



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COMMITTEE OF THE WHOLE MEETING AGENDA

Monday, December 17, 2018

9:00 AM

Administration Building
Valleyview, AB

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Committee of the Whole Meeting minutes held October 15, 2018 – to be adopted.	2
		3.2 Business Arising from the Minutes	
#4	DELEGATION	9:30 a.m. 4.1 MPA Engineering Ltd. Presentation	6
		10:15 a.m. 4.2 STARS Presentation	33
		10:30 a.m. 4.3 South Wapiti Public Land Use Zone Presentation	47
#5	OLD BUSINESS		
#6	NEW BUSINESS	6.1 2019 Grant Requests	49
		6.2 Procedural Bylaw	59
		6.3 Valleyview Fire Hall Update	76
		6.4 Action List	178
#7	CLOSED SESSION	7.1 Disclosure Harmful to Intergovernmental Relations <i>(FOIPP; Section 21)</i>	
		7.2 Privileged Information <i>(FOIPP; Section 27)</i>	
#8	ADJOURNMENT		

Minutes of a
COMMITTEE OF THE WHOLE MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Eagles Nest Hall
Grande Cache, Alberta, on Monday, October 15, 2018

1:
CALL TO ORDER

Chair Tom Burton called the meeting to order at 9:45 a.m.

PRESENT

Chair
Reeve
Councillors

Tom Burton
Dale Gervais
Shawn Acton
Winston Delorme
Bill Smith
Dale Smith
Les Urness

ATTENDING

Chief Administrative Officer
General Manager, Community Services
General Manager, Corporate Services
General Manager, Infrastructure & Planning
Recording Secretary

Mike Haugen
Stacey Wabick
Rosemary Offrey
Grant Gyurkovits
Lianne Kruger

ABSENT

Councillor

Roxie Rutt

#2:
AGENDA

MOTION: 18.10.76. Moved by: COUNCILLOR DALE SMITH
That the Tuesday, September 17, 2018 Committee of the Whole agenda be adopted as presented.

CARRIED

#3.1
COMMITTEE OF THE
WHOLE MINUTES

MOTION: 18.10.77. Moved by: COUNCILLOR DALE SMITH
That the Minutes of the Committee of the Whole meeting held on Monday, June 18, 2018 be adopted as presented.

CARRIED

MOTION: 18.10.80. Moved by: REEVE DALE GERVAIS
That Committee of the Whole recommend to Council to proceed with legal recommendations for Court file # BBK03 115363.

CARRIED

#3.2
BUSINESS ARISING

3.2 BUSINESS ARISING FROM MINUTES:

#4
DELEGATIONS

4.0 DELEGATIONS

4.1 PEMBINA PIPELINE CORPORATION PRESENTATION

PEMBINA PIPELINE
CORPORATION
PRESENTATION

MOTION: 18.10.81. Moved by: REEVE DALE GERVAIS
That Committee of the Whole accept the presentation from Pembina Pipeline Corporation for information, as presented.

CARRIED

4.2 GRANDE CACHE 50TH ANNIVERSARY COMMITTEE

GRANDE CACHE 50TH
ANNIVERSARY
COMMITTEE
PRESENTATION

MOTION: 18.10.82. Moved by: COUNCILLOR SHAWN ACTON
That Committee of the Whole accept the presentation from the Grande Cache 50th Anniversary Committee for information, as presented.

CARRIED

4.3 MOUNTAIN METIS NATION ASSOCIATION HOMEWORK PROGRAM

MOUNTAIN METIS
NATION ASSOCIATION
HOMEWORK
PROGRAM

MOTION: 18.10.83. Moved by: COUNCILLOR SHAWN ACTON
That Committee of the Whole accept the Mountain Metis Nation Association Homework Program presentation for information, as presented.

CARRIED

4.4 FAMILY AND COMMUNITY SUPPORT SERVICES PROVIDED IN CO-OPS AND ENTERPRISES

FCSS

MOTION: 18.10.84. Moved by: COUNCILLOR LES URNESS
That Committee of the Whole accept the Grande Cache Family and Community Support Services Programs and Services Report offered to Greenview residents for information, as presented.

CARRIED

Chair Burton recessed the meeting at 12:00 p.m.
Chair Burton reconvened the meeting at 1:01 p.m.

#5
OLD BUSINESS

5.0 OLD BUSINESS

There was no Old Business presented.

#6
NEW BUSINESS

6.0 NEW BUSINESS

6.1 AGRICULTURAL SERVICES 2019-2021 CONSOLIDATED BUDGET REVIEW

AGRICULTURE
SERVICES
BUDGET REVIEW

MOTION: 18.10.85. Moved by: COUNCILLOR DALE SMITH
That Committee of the Whole recommend to Council to amend the requested Agricultural Services budgeted item;

- Remove AG19004
- Move AG20004 to 2019 budget
- Remove replacement of AG20006
- Remove replacement of AG21005

CARRIED

6.2 COMMUNITY SERVICES 2019-2021 CONSOLIDATED BUDGET REVIEW

COMMUNITY SERVICES BUDGET REVIEW

MOTION: 18.10.86. Moved by: COUNCILLOR DALE SMITH
That Committee of the Whole recommend to Council to accept the Community Services budgeted for information, as presented.

CARRIED

6.3 PROTECTIVE SERVICES 2019-2021 CONSOLIDATED BUDGET REVIEW

PROTECTIVE SERVICES BUDGET REVIEW

MOTION: 18.10.87. Moved by: COUNCILLOR BILL SMITH
That Committee of the Whole recommend to Council to amend the requested Protected Services budgeted item;

- Remove Turn out Gear 50% shared cost with Town of Valleyview
- Remove PS19001 DeBolt Type 5 Fire Engine
- Remove PS21003 Pick up 350 Technical Rescue Pickup Replacement – Grovedale

CARRIED

6.4 RECREATION SERVICES 2019-2021 CONSOLIDATED BUDGET REVIEW

RECREATION SERVICES BUDGET REVIEW

MOTION: 18.10.88. Moved by: COUNCILLOR SHAWN ACTON
That Committee of the Whole recommend to Council to amend the requested Recreation Department budgeted item;

- RE19005 Park expansion in 2021

CARRIED

6.5 PHILIP J CURRIE DINOSAUR MUSEUM – FUNDING REQUEST

PHILIP J CURRIE DINOSAUR MUSEUM FUNDING REQUEST

MOTION: 18.10.89. Moved by: COUNCILLOR DALE SMITH
That Committee of the Whole recommend to Council that Greenview explore a five (5) year funding in the amount of \$150,000.00.

CARRIED

6.6 ACTION LIST

ACTION LIST

MOTION: 18.10.90. Moved by: COUNCILLOR SHAWN ACTON
That Committee of the Whole accept the Action List for information, as presented.

Carried

**#7
CLOSED SESSION**

7.0 CLOSED SESSION

CLOSED SESSION

MOTION: 18.10.91. Moved by: COUNCILLOR DALE SMITH
That the meeting go to Closed Session, at 4:06 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the In Camera.
CARRIED

7.1 PRIVILEGED INFORMATION

OPEN SESSION

MOTION: 18.10.92. Moved by: COUNCILLOR WINSTON DELORME
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting return to Open Session at 4:38 p.m.
CARRIED

LEGAL PROCEEDINGS

MOTION: 18.10.93. Moved by: DEPUTY REEVE TOM BURTON
That Committee of the Whole accept the report on legal proceedings for information, as presented.
CARRIED

**#9
ADJOURNMENT**

9.0 ADJOURNMENT

MOTION: 18.09.94. Moved by: REEVE DALE GERVAIS
That this meeting adjourn at 5:17 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT:	MPA Engineering Presentation	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	COMMITTEE OF THE WHOLE	CAO: MH MANAGER: GG
MEETING DATE:	December 17, 2018	GM: GG PRESENTER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	
STRATEGIC PLAN:	Level of Service	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from MPA Engineering regarding Greenview Bridge Program for information, as presented.

BACKGROUND/PROPOSAL:

MPA Engineering would like to give a presentation on Greenview’s Bridges and bridge-size culverts, providing information to Council on the bridge infrastructure program, the current state of Greenview’s infrastructure and the engineering services provided for the inspection, design and construction of bridge infrastructure projects.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the presentation is to confirm receipt of the MPA Engineering presentation on Bridge Files within Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- PowerPoint presentation.

MD Greenview Bridge Program Review



Presented by: Tim Edwards, EIT
Russel Vanderschaaf, CET, PMP
December 17, 2018



Presentation Outline

- ▶ Introductions
- ▶ Definition of a Bridge
- ▶ Bridge Inspection and Maintenance (BIM)
- ▶ MD of Greenview Bridge Inventory Overview
- ▶ Culvert Deterioration and Failures
- ▶ Bridge Deterioration and Failures
- ▶ Bridge Asset Management
- ▶ Case Study
- ▶ Questions



Introduction - MPA Engineering Ltd.

- ▶ MPA Engineering Ltd. small bridge specialty firm, founded in 1996.
- ▶ Presenter: Tim Edwards, EIT. Junior Bridge Engineer with MPA since 2015.
- ▶ Presenter: Russel Vanderschaaf, CET, PMP. Bridge Technologist since 2013.
- ▶ Offices: Sherwood Park, Grande Prairie, Peace River.
- ▶ Staff: MPA currently has 25 staff members including management, technical and support staff.
- ▶ Clients
 - ▶ Rural and Urban Municipalities - approximately 20
 - ▶ Alberta Transportation
 - ▶ Private Industry



Introduction - MPA and the MD

- ▶ Working together since at least 2002.
- ▶ Completed over 150 bridge projects:
 - ▶ Level 1 BIM inspections
 - ▶ Level 2 BIM inspections
 - ▶ Engineering Assessments
 - ▶ Culvert replacements
 - ▶ Bridge and culvert maintenance programs
 - ▶ Long and short term bridge infrastructure management programs



What Is A Bridge?

Major Bridge



Standard Bridge



What Is A Bridge?

Standard Bridges

- ▶ A bridge constructed according to standard drawings. Typically suited for non-complex site conditions and can be constructed quickly
- ▶ This Includes:
 - ▶ Short span timber bridges
 - ▶ Short span concrete bridges
 - ▶ Bridge culverts (barrel diameters >1.5 m)



What Is A Bridge?

Major Bridges

- ▶ A bridge that does not fit into the standard bridge category due to the length and height of the bridge or other complex site conditions
- ▶ This includes:
 - ▶ All steel girder bridges
 - ▶ Long span concrete girder bridges
 - ▶ Truss bridges
 - ▶ Larger diameter steel and concrete culverts (typically diameters >7 m)



Bridge Inspection and Maintenance (BIM)

- ▶ Bridge Inspections (BIM) are completed according to Alberta Transportation's Manual
- ▶ Inspectors are certified
 - ▶ Class B - Standard Bridges
 - ▶ Class A - Major Bridges
- ▶ Individual bridge elements are broken down into categories
 - ▶ Approach roadway
 - ▶ Superstructure
 - ▶ Substructure
 - ▶ Channel

Bridge Inspection and Maintenance (BIM)

- ▶ Each Individual Element is Rated on a 1-9 Point Scale

Rating	Commentary	Priority
9	New	No action required
5	Adequate	No action required
4	Less than adequate	Low > 5 years
3	Poor	Medium ~ 1 - 5 years
2	Hazardous	High ~ 6 months - 1 year
1	Danger	Immediate action required

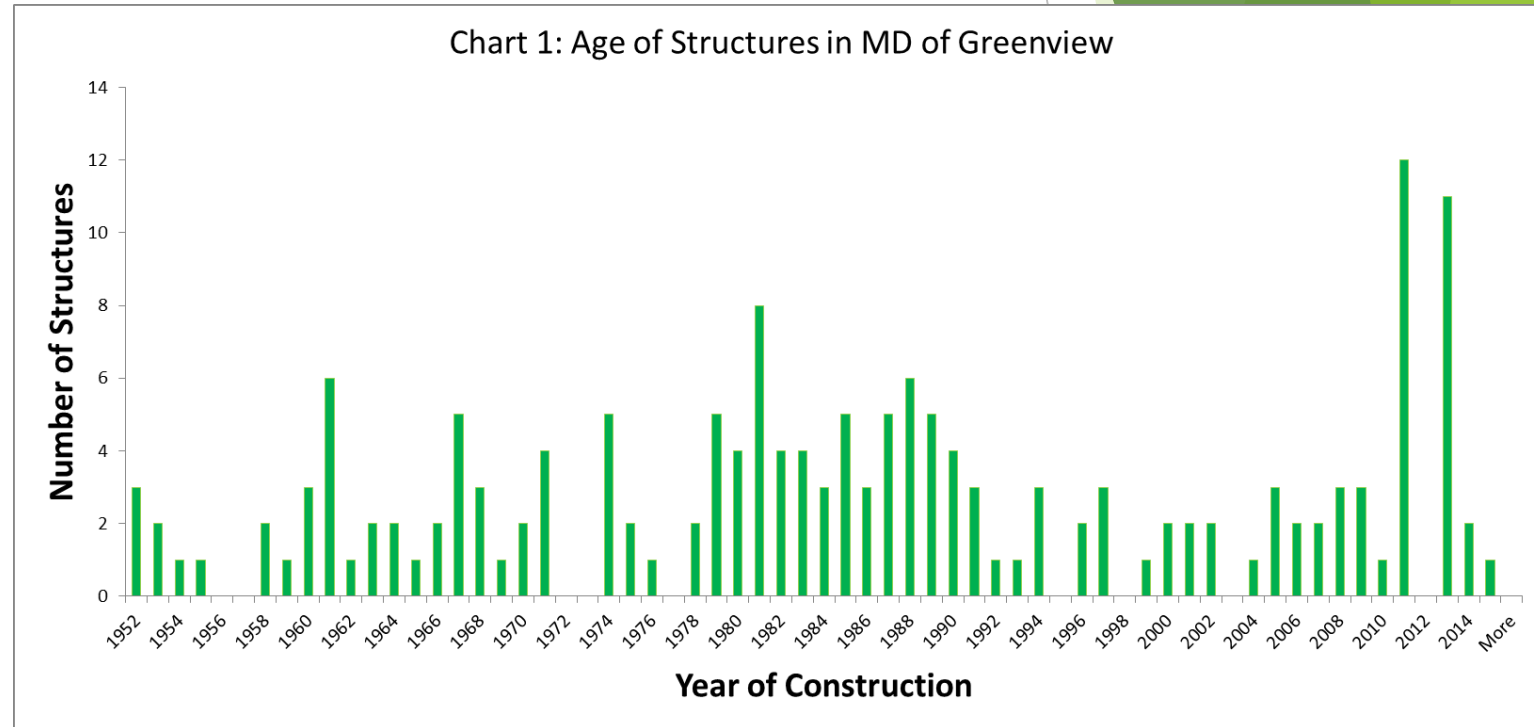
- ▶ Each category given a general rating and global health rating (%)
- ▶ Elements can stay in one category for years or deteriorate quickly. Decay mechanisms are often unpredictable

MD of Greenview Bridge Inventory Overview

- ▶ Total local road bridge inventory includes 170 structures
 - ▶ 143 bridge sized culverts
 - ▶ 20 standard girder bridges
 - ▶ 7 major bridges
- ▶ Under the Municipal Government and Public Highways Act's Municipalities must:
 - ▶ Maintain bridge structures to a safe standard
 - ▶ Maximize the economic service life
 - ▶ Construct new bridge structures to an appropriate standard

MD of Greenview Bridge Inventory Overview

- ▶ Total inventory includes 170 structures
- ▶ 36 existing structures constructed prior to 1970
- ▶ Typical Service Life of 45-65 years
- ▶ Based on this Service Life projection, over 30% of your bridge structures need to be replaced or repaired within the next 10 years



MD of Greenview Bridge Inventory Summary

- ▶ Currently monitoring bridges and culverts that have general element ratings of 4 or less
- ▶ Currently 89 structures are being monitored
 - ▶ 8 of the 20 standard bridges have at least one general rating of 3 or less
 - ▶ 21 of the 147 culverts have at least one general rating of 3 or less

Rating	Commentary	Priority
9	New	No action required
5	Adequate	No action required
4	Less than adequate	Low > 5 years
3	Poor	Medium ~ 1 - 5 years
2	Hazardous	High ~ 6 months - 1 year
1	Danger	Immediate action required

MD of Greenview Bridge Inventory

Risk of Failure

- ▶ Not all structures fail the same way
- ▶ Risk can be managed



Culvert Deterioration and Failures

- ▶ Piping failures are high risk, especially on low cover culverts



(BF 75508 RR 20 near Onoway. Photos from 2014)

Culvert Deterioration and Failures

MD of Greenview - BF 79713

- ▶ Dewatered to facilitate a Level 2 barrel inspection as part of 2018 assessment program.
- ▶ Barrel deflections of approximately 17%.
- ▶ Severe corrosion resulting in weak sidewalls, buckling of corrugations and perforations.
- ▶ Assessment required to determine most cost effective, long-term solution.



Bridge Deterioration and Failures - BF 78286

- ▶ Failure mechanisms aren't always easy to predict.
- ▶ 6.1 m PG girder bridge on treated timber substructure.
- ▶ Structure in functional condition with no major maintenance issues.
- ▶ Watercourse become blocked and was diverted upstream of the structure resulting in water overtopping and washing out the roadway.



Bridge Asset Management Overview

Inspections

Level 1 - BIM
Level 2 - BIM

Planning

What is the best course of Action?
Optimal Timing?

Goal: Maintain Public
Safety and Maximize
Service Life of System

Bridge Repairs

Maximize service life
Upgrade to meet service standards

Bridge Replacement

Structures that don't make sense to
repair or upgrade

Bridge Asset Management Overview

Level 1 BIM Inspections

- Identify Infrastructure issues
- Provide maintenance recommendations

Level 2 Inspections

- Detailed inspection to identify all maintenance requirements
- Confirm maintenance quantities
- Provide rough cost estimates

Assessment

- Compare potential replacement and maintenance options
- Update cost estimates
- Provide recommendation based on long term costs

Preliminary Design

- Incorporate additional information (survey, geotechnical, environmental, etc.)
- Update cost estimates
- Refine and compare replacement options

Detailed Design

- Choose replacement option
- Produce drawings
- Refine cost estimates

Tender Phase

- Prepare Special Provisions
- Select Contractor

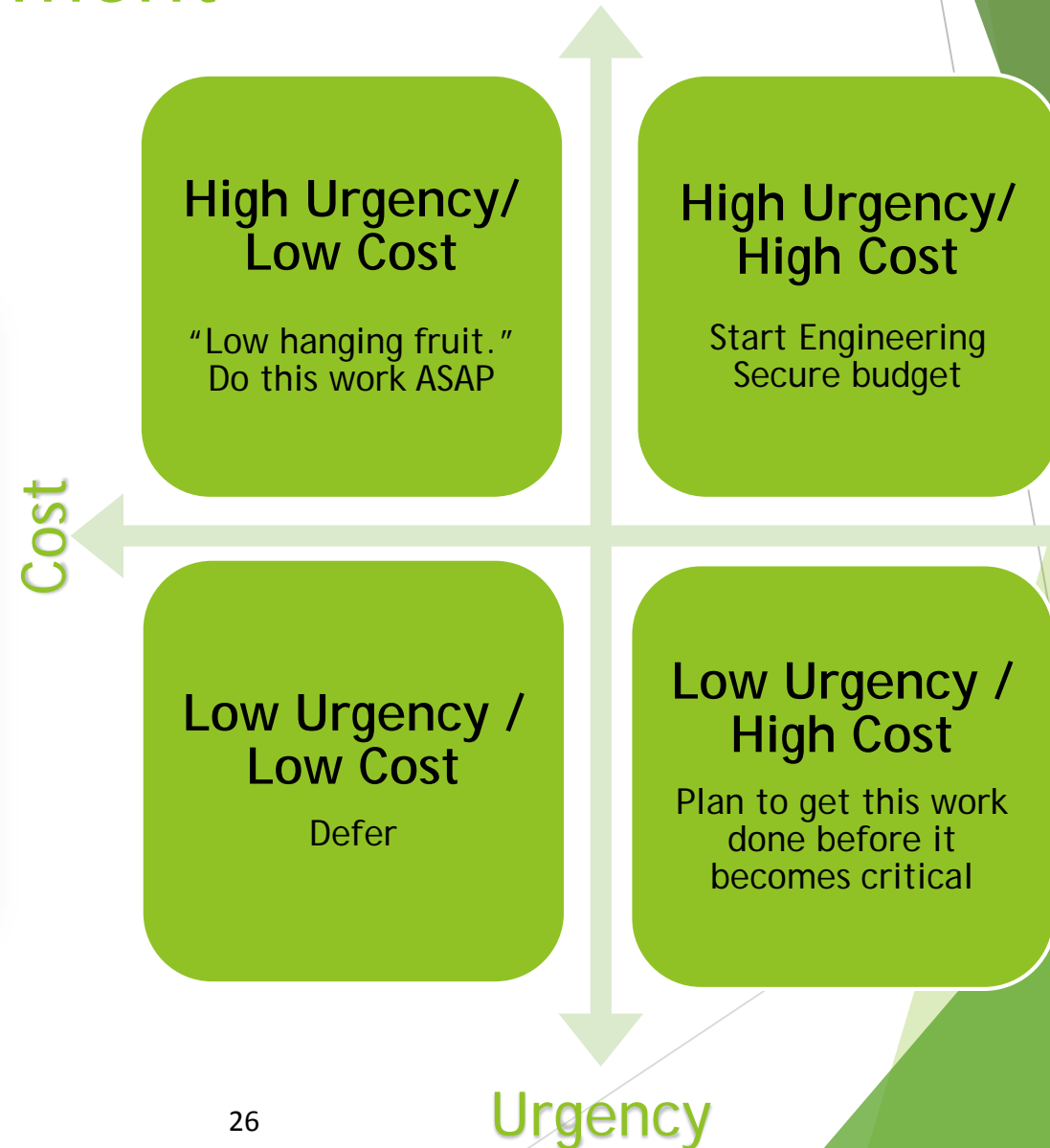
Construction

- Supervise Work
- Ensure compliance with Specifications

Post-Construction

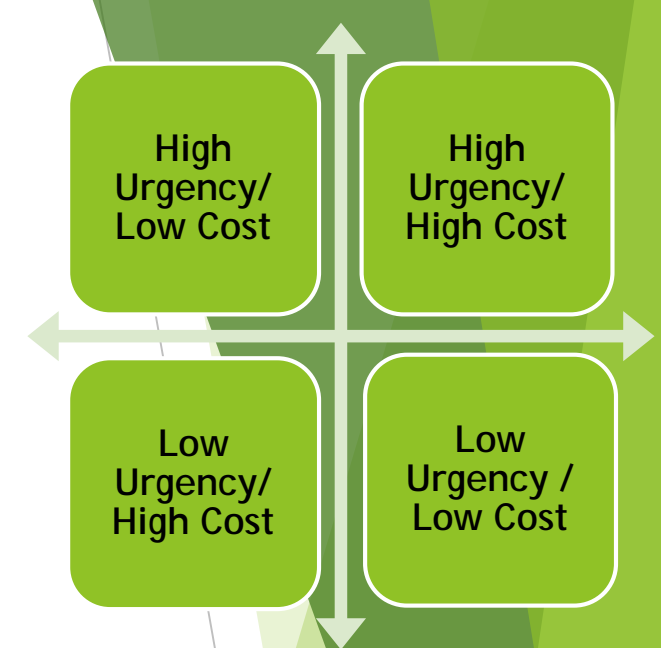
- Finalize contract completion
- Update BIS information

Bridge Asset Management - Short Term Planning



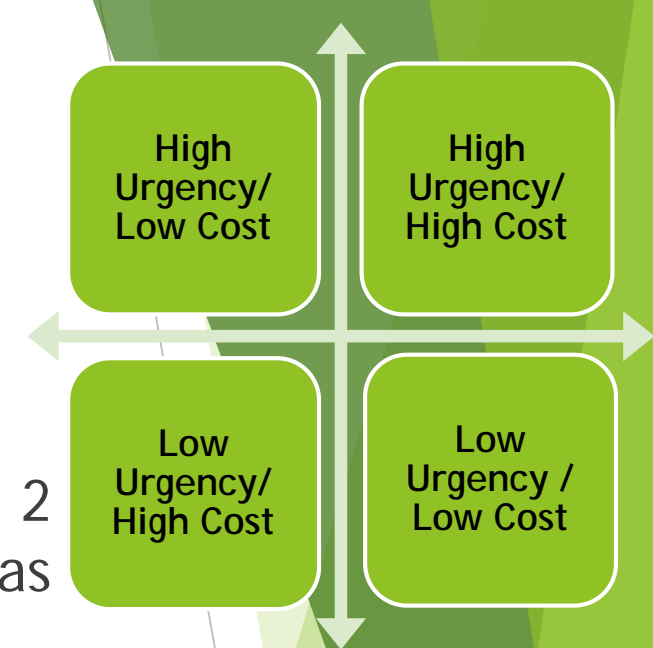
Bridge Asset Management - Long Term Planning

- ▶ Tracking MD of Greenview bridge infrastructure since 2012
- ▶ MD is well positioned to continue to address bridge infrastructure
- ▶ Efforts must continue to keep up with aging assets:
 - ▶ Annual BIM Inspections, 30 structures in 2019
 - ▶ 3 Level 2 Inspections
 - ▶ 6 Assessments, including Level 2 inspections
 - ▶ 5 Culvert Replacements



Bridge Asset Management - Long Term Planning

1. **MINIMUM ACTION** - Inspect and monitor condition of system. Post reduced loading or close bridges when necessary target 2 and 3 ratings. Close structures permanently or temporarily, as required.
2. **REACTIVE MANAGEMENT** - Complete minimum repairs, target 3 ratings. Replace if no other alternatives exist. Bridges may need to be closed or posted while budget is obtained and engineering completed. The frequency of bridge temporary closures and weight restrictions increases with time.
3. **PROACTIVE MANAGEMENT** - Clear backlog of critical work. Proactively complete repairs, target 4 ratings.



Case Study #1 - BF 75356

Carrying Township Road 710 over a Tributary to Sturgeon Creek

- ▶ 2700 mm CSP culvert with a 26.2 m invert length installed in 1988.
- ▶ Dewatered in December 2017 for Level 2 Culvert Barrel Inspection as part of an Assessment.
- ▶ Condition warranted replacement:
 - ▶ Barrel deflections up to 24%
 - ▶ Perforations due to corrosion
 - ▶ Failure of sideslope affecting road ACP surface



Case Study #1 - BF 75356

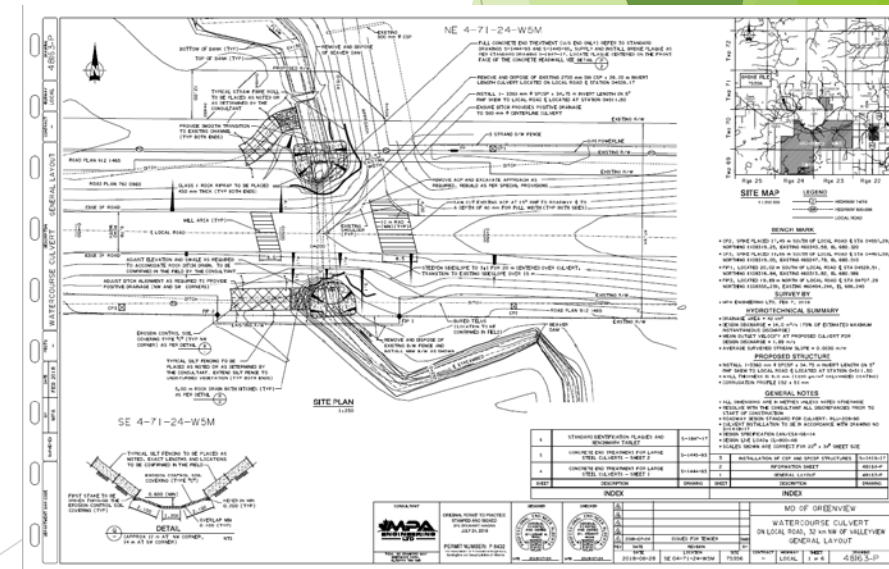
Alternatives (2017 Costs)

- ▶ Option 1a - Steel SPCSP culvert - Est. \$743,000 50 year service life
- ▶ Option 1b - Small diameter SPCSP culvert - Est. \$721,000 50 year service life
- ▶ Option 2 - Precast concrete pipe culvert- Est. \$799,000 75 year service life
- ▶ Option 3 - Close Bridge (not presented in report)

Case Study #1 - BF 75356

Tender and Construction

- ▶ MD opted for Option 1a - Replacement Culvert
 - ▶ Final design was a 3360 mm SPCSP culvert
 - ▶ 9.9 m wide clear roadway
- ▶ Land acquisition issues resulted in redesign of structure
- ▶ New design to be tendered in early 2019



Questions





REQUEST FOR DECISION

SUBJECT: **STARS Presentation**

SUBMISSION TO: COMMITTEE OF THE WHOLE REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: December 17, 2018 CAO: MH MANAGER:

DEPARTMENT: CAO SERVICES GM: PRESENTER:

STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from STARS for information, as presented.

BACKGROUND/PROPOSAL:

Representatives from STARS will be in attendance to provide Council with a report on the mission overview.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the update from STARS.

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

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FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- STARS PowerPoint Presentation



WE ARE ALL STARS

In the Beginning . . .



Dr. Greg Powell, STARS Founder

- * Chief of Emergency Medicine, Foothills Medical Center (formerly)
- * Studies showed 50% higher trauma-related death rates in Alberta
- * Dr. Powell recalled 1969 visit to Vietnam MASH Unit utilizing helicopter EMS

BORN OUT OF NECESSITY



- * A small group of people shared the same vision
- * Volunteer Doctors / Nurses / Paramedics
- * Lions of Alberta Foundation provide significant funding
- * Originally named Lions Air Ambulance Service

ONE FATEFUL DAY

December 1, 1985

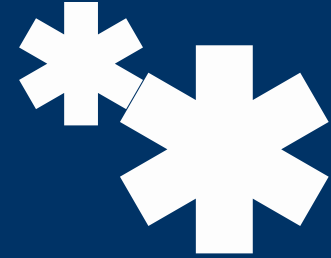
STARS 1st Mission

- * Critically ill newborn in rural Alberta
- * Radically changed the delivery of critical care in Alberta
- * 50+ missions in the 1st year of service
- * FY 2017/2018 = 2,999 missions flown



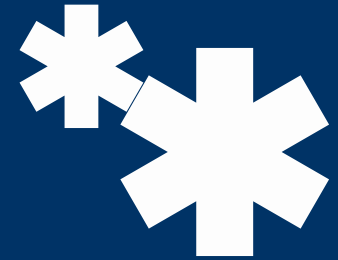
Kelly Waldron, STARS 1st Patient

MANY FIRSTS FOR STARS



- * 1986 – STARS is incorporated as a charitable society
- * **1988 – Formally recognized as an essential service**
- * 1988 – Integrated into ERP for the Calgary Olympic Winter Games
- * **1991 – Edmonton Base established**
- * 1991 – Provincial Government awards STARS the rotary and fixed-wing air medical ambulance contracts
- * **1993 – 1st Calendar Campaign**
- * **1994 – 1st STARS Lottery**
- * **1996 – Emergency Link Centre established with funding from CAPP**
- * **1999 – Human Patient Simulator Program**
- * 2001 – STARS named Association of Air Medical Services (AAMS) *“Program of the Year”*
1st Canadian and non-U.S. program to be awarded
- * 2002 – G8 Summit air medical provider
- * **2003 – Night Vision Goggles / 1st Civilian air carrier in Canada**
- * 2004 – (3) helicopters simultaneously mobilized to respond to central Alberta
- * 2005 – Enhanced Site Registration Program with funding from CAPP & SEPAC
- * 2005 – Dr. Powell named one of Alberta’s 100 Physicians of the Century

HISTORY IN THE MAKING



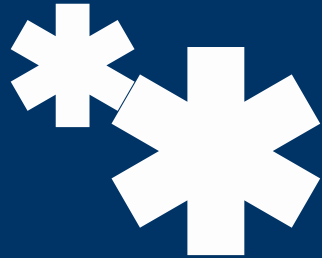
- * 2005 – STARS receives Neil J. Armstrong Memorial Award
- * 2006 – Grande Prairie Base established
- * 2007 – Grande Prairie OEII Helipad Grand Opening
- * 2007 – Dr. Powell receives the Order of Canada
- * 2009 – Assisted Manitoba in flood crisis
- * **2010 – STARS celebrates “25 Years of Care in the Air”**
- * **2010 – 10 year affiliation agreement signed with Alberta Health Services (AHS)**
- * 2011 – Assisted Manitoba in flood crisis / STARS asked to stay in Manitoba
- * **2011 – Winnipeg Base established / 10 Year agreement signed with Manitoba Health**
- * 2012 – STARS Grande Prairie crew wins International SIM CUP Championship
- * **2013 – Blood Onboard / 1st in Canada**
- * **2012 – Regina and Saskatoon Bases established**
- * 2015 – Foothills Medical Centre Helipad named after STARS Founder Dr. Powell
- * 2016 – Addition of Airborne Ultrasound and Hamilton T-1 Ventilators
- * 2018 – STARS Saskatoon crew wins International SIM Cup Championship

TODAY TOMORROW THE FUTURE



- * 6 STARS Bases (AB / SK / MB)
- * Serving 4 Provinces across Western Canada (includes eastern BC)
- * 8 missions per day (averaged)
- * 11 Helicopters in the fleet
- * Nearly 40,000 missions flown to-date

2018 AMTC
SIM CUP
WORLD CLASS
CHAMPIONS!



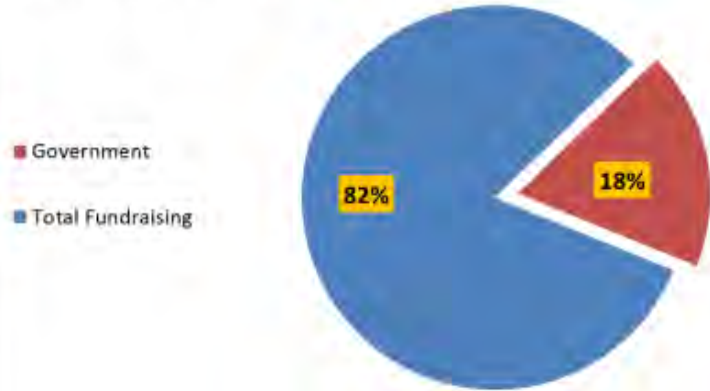
STARS CREW

JENNY THORPE, FLIGHT NURSE & MATT HOGAN, FLIGHT PARAMEDIC

FUELED BY GENEROSITY

Achieving successes together

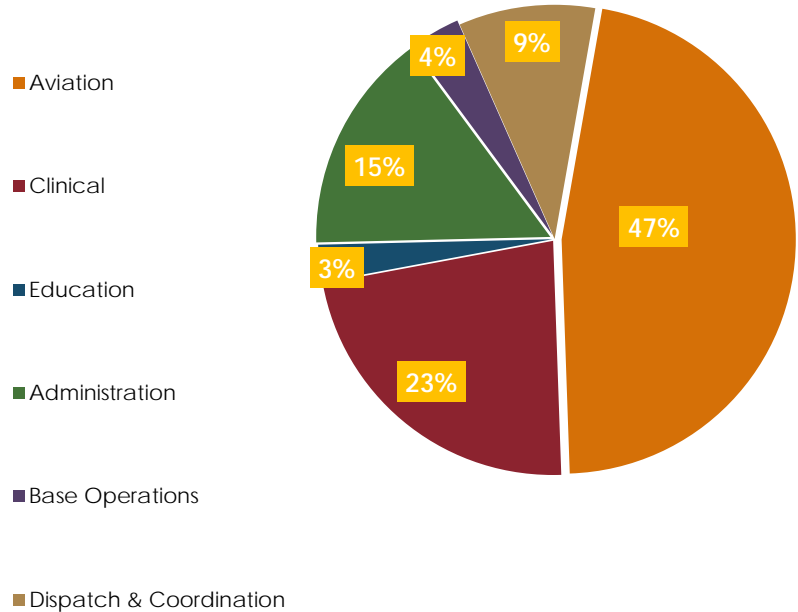
STARS Alberta Funding



Funding in Thousands

AB Government Funding	\$	7,089
Total Operating Costs /Capital Expenditures	\$	38,379
AB Government Funding as a Percent of Costs		18%
STARS Gross Fundraising	\$	17,555
AB Lottery	\$	10,263
Calendar	\$	1,085
Site Registration / Emergency Contact Centre	\$	3,105

STARS Alberta Expenditures (3 Bases)



M.D. of Greenview @ December 5, 2018	2014	2015	2016	2017	2018	TOTAL
Crooked Creek			1			1
Debolt scene/SAR	12	10	5	5	13	45
Fox Creek Inter-facility transfers	5	3	8	5	3	24
Fox Creek scene/SAR	11	13	10	4	3	41
Grande Cache Inter-facility transfers	13	11	25	12	9	70
Grande Cache scene/SAR	9	4	10	7	3	33
Grovedale scene/SAR	24	19	16	17	19	95
Little Smoky		1		1		2
Muskeg River	1				3	4
Nose Mountain	1					1
Sturgeon Heights	1				2	3
Sturgeon Lake Cree Nation		4	3	2	4	13
Sunset House scene/SAR	1	1	1			3
Sunset Prairie				1		1
Valleyview Inter-facility transfers	18	13	14	10	13	68
Valleyview scene/SAR	23	20	8	9	3	63
TOTAL	119	99	101	73	75	467

Airbus H145 THE FUTURE

- * **BK117's**
 - * End of life / phased out / costly to maintain
- * **Unified Fleet / Best Practice**
 - * Sustainability, operational safety, cost control
- * **Purchase (3) Airbus H145**
 - * Cash reserves + financing
- * **1st Airbus H145 – 1st Delivery 2019 Calgary**
- * **Cost approx. \$13M per helicopter**
 - * Goal of 9 total - (5)AB (3)SK (1)MB
 - * Build new fleet one helicopter at a time



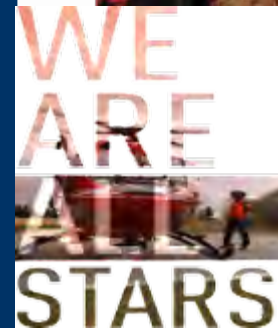
M.D. of GREENVIEW

A Respected Leader!

- * Life-saving Partnership Since 2007
- * STARS - Your vital protective services asset
- * Commitment to safety & excellence
- * Positive results! Lives saved!

OUR REQUEST

Your continued support @ \$200,000 per year
Standing motion within Protective Services



BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Committee of the Whole accepting the recommended motion is that they will be provided current information from Alberta Environment and Parks regarding the potential Public Land Use Zone in the Grovedale area.

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 presentation for information.

FINANCIAL IMPLICATION:

Direct Costs:

There are no direct costs 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 associated with the recommended motion.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **2019 Community Grant Requests**
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: December 17, 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 Committee of the Whole recommend that Council disperse the 2019 Community Grants as presented.

BACKGROUND/PROPOSAL:

The 2019 Greenview community grant funding requests presently total \$1,823,545.68. Council's budget contains an approved Community Grant Budget of \$1,500,000.00 (variance of \$323,545.68). In an effort to aid Council in the grant review process, Administration is recommending that a decision framework be established. The following questions may be considered.

- 1) What types of groups or organizations should Greenview fund?
- 2) What is the criteria used when funding events?
- 3) Will Greenview fund charitable organizations?
- 4) Will Greenview fund groups competing with private industry?
- 5) Is there a degree of consistency and fairness?

A summary of the grant requests have been categorized into a spreadsheet. Administration provided recommendations with the grant applications for Council's consideration.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Committee of the Whole will recommend that Council disperse the 2019 Community Grants accordingly as presented.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

There are no alternatives to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$1,500,000.00

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 present the approved 2019 grants as recommended by the Committee of the Whole to Council on January 14th.

ATTACHMENT(S):

- 2019 Grant Application Listing



**MUNICIPAL DISTRICT OF GREENVIEW 16
2019 PROPOSED GRANT REQUESTS
COMMITTEE OF THE WHOLE MEETING - December 17, 2018**

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
1	1. Valleyview & Districts Agricultural Society	\$ 4,000.00	\$ 19,178.00	Community Services currently has a line item for the VV & District Ag. Society in the Operation Budget in the amount of \$20,000.00. The Society is requesting an additional \$4,000.00. The additional funds would be allocated to senior pro rodeo - \$1,000.00 and hiring students/non-profit for summer months - \$3,000.00. The capital funds are requested for the following: Light panel on the arena - \$1,905.00. Purchase a lawn mower - \$8,907.27 Arena groomer - \$5,532.90 Ventilation in Building - \$2,832.90 Total = \$19,178.07	1. 2018 - Capital Grant: \$33,595.80 for landscaping, eavestroughs, electrical in multi-use building and stall panels. Operational Grant: \$20,000.00 2. 2017 - \$40,000.00 construct a multi-use building - total cost of the building was \$145,436.27. Operating Funds: \$14,500.00.	Yes	Administration recommends that the request for funding be considered as we presently have been supporting Ag. Society initiatives within Greenview and their services were valuable during the 2016 Wild Fire near Little Smoky, AB.	Ag. Society
3	2. Grande Cache Animal Society	\$ 15,000.00	\$ 150,000.00	The Society is requesting operational funds in the form of one of the two options: Option A: \$15,000.00 for operational costs or Option B: \$120,000.00 to acquire a rental property. The capital request is to purchase a property \$150,000.	1. 2018 - 10,000 Operating funds	Yes	Administration recommends if the operating grant funding is provided that it not exceed the 2018 grant. Administration does not recommend providing the grant request for capital, however if Council wishes to explore the possibility of providing funding for a facility, Administration recommends that a detailed business plan is presented to Council at a later date rather than proceeding through the grant process.	
4	3. Red Willow Players Theatre Association (Valleyview)	\$ 8,000.00		The funds are requested to offset the cost of utilities and other additional operating costs incurred at the Burnside Performing Arts Centre.	1. 2018 - \$8,000.00 operational funds. 2. 2017 - \$8,000.00 operational funds.	Yes	Council has been approving the operational grant to the Red Willow Players in the amount of \$8,000.00 annually since 2014. Administration recommends that if Council wishes to continue to provide support that this item be placed in the annual budget rather than going through the grant process.	
4	4. Reel Shorts Film Society	\$ 1,200.00		The funds will be utilized for the Reel Shorts Film Festival's school program. They estimate that 100 - 150 students from Greenview will attend in 2019.	1. 2018 - \$1,200.00 Reel Shorts Film Festival School Program. 2. 2017 - \$1,000.00 Reel Shorts Film Festival School Program.	Yes	Administration recommends supporting this funding request.	

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
5	5 Canadian Motorcycle Tourism Association (Grande Prairie)		\$ 9,000.00	To purchase a sound and video system for hosting ceremonies and other small functions at the Veterans Memorial Gardens in Grande Prairie. The system will allow seniors to be inside and hear and see the events taking place outside at the monument.	N/A	N/A	While this association has applied for numerous grants, all indications are that at this time the County of Grande Prairie and the City where it is located have only provided letters of support. As a result, Administration recommends not supporting this funding request as presented at this time.	Cultural
6	6 Willmore Wilderness Preservation and Historical Foundation (Grande Cache)	\$ 86,900.00		To interview and gather digital footage of individuals that moved to Grande Cache prior to December 31, 1969 and who still live in the community today. The digital content will be catalogued to be used at a later time to produce a documentary on the Founding Families of Grande Cache: Celebrating 50 Years of Progress.	1. 2018 - \$107,000 operational funds 2. 2017 - \$50,000 recreation inventory data agreement. 3. 2017 - \$50,000 operation and maintenance of trails, staging areas and general programs offered by the Foundation. 4. 2017 - \$4,750 operational funds Canada 150 Grant	yes	Administration does not recommend providing this grant. Currently, Willmore Wilderness receives \$100,000.00 annually under an agreement where these funds are currently being utilized to gather digital footage and historical information on the Grande Cache area.	
7	7 Ridge Fest (Grande Cache)	\$ 25,000.00		The operating funds will be utilized to bring in live entertainment to Grande Cache.	1. 2017 - \$25,000.00 for the 2017 Ridge Fest	Yes	Administration does not recommend providing a grant, due to the requesting party not meeting the policy requirements of being a not-for-profit organization. However, the Death Race is a signature event within Greenview and an opportunity for Greenview to receive significant recognition. Therefore, if this group chose to partner with a not-for-profit organization, Administration would recommend its consideration. Currently, no other groups request funds for this event.	Economic Development/ Events
8	8 Bear Creek Folk Music Festival Society (Grande Prairie)	\$ 5,000.00		Operating funds to assist in the 2019 Bear Creek Folk Festival, an annual, three-day, multi-stage music festival that takes place on Borstad Hill (Muskoseepi Park, Grande Prairie) in mid-August.	N/A	N/A	Administration recommends that the request for funding be denied. This Society made a grant request for the same purpose in 2017, which was denied. Greenview Council will have to consider if Greenview should be funding culture events of this nature. Would this be setting a precedent for other organizations of this type?	
9	9 Grande Cache 50th Anniversary Committee	\$ 50,000.00		Operating funds will be used for celebrating the anniversary of Grande Cache turning 50 years old and provide activities for residents and past residents. To provide opportunities that current and past residents can use to celebrate the changing and developing of Grande Cache.	N/A	N/A	Administration recommends that the request for funding be supported.	

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
10	10 Grande Cache Chamber of Commerce	\$ 41,900.00		The operational fund is requested to reach out to the community on a regular basis with information, expertise, educational services, and partnership opportunities that may support a start-up opportunity. The Chamber wishes to provide services through a visible public facility. This funding would provide operating funds to acquire the office/meeting space required, through rent or lease, the cost of appropriate office furniture, equipment, and supplies, the cost of presenter fees for specific training sessions and workshops organized by the Chamber. Additionally the funds are requested to cover the cost of a website service provider.	1. 2018- \$25,000 to construct and erect 4 highway signs along Hwy 40	No. Highway 40 improvements north and south of Grande Cache in 2018 prevented the project from being completed. This project is pending for 2019.	As part of the realignment process Greenview is considering options to support not only community but business endeavors in the Grande Cache region. It would be prudent to align goals of the Grande Cache Chamber of Commerce (2019) with those of Greenview's Economic Department.	
11	11 Grande Cache Cycling Club		\$ 2,500.00	<p>Current Plan: Building and maintaining trails and installing trailhead signage and in route markers.</p> <p>Future Plans: Trail building, repair and maintenance of existing trails that are in use. Install signage on existing trails. Build a skills park in town. Have group ride events. Create promotional materials. Create maps.</p>	N/A	N/A	Administration recommends supporting this initiative as it aligns well with the direction of both Greenview's Recreation and Economic Departments.	
12	12 Grande Prairie Ski Club (Nitehawk)	\$ 16,000.00		The funds will be used to create and publish a book that captures the 100 years of skiing history in the Grande Prairie Region. While the focus will be on the Ski Club and Nitehawk, the book will also explore further back to how skiing began and was developed in the region.	1. 2018 - \$168,382 Capital Improvements; 2. 2018 - \$100,000 operating funds	Yes	Administration recommends supporting this initiative, however also recommends that Council review the level of financial commitment. The budget indicates a future grant ask of \$8,000.00 from both the County and City of Grande Prairie.	
13	13 Northland Sno-Goers (Fox Creek)	\$ 15,000.00		The funds will be used for regular maintenance on their trail system and 4 cabins that they own. The funds would also assist in building a staging area.	N/A	N/A	Administration recommends supporting this organization with their planned initiatives.	Recreation

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
14	14 Crooked Creek Community Recreation Club		\$ 60,000.00	The capital grant request will be utilized for the following: LED parking lot lighting, security system, fencing the new condenser fans and the new ammonia plant building. Additional plans include extending the plexiglass in front of the bleachers, an acoustics analysis, upgrade the lobby washrooms. Level dirt and gravel mounds on north side of building and pave the rest of the parking lot and outside of the zamboni building.	1. 2018 - \$55,000 operating funds	Yes	Administration recommends supporting this request.	3

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
15	15 Valleyview Riverside Golf Club		\$ 50,000.00	Funds would be used to purchase a work cart, additional used rental carts, and 5 new rain shelters.	1. 2018 - \$25,000 operating funds 2. 2017 - \$25,000 operating funds	Yes	Administration recommends supporting this request.	Social Services
16	16 Grande Cache Community Friends Association (100 Caring Hearts)	\$ 7,000.00		Grant will be used to assist in providing entertainment at the celebrations for the 50th Anniversary of Grande Cache as a fundraiser for 100 Caring Hearts. This event is planned independently from the Grande Cache 50th Anniversary Committee's activities.	N/A	N/A	Administration does not recommend supporting this request. In reviewing the proposal and speaking to the applicant, Administration is unclear of the intent of this organization as it relates to this grant.	
17	17 Grande Prairie Hospice Palliative Care Society (GPHPCS)	\$ 20,000.00		The operational funds would be used to augment the wages for the position of Executive Director for the society.	1. 2018 -\$20,000 to augment Executive Director salary 2. 2017 - \$20,000 to augment Executive Director salary	Yes	Council has been approving the operational grant to the Grande Prairie Hospice Palliative Care Society in the amount of \$20,000.00 annually since 2016 and \$10,000.00 in 2015. Administration recommends that if Council wishes to continue to provide support that this item be placed in the annual budget rather than going through the grant process.	
18	18 Valleyview & District Early Learning & Childcare Centre Society		\$ 550,000.00	Capital grant requested to relocate to another building that meets their proposed needs and space requirements. The building is to rent with a clause to purchase within 5 years. The new building requires renovations to be in compliance with fire & safety, health and safety and Alberta licensing regulations. They are asking to purchase the building and make the necessary renovations to help ensure long term feasibility of the Centre once the Alberta Early Learning Childcare Pilot \$25 a day concludes. In addition they are working on attaining additional grants and funding to assist with their long term plans.	1. 2016 - \$7,500.00 Capital funds were provided for play equipment in the 3 programs.	Yes	Administration does not recommend providing the grant request for capital, however if Council wishes to explore the possibility of providing funding for a facility, Administration recommends that a detailed business plan is presented to Council at a later date rather than proceeding through the grant process.	
19	19 COPE (Community Outreach Program Enhancement) (Grande Cache)		\$ 2,000.00	Capital grant requested for purchasing supplies to replace out-dated supplies and for a printer that will be used for the program.	N/A	N/A	Administration recommends supporting this grant request.	

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
20	20 Summitview School Council Fundraising Committee		\$ 50,000.00	To purchase additional playground equipment for the Summitview Middle School in Grande Cache.	1. 2017 - \$20,000 Playground equipment	Yes	Administration does not recommend supporting this grant request. Given the amount of schools that exist within the Greenview hamlets and associated Towns the support of school district infrastructure could result into a costly precedent setting position. Should Greenview consider requests from school playground groups or provide funding to other non-profit organizations for playground equipment?	Social/ Recreation
21	21 Little Smoky Community Centre		\$ 5,000.00	Capital funds will be utilized for the handicap ramp labour and equipment rental costs for landscaping. Little Smoky Community Centre is of the understanding that Greenview will deliver 20 cubic metres of millings to the hall so that they can landscape up to the parking that they replaced which will help with water being diverted away from the building.	1. 2018 - \$15,000 operating grant 2. 2017 - \$15,000 operating grant	Yes	Administration recommends supporting this request.	
22	22 PARDS - Peace Area Riding for the Disabled Society	\$ 55,000.00	\$ 20,000.00	Operational funds in the amount of \$55,000.00 would be used to purchase hay as well as to fund a Barn Maintenance position for 1 year. Capital funds in the amount of \$20,000.00 would be utilized to purchase a side by side (UTV)	1. 2016 - \$51,000 for the construction of a new facility 2. 2015 - \$50,000 for the construction of a new facility	Yes	Administration recommends partial support of the operational grant request for the purpose of purchasing hay. The request to fund a maintenance position may set a precedent result in the requirement of a perpetual fund. Administration recommends support of the capital grant.	
23	23 Sandy Bay Community Association		\$ 14,500.00	Funds will be used to replace an aging wooden dock that has fallen into disrepair.	1. 2017 - \$4,800 to replace a small dock	Yes	Administration recommends that the request for funding be supported.	

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
23	24 Mountain Metis Nation Association	\$ 80,000.00		Operating funds will be used for operating the Youth Connections program. The program provides youth in-school and after-school tutorial services. After-school programming provides youth with access to computers, libraries, recreational activities, homework help, snacks, and skill development for employment. Extra activities related to education and culture are provided on weekends and PD days. The Association is requesting the funds to be provided to them annually.	1. 2018 - \$59,000.00 for the Youth Connections Program. 2018 - \$13,435.67 from Green View FCSS for Hide-A-Way Camp. 2. 2017 - \$30,000.00 Hide-A-Way Camp Upgrades. 2017 - \$13,100.00 Canada 150 Grant 2017 - \$16,000.00 from Green View FCSS - Grant	Yes	If approved, Administration recommends a review of all services of this nature in the area to ensure duplication of efforts is not occurring.	
24	25 Ridgevalley Seniors Home		\$ 388,000.00	The capital funds would be utilized for an access driveway - \$49,000.00 services - duplexes - \$69,000.00 construction of 1 duplex - \$260,000.00 replace shingles - \$10,000.00 Total Request: \$388,000.00	1. 2018 - \$57,644.63 for the therapeutic tub and lift, flooring, sidewalk and yard work 2. 2016 - \$300,000.00 Kitchen Addition/Renovation.	Yes	Administration does not recommend providing the grant request for capital, however if Council wishes to explore the possibility of providing funding for a facility, Administration recommends that a detailed business plan is presented to Council at a later date rather than proceeding through the grant process.	
25	26 Grande Cache Seniors Minibus Society	\$ 35,000.00		The operational grant will be utilized for providing the residents of Grande Cache and area with affordable transportation. The bus travels twice a week to Grande Prairie and once a week to Hinton. The service is available to everyone and is used primarily to attend appointments and to utilize services that are not available in Grande Cache. Additionally the bus is used to take residents to local events and celebrations (Indigenous Day, Community Christmas Dinner). A free service is offered twice a month to allow Town, Co-op and Enterprise residents to access local shopping.	1. 2018 - \$25,000.00 Operating Funds 2. 2017 - \$50,000.00 Operating Funds	Yes	Administration is recommending that the level of support be considered and that the funding be included in future Community Service Operating Budget.	
26	27 Valleyview Seniors Outreach 55+	\$ 2,000.00		Note: Com. Services currently has \$6,500.00 in the budget for VV Seniors Outreach. The group is planning additional excursions. Funding will be used for 2019 senior activities, including a trip to West Edmonton Mall, seniors picnic and a fall excursion for two nights.	1. 2018 - \$6,500 for senior's excursions 2. 2017 - \$5,500 for senior's excursions	Yes	Administration recommends providing the funds.	
27	28 DeBolt Pioneer Centre		\$ 12,484.50	Capital funds will be used to re-side the Pioneer Centre building (strap walls and apply metal siding).	1. 2018 - \$9,000.00 operating funds 2 - 2017 - \$9,000.00 operating funds	Yes	Administration supports the request for funding.	Social/Seniors

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
27	29 Grande Cache Bighorn Golden Age Club		\$ 23,883.18	Capital grant requested to replace old, poorly functioning and energy inefficient appliances, most of which have been donated over the years by members.	1. 2018 - \$26,295.00 operational grant and \$23,705.00 capital grant to insulate and winterize clubhouse. 2. 2016 - \$50,000.00 emergency furnace and other repairs, sidewalk replacement and handicap access improvements.	Yes	Administration is recommending that a level of funding support be considered in that Greenview does support other senior organizations of this nature.	
	Total Operating:	\$ 467,000.00						
	Total Capital:		\$ 1,356,545.68					
	Total Grants - Operating and Capital:		\$ 1,823,545.68					

Note:
The 2019 Community Service Budget for Miscellaneous Grants is \$1,500,000.00



REQUEST FOR DECISION

SUBJECT: Procedural Bylaw Discussion
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: December 17, 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

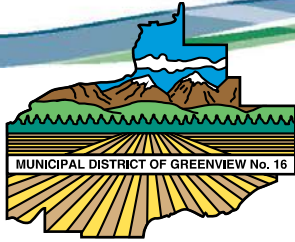
Inform - We will keep you informed.

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 if 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:	Valleyview Fire Hall Update	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	COMMITTEE OF THE WHOLE	CAO: MH MANAGER:
MEETING DATE:	December 17, 2018	GM: SW PRESENTER: SW
DEPARTMENT:	PROTECTIVE SERVICES	
STRATEGIC PLAN:	Level of Service	

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



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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

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ReNü Engineering

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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

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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 $\leq 0.02 \text{ L/s}\cdot\text{m}^2 @ 75 \text{ Pa}$.
- Air barrier assemblies with an air leakage $\leq 0.2 \text{ L/s}\cdot\text{m}^2 @ 75 \text{ Pa}$.
- 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.

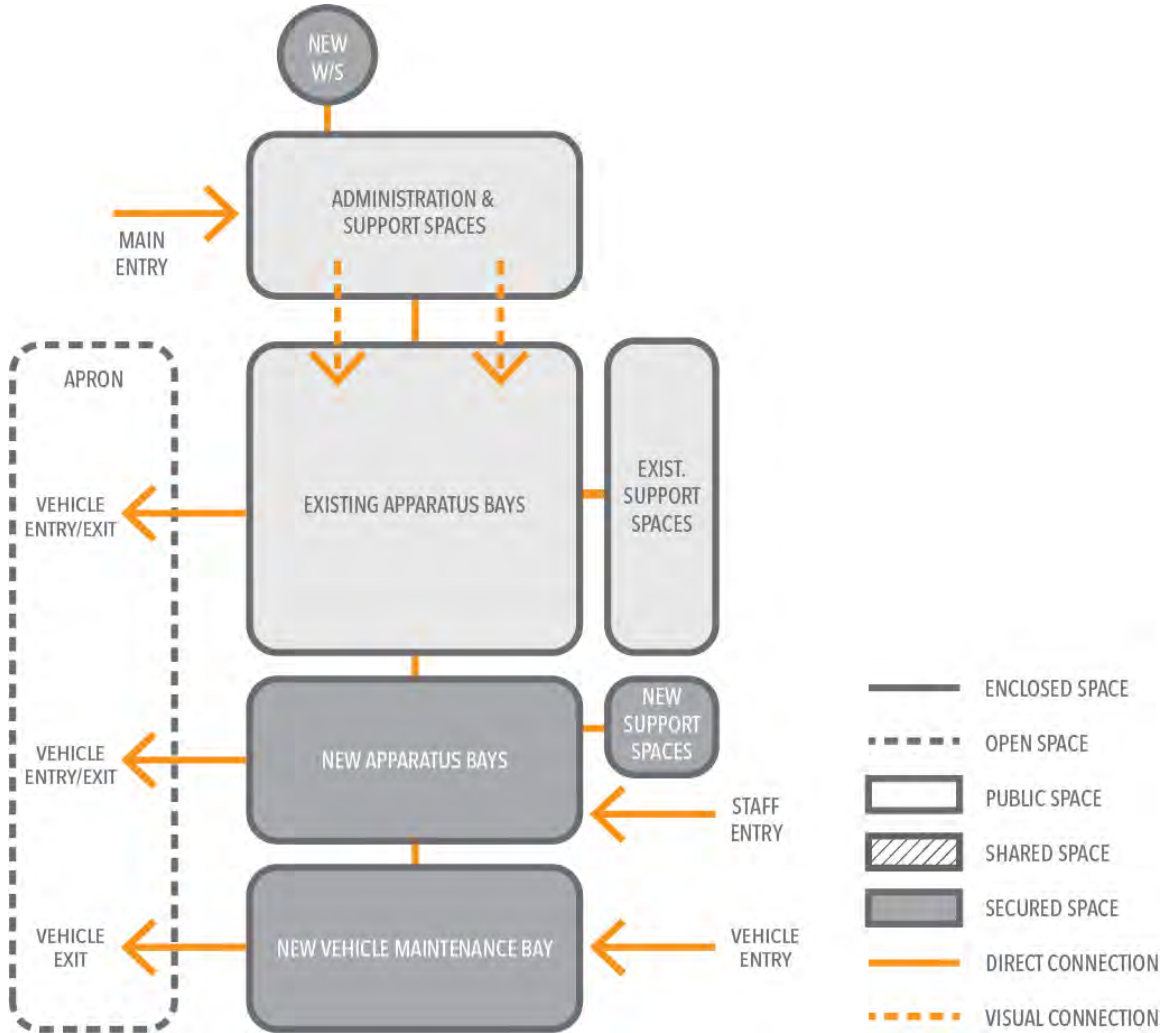
Security, IT and Communication Systems

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		

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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

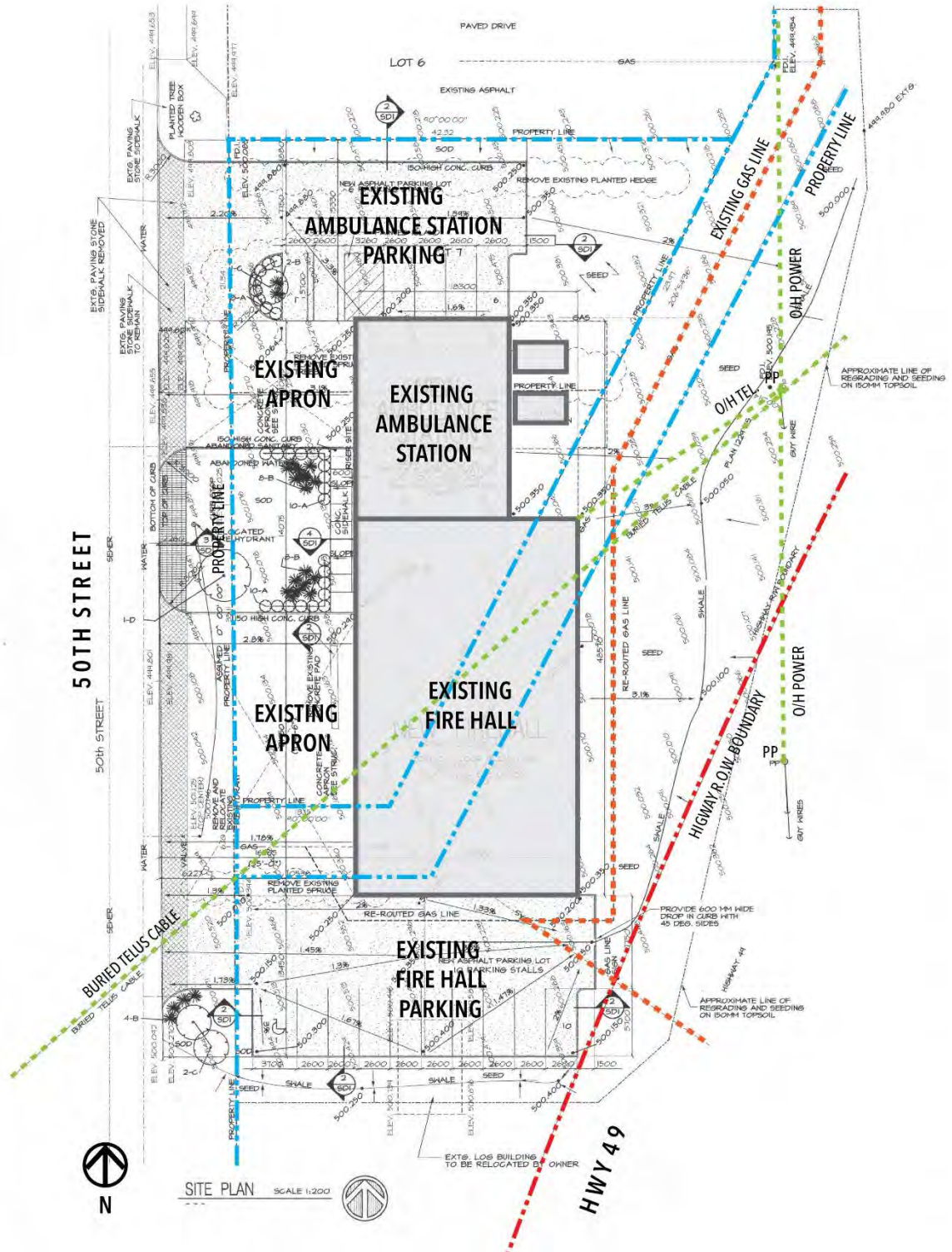


Figure 4: Existing Site Plan

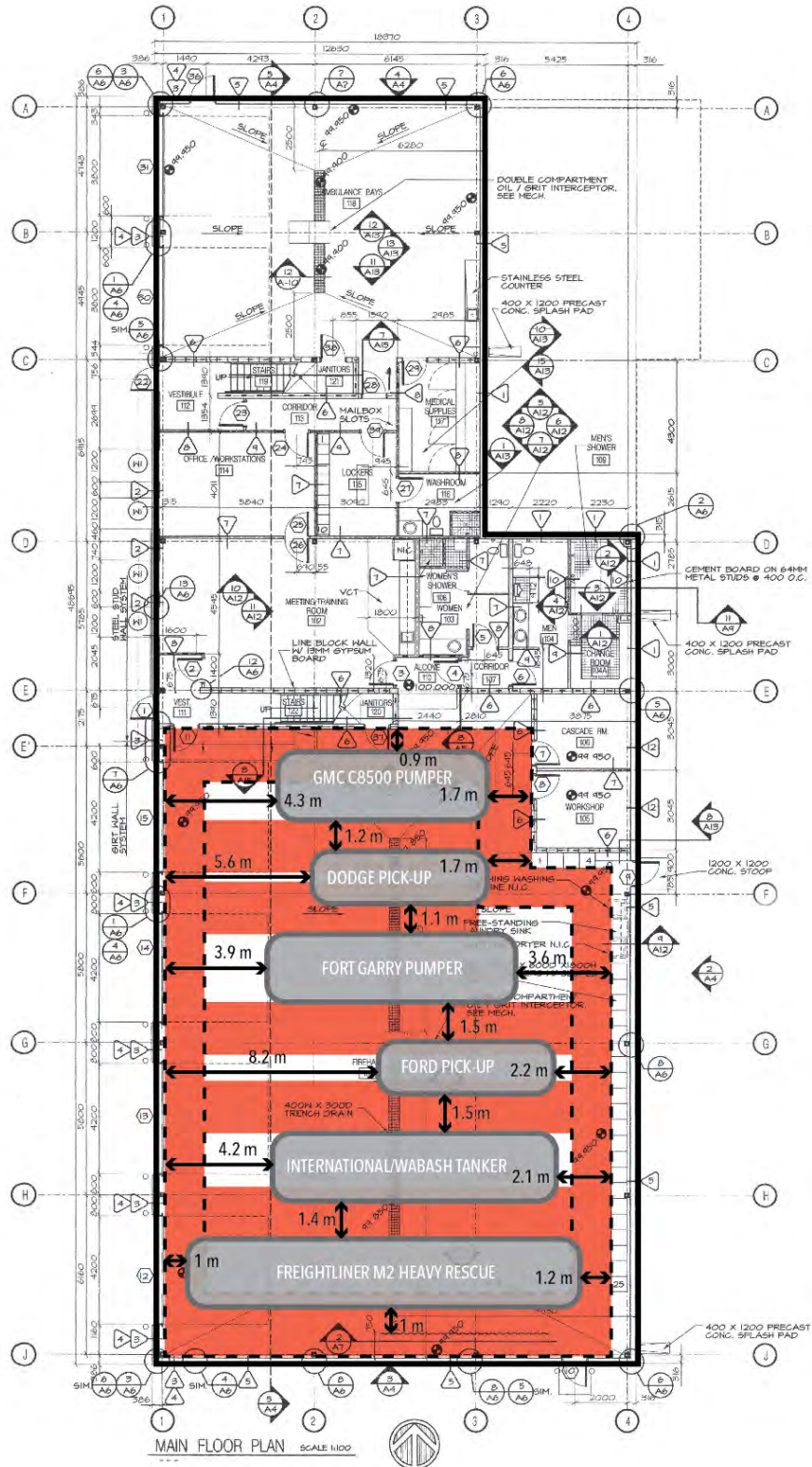


Figure 5: Existing floor plan showing configuration and clearance issues in Apparatus Bay

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.

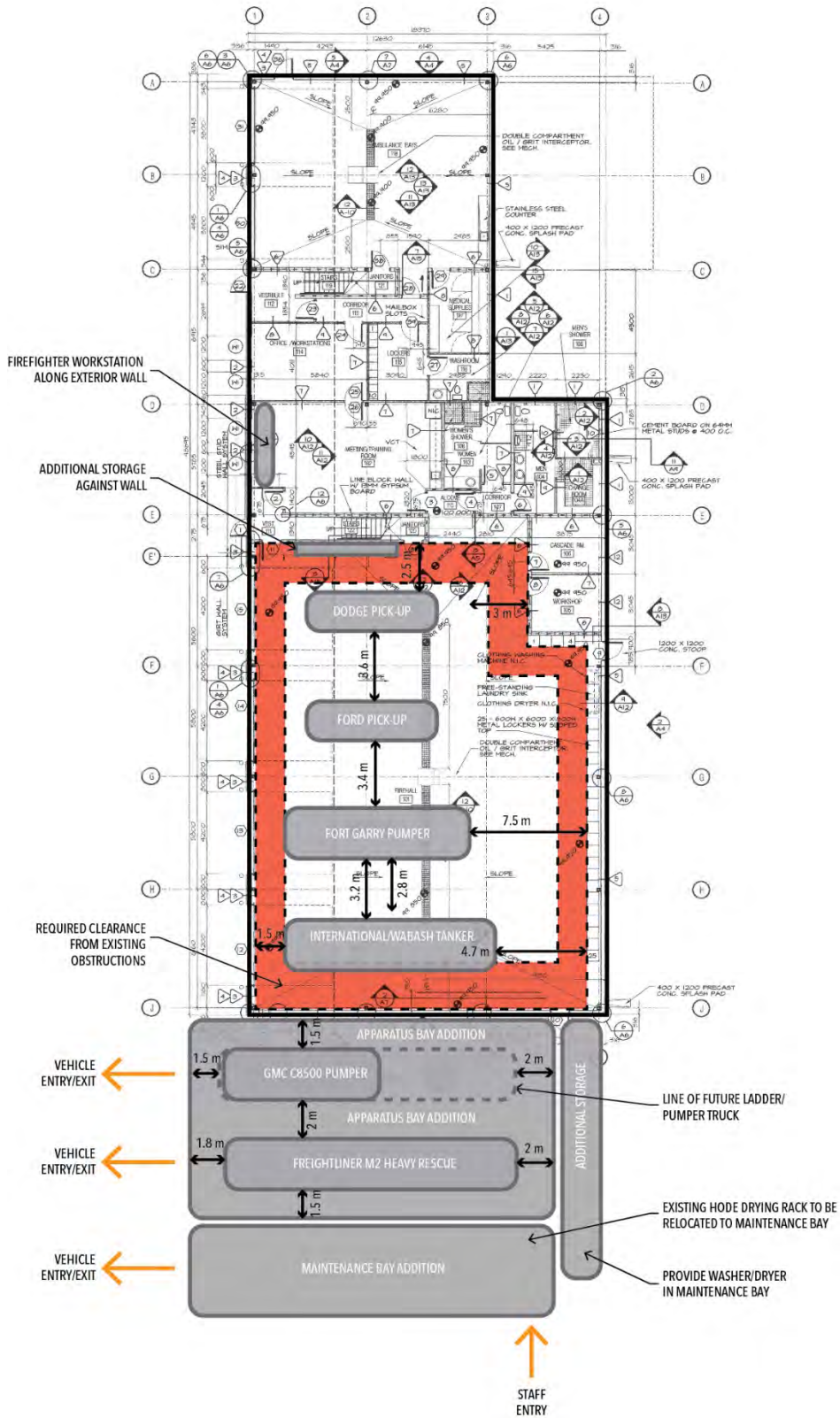


Figure 7: Option 1 floor plan

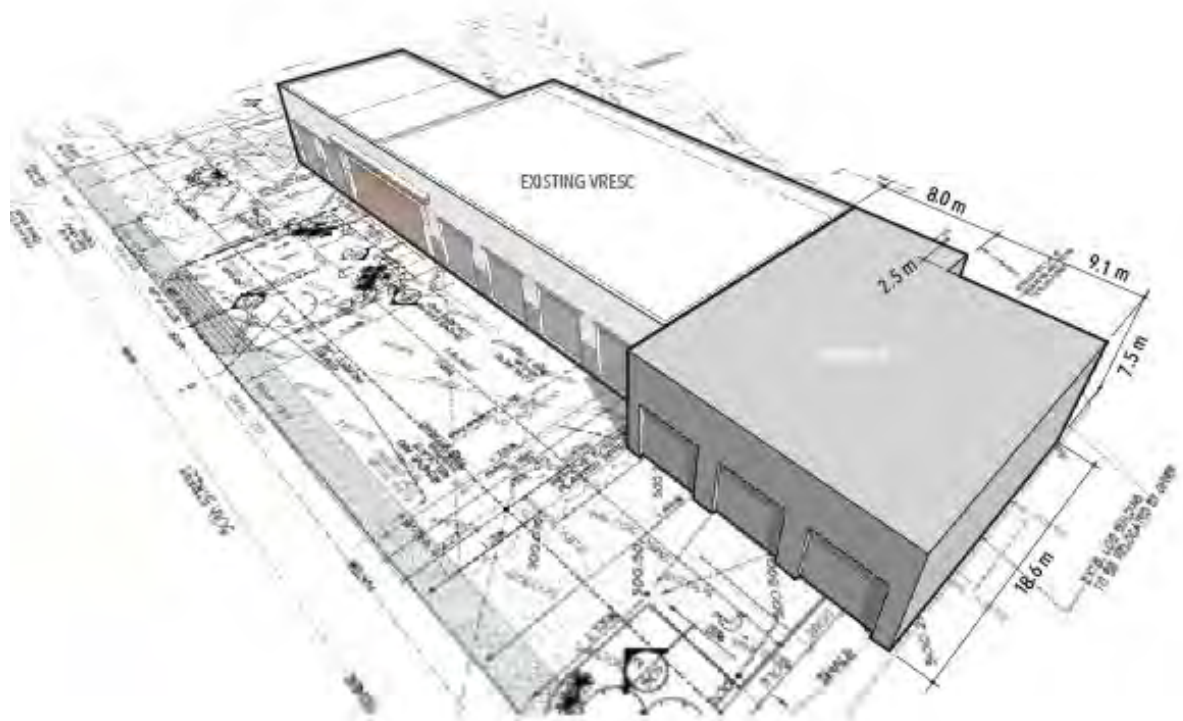


Figure 8: Option 1 birds-eye view

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.

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- 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.

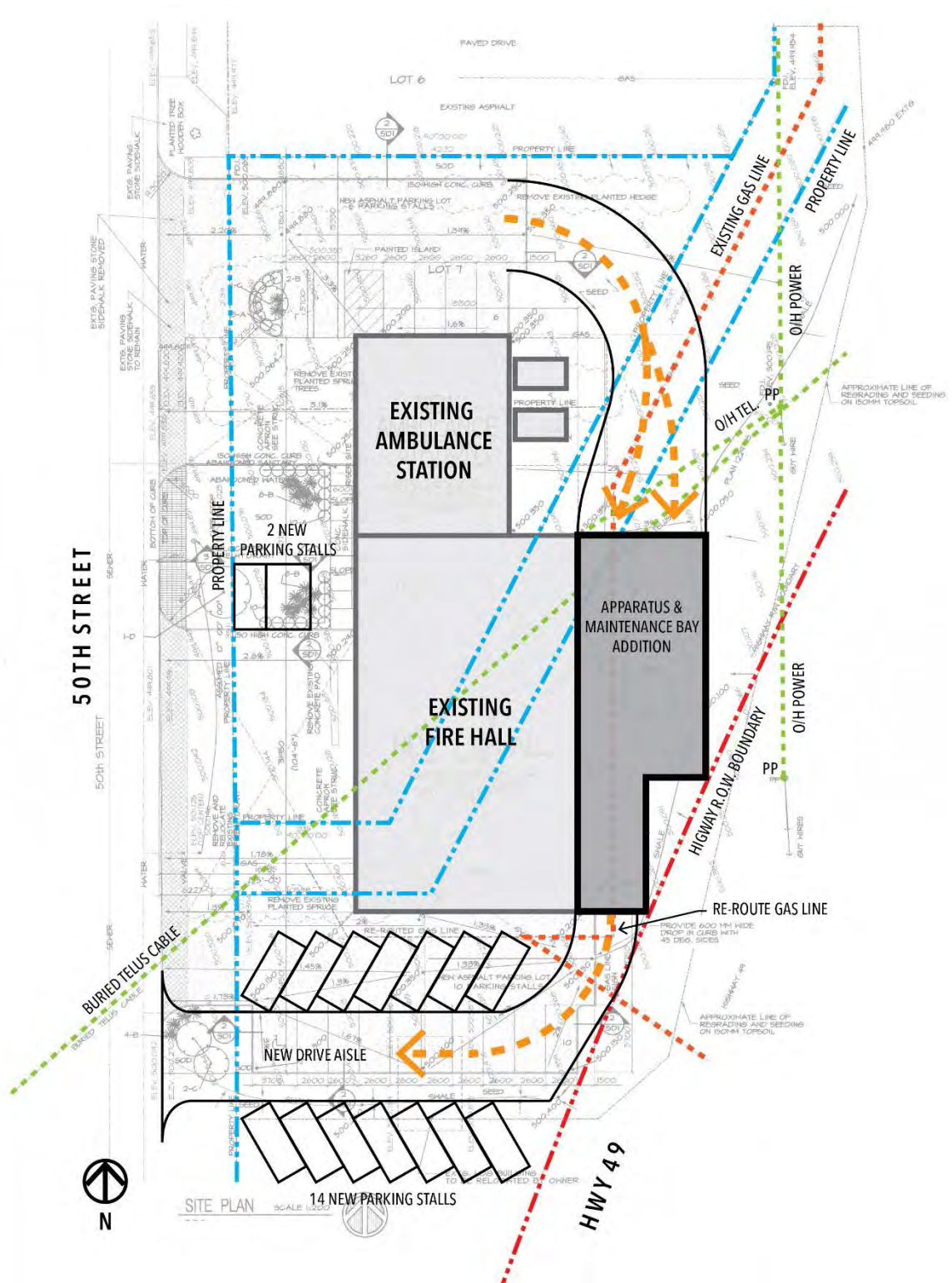


Figure 9: Option 2 site plan

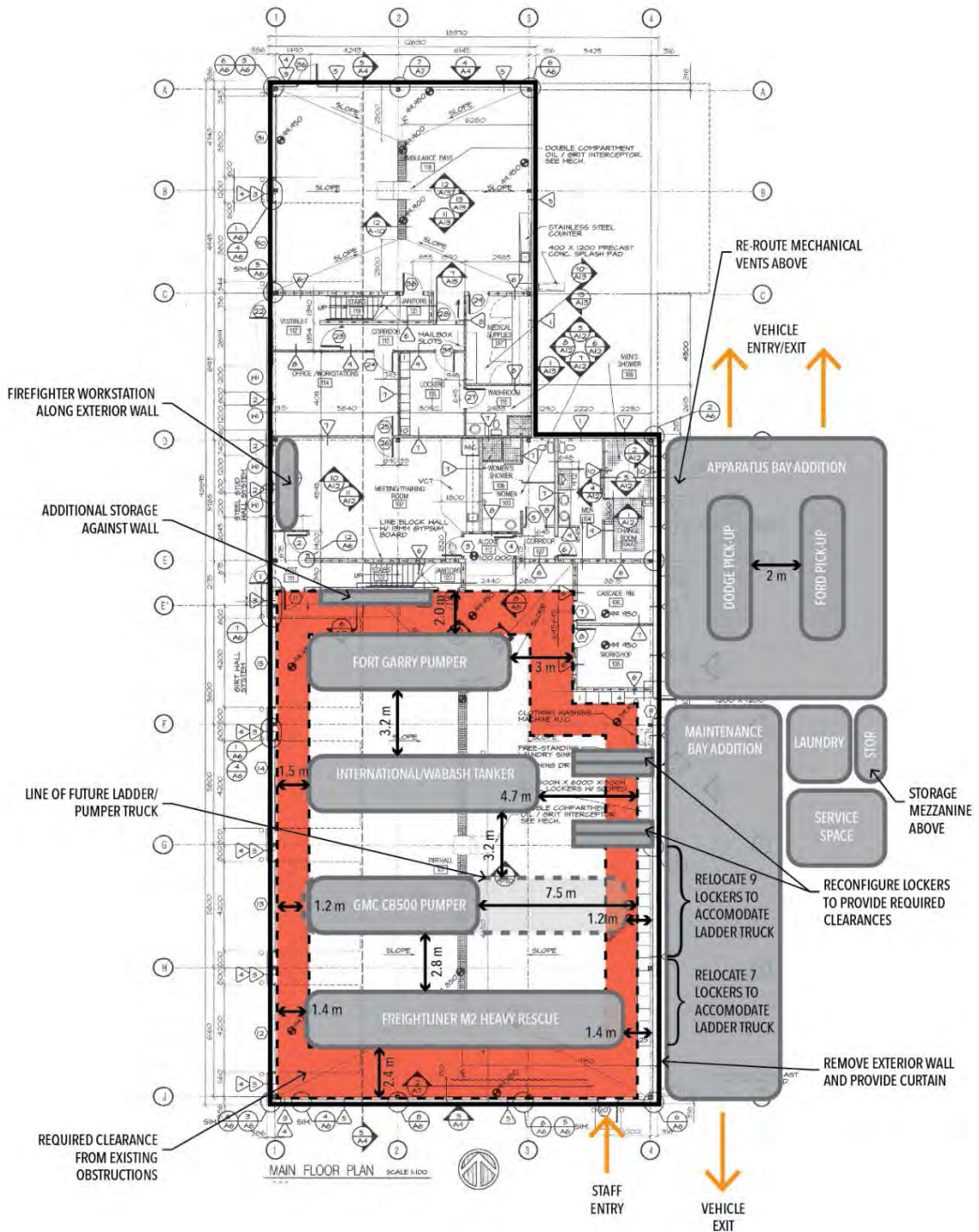


Figure 10: Option 2 floor plan

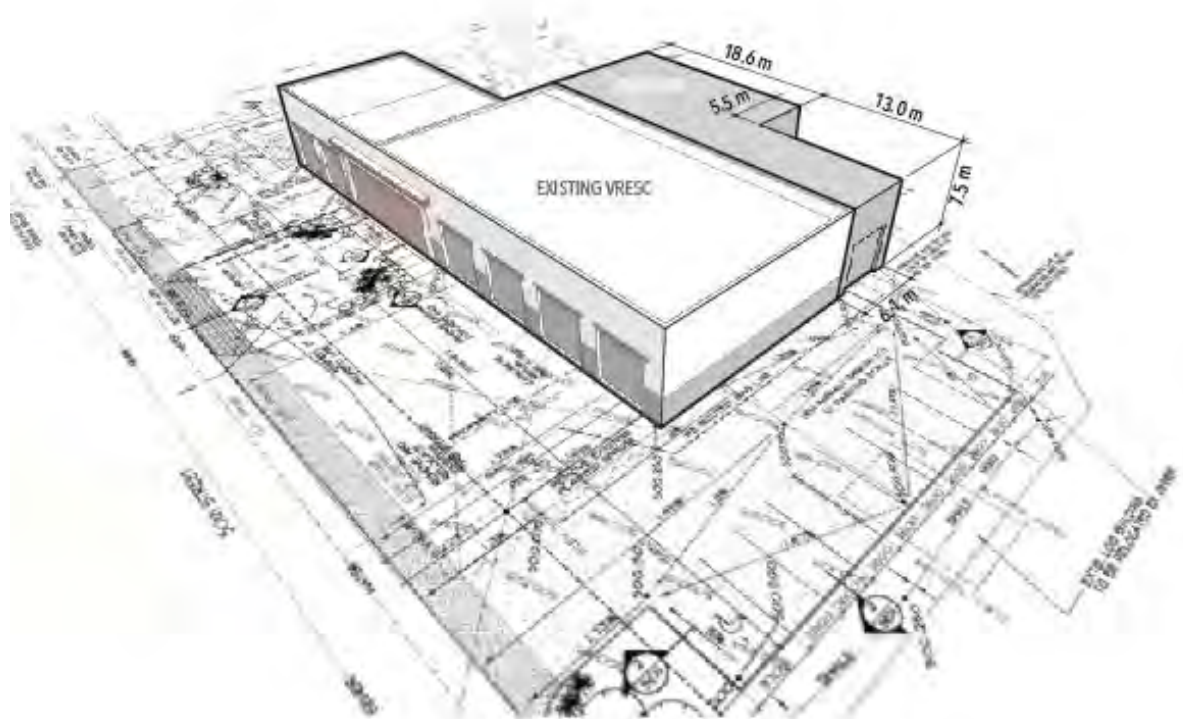


Figure 11: Option 2 birds-eye view

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.

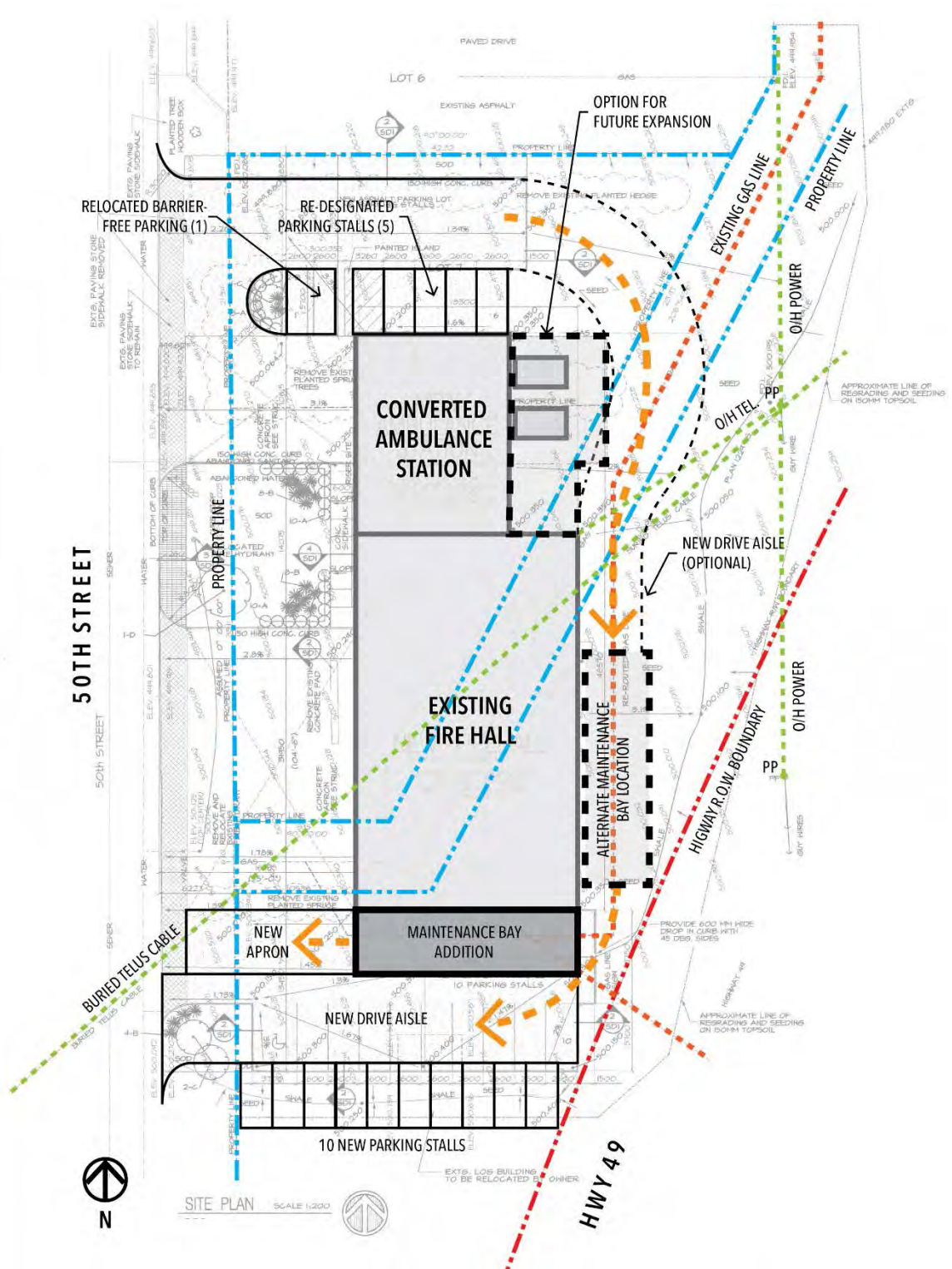


Figure 12: Option 3 site plan

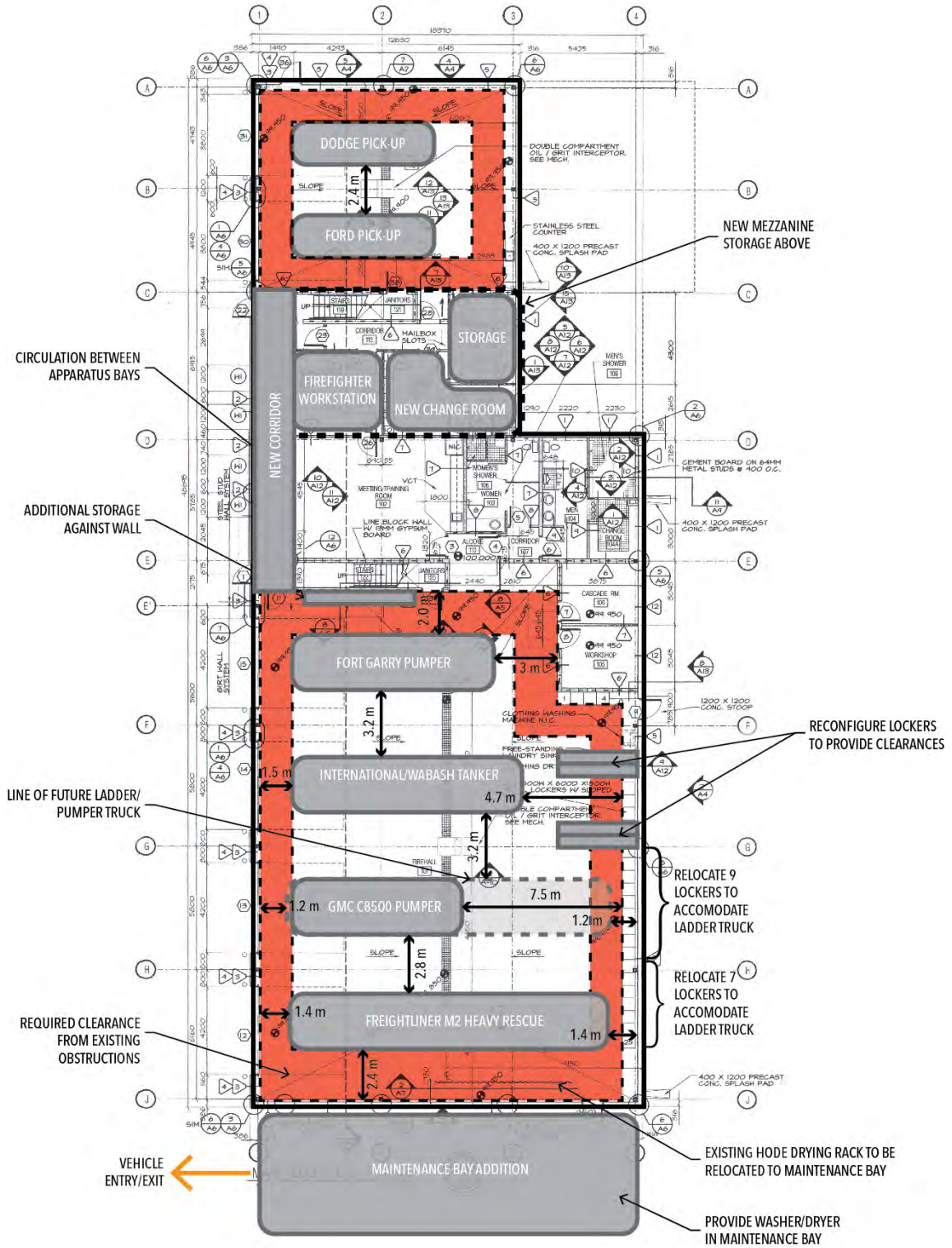


Figure 13: Option 3 floor plan

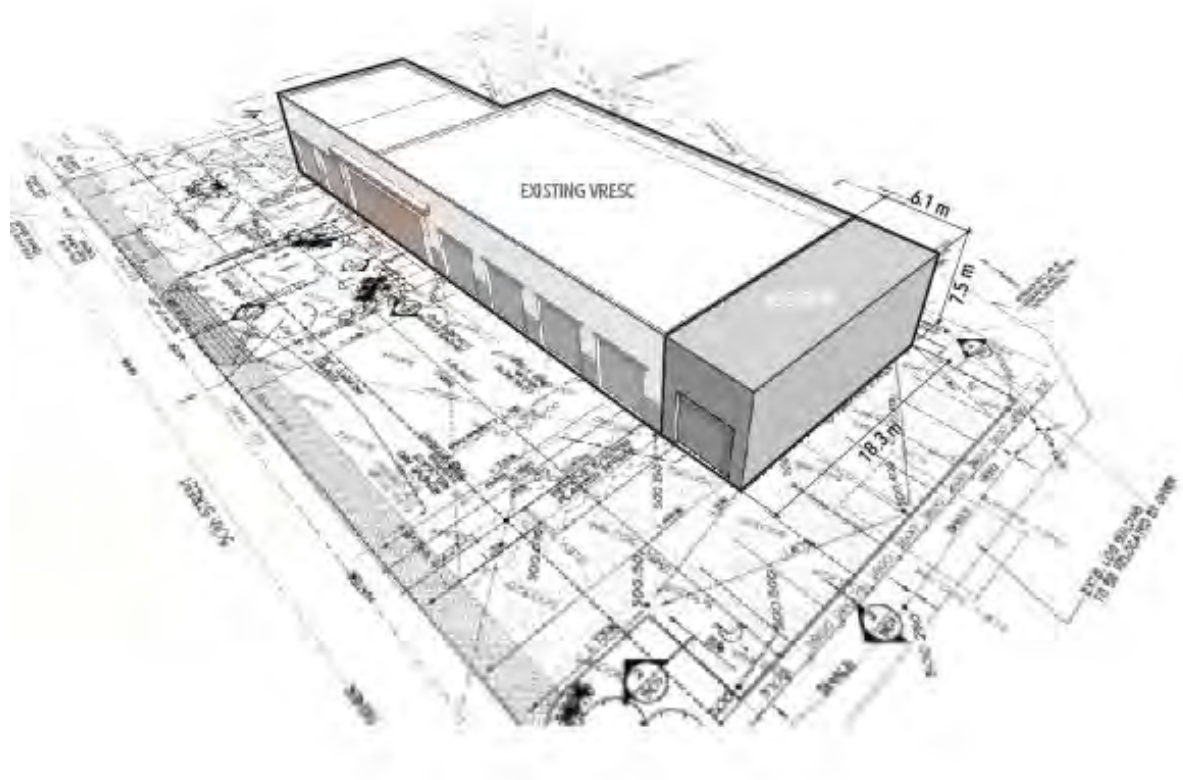


Figure 14: Option 3 birds-eye view

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:

- Access: 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.
- Parking Stalls: 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.
- Path of Travel: A barrier-free patch of travel is only required on the ground floor as the second floor is less than 600m² 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.
- Entrances: 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.
- Washrooms: 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

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Overhead Doors	USI 2.2 / R 2.6	± USI 0.9 / R6
Doors	USI 2.2 / R 2.6	± USI 2.3 / R2.5
Windows	USI 2.2 / R 2.6	± USI 4.7 / R1.2
Allowable Openings (%)	29%	± 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

$$Sa(0.2) = 0.10$$

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
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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"
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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 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", written over a light blue horizontal line.

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 [30W/m² x 1,030m² =] 30.9kW. 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.

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APPENDICES:

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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

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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

Total Structural ***\$358,000***

Description	Quantity	Unit	Rate	Amount
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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
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<i>Total Architectural</i>				<i>\$540,800</i>
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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
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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

<i>Total Electrical</i>				<i>\$87,600</i>
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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
Total Ancillary Works				\$244,300

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>
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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

Total Electrical *\$84,100*

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
Total Ancillary Works				\$402,900

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
Total Structural				\$132,000

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>Total Architectural</i>				<i>\$179,200</i>
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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

<i>Total Mechanical</i>				<i>\$152,600</i>
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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
<i>Total Electrical</i>				<i>\$78,500</i>

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
Total Ancillary Works				\$331,700



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Date	Chief Administrative Officer Action Log	Responsible Party	NOTES/STATUS
18 12 10 RC Meeting			
December 10, 2018	<p>MOTION: 18.12.692. Moved by: DEPUTY REEVE TOM BURTON That Council direct administration to advertise for Members at Large appointments to the Municipal Library Board. CARRIED</p>		
December 10, 2018	<p>MOTION: 18.12.694. Moved by: COUNCILLOR WINSTON DELORME 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. CARRIED</p>		
December 10, 2018	<p>MOTION: 18.12.696. Moved by: COUNCILLOR DALE SMITH 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. CARRIED</p>		
December 10, 2018	<p>MOTION: 18.12.697. Moved by: COUNCILLOR SHAWN ACTON That Council approve the Road Allowance License application for E1/2 21 & W1/2 22 -71-22 W5M. CARRIED</p>		
December 10, 2018	<p>MOTION: 18.12.698. Moved by: COUNCILLOR WINSTON DELORME That Council approve the revised Policy 1027 "Signing Authority" as presented. CARRIED</p>		
December 10, 2018	<p>MOTION: 18.12.699. Moved by: COUNCILLOR BILL SMITH 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. CARRIED</p>		
December 10, 2018	<p>MOTION: 18.12.700. Moved by: COUNCILLOR SHAWN ACTON That Council approve alternative #2 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. CARRIED</p>	Corp. Serv.	Complete

December 10, 2018	MOTION: 18.12.702. Moved by: DEPUTY REEVE TOM BURTON That Council approve a 1.5% Market (COLA) adjustment for Council and staff, effective January 1, 2019. CARRIED	Corp. Serv.	Complete
December 10, 2018	MOTION: 18.12.704. Moved by: DEPUTY REEVE TOM BURTON That Council approve the 2018 Operational Budget as the 2019 Interim Budget. CARRIED	Corp. Serv.	Complete
December 10, 2018	MOTION: 18.12.706. Moved by: REEVE DALE GERVAIS That Council approve the 2018 Carry Over Capital Projects Budget as the 2019 Interim Capital Budget Plan, \$42,156,233.00. CARRIED	Corp. Serv.	Complete
December 10, 2018	MOTION: 18.12.707. Moved by: DEPUTY REEVE TOM BURTON 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. CARRIED	Corp. Serv.	In Progress
December 10, 2018	MOTION: 18.12.708. Moved by: COUNCILLOR WINSTON DELORME 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. CARRIED	Corp. Serv.	Complete
December 10, 2018	MOTION: 18.12.709. Moved by: DEPUTY REEVE TOM BURTON 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 and that Administration update Council on any change of scope increasing the final bid. CARRIED		
December 10, 2018	MOTION: 18.12.712. Moved by: COUNCILLOR ROXIE RUTT 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. CARRIED		

December 10, 2018	That Council award to Bairsto & 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. CARRIED		
December 10, 2018	MOTION: 18.12.714. Moved by: COUNCILLOR LES URNESS 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. CARRIED		
December 10, 2018	MOTION: 18.12.716. Moved by: COUNCILLOR SHAWN ACTON That Council authorize Administration to enter into the Valleyview and District Recreation Agreement with the Town of Valleyview. CARRIED		
December 10, 2018	MOTION: 18.12.719. Moved by: REEVE DALE GERVAIS That Council as a whole engage a third party to conduct the annual Council Self-Appraisal to occur in early 2019. CARRIED		
December 10, 2018	MOTION: 18.12.720. Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to include an update on the transition status of Grande Cache as a stand-alone item presented by the CAO or designate and the Grande Cache Contractor at each Regular Council Meeting until the end of June, 2019. CARRIED		
December 10, 2018	MOTION: 18.12.721. Moved by: DEPUTY REEVE TOM BURTON 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, Arnold Veirson Peace River-Westlock and Jim Eglinski, MP Yellowhead to support federal funding to contain the Mountain Pine. CARRIED		
December 10, 2018	MOTION: 18.12.722. Moved by: COUNCILLOR ROXIE RUTT 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. CARRIED		
December 10, 2018	MOTION: 18.12.723. Moved by: COUNCILLOR WINSTON DELORME That Council accept the special equipment grant request from Sheldon Coates Elementary for information, as presented. CARRIED		

December 10, 2018	MOTION: 18.12.724. Moved by: COUNCILLOR ROXIE RUTT 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. CARRIED		
December 10, 2018	MOTION: 18.12.726. Moved by: REEVE DALE GERVAIS That Council direct Administration to apply to Alberta Transportation to install street illumination on Twp Rd 704, RR 245 and Highway 43. CARRIED		
December 10, 2018	MOTION: 18.12.727. Moved by: COUNCILLOR DALE SMITH That Council direct Administration bring back live streaming in Council Meetings. MOTION: 18.12.728. Moved by: COUNCILLOR DALE SMITH That Council defer motion 18.12.727. to the January 14, 2019 Regular Council Meeting. CARRIED		
18 11 26 RC Meeting			
Nov. 26, 2018	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	Community Services	Completed
Nov. 26, 2018	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	Community Services	Completed
Nov. 26, 2018	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	I&P	Completed
Nov. 26, 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		

Nov. 26, 2018	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		
Nov. 26, 2018	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		
Nov. 26, 2018	MOTION: 18.11.673. Moved by: REEVE DALE GERVAIS That Council defer Policy 1018 "Expenditures and Disbursement" as amended, by the Policy Review Committee members. CARRIED		
Nov. 26, 2018	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	Corp. Serv	
Nov. 26, 2018	MOTION: 18.11.675. Moved by: DEPUTY REEVE TOM BURTON That Council repeal Policy CO 10 "SDAB and ARB Meeting Proceedings." CARRIED	I&P/Corp. Serv.	
Nov. 26, 2018	MOTION: 18.11.676. Moved by: COUNCILLOR WINSTON DELORME That Council review and approve Revised Policy 1003, Vehicle Usage Policy. MOTION: 18.11.677. Moved by: COUNCILLOR SHAWN ACTON That Council defer motion 18.11., Policy 1003 Vehicle Usage Policy to the Policy Review Committee. CARRIED	Corp Serv.	Ongoing
Nov. 26, 2018	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	Community Services	Completed
Nov. 26, 2018	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		

Nov. 26, 2018	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	Com. Serv.	Complete
18 11 13 RC Meeting			
Nov. 13, 2018	MOTION: 18.11.622. Moved by: COUNCILLOR WINSTON DELORME That Council approve the "Acquisition of Right-of-Way for Subdivisions" Policy as presented. CARRIED	I&P	Complete
Nov. 13, 2018	MOTION: 18.11.623. Moved by: DEPUTY REEVE TOM BURTON That Council repeal Policy EES 02 "Dedication of Right-of-Way for Subdivisions." CARRIED	I&P	Complete
Nov. 13, 2018	MOTION: 18.11.624. Moved by: COUNCILLOR WINSTON DELORME That Council approve the "Certificate of Compliance" Policy as presented. CARRIED	I&P	Complete
Nov. 13, 2018	MOTION: 18.11.625. Moved by: DEPUTY REEVE TOM BURTON That Council repeal Policy AD 08 "Compliance Certificates". CARRIED	I&P	Complete
Nov. 13, 2018	MOTION: 18.11.626. Moved by: COUNCILLOR DALE SMITH That Council approve the "Minor Area Structure Plan" Policy as amended; • 2.2 p minor development one (1) kilometer and major development four (4) kilometers. CARRIED	I&P	Complete
Nov. 13, 2018	MOTION: 18.11.627. Moved by: COUNCILLOR WINSTON DELORME That Council repeal Policy 6001-01. CARRIED	I&P	Complete
Nov. 13, 2018	MOTION: 18.11.628. Moved by: COUNCILLOR DALE SMITH That Council approve the "MPC Meeting Procedures" Policy as amended; • Attending by electronic communication CARRIED	I&P	Complete
Nov. 13, 2018	MOTION: 18.11.629. Moved by: COUNCILLOR BILL SMITH That Council approve the "SDAB Meeting Procedure" policy as presented. CARRIED	I&P	Complete

Nov. 13, 2018	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	I&P	In Progress
Nov. 13, 2018	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	Com. Serv.	Date to be determined.
Nov. 13, 2018	MOTION: 18.11.634. Moved by: COUNCILLOR WINSTON DELORME That Council approve the "Road Allowance Restrictions" Policy as presented. CARRIED	I&P	Complete
Nov. 13, 2018	MOTION: 18.11.635. Moved by: DEPUTY REEVE TOM BURTON That Council approve the Scholarships Policy as presented. CARRIED	Comm. Serv.	Complete
Nov. 13, 2018	MOTION: 18.11.636. Moved by: DEPUTY REEVE TOM BURTON That Council Repeal Policies CO 18 Sponsoring for a Veterinarian Bursary and CO 19 Sponsoring for a Computer Technician Bursary. CARRIED	Comm. Serv.	Complete
Nov. 13, 2018	MOTION: 18.11.638. Moved by: COUNCILLOR DALE SMITH That Council terminate participation in The Little Smoky Ski Hill Agreement (AG35-08) signed July 4, 2008 and request the M.D of Smoky River to waive the twelve month notice of termination requirement. CARRIED		Complete
Nov. 13, 2018	MOTION: 18.11.639. Moved by: COUNCILLOR LES URNESS That Council terminate participation in the Agreement regarding the Little Smoky Ski Area (AG54-14) signed September 22, 2014 between the M.D of Greenview and the M.D of Smoky River and request the M.D of Smoky River waive any notice of termination requirements associated with the agreement. CARRIED		Complete

Nov. 13, 2018	<p>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.</p> <p>MOTION: 18.11.643. Moved by: DEPUTY REEVE TOM BURTON That Council table motion 18.11.642. in regard to the Community Development Initiative Agreement until the November 26, 2018 Council Meeting more information can be brought forward. CARRIED</p>		
Nov. 13, 2018	<p>MOTION: 18.11.644. Moved by: COUNCILLOR WINSTON DELORME That Council authorize the Chief Administrative Officer to negotiate and enter into an agreement with Denise Thompson for the provision of transition services related to the dissolution of the Town of Grande Cache. CARRIED</p>		
Nov. 13, 2018	<p>MOTION: 18.11.645. Moved by: DEPUTY REEVE TOM BURTON That Council authorize Administration to purchase 2.28 acres located on NW12 – 72 -1 W6M, with the purchase price not to exceed \$65,000. CARRIED</p>	Com. Serv.	Complete
Nov. 13, 2018	<p>MOTION: 18.11.646. Moved by: COUNCILLOR WINSTON DELORME That Council authorize Administration to make a payment to the Town of Grande Cache in the amount of \$2,700,000.00 in lieu of 2018 Community Development Initiative funding. CARRIED</p>	Com. Serv.	Complete
Nov. 13, 2018	<p>MOTION: 18.11.647. Moved by: DEPUTY REEVE TOM BURTON That Council authorize Administration to transfer \$65,000 from contingency reserves for the purpose of purchasing 2.28 acres located on NW12 – 72 – 1 W6M. CARRIED</p>	Corp. Serv.	Complete
Nov. 13, 2018	<p>MOTION: 18.11.649. Moved by: DEPUTY REEVE TOM BURTON That Council sponsor \$1,000.00 to the Society of Local Government Managers Conference, with funds to come from Council's 2018 Hospitality Budget. CARRIED</p>		
Nov. 13, 2018	<p>MOTION: 18.11.650. Moved by: COUNCILLOR WINSTON DELORME That Council authorize Administration to provide additional policing hours, with priority on the Forestry Trunk Road, with funding from Protective Services Administration budget. CARRIED</p>	Com. Serv.	Completed

Nov. 13, 2018	MOTION: 18.11.651. Moved by: COUNCILLOR DALE SMITH That Council donate the excess amount of \$1,030.61 from the Stakeholder Outreach Clay Shoot Event Budget to Lila's Angels Travel Foundation. Councillor Bill Smith requested a recorded vote. MOTION: 18.11.652. Moved by: DEPUTY REEVE TOM BURTON That Council table motion 18.11.651., Clay Shoot Donations 2018, until the November 23, 2018 Council meeting. CARRIED		
Nov. 13, 2018	MOTION: 18.11.653. Moved by: COUNCILLOR DALE SMITH That Council direct Administration to bring forward information on the following approaches; Twp Rd 720 Matt Roberts and Twp Rd 722 Bud Coates to the November 23rd, 2018 Regular Council Meeting. CARRIED	I&P	Completed
18 10 22 RC Meeting			
October 22, 2018	MOTION: 18.10.598. Moved by: DEPUTY REEVE TOM BURTON That Greenview resolve Court File BBK03 115363 as per the settlement recommended by Greenview's legal counsel. CARRIED	CAO	Complete
October 22, 2018	MOTION: 18.10.602. Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to transfer \$20,000.00 from the PS18003 to installation of door locks and office furniture. CARRIED	Corp. Serv.	Complete
October 22, 2018	MOTION: 18.10.569. Moved by: COUNCILLOR BILL SMITH That Council approve Administration to award the Grovedale Water Supply System Contract #2 to Clarke Builder in the amount of \$9,655,765.00, funds to come from Environmental Services 2018 Capital Budget. CARRIED	I & P	In Progress
October 22, 2018	MOTION: 18.10.603. Moved by: COUNCILLOR BILL SMITH That Council approve to auction off the surplus equipment A108. CARRIED	I & P	In Progress
October 22, 2018	MOTION: 18.10.604. Moved by: COUNCILLOR DALE SMITH That Council authorize the Reeve and Chief Administrative Officer to sign the Little Smoky Recreation Area Governance Board Agreement as presented. CARRIED	CAO	

October 22, 2018	MOTION: 18.10.605. Moved by: COUNCILLOR SHAWN ACTON That Council appoint Dale Smith and Les Urness to the Little Smoky Recreation Area Governance Board, and Shawn Acton as alternate. CARRIED	CAO	
October 22, 2018	MOTION: 18.10.606. Moved by: COUNCILLOR WINSTON DELORME That Council approve the "Road Allowance Restrictions" Policy as presented. MOTION: 18.10.607. Moved by: COUNCILLOR DALE SMITH That Council table motion 18.10.605. regarding the Road Allowance Restrictions Policy until the next Regular Council Meeting. CARRIED	I & P/ SPC	Complete
October 22, 2018	MOTION: 18.10.608. Moved by: COUNCILLOR WINSTON DELORME That Council approve Single Event Sponsorship in the amount of \$500.00 to the Alberta Junior High School Rodeo Association, with funds to come from Community Services Miscellaneous Grant. CARRIED	Community Services	Complete
October 22, 2018	MOTION: 18.10.609. Moved by: COUNCILLOR WINSTON DELORME That Council provide a donation to the Valleyview Fire Department in the amount of \$300.00 for the 2019 Peace Firefighters Fun Hockey Tournament in Valleyview Alberta, with funds to come from the Protective Services, Fire Protection Valleyview Budget. CARRIED	Community Services	Completed
October 22, 2018	MOTION: 18.10.610. Moved by: COUNCILLOR SHAWN ACTON That Council provide a sponsorship in the amount of \$750.00 to the 2019 Teen Challenge Snow Rush event, with funds to come from the Community Services Miscellaneous Grant. CARRIED	Community Services	Corresponded with the organizer, waiting for cheque payable information and mailing address details.
October 22, 2018	MOTION: 18.10.611. Moved by: COUNCILLOR WINSTON DELORME That Council direct administration to investigate the options for policing weights and speed on the Forestry Trunk Road. CARRIED	Community Services	Ongoing
18 10 15 COW Meeting			
October 15, 2018	MOTION: 18.10.80. Moved by: REEVE DALE GERVAIS That Committee of the Whole recommend to Council to proceed with legal recommendations for Court file # BBK03 115363. CARRIED	CAO	Complete

October 15, 2018	MOTION: 18.10.85. Moved by: COUNCILLOR DALE SMITH That Committee of the Whole recommend to Council to amend the requested Agricultural Services budgeted item; <ul style="list-style-type: none"> • Remove AG19004 • Move AG20004 to 2019 budget • Remove replacement of AG20006 • Remove replacement of AG21005 CARRIED	Corporate Services	Complete
October 15, 2018	MOTION: 18.10.86. Moved by: COUNCILLOR DALE SMITH That Committee of the Whole recommend to Council to accept the Community Services budgeted for information, as presented. CARRIED		
October 15, 2018	MOTION: 18.10.87. Moved by: COUNCILLOR BILL SMITH That Committee of the Whole recommend to Council to amend the requested Protected Services budgeted item; <ul style="list-style-type: none"> • Remove Turn out Gear 50% shared cost with Town of Valleyview • Remove PS19001 DeBolt Type 5 Fire Engine • Remove PS21003 Pick up 350 Technical Rescue Pickup Replacement – Grovedale CARRIED	Corporate Services	Complete
October 15, 2018	MOTION: 18.10.88. Moved by: COUNCILLOR SHAWN ACTON That Committee of the Whole recommend to Council to amend the requested Recreation Department budgeted item; <ul style="list-style-type: none"> • RE19005 Park expansion in 2021 CARRIED	Corporate Services	Complete
October 15, 2018	MOTION: 18.10.89. Moved by: COUNCILLOR DALE SMITH That Committee of the Whole recommend to Council that Greenview explore a five (5) year funding in the amount of \$150,000.00 to the Philip J Currie Dinosaur Museum. CARRIED	Comm. Serv	Complete
18 10 09 RC Meeting			
Oct. 9, 2018	MOTION: 18.10.553. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to negotiate an equitable arrangement to allocate exclusive area for the Grovedale Fire Department within the Grovedale Public Service Building, report including price to be brought to Council for the October 22, 2018 Regular Council Meeting. CARRIED	Com. Serv	Completed

Oct. 9, 2018	MOTION: 18.10.554. Moved by: COUNCILLOR WINSTON DELORME That Council remove the requested Facilities Maintenance budgeted items; <ul style="list-style-type: none"> • Maintenance Labourer • Seasonal Groundskeeper • 600,000.00 for purchase of Grimshaw property • Paving of FSO parking lot CARRIED	Corporate Services	Complete
Oct. 9, 2018	MOTION: 18.10.556. Moved by: COUNCILLOR SHAWN ACTON That Council reschedule the Recreation Services 2019-2021 Consolidated Budget Review to the next Regular Council Meeting. CARRIED		Complete
Oct. 9, 2018	MOTION: 18.10.558. Moved by: COUNCILLOR DALE SMITH That Council support the request from Birch Hills County for an extension from Municipal Affairs for the Intermunicipal Collaborative Framework (ICF) and Intermunicipal Development Plan (IDP) with Birch Hills County under Ministerial Order MSL:047/18. CARRIED	CAO	Complete
Oct. 9, 2018	MOTION: 18.10.559. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to pursue the purchase of public land in the Grovedale area for industrial development, once Alberta Environment and Parks has reviewed their application to purchase process. CARRIED MOTION: 18.10.560. Moved by: REEVE DALE GERVAIS That Council rescind motion 18.10.559., in regard to the Grovedale Public Land Purchase. CARRIED MOTION: 18.10.561. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to pursue the purchase of public land, NE 35-68-6 W6M and the NW 36-68-6 W6M, in the Grovedale area for industrial development. CARRIED	I & P	In Progress
Oct. 9, 2018	MOTION: 18.10.562. Moved by: COUNCILLOR WINSTON DELORME That Council approve the donation of surplus equipment, A90, A106, A162, A109, A115 and T65 to the Town of Grande Cache. CARRIED	I&P	In Progress

Oct. 9, 2018	MOTION: 18.10.563. Moved by: COUNCILLOR WINSTON DELORME That Council approve to auction off surplus equipment A127, A142, A156 at an Auction within Alberta. CARRIED	I&P	In Progress
Oct. 9, 2018	MOTION: 18.10.564. Moved by: COUNCILLOR WINSTON DELORME That Council approve to keep the following units A88, A116, A112, A120, A121, A126, A145, and A146 in Greenview's fleet as indicated below in Table A. CARRIED	I&P	Complete
Oct. 9, 2018	MOTION: 18.10.565. Moved by: COUNCILLOR SHAWN ACTON That Council authorize Administration to provide grass cutting services on the 4.72 acres of Municipal Reserve located within the Landry Heights subdivision at SE15 – 70 – 6 – W6M. CARRIED	I&P	Complete
Oct. 9, 2018	MOTION: 18.10.566. Moved by: COUNCILLOR ROXIE RUTT That Council authorize Administration to implement a camper registration program for Swan Lake. CARRIED	Com. Serv.	Completed
Oct. 9, 2018	MOTION: 18.10.567. Moved by: COUNCILLOR DALE SMITH That Council directs Administration to sell three (3) Tax Forfeiture properties at fair market value, these lots are identified as NE-19-70-23-W5, Plan 725TR Block 1 Lot 2 – Tax Roll 147119, NE-19-70-23-W5, Plan 725TR Block 1 Lot 3 – Tax Roll 147118 and NE-19-70-23-W5, Plan 725TR Block 1 Lot 4 – Tax Roll 147117. CARRIED	Corp. Serv.	Complete
Oct. 9, 2018	MOTION: 18.10.568. Moved by: COUNCILLOR BILL SMITH That Council direct administration to respond to Big Lakes County and the Town of High Prairie declining the invitation to join a regional Subdivision and Development Appeal Board. CARRIED	I&P	Complete
Oct. 9, 2018	MOTION: 18.10.569. Moved by: COUNCILLOR BILL SMITH That Council award the Grovedale Water Supply System Contract #2 to Clarke Builders in the amount of \$9,655,765.00, funds to come from Environmental Services 2018 Capital Budget. MOTION: 18.10.570. Moved by: COUNCILLOR DALE SMITH That Council table motion 18.10.569. until more information can be brought forward. CARRIED	I&P	Complete
Oct. 9, 2018	MOTION: 18.10.571. Moved by: COUNCILLOR SHAWN ACTON That Council agrees to apply the exemption from MGA Section 631, as per Ministerial Order MSL:047/18 #1, as both Yellowhead County and the M.D of Greenview have a common boundary comprised entirely of provincial crown land. CARRIED		

Oct. 9, 2018	MOTION: 18.10.572. Moved by: COUNCILLOR ROXIE RUTT That Council authorize Administration to construct two farmland access approaches to the Big Meadow Grazing Lease. CARRIED	I&P	Complete
Oct. 9, 2018	MOTION: 18.10.573. Moved by: REEVE DALE GERVAIS That Council direct Administration to arrange a meeting with Minister Anderson. CARRIED		
Oct. 9, 2018	MOTION: 18.10.574. Moved by: COUNCILLOR ROXIE RUTT That Council provide direction to Administration to continue staff introduction of new staff members to Council at the Committee of the Whole Meetings in Grovedale or Grande Cache and Regular Council Meetings. CARRIED	Corp. Serv.	Complete
Oct. 9, 2018	MOTION: 18.10.575. Moved by: COUNCILLOR ROXIE RUTT That Council authorize Administration to enter into a maintenance agreement for the Sturgeon Heights Cemetery with the Diocese of Athabasca, to be administered through the Sturgeon Heights Community Club. CARRIED	Com. Serv.	Waiting for authorization from the Diocese of Athabasca.
Oct. 9, 2018	MOTION: 18.10.576. Moved by: COUNCILLOR SHAWN ACTON That Council approve an operating grant in the amount \$4,500.00 for a three years of maintenance and operation and capital grant in the amount of \$1,000.00 to the Sturgeon Heights Community Club for the Sturgeon Heights Cemetery, pending an endorsed agreement with the Diocese of Athabasca, with funds to come from the 2018 Community Service Miscellaneous Budget. CARRIED	Com. Serv.	Waiting for authorization from the Diocese of Athabasca.

18 09 24 RC Meeting

September 24, 2018	MOTION: 18.09.517. Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to bring a RFD to Council regarding the Council and Board Remuneration Policy. CARRIED	Corp. Serv.	Complete - Dec 10th Council meeting
September 24, 2018	MOTION: 18.09.518. Moved by: COUNCILLOR DALE SMITH That Council remove the requested HR Administration Assistant and Communications Coordinator Positions from the proposed 2019 budget. CARRIED	Corp. Serv.	Complete
September 24, 2018	MOTION: 18.09.522. Moved by: REEVE DALE GERVAIS That Council authorize Administration to enter into negotiations with Terrapin Geothermics Inc based on option 2, as presented. CARRIED	Comm. Serv.	Complete

September 24, 2018	MOTION: 18.09.523. Moved by: COUNCILLOR ROXIE RUTT That Council approve the membership cost of \$10,000.00 to retain a seat on the Steering Committee for the Northern Alberta Hemp Processing Initiative for two years, with funds to come from Council's Membership Seminars Conferences Budget. CARRIED	Comm. Serv.	Complete
September 24, 2018	MOTION: 18.09.524. Moved by: COUNCILLOR ROXIE RUTT That Council appoint Dale Smith to sit on the Steering Committee for the Northern Alberta Hemp Processing Initiative. CARRIED	Comm. Serv.	Complete
September 24, 2018	MOTION: 18.09.527. Moved by: COUNCILLOR WINSTON DELORME That Council accept the Grovedale Public Service Building Installation of Additional Door Locks Report for information, as presented. MOTION: 18.09.528. Moved by: REEVE DALE GERVAIS That Council table motion 18.09.527. regarding the Grovedale Public Service Building Door Locks, until the October 9, 2018 Council Meeting. CARRIED	Community Services	Complete
September 24, 2018	MOTION: 18.09.530. Moved by: COUNCILLOR DALE SMITH That Council appoint the Citizens' Panel Members for the Valleyview Intermunicipal Development Plan review process as listed in Table 1 of the attached Schedule 'A'. CARRIED	I & P	Complete
September 24, 2018	MOTION: 18.09.531. Moved by: COUNCILLOR SHAWN ACTON That Council schedule the Municipal Planning Commission meetings on November 14, 2018 and December 11, 2018, commencing at 9:00 a.m. in the Council Chambers, Administration Building, 4806 - 36th Avenue, Valleyview, AB. CARRIED	I & P	Complete
September 24, 2018	MOTION: 18.09.532. Moved by: COUNCILLOR WINSTON DELORME That Council authorize Administration to develop a plan for the purchase of land located at NW34 -70-19 W5M for the purpose of building a parking lot to accommodate parking for an adjacent boat launch located on Snipe Lake, subject to an approved development plan with Big Lakes County. CARRIED	Comm. Serv.	Ongoing
September 24, 2018	MOTION: 18.09.533. Moved by: COUNCILLOR SHAWN ACTON That Council authorize Administration to develop a plan for a partnership with Big Lakes County to make improvements to a boat launch located on SW34-3-71-19 W5M. CARRIED	Comm. Serv.	Ongoing

September 24, 2018	MOTION: 18.09.535. Moved by: COUNCILLOR SHAWN ACTON That Council direct Administration to pay the manager's overtime related to the 2018 Spring Flood as per section 6.9.2 of the Greenview Staff Agreement. CARRIED	CAO Serv	
September 24, 2018	MOTION: 18.09.536. Moved by: COUNCILLOR ROXIE RUTT That Council direct Administration to complete the Intermunicipal Collaboration Frameworks with Yellowhead County, Woodlands County, and Birch Hills County Administratively. CARRIED	CAO Serv	
September 24, 2018	MOTION: 18.09.537. Moved by: COUNCILLOR DALE SMITH That Council authorize the Reeve and CAO to complete the Intermunicipal Collaboration Framework with the County of Grande Prairie. CARRIED	CAO Serv	
September 24, 2018	MOTION: 18.09.538. Moved by: COUNCILLOR DALE SMITH That Council award the external audit service contract for Greenview to Metrix Group LLP for a term of three years 2018 to 2020 inclusively at a cost of \$125,510.00. CARRIED	Corp Serv	Complete
September 24, 2018	MOTION: 18.09.539. Moved by: COUNCILLOR DALE SMITH That Council approve the additional funding in the amount of \$1,250.00 to the Municipal District of Smoky River for extra surveying needed on the Old High Prairie Bridge 71633 with funding to come from the Operating Reserve. CARRIED	I & P/Corp. Services	In Progress
September 24, 2018	MOTION: 18.09.540. Moved by: COUNCILLOR SHAWN ACTON That Council approve Administration to construct two (2) new offices and one (1) meeting room on the mezzanine in Grovedale Shop A for \$48,000.00 with funding to come from the 2018 Facilities Maintenance Operational Budget. CARRIED	I & P	In Progress
September 24, 2018	MOTION: 18.09.541. Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to complete the minor brushing and some ditch improvements to keep positive water drainage subject to authorization from the Town of Grande Cache if required and to complete a preliminary road and drainage elevation design in an effort to achieve standard road compliance. CARRIED	I & P	In Progress
September 24, 2018	MOTION: 18.09.542. Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to transfer \$80,000.00 from Contingency Reserves to Local Roads Budget. CARRIED	I & P/Corp. Services	Complete

September 24, 2018	MOTION: 18.09.543. Moved by: COUNCILLOR SHAWN ACTON That Council approve sponsorship in the amount of \$500.00 to the Valleyview Petroleum Association for the 60th year Curling Bonspiel, with funds to come from the Community Service Miscellaneous Grant. CARRIED	Comm Serv	Complete
September 24, 2018	MOTION: 18.09.544. Moved by: COUNCILLOR ROXIE RUTT That Council approve Gold Sponsorship in the amount of \$1,000.00 to the DeBolt & District Agricultural Society for the Annual Harvester's Ball in DeBolt on October 20, 2018, with funds to come from the Community Service Miscellaneous Grant. CARRIED	Comm Serv	Complete

18 09 10 RC Meeting

Sept. 10, 2018	MOTION: 18.09.493. Moved by: REEVE DALE GERVAIS That Council direct Administration to have discussion with Tolko with regard to log haul agreements. CARRIED	I & P	Complete
Sept. 10, 2018	MOTION: 18.09.495. Moved by: COUNCILLOR DALE SMITH That Council schedule a Public Hearing for Land Use Bylaw 18-800 to be held on October 22, 2018, at 1:30 p.m. CARRIED	I & P	Complete

18 08 27 RC Meeting

Aug. 27, 2018	MOTION: 18.08.462. Moved by: REEVE DALE GERVAIS That Council direct Administration to bring back a detailed report on engineering costs regarding the Sturgeon Heights Lagoon Expansion Project. CARRIED	I&P	Complete
Aug. 27, 2018	MOTION: 18.08.466. Moved by: DEPUTY REEVE TOM BURTON That Council direct administration to bring back a usage report on all water points in Greenview, to include all possible recommendations on water allowable limits. CARRIED	I&P	Complete
Aug. 27, 2018	MOTION: 18.08.469. Moved by: DEPUTY REEVE TOM BURTON That Council approve additional funding of \$54,000.00 for the purpose of completing the DeBolt Community Walking Trail, with funds to come from Recreation Budget. CARRIED	Com. Serv.	Complete
Aug. 27, 2018	MOTION: 18.08.472. Moved by: COUNCILLOR DALE SMITH That Council direct Administration to re-tender Bridge File 75356 in 2019. CARRIED	I&P	In Progress

Aug. 27, 2018	MOTION: 18.08.476. Moved by: DEPUTY REEVE TOM BURTON That Council direct administration to negotiate an offer to purchase on Roll 39386 Lot, Block Plan. CARRIED	Com. Serv.	Complete
18 07 23 RC Meeting			
July 23, 2018	MOTION: 18.05.285. Moved by: COUNCILLOR ROXIE RUTT That Council approve the "Road Allowance Restrictions" Policy as presented. MOTION: 18.07.417. Moved by: COUNCILLOR DALE SMITH That Council table motion 18.05.285 regarding the "Road Allowance Restrictions" Policy. CARRIED	I&P/CAO Services	Complete
July 23, 2018	MOTION: 18.07.418. Moved by: COUNCILLOR WINSTON DELORME That Council provide direction regarding the draft "Scholarships" policy. MOTION: 18.07.419. Moved by: COUNCILLOR BILL SMITH That Council table motion 18.07.418 regarding the "Scholarships" policy. CARRIED	Com. Serv. / Spec. Proj.	Complete
July 23, 2018	MOTION: 18.07.432. Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to bring a report to the September 10th Council Meeting regarding recommendations to address the deficiencies of the Victor Lake access road upon confirming Greenview ownership of the said road. CARRIED	I&P	Complete
18 07 09 RC Meeting			
July 9, 2018	MOTION: 18.07.389. Moved by: DEPUTY REEVE TOM BURTON That Council direct Administration to contact Alberta Parks and Recreation regarding access for emergency purposes to rivers within Greenview. CARRIED	Comm. Serv.	Completed
18 06 25 RC Meeting			
June 25, 2018	MOTION: 18.06.358. Moved by: DEPUTY REEVE TOM BURTON That Council table Policies CO 18 "Sponsoring for a Veterinarian Bursary" and CO 19 "Sponsoring for a Computer Technician Bursary until the next Policy Review Committee." CARRIED	Comm. Serv.	Completed

June 25, 2018	MOTION: 18.06.361. Moved by: DEPUTY REEVE TOM BURTON That Council authorize Administration to exchange 0.76 acres of Greenview Municipal Reserve, located at Lot 7MR, Block 5, Plan 0625581 in the Hamlet of Ridgevalley for 0.76 acres of land from William and Rhonda Toews located at the trailhead of the Ridgevalley walking trail SE 22-71-26W5M for the purpose of establishing a trailhead staging area. CARRIED	Comm. Serv.	In progress.
June 25, 2018	MOTION: 18.06.362. Moved by: COUNCILLOR SHAWN ACTON That Council approve the purchase of 0.43 acres of land located at SE 22-71-26W5M from William and Rhonda Toews, for a cost of \$1032.00 for the purpose of establishing a trailhead on the Ridgevalley Walking Trail. CARRIED	Comm. Serv.	In progress.
18 06 18 COTW Meeting			
June 18, 2018	MOTION: 18.06.56. Moved by: COUNCILLOR BILL SMITH That the Committee of the Whole recommend to Council that Administration investigate the purchase of public land in the Grovedale area for future industrial development. CARRIED	I&P	Complete
18 06 11 RC Meeting			
June 11, 2018	MOTION: 18.06.317. Moved by: DEPUTY REEVE TOM BURTON That Council set September 18, 2018 at 9:00 a.m. Mountain Standard Time, as the Public Auction Date for the sale of the following properties: Roll #311119 NE-22-69-8-W6, Plan 9825734, Block 3, Lot 1 Opinion - \$110,000 Roll #317321 SW-20-69-6-W5, Plan 0825461, Block 1, Lot 2 Opinion \$525,000 Roll #37716 NE-35-69-22-W5 Opinion \$150,000 Roll #38338 NW-25-69-23-W5 Opinion \$125,000 Roll #40073 SE-22-69-7-W6 Opinion \$320,000 CARRIED	Corporate Services	Complete
June 11, 2018	MOTION: 18.06.336. Moved by: DEPUTY REEVE TOM BURTON That Council direct Administration to apply for a court injunction on plan 0722367 Block 1 Lot 2. CARRIED	I & P	In progress/In camera
18 05 14 RC Meeting			
May 14, 2018	MOTION: 18.05.250 Moved by: COUNCILLOR WINSTON DELORME That Council approve that the Greenview Regional Multiplex net fundraising surplus funds be entrusted to the Town of Valleyview under the governance of the Greenview Regional Multiplex Board and be utilized for future FF&E (furniture, fixtures and equipment) requirements of the Greenview Regional Multiplex facility. CARRIED	Comm. Serv	In progress
18 04 23 RC Meeting			

April 23, 2018	MOTION: 18.04.205. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to install municipal water services to the Hamlet of Landry Heights. CARRIED	I & P	In Progress Transmission Line from RR63/TWP700 to Hamlet of Landry Heights. Distribution line within Hamlet of Landry Height.
18 01 22 RC Meeting			
Jan. 22, 2018	MOTION: 18.01.61. Moved by: DEPUTY REEVE TOM BURTON That Council approve Administration to purchase a 12.32 acre parcel located at NE 32-69-6 W6M for the water treatment plant, water reservoir, truck fill station, and the adjacent road plan for a total of \$55,000.00 to come from the 2018 approved Capital Budget. CARRIED	I&P	Complete
17 11 27 RC Meeting			
Nov. 27, 2017	MOTION: 17.11.483. Moved by: COUNCILLOR DALE SMITH That Council agree in principle to contribute up one-third (1/3) of the net operating and capital deficit of the Little Smoky Recreation Area pending the partner municipalities entering into a signed agreement. CARRIED	CAO Serv	In Progress
17 07 11 RC Meeting			
July 11, 2017	MOTION: 17.07.275. Moved by: COUNCILLOR TOM BURTON That Council direct Administration to work with the Town of Grande Cache towards the creation of an agreement regarding medical clinic operations in the Town of Grande Cache. CARRIED	CAO Serv.	On Going
17 04 11 RC Meeting			
March 28, 2017	MOTION: 17.03.109. Moved by: COUNCILLOR TOM BURTON That Council award the Grande Cache Site Identification Study to EDS Group Inc. of Spruce Grove, Alberta in the amount of \$85,890.00. MOTION: 17.03.110. Moved by: DEPUTY REEVE ROXIE RUTT That Council table motion 17.03.109. until after the Grande Cache Viability Study. CARRIED	CAO Serv.	Tabled
16 11 22 RC Meeting			
Nov. 22, 2016	MOTION: 16.11.518. Moved by: DEPUTY REEVE ROXIE RUTT That Council authorize Administration to enter into recreation funding agreements with the East Smoky, Crooked Creek and Grovedale Recreation Boards. CARRIED	Com. Serv.	Complete

16 06 28 RC Meeting

June 28, 2016	MOTION: 16.06.227. Moved by: COUNCILLOR GEORGE DELORME That Council direct administration to investigate the creation of a bylaw to support the Grande Cache Source Water Protection Plan around the air strip, Victor Lake and the Town of Grande Cache. CARRIED	CAO Serv	On going
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