a good contract in place for dealing with the tower and future tower usage before recommending to Council to dispose of the land.

The 2018 audit has begun with the intensity increasing as we move into late December and early January 2019.

Administration has decided that the now Town of Grande Cache Finance staff will complete the 2018 audit report for the Town of Grande Cache. The Grande Cache Finance team will need all employees as part of the year-end process. There are a number of finance reports to prepare including the LAPP reports, T4s to complete, etc.



While Greenview will be responsible for the Town of Grande Cache employees come January 1, 2019; the Corporate Services team will take time to assess the needs before making any decision in relation to the Finance and Administration employees from Grande Cache.

Due to the Town of Grande Cache employees being our employees effective January 1, 2019, we are preparing for the payroll and benefits area immediately. Our Payroll and Benefits Coordinator with assistance from our Recruitment Officer and our Grande Cache Admin Support will do employee orientations for the Grande Cache employees early in December.

Completing performance appraisals for the staff that report to me will be complete by the first week in December.

Preparing to retitle the HR Officer Generalist position to HR Manager. All HR staff and the safety officer will report to the HR Manager position when the process is complete. As well as preparing to retitle our current IT Systems Technician to IT Systems Officer, this is due to the addition of a staff person in the 2019 budget that will report to our IT Systems Officer.

Finance & Administration Manager, Donna Ducharme

Gathering information and documents for Audit, billing of Little Smoky Waterline payments as well as ANI Insurance billing. Interviewed candidates for the Admin. Support position in DeBolt and was successful with a new staff hire.

All Performance Appraisals for the staff that report to Donna have been completed and submitted, she is now enjoying some scheduled days off.

Human Resources (Recruitment), Asima Jabeen (Temporary)


Position filled: 1.) Facilities Maintenance Technician - I&P, 2.) Administrative Support - Corporate Services. 3.) Administrative Support, DeBolt - Corporate Services, 4.) Assistant General Manager - I&P, 5.) Municipal - Engineer, Construction & Engineering, 6.) Equipment Operator, Grovedale – Operations, 7.)

Open positions: 1.) Manager Construction & Engineering - I&P - recruitment ongoing. 2.) Development Officer - Planning & Development – posted the vacant position on MD Website and other job boards.

Resignations: Unfortunately there were two resignations this past month; 1.) Development Officer, Lindsey Lemieux - Planning & Development Department. 2.) Administrative Support, DeBolt, Nicole Hunt – Corporate Services Department.

Information Systems, Shane Goalder

Shane has completed the testing of the Remote Councillor meeting application. He will be creating an instruction manual on the operation of the application by the recording secretary and Councillors.



Setup the following new users; Facilities Maintenance Technician, Equipment Operator – Grovedale, Assistant General Manager of I & P and Administrative Support – DeBolt.

Completed the installation of FileHold software upgrades and all other IT tasks as required.



Manager's Report

Function: Community Services

Submitted by: Stacey Wabick, General Manager

Date: 11/28/2018

General Manager Community Services, Stacey Wabick

DeBolt Land Purchase

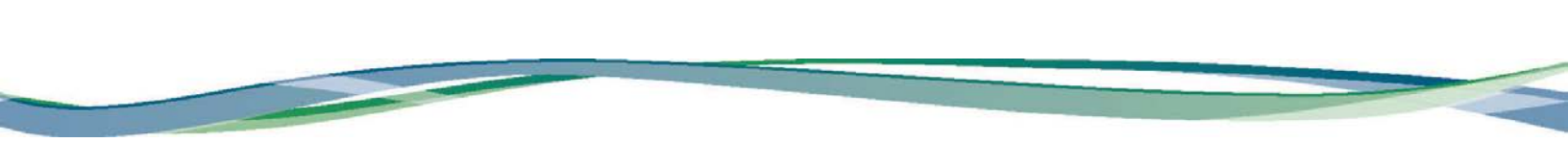
Community Services has secured land on the northeast border of the hamlet of DeBolt for the potential purpose of relocating the existing seniors housing within the community. Now that the land has been secured, Administration has begun correspondence with Grande Spirit Foundation and the Province of Alberta Seniors Housing Operations for the purposes of gathering information to bring back to Council. Administration's objective is to come to Council with a synopsis of next steps, including clarity on the positions of the other parties involved in this process. To facilitate this, conference calls are being proposed in the month of December.

Forestry Trunk Road

Administration has been working to have an increased presence on the Forestry Trunk Road to ensure proper safety measures are taking place. To accomplish this, additional support from the County of Grande Prairie Bylaw Officers is being provided. A public communications package is also being worked on to increase safety awareness.

Town of Fox Creek

In the month of November Administration has worked with the Town of Fox Creek regarding ongoing partnerships on joint infrastructure. Administration completed a tour of the new Fox Creek Fire Hall to identify existing deficiencies. The facility was deemed to be coming along very well with very little issues identified. The Fox Creek Greenview Multiplex was also a topic of discussion. Administration gained access to construction documentation and completed a preliminary review. Upon first glance no concerns were noted, however Allnorth Engineering has also been asked to review the



documents. Allnorth will also be present on Greenview's behalf for the final inspection of the facility, which is projected to take place in the first week of December.

Agreements

Administration has completed Recreation Agreements for the Grovedale Wapiti, East Smoky and Crooked Creek Recreation Boards. All boards were contacted to give advance notice of this development and the agreements will be fully executed early in the new year.

Agricultural Services Manager, Quentin Bochar

Pest Management Program

The Agricultural Services Department Administration, through the Pest Management Program, distributed information letters to 16 affected landowners who are within 1 mile of the two new Clubroot positive fields that were located during inspections conducted this fall.

Workshops and Seminars

The following workshops will be coming up for all ratepayers to attend:

- 'Beavers in the Landscape,' November 30, 2018 at the Valleyview Agricultural Society Hall
- 'Think Like a Wolf,' January 14th – 15th, 2019 at the Valleyview Gun Range
- 'Predator Calling Workshop,' February 7, 2019 at the Valleyview, Gun Range
- Advertisements have been posted to inform people to apply for sponsorship to attend the Farm Tech and the Albert Beef Industry Conferences.

Rental Program

The rental program has slowed down and the bale wagon unit in Valleyview is out of service indefinitely, for replacement of wheel bearing, wheel and tires. At the next ASB meeting, scheduled December 12th, 2018, there will be discussion on having restrictions put on the bale wagon unit, including the number of bales and haul distance restrictions.

Pest Control Program

The Pest Control Program is continuing to see a large influx in skunk problems, there are a number of traps available at the Grovedale and Valleyview rental yards respectively. The Problem wildlife Officer and other Agriculture Department staff are available to offer assistance if the residents are not having success with the traps.



Problem Wildlife Officer

The Problem Wildlife Officer (PWO) is working collaboratively with Operations West to alleviate some of the high water concerns in the hamlet of Grovedale. Currently, some dams have been opened up using explosives, heavy equipment will be used in areas in which explosives would not be safe to use. PWO will be working cooperatively with the Alberta Conservation Association (ACA) to remove beavers from East Dollar Lake over the winter to help alleviate some concerns or problems.

The PWO has had calls for assistance in helping residents to trap suspected problem wolves, which may be affecting their livestock. Also working collaboratively with Environmental Services regarding the skunk issues at the regional landfill, this has resulted in a number of skunks being removed.

Administration

A road allowance license application has been presented to Council and another will be forthcoming in the near future.

The Seed Cleaning Plant and property will be listed with a local real estate agent by December 10, 2018, as per direction from the Seed Cleaning Plant Board of Directors.

Economic Development Officer, Kevin Keller

Safer Highway 40 Coalition

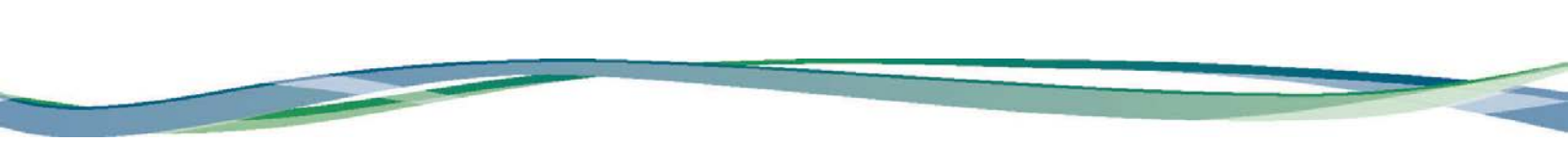
Meeting with the Executive Director of the Safer Roads for Alberta (former-Highway 40 coalition) on activities that can be conducted to promote highway safety over the balance of 2018. Additionally, the Safer Roads for Alberta Executive Director made an 'Awareness' presentation to the Tri-Municipal Industrial Partnership (TMIP) committee at the November meeting.

Joint Working Group for Economic Development Fox Creek and Greenview

A meeting between administrations of Fox Creek and Greenview was conducted to outline objectives and identify potential community board members for the upcoming Joint Economic Development Working group between Fox Creek and Greenview. The anticipated commencement date for this working group to meet is in the spring of 2019.

Tri-Municipal Industrial Partnership (TMIP)

Continued Initial meetings and follow up communications for the next steps have commenced with First Nations groups, Western Cree Tribal Council CEO and Gift Lake Metis. Economic Development Officer coordinated a meeting to take place December 20th, 2018 between Chiefs represented by the Western Cree Tribal Nation and the TMIP Chair and Co-Chair. The intent of the meeting is to



open discussions on the scope of the TMIP project and the potential win-win scenarios that can be developed for all parties.

A Technical Working Group meeting with multiple Province of Alberta Ministries has been held to discuss TMIP phases surrounding provincial policies.

Meeting with the Alberta Aboriginal Consultative Office to outline future discussions with identified First Nations around the TMIP project.

The second round of a Strategic Working Group meeting was held consisting of industry and community groups that provided feedback and guidance to the revised scope of the future TMIP project.

Met with Economic Development Officer counterparts to identify future activities and timelines necessary to move the TMIP project forward. The focus is on creating attainable actions to make the TMIP project marketable and of interest to international entities may be completed within the 2019 calendar year.

Administration

Participated in a number of Manager, Departmental and Grande Cache alignment meetings throughout the month of November.

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

FCSS Overview of Costs

On November 26, FCSS administration provided Council with an overview of FCSS costs, specifically focusing on Town of Valleyview resident participation in FCSS programs, respective costs associated, and the Town's financial contribution. Council directed administration to inform the Town Administration of the intent to set up a meeting between both Councils to review the agreement and funding terms in the hopes of negotiating a more equitable outcome. The initial meeting between respective administrations will take place on December 6, 2018.

Mental Health

A Mental Health First Aid Seniors course will be offered to the community on December 6th and 7th. This is the first workshop of a series of mental health education that FCSS will deliver at the Community Resource Centre. As this course will focus on seniors and dementia, a second mental health first aider-basic course, covering all age groups, will take place on February 28th and March 1st.



Training

An additional training offered out of the Community Resource Centre on December 13th will focus on healthy relationships. In a partnership with Odyssey House, the presentation will discuss healthy, unhealthy and abusive relationships. Content will include characteristics that make up an abuser; creating boundaries, consent, and positive aspects of relationships.

Meetings

An interagency meeting will take place on December 4th. The intent of the monthly interagency is to share programs offered by the myriad of social services agencies in the area. This information sharing and networking opportunity ensures all agencies have a good understanding of the programs and services available to residents in the area.

A HEART meeting on December 4th will follow the interagency. The provincial government has distributed a new round of grant funding under the Family Community Safety Grant and HEART has been successful in the past three years to obtain this grant. The team will submit a new grant proposal prior to December 4th. The focus of this new grant will be to continue the services of an Odyssey House Outreach worker to visit clients two times per month out of Valleyview, as well as providing the services of a trauma informed counselor one time per month.

Administration

All performance appraisals will be completed and submitted to Human Resources prior to December 5th.

Acting Protective Services Manager, Derian Rosario

Nothing to Report

Recreation Services Manager, Matthew Norburn

Grande Cache

Administration attended meetings regarding the possible dissolution of the town of Grande Cache.

Snipe Lake

Administration met with staff from Big Lakes County to discuss potential development of the Snipe Lake boat launch area. Big Lakes County staff seemed open to the idea and mentioned they would prepare a presentation to their Council to solicit their interest in the project.

Moody's Crossing

Welcome sign has been installed and the gate installation is in progress at Moody's Crossing.



Grande Prairie Regional Recreation Committee (GPRRC)

Administration is continuing to attend the monthly GPRRC meetings. A request was made from the group to collect operating costs for recreation facilities within this plan. Administration reached out to facilities within Greenview to collect that information for the group that are within the 40 minute radius.

Grovedale Ag Society

Recreation Administration met with members of the Grovedale Ag Society that had concerns over the collection of information for the GPRRC committee. They expressed concerns about possibly losing future funding and were not keen on providing the information. Administration reassured them that their concerns would be raised at the next GPRRC meeting.

Recreation Master Plan

Administration collected new images of recreation facilities within Greenview. Contact was made in Grovedale and Grande Cache to further update the list of recreation facilities within Greenview. This information has been provided to McElhanney so that the recreation master plan can be updated.



CAO's Report

Function: CAO

Date: December 10th, 2018

Submitted by: Mike Haugen

Intermunicipal Collaboration Framework

Work on these agreements continue. All of the frameworks are at different stages. The ICF with Big Lakes County is taking shape as the ICF with County of Grande Prairie. The update of several agreements will allow us to move forward with the Towns.

Grande Cache

The dissolution of Grande Cache will present a heavy workload for Greenview. Staff have been working on this process and will continue to do so for many months. Given the timeline, the overall strategy is to focus on things that absolutely must be transitioned by January 1st. Payroll and insurance are examples of such things. Even though Grande Cache will become a hamlet on January 1st, 2019, many functions will remain in place for a short while afterwards so that a proper transition can be ensured. There are also functions that will need a significant amount of work prior to transitioning – such as file systems.

Staff, including myself, have been attending Grande Cache.

Rural Municipalities of Alberta

I recently attending the 2019 Fall Convention. In addition to the Convention I was able to attend other meetings regarding legal matters and ICFs.

Strategic Planning

I am currently reviewing a proposal/process for strategic planning. This process will be more expensive than that used in the past but if successful will, I believe, result in a more meaningful product. The added process includes the development of performance indicators that can then be assessed over time. This is then also tied to evaluations.

I am in contact with a consultant and am working to refine a cost and have several questions answered regarding price, product, and timelines.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 2 Reeve Dale Gervais		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
11/27/2018	Nitehawk Ski Recreation Board	
11/28/2018	Other	Met with residents from the Narrows
11/30/2018	Philip J Currie Dinosaur Museum	
11/30/2018	Tri Municipal Industrial Partnership	
12/4/2018	Other	Big Lakes ICF Meeting
12/4/2018	Other	Met with the Town of Valleyview Mayor
12/5/2018	Golden Triangle Consortium	
12/7/2018	Fox Creek Multiplex Meeting	
12/7/2018	Fox Creek Fire Hall Opening	



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
11/26/2018	November 13, 2018 Regular Council Meeting	
11/27/2018	FCSS	
12/04/2018	Joint Council Meeting	ICF with Big Lakes
12/06/2018	Greenview Regional Waste Management Commission	
12/07/2018	Other	Fox Creek Soft Opening



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Deputy Reeve Tom Burton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
November 26 2018	Council Meeting	
December 6 2018	Grande Prairie Regional Recreation Committee Meeting	
December 6 2018	DeBolt Library Board Meeting	
December 7 2018	Fox Creek Multi-Plex Meeting	
December 7 2018	Fox Creek Fire Hall Soft Opening	