



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Monday, January 14, 2019

9:00 AM

Council Chambers  
Administration Building

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#1	CALL TO ORDER	CAO	
		Appointment of Reeve	4
		Appointment of Deputy Reeve	5
		Swearing in of Reeve and Deputy Reeve	
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Regular Council Meeting minutes held Monday, December 10, 2018 to be adopted.	6
		3.2 Business Arising from the Minutes	
		3.3 Special Council Meeting minutes held Friday, January 11, 2019 to be adopted.	18
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 18-805 Municipal Library Board	21
#7	OLD BUSINESS		
#8	NEW BUSINESS	8.1 Board and Committee Appointments	48
		8.2 2019 Community Grant Requests	235
		8.3 ACP Grant Request	239

	8.4 Subdivision Process Policy	242
	8.5 Development Enforcement Policy	253
	8.6 Minor Area Structure Plan Policy	264
	8.7 Letter Terminating Library Board Services from Peace Library System	275
	8.8 Council-CAO Covenant Reaffirmation	277
	8.9 Council Code of Conduct Reaffirmation	286
	8.10 Live Internet Streaming of Public Meetings	296
	8.11 BF76768 Replacement	298
	8.12 Highway 40 Lobby – County of Grande Prairie Request	300
	8.13 QEII Hospital Foundation – Grant Request	354
	8.14 New Fish Creek Community Association	383
	8.15 STARS Sponsorship Request	417
	8.16 Town of Whitecourt Regional Support	429
	8.17 Grande Cache Update – January 14 <sup>th</sup> , 2019	431
	8.18 Managers’ Report	435
#9	MEMBERS BUSINESS REPORTS	
	Ward 2 Reeve Dale Gervais	449
	Ward 4 Councillor Shawn Acton	450
	Ward 6 Deputy Reeve Tom Burton	451
	Ward 7 Councillor Roxie Rutt	452
	Ward 8 Councillor Bill Smith	454
#10	CORRESPONDENCE	
	<ul style="list-style-type: none"> <li>• TransCanada Update</li> <li>• NADC News</li> <li>• Peace Wapiti School Division</li> <li>• Viability Review – Municipal Affairs</li> </ul>	

- Grande Prairie Community Conversation
- Nova Gas Transmission
- Water North Coalition Agenda
- National Energy Board
- Northland School Division Board Highlights

#11 CLOSED SESSION

11.1 Disclosure Harmful to Personal Privacy  
*(FOIPP; Section 17)*

11.2 Disclosure Harmful to Personal Privacy  
*(FOIPP; Section 17)*

#12 ADJOURNMENT



# REQUEST FOR DECISION

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SUBJECT: **Appointment of Reeve**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

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RELEVANT LEGISLATION:

**Provincial** (cite) – MGA Section 150(2), 152, 156, and 185.1

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: See below for voting options.**

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BACKGROUND/PROPOSAL:

Under Section 150(2) the Council of a Municipal District is to select a Chief Elected Official (Reeve) from amongst its membership. Voting may be secret ballot.

Before selecting the Chief Elected Official (Reeve), Council will need to first determine the manner in which they intend to vote on the selection of Chief Elected Official. Section 185.1 of the MGA provides that voting is to be by secret ballot if any council member present requests same; otherwise, voting will be by show of hands. If a secret ballot is used then the appointment must be confirmed by a resolution of Council.

Once a winner has been declared by the CAO then the selected member will complete the requisite Oath of Office for Reeve. Following this, the Reeve will assume the chair.



# REQUEST FOR DECISION

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**SUBJECT:** Appointment of Deputy Reeve  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:**  
**GM:**

**MANAGER:**  
**PRESENTER:**

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – MGA Section 150(2), 152, 156

**Council Bylaw/Policy** (cite) – N/A

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**RECOMMENDED ACTION:**

**MOTION:** That Council appoint Councillor \_\_\_\_\_ as the Deputy Reeve of the Municipal District of Greenview No. 16 Council until the next annual Organizational Meeting.

**MOTION:** That Council request the Chief Administrative Officer to destroy the ballots used for the appointment of Reeve and Deputy Reeve.

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**BACKGROUND/PROPOSAL:**

Under Section 152 of the Municipal Government Act, the Council of the Municipal District is to select a Deputy Chief Elected Official (Deputy Reeve) from amongst its membership.

Voting on a member will be in accordance with the method selected by Council prior to this item. Once a winner has been declared by the Reeve then the selected member will complete the requisite Oath of Office for Deputy Reeve. A motion will then be required to destroy the ballots.

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

**# 1:** Reeve Dale Gervais called the meeting to order at 9:00 a.m.  
**CALL TO ORDER**

**PRESENT**

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

**ATTENDING**

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

**ABSENT**

**#2:** MOTION: 18.12.687. Moved by: COUNCILLOR DALE SMITH  
**AGENDA** That Council adopt the December 10<sup>th</sup>, 2018 Regular Council Meeting Agenda as amended:

- Agenda Item 8.4 Deferred to December 17, 2018 COW Meeting
- Agenda Item 8.18 Deferred to December 17, 2018 COW Meeting

CARRIED

**#3.1** MOTION: 18.12.688. Moved by: COUNCILLOR SHAWN ACTON  
**REGULAR COUNCIL** That Council adopt the minutes of the Regular Council Meeting held on Monday  
**MEETING MINUTES** November 26<sup>th</sup>, 2018 as corrected.  

CARRIED

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

**#4.0** **4.0 PUBLIC HEARING**  
**PUBLIC HEARING**

There were no Public Hearings presented.

#5  
DELEGATIONS

**5.0 DELEGATIONS**

There were no Delegation Presentations.

#6  
BYLAWS

**6.0 BYLAWS**

**6.1 BYLAW 18-805 MUNICIPAL LIBRARY BOARD**

BYLAW 18-805  
FIRST READING

MOTION: 18.12.689. Moved by: COUNCILLOR ROXIE RUTT  
That Council give first reading to Bylaw 18-805 Municipal Library Board.  
CARRIED

BYLAW 18-805  
SECOND READING

MOTION: 18.12.690. Moved by: COUNCILLOR DALE SMITH  
That Council give second reading to Bylaw 18-805 Municipal Library Board.  
CARRIED

BYLAW 18-805  
CONSENT FOR  
THIRD READING

MOTION: 18.12.691. Moved by: COUNCILLOR LES URNESS  
That Bylaw 18-805 for Municipal Library Board be given consent for third and final reading.  
Reeve Dale Gervais requested a recorded vote.  
**FOR** Reeve Dales Gervais, Councillor Dale Smith, Councillor Roxie Rutt, Councillor Les Urness  
**OPPOSED** Deputy Reeve Tom Burton, Councillor Bill Smith, Councillor Winston Delorme, Councillor Shawn Acton  
DEFEATED

MUNICIPAL  
LIBRARY BOARD  
MEMBERS AT  
LARGE

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

**6.2 BYLAW 18-803 RE-DESIGNATE FROM MUNICIPAL RESERVE TO HAMLET RESIDENTIAL DISTRICT**

BYLAW 18-803  
FIRST READING

MOTION: 18.12.693. Moved by: COUNCILLOR ROXIE RUTT  
That Council give First Reading to Bylaw No. 18-803, to re-designate Lot 7MR Block 1 Plan 0625581 (0.31 ha / 0.76 acre ±) from Municipal Reserve (MR) to Hamlet Residential (HR) District within SE-22-71-26-W5.  
CARRIED

**BYLAW 18-803  
PUBLIC HEARING**

**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

**6.3 BYLAW 18-804 RE-DESIGNATE FROM AGRICULTURE ONE DISTRICT TO MUNICIPAL RESERVE**

**BYLAW 18-804  
FIRST READING**

**MOTION: 18.12.695.** Moved by: COUNCILLOR ROXIE RUTT  
That Council give First Reading to Bylaw No. 18-804, to re-designate a 0.49 ha ± (1.22 acre) area from Agriculture One (A-1) District to Municipal Reserve (MR) within SE-22-71-26-W5.

CARRIED

**BYLAW 18-804  
PUBLIC HEARING**

**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

**#7  
OLD BUSINESS**

**7.0 OLD BUSINESS**

There was no Old Business presented.

**#8  
NEW BUSINESS**

**8.0 NEW BUSINESS**

**8.1 ROAD ALLOWANCE LICENSE – E1/2-21 & W1/2-22-71-22 W5M**

**ROAD ALLOWANCE  
LICENSE**

**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

**8.2 REVISED POLICY 1027 “SIGNING AUTHORITY”**

**POLICY 1027**

**MOTION: 18.12.698.** Moved by: COUNCILLOR WINSTON DELORME  
That Council approve the revised Policy 1027 “Signing Authority” as presented.

CARRIED



**8.3 IDP EXEMPTION COUNTY OF GRANDE PRAIRIE**

IDP EXPEMPTION

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

**8.5 COUNCIL AND BOARD REMUNERATION POLICY 1008**

POLICY 1008

MOTION: 18.12.700. Moved by: COUNCILLOR SHAWN ACTON  
That Council increase Council Honorariums by 15% per meeting, effective January 1st, 2019 so as to offset changes to federal tax legislation.

CARRIED

Reeve Gervais recessed the meeting at 10:25 a.m.  
Reeve Gervais reconvened the meeting at 10:33 a.m.

**8.6 2019 MARKET (COLA) ADJUSTMENTS**

2019 MARKET  
ADJUSTMENTS

MOTION: 18.12.701. Moved by: COUNCILLOR ROXIE RUTT  
That Council approve a 2.0% Market (COLA) adjustment for Council and staff, effective January 1, 2019.

DEFEATED

2019 MARKET  
ADJUSTMENTS

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

**8.7 2018 3<sup>RD</sup> QUARTER BUDGET TO ACTUAL REPORT**

2018 3<sup>RD</sup> QUARTER  
BUDGET TO  
ACTUAL

MOTION: 18.12.703. Moved by: DEPUTY REEVE TOM BURTON  
That Council accept the 2018 3rd Quarter Budget to Actual Report as information.

CARRIED

**8.8 2019 INTERIM OPERATIONAL BUDGET AND 2019 CAPITAL BUDGET**

**2019  
OPERATIONAL  
INTERIM BUDGET**

MOTION: 18.12.704. Moved by: DEPUTY REEVE TOM BURTON  
That Council approve the 2018 Operational Budget as the 2019 Interim Budget.  
CARRIED

**2019 CAPITAL  
BUDGET PLAN**

MOTION: 18.12.705. Moved by: DEPUTY REEVE TOM BURTON  
That Council approve the 2019 Proposed Capital Budget Plan as presented, for  
\$78,107,501.00.  
DEFEATED

**2018 CARRY OVER**

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

**2019 HIRING  
REQUEST**

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

**8.9 GREENVIEW – GRANDE CACHE OFFICE AND OPERATIONS (PUBLIC WORKS)  
HOURS**

**GREENVIEW –  
GRANDE CACHE  
OFFICE HOURS**

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

**8.10 FORESTRY TRUNK ROAD LEGAL SURVEY CONSULTANT**

FORESTRY TRUNK  
ROAD LEGAL  
SURVEY  
CONSULTANT

MOTION: 18.12.709. Moved by: DEPUTY REEVE TOM BURTON  
That Council award Beirsto & 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.

DEFEATED

Reeve Dale Gervais recessed the meeting at 12:04 p.m.  
Reeve Dale Gervais reconvened the meeting at 1:08 p.m.

FORESTRY TRUNK  
ROAD LEGAL  
SURVEY  
CONSULTANT

MOTION: 18.12.710. Moved by: COUNCILLOR WINSTON DELORME  
That Council reconsider motion 18.12.709., the Forestry Trunk Road Legal Survey consulting services contract in the amount of \$424,827.00 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

FORESTRY TRUNK  
ROAD LEGAL  
SURVEY  
CONSULTANT

MOTION: 18.12.709. Moved by: DEPUTY REEVE TOM BURTON  
That Council award Beirsto & Associates Engineering the Forestry Trunk Road Legal Survey consulting services contract in the amount of \$424,827.00 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

**8.11 TWP. 681 AND RR 230 ENGINEERING CONSULTANT**

TWP 681 & RR 230  
ENGINEERING  
CONSULTANT

MOTION: 18.12.711. Moved by: REEVE DALE GERVAIS  
That Council award Beirsto Associates Township Road 681 and Range Road 230 reconstruction and grading projects for consulting services in the amount of \$298,921.65 with funds from the 2019/2020 Capital Budget for Roads, RD18006 & RD18011.

DEFEATED

**8.12 RR260 AND RR201 ENGINEERING CONSULTANT**

RR 260 & RR 201  
ENGINEERING  
CONSULTANT

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

**8.13 TWP 670 ENGINEERING CONSULTANT**

TWP 670  
ENGINEERING  
CONSULTANT

MOTION: 18.12.713. Moved by: COUNCILLOR DALE SMITH  
That Council award to Beirsto & 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

**8.14 RR64 AND TWP 701 ENGINEERING CONSULTANT**

RR 64 & TWP 701  
ENGINEERING  
CONSULTANT

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

**8.15 RECREATION BOARD AGREEMENTS**

RECREATION  
BOARD  
AGREEMENTS

MOTION: 18.12.715. Moved by: COUNCILLOR ROXIE RUTT  
That Council accept the progress update on the establishment of funding agreements with the Grovedale South Wapiti Recreation Board, East Smoky Recreation Board and Crooked Creek Recreation Board for information, as presented.

CARRIED

**8.16 VALLEYVIEW AND DISTRICT RECREATION AGREEMENT**

VALLEYVIEW &  
DISTRICT  
RECREATION  
BOARD  
AGREEMENT

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

### **8.17 FOX CREEK HELIPAD UPDATE**

FOX CREEK  
HELIPAD UPDATE

MOTION: 18.12.717. Moved by: COUNCILLOR DALE SMITH  
That Council accept the Town of Fox Creek Helipad development progress update for information, as presented.

CARRIED

### **8.19 ANNUAL COUNCIL SELF-APPRAISAL**

ANNUAL COUNCIL  
SELF-APPRAISAL

MOTION: 18.12.718. Moved by: REEVE DALE GERVAIS  
That Council arrange the annual Council Self-Appraisal to occur in early 2019.

CARRIED

ANNUAL COUNCIL  
SELF-APPRAISAL  
THIRD PARTY

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

### **8.20 GRANDE CACHE DISSOLUTION UPDATE**

GRANDE CACHE  
DISSOLUTION  
UPDATE

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

### **8.21 MOUNTAIN PINE BEETLE – LETTER OF SUPPORT**

MOUNTAIN PINE  
BEETLE

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

## 8.22 NORTH WEST REGIONAL SKILLS CANADA – SPONSORSHIP REQUEST

NORTH WEST  
REGIONAL SKILLS  
CANADA

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

## 8.23 SHELDON COATES SCHOOL SPECIAL EQUIPMENT GRANT REQUEST

SHELDON COATES  
GRANT REQUEST

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

## 8.24 WOMEN IN THE NORTH CONFERENCE

WOMEN IN THE  
NORTH  
CONFERENCE

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

## 8.25 CAO/MANAGERS' REPORT

CAO/MANAGERS'  
REPORT

MOTION: 18.12.725. Moved by: DEPUTY REEVE TOM BURTON  
That Council accept the CAO and Managers' Reports for information, as presented.

CARRIED

#9  
COUNCILLORS  
BUSINESS &  
REPORTS

## 9.1 COUNCILLORS' BUSINESS & REPORTS

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

WARD 1

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

November 26<sup>th</sup>, 2018 Regular Council Meeting  
Rural Municipalities of Alberta Fall Conference

Source Water Protection Plan

- WARD 2**      **REEVE DALE GERVAIS** submitted his update to Council on his recent activities, which include;
- November 26<sup>th</sup>, 2018 Regular Council Meeting
  - Nitehawk Ski Recreation Board Meeting
  - Met with Residents of the Narrows
  - Philip J Currie Dinosaur Museum Meeting
  - Tri-Municipal Industrial Partnership Meeting
  - ICF Meeting with Big Lakes
  - Met with Town of Valleyview Mayor
  - Golden Triangle Consortium Meeting
  - Fox Creek Multiplex Meeting
  - Fox Creek Fire Hall Soft Opening
- WARD 3**      **COUNCILLOR LES URNESS** updated Council on his recent activities, which Include;
- November 26<sup>th</sup>, 2018 Regular Council Meeting
  - Greenview Multiplex Meeting
  - Little Smoky Ski Area Governance Board Meeting
  - Greenview Regional Waste Management Commission Meeting
- WARD 4**      **COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;
- November 26<sup>th</sup>, 2018 Regular Council Meeting
  - FCSS Meeting
  - ICF Meeting with Big Lakes
  - Greenview Regional Waste Management Commission Meeting
  - Fox Creek Fire Hall Soft Opening
- WARD 5**      **COUNCILLOR DALE SMITH** updated Council on his recent activities, which Include;
- Municipal Planning Commission Meeting
  - Water North Coalition Meeting
  - Heart River Housing Meeting
  - Rural Municipalities of Alberta Fall Conference
  - Greenview Staff Christmas Event
  - Heart River Housing Budget Meeting
  - Little Smoky Ski Area Governance Board Meeting
  - ICF Meeting with Big Lakes
  - SARDA Personnel Meeting
  - New Fish Creek Hall Association Meeting

**WARD 6**            **DEPUTY REEVE TOM BURTON** submitted his update to Council on his recent activities, which include;  
November 26, 2018 Regular Council Meeting  
Grande Prairie Regional Recreation Committee Meeting  
DeBolt Library Board Meeting  
Fox Creek Multi-Plex Meeting  
Fox Creek Fire Hall Soft Opening

**WARD 7**            **COUNCILLOR ROXIE RUTT**  
Nothing to report at this time.

MOTION: 18.12.726. Moved by: REEVE DALE GERVAIS  
That Council direct Administration to apply to Alberta Transportation to install street illumination on the intersection of Highway 43 and Twp Rd 704.

CARRIED

**WARD 8**            **COUNCILLOR BILL SMITH** updated Council on his recent activities, which Include;  
November 26<sup>th</sup>, 2018 Regular Council Meeting  
Community Futures Meeting

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

**MEMBERS BUSINESS**            MOTION: 18.12.729. Moved by: COUNCILLOR SHAWN ACTON  
That Council accept the Members Business for information.

CARRIED

**#10 CORRESPONDENCE**            **10.0 CORRESPONDENCE**

MOTION: 18.12.730. Moved by: DEPUTY REEVE TOM BURTON  
That Council accept the correspondence for information, as presented.

CARRIED



**#11 CLOSED  
MEETING**

**11.0 CLOSED SESSION**

**CLOSED SESSION**

MOTION: 18.12.731. Moved by: COUNCILLOR SHAWN ACTON  
That the meeting go to Closed Session, at 4:24 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

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

**OPEN SESSION**

MOTION: 18.12.732. Moved by: DEPUTY REEVE TOM BURTON  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting return to Open Session at 5:40 p.m.

CARRIED

MOTION: 18.12.733. Moved by: COUNCILLOR DALE SMITH  
That Council accept the CAO Performance Appraisal response for information as presented.

CARRIED

**12.0 ADJOURNMENT**

**#12  
ADJOURNMENT**

MOTION: 18.12.734. Moved by: COUNCILLOR ROXIE RUTT  
That this meeting adjourn at 5:40 p.m.

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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REEVE

Minutes of a  
**SPECIAL COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta, on Friday, January 11, 2019

**# 1:** Reeve Dale Gervais called the meeting to order at 10:00 a.m.  
**CALL TO ORDER**

**PRESENT**

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

**ATTENDING**

Chief Administrative Officer	Mike Haugen
General Manager, Corporate Services	Rosemary Offrey
General Manager, Infrastructure and Planning	Grant Gyurkovits
Recording Secretary	Teresa Marin

**ABSENT**

General Manager, Community Services	Stacey Wabick
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**#2**  
**SWEARING IN**  
Councillors Duane Didow and Tyler Olsen were sworn in by Sally Rosson, Manager, Planning & Development.

**#3:**  
**AGENDA**  
MOTION: 19.01.01. Moved by: COUNCILLOR SHAWN ACTON  
That Council adopt the January 11<sup>th</sup>, 2019 Special Council Agenda as presented.  
CARRIED

**#4**  
**NEW BUSINESS**  
**4.0 NEW BUSINESS**

**#5 IN CAMERA**  
**5.0 IN CAMERA**

Administration vacated the meeting.

CLOSED SESSION

MOTION: 19.01.02. Moved by: COUNCILLOR DUANE DIDOW

That the meeting go to Closed Session, at 10:03 a.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

**5.1 Personnel**

OPEN SESSION

MOTION: 19.01.03. Moved by: DEPUTY REEVE TOM BURTON

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 10:39 a.m.

CARRIED

Administration re-entered the meeting.

INTENTION TO  
TERMINATE  
APPOINTMENT  
AND EMPLOYMENT  
- CAO

MOTION: 19.01.04. Moved by: REEVE DALE GERVAIS

Notice in writing in the form attached be given immediately to the Chief Administrative Officer, Mike Haugen, of Council's intention to terminate his appointment and employment with the Municipal District of Greenview No. 16 without cause, due to a change in leadership being needed.

The Chief Administrative Officer, Mike Haugen, be immediately put on a leave of absence with pay.

The Reeve, Dale Gervais, be authorized and directed to sign the attached Notice on behalf of Council and the Reeve or his delegate be authorized to deliver the Notice to the Chief Administrative Officer, Mike Haugen.

The Reeve or his delegate be authorized to engage the services of legal representatives and other agents to assist in all matters covered in this Resolution and related to the employment of Chief Administrative Officer, Mike Haugen.

Councillor Roxie Rutt requested a recorded vote.

For: Reeve Dale Gervais and Councillors: Shawn Acton, Winston Delorme, Tyler Olsen, Duane Didow, Bill Smith and Les Urness

Opposed: Deputy Reeve Tom Burton, Councillors: Roxie Rutt, and Dale Smith

CARRIED

Reeve Dale Gervais recessed the meeting at 10:48 am.

Reeve Dale Gervais reconvened the meeting at 11:07 a.m. Mike Haugen was not in attendance.

**APPOINT INTERIM  
CAO**

**MOTION: 19.01.05. Moved by: COUNCILLOR WINSTON DELORME**  
That Council appoint Denise Thompson as Interim CAO to assume the duties and functions of the M.D. of Greenview No. 16 as of January 11, 2019 until a permanent CAO is hired.

CARRIED

### **6.0 ADJOURNMENT**

**#6  
ADJOURNMENT**

**MOTION: 19.01.06. Moved by: COUNCILLOR BILL SMITH**  
That this meeting adjourn at 11:21 a.m.

CARRIED

---

CHIEF ADMINISTRATIVE OFFICER

---

REEVE



# REQUEST FOR DECISION

---

**SUBJECT:** Third Reading Bylaw 18-805 Municipal Library Board  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019 ACAO: RO MANAGER:  
**DEPARTMENT:** CAO SERVICES GM: PRESENTER: DL  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial (cite) –N/A**

**Council Bylaw/Policy (cite) – N/A**

---

**RECOMMENDED ACTION:**

**MOTION: That Council give Third Reading to Bylaw 18-805 Municipal Library Board.**

**MOTION: That Council Appoint Councillors \_\_\_\_\_ and \_\_\_\_\_, and Members at Large Denise Delisle, Jessica Lavallee, Sharon Bambrick, and Renée Fehr to the Greenview Municipal Library Board.**

---

**BACKGROUND/PROPOSAL:**

Upon dissolution of the Town of Grande Cache effective January 1, 2019, the Grande Cache Library Board was subsequently dissolved. All assets and liabilities of the Grande Cache Library were transferred to Greenview. As such public library services cannot continue in Grande Cache until a library board has been established in Greenview.

The Municipal Library Board will be responsible for the administration of all libraries within Greenview. Currently that includes Grande Cache and DeBolt, but will also include any future libraries established in Greenview. The board will act as a governing body providing bylaws and policies under which the libraries are required to operate. The library board is required to meet all obligations under the *Libraries Act*.

Library Board services are currently provided by Peace Library System for the DeBolt Public Library. The DeBolt Library Society is contracted to administer the DeBolt library services. It is anticipated that this will continue under the new library board as well.

The new library board will consist of 2 Councillors and 5 Members at Large as voting members. The Public School trustee of the Grande Yellowhead Public School Division will serve as a liaison to the Board as a non-voting member as the Grande Cache Library is located within the Grande Cache High School. This is a small change from the first two readings of the Bylaw. The Grande Yellowhead Trustee served as a voting member for the former Grande Cache Library Board, however that contravenes the Grande Yellowhead School Division Policy for trustees serving on Municipal Library Boards. Trustees may serve in a liaison capacity, but not as voting members.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The municipal library board will ensure that library services continue to be provided in Grande Cache and DeBolt, as well as any future libraries established within Greenview.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

---

**ALTERNATIVES CONSIDERED:**

---

**FINANCIAL IMPLICATION:**

Greenview will continue paying the per capita obligations to the Peace Library System, as well as fulfill the funding agreements in place with the Town of Valleyview and Fox Creek. Greenview will no longer have to pay the additional fee for Board Service (also based on a per capita amount) to Peace Library System.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform – We will keep you informed.

---

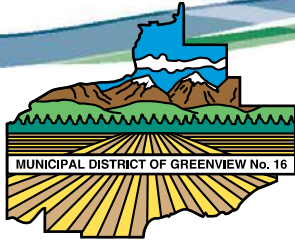
**FOLLOW UP ACTIONS:**

Greenview Administration will continue to work with Peace Library System to continue the transition to ensure that library services will be provided in Grande Cache as soon as possible and ensure that library services will continue to be provided in DeBolt.

---

**ATTACHMENT(S):**

- Bylaw 18-805 Municipal Library Board
- Applications for Members at Large



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

---

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

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

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

#### 1. Title

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

#### 2. Establishment and Membership

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

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

2.3 The board will consist of two (2) Councillors, and five (5) Members at Large.

2.4 A Trustee of the Grande Yellowhead Public School Division will serve in a liaison role as a non-voting Member of the Board.

#### 3. Term of Office


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

This Bylaw shall come into force and effect January 14, 2019.

Read a first time this 10<sup>th</sup> day of December, 2018.

Read a second time this 10<sup>th</sup> day of December, 2018.





Read a third time and passed this \_\_\_\_ day of \_\_\_\_, 2019.

\_\_\_\_\_  
REEVE

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



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

---

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

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Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

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## Personal Resume

Name: Denise Delisle

Home/Mailing Address: 350 Stephenson Drive, PO Box 2289

City: Grande Cache

Postal Code: T0E 0Y0

Phone (home): 780-827-4684

Phone (work): 780-783-0222 (cell)

Email: delisle.denisem@gmail.com

Qualifications: Bachelor of Arts with Distinction (2006), University of Alberta

Leadership West Yellowhead (2008), Community Futures West Yellowhead

Leading for Results (2009), The Banff Centre





MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

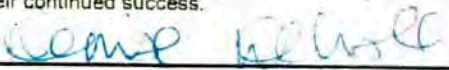
**Experience:** I have a broad range of experience in the application and interpretation of legislation as both a federal and municipal civil servant. My areas of responsibility have included management, finance and human resources. I have also served on various committees and working groups.

**Volunteer Activities you have been involved with:** 2018/19 Sheldon Coates School Parent Council Fundraising Committee Vice Chair and active volunteer within school community.

Active parent volunteer for Otters Swim Club.

**How do you feel you could contribute to your chosen Board or Committee?**

I am passionate about literacy, library services and all that they bring to a community. As a Management Consular Officer from 2011-2018, I also have strong management, human resources and financial skills that would assist with the good governance of the libraries under the MD's Library Board. As the Coordinator of Economic Development and Tourism for the Town of Grande Cache from 2008-2010, I also have a strong understanding of the community and the intricacies of municipal government. I believe that the services of community libraries are essential to the MD of Greenview and wish to support their continued success.



January 3, 2019

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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## DENISE DELISLE

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PO Box 2289  
Grande Cache, AB T0E 0Y0

Phone: 780-783-0222  
Email: delisle.denisem@gmail.com

### COMPETENCIES

- Passionate about literacy and community building within the MD of Greenview.
- Skilled in interpretation and application of legislation and regulations on a variety of topics as Management Consular Officer with the Government of Canada.
- Ability to gather and assess complex information in order to provide strategic written and verbal advice in a fast-paced environment demonstrated as Consular Policy Officer serving senior management and Ministers' offices at Global Affairs Canada.
- Strong writing and verbal communication skills honed over past seven and a half years as Management Consular Officer.
- Fully bilingual in English and French reading, writing and speaking; fluent in Spanish.

### EMPLOYMENT

- 2017-2018 Management Consular Officer; Global Affairs Canada; Government of Canada
- Foreign language training with focus on communication and cultural awareness for future assignment abroad.
- 2015-2016 Program Manager, Management Consular Training Program (MCTP); Global Affairs Canada; Government of Canada
- Strategic management of MCTP, including overall responsibility for program's budget, structure and framework.
  - Collaborated with stakeholders to ensure program's integrity.
  - Mentoring and support of new recruits.
- 2014-2015 Consular Policy Officer; Foreign Affairs, Trade and Development; Government of Canada
- Provided strategic written advice, analysis and recommendations on management of high-profile and complex consular cases to missions abroad, senior management, Ministers and other government departments.
  - Provided recommendations on policy, including operational implications of new/revised policies.
- 2013-2014 Deputy Management Consular Officer; High Commission of Canada to Sri Lanka; Foreign Affairs, Trade and Development; Government of Canada
- Led human resources, including staffing and labour relations, for 47 employees.
  - Managed property portfolio and budget, including relocations, materiel management, maintenance and preparations for new High Commission construction.
  - Delivered consular and passport services to Canadians.
  - Involved in mission finances and budgeting with full signing authority.
- 2013 Emergency Planning Officer; Policy, Emergency Planning and Training Division; Foreign Affairs and International Trade; Government of Canada
- Supported missions abroad with emergency planning and exercising.
  - Crisis management team member for major international incidents/crises.
- 2011 Emergency Exercise Officer; Foreign Affairs and International Trade; Government of Canada
- Liaised with missions abroad and government departments for planning and delivery of international and interdepartmental exercises.



- Managed re-implementation of Exercise Working Group Committee, including establishing membership, ratifying Terms of Reference and Strategic Framework and determining written guidelines for prioritization of exercises at mission.
  - Liaised with various other government departments for planning and execution of international and interdepartmental exercises including Department of National Defense's Exercise Ready Angle, focusing on evacuation of Canadians abroad, and NATO Crisis Management Exercise 2011.
- 2008-2010    Coordinator, Economic Development and Tourism; Town of Grande Cache, Alberta
- Managed staff, operations and maintenance of Tourism Centre, Camp Hide-A-Way and campground.
  - Responsible for seasonal and ongoing staffing of Tourism facilities, including hiring, training and ongoing oversight.
  - Coordinated and implemented tourism development projects; liaised with local businesses and Travel Alberta on tourism-related initiatives.
  - Worked with consultants to revitalise Tourism Centre and develop Dinosaur Tracks Plan.
  - Involved in management of tourism-related budgets.
- 2006-2007    Assistant Language Teacher; Japanese Exchange and Teaching (JET) Programme; Japan
- Taught English classes while promoting international understanding and exchange.
  - Maintained active role in community through participation in cultural events and Japanese language classes.
- 2004-2005    Vice-President Communications; Hub Community Association (HCA); University of Alberta
- Elected member of HCA and Hub Leadership Team.
  - Produced internal and external written communications liaison for Hub Residence.
- 2003-2004    Residence Life Assistant; Hub International Residence; University of Alberta
- Promoted sense of community and safety within Hub International Residence.
  - Included student support, community building and conflict mediation.

## VOLUNTEER

- 2018-present    Vice-Chair; Sheldon Coates Parent Council Fundraising Committee
- Guide Parent Council's fundraising efforts to support a positive school environment.

## EDUCATION

- 2002-2006    Bachelor of Arts Degree with Distinction, English with Creative Writing Minor; University of Alberta
- Earned First Class Standing for four consecutive academic years.
  - Awarded 2005 U of A Press Book Prize for undergraduate essay competition.
- 2008            Leadership West Yellowhead; Community Futures West Yellowhead
- Developed leadership skills and community awareness through experiential learning.
- 2009            Leading for Results; The Banff Centre
- Intensive leadership course with focus on executing organizational vision, reaching goals and delivering results through alignment, accountability and courage.
- 2015            Foundational Yoga Teacher Training; Yoga Studio 269
- 200-hour yoga teacher training emphasizing yoga as a tool for health, well-being and confidence-building.







MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

MD of Greenview Library Board

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

\_\_\_\_\_  
\_\_\_\_\_

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

\_\_\_\_\_  
\_\_\_\_\_

## Personal Resume

Name: Jessica Lavallee

Home/Mailing Address: P.O. Box 139

City: Grovedale, AB      Postal Code: T0H 1X0

Phone (home): 780 510 4670      Phone (work): 780 532 6390

Email: jmlavarnt@gmail.com

Qualifications: Diploma in Secretarial Studies, Diploma in Childcare, Brain Story Certification (AB Family Wellness), experience with Library Management (L4U).





MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

**Experience:** I have developed a Junior Kindergarten Program for Grovedale Person School, an Early Learning Strider Bike Program for Nitehawk, and have been a school librarian for two years.

**Volunteer Activities you have been involved with:** Rise Against Hunger, Air Cadets, Scouts; fundraising. I also volunteered for the GPPL for a year.

**How do you feel you could contribute to your chosen Board or Committee?**

I greatly enjoy program planning, children, youth, and my community. I am passionate about literacy, as a parent, librarian, educator, and author.

Applicant's Signature

Dec. 13/18

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 - 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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December 13, 2018

Dear Ms. Lianne Kruger,

Please find attached my application for the MD of Greenview Library Board. As a parent, school librarian, childcare worker, parent, and author, I truly appreciate the importance of literacy programming. I am passionate about seeing literacy programming in my own community, and would greatly enjoy working towards the growth of other, already established libraries.

I look forward to hearing more about Library Board meetings and ideas for the future!

Thank you for your time and consideration,



Jessica Lavalley  
Box 139  
Grovedale, AB  
T0H 1X0  
[jmlavarnt@gmail.com](mailto:jmlavarnt@gmail.com)  
(780) 512-4670





MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

## Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

GRANDE CACHE LIBRARY BOARD

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

## Personal Resume

Name: SHARON A. BAMBRICK

Home/Mailing Address: PO BOX 2090

City: GRANDE CACHE      Postal Code: T0E 0Y0

Phone (home): 780-827-5060      Phone <sup>CELL</sup> (work): 780-501-5060

Email: LSDIX@TELUSPLANET.NET

Qualifications: SELF EMPLOYED, SEMI RETIRED

LIFE SKILLS COACH, REGISTERED SOCIAL WORKER







MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: HAVE SAT ON VARIOUS BOARDS THROUGHOUT THE YEARS AS CHAIR, SECRETARY, + TREASURER. MOST RECENT WAS COPE IN GRANDE CACHE

Volunteer Activities you have been involved with: GOLDEN AGE CLUB, PALATE ART CLUB, METIS CENTRE, DEATH RACE, AWW, COPE, VICTIM SERVICES, COMMUNITY SERVICES BOARD

How do you feel you could contribute to your chosen Board or Committee?

I HAVE THE TIME + COMMITMENT FOR THIS BOARD AS WELL AS A LIFETIME OF EXPERIENCE. READING IS A PASSION OF MINE

*A.A. Swadlowick*

Applicant's Signature

*January 3, 2018*

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

## Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Are you a resident of Greenview?

Yes

No

Are you currently serving on a Municipal Board or Committee?

Yes

No

Which Board or Committee are you serving on and when does your term expire?

\* currently on the Grande Cache 50th Anniversary Committee, as it is only a one time event not sure if this is included

Have you served on a Municipal Board or Committee in the past?

Yes

No

What Municipal Board or Committee have you served on and what year did you last serve?

Grande Cache - Municipal Library Board  
Tour of Alberta

## Personal Resume

Name:

Renée Fehr

Home/Mailing Address:

Box 141

City:

Grande Cache AB

Postal Code:

T0E 0Y0

Phone (home):

780-827-4615

Phone (work):

827-4200 ext 5168

Email:

reneefehr4615@gmail.com

Qualifications:

Bachelor of General Studies Degree, 10 yrs employed at CIBC, 12 years with G4PSD schools, 1 year at CABC teaching adult programs, currently an Aboriginal Liaison Officer at the BC Institution, Active community member/volunteer and long time resident.





MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: Served as a library board member previously. Worked as the FNMI Facilitator to all 64PSD schools so familiar with library programs. Many of my Indigenous students rely on library services. Used the library to complete my own degree.

Volunteer Activities you have been involved with: Minor hockey, junior curling, Reading night, Dilmen's, ladies auxilliary, GC Fish & Game Club, Historical Society, Curling Club, 50th anniversary, Kids Sport, Tour of Alberta, Deathrace

How do you feel you could contribute to your chosen Board or Committee?

I feel I have extensive knowledge of my community and its needs. I have been involved with many youth programs as well as adult literacy programs which I think is an asset.

Leneé Jhr

Applicant's Signature

Jan 3/2019

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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# REQUEST FOR DECISION

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SUBJECT: **Boards and Committees**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council accept the list of Board and Committees that do not require Council appointments for information, as presented.**

---

BACKGROUND/PROPOSAL:

At the Organizational Meeting Council approves of each Councillor to sit on various boards and committees. There are some boards that are not appointed annually or that have dissolved, please see list below:

- **Agriculture Appeal Committee** – Did not receive any applications, will continue to advertise
- **Assessment Review Board** – This board appoints every 3 years, do for re-appointment in 2019
- **Community Education Committee** – Appoints every 2 years, do for re-appointment in 2019
- **Grande Cache and DeBolt Library Boards** – These boards will now be merged to the Municipal Library Board
- **Grande Cache Cemetery Committee** – as per agreement, appoints every 4 years, re-appointment in 2021, all other **Cemetery Committees** due for re-appointment in 2019
- **Northern Alberta Hemp Processing Initiative Steering Committee** – re-appointment in 2020
- **Northwest Alberta Road Safety Coalition** – re-appointment in 2020
- **Enbridge Northern Gateway Pipeline** – dissolved
- **Mighty Peace Watershed Alliance** – Seat currently held by Dave Hay

---

ATTACHMENT(S):

- None





# REQUEST FOR DECISION

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SUBJECT: **Alberta Care**

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 14, 2019	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER:
STRATEGIC PLAN:	Level of Service		

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to the Alberta Care Board.**

---

BACKGROUND/PROPOSAL:

Alberta Care focuses on coordinating recycling and waste management activities at the community level, establish partnerships that will bring together diverse interest groups towards a common focus and implementation strategy for recycling and waste management, promotes recycling and waste management as part of the day to day lifestyle and culture of Albertans and promote awareness of new recycling initiatives to the general public.

Councillor Roxie Rutt currently sits on this board.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

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SUBJECT: **Agriculture Services Board**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Bylaw 97-224, Policy AG02

---

RECOMMENDED ACTION:

**MOTION: That Council appoint two Councillors and five Members at Large to the Agriculture Services Board.**

---

BACKGROUND/PROPOSAL:

Comprised of seven members who hold office for a one year period. The ASB consists of two members from Council and five Members at Large who must be rate payers of Greenview.

ASB meets monthly, usually following the second Regular Council meeting of the month, and attends at least two conferences annually.

Administration received applications from interested parties to sit as a member at large to the Agriculture Services Board:

Warren Wohlgemuth, Jake Drozda, Richard Brochu, Allen Perkins, Stephen Lewis and Larry Smith have expressed interested in sitting on the ASB.

All applicants have submitted an application form (please see attached).

Presently Councillor Bill Smith and Councillor Dale Smith sit on the Agriculture Services Board.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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ATTACHMENT(S):

- ASB Applications
- Bylaw 97-224
- Policy AG 02



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

Ag Service Board

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

\_\_\_\_\_  
\_\_\_\_\_

## Personal Resume

Name: Richard Brochu

Home/Mailing Address: Box 2384 Valleyview

City: \_\_\_\_\_ Postal Code: TOH 3N0

Phone (home): 524-2824 Phone (work): 300-1414

Email: brochu.rb@gmail.com

Qualifications: Onfile

\_\_\_\_\_  
\_\_\_\_\_



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: On file

Volunteer Activities you have been involved with: On file

How do you feel you could contribute to your chosen Board or Committee?

After one year on ASB I am just getting to know the people and the way things work. This along with my knowledge and experience with farming, will help me to contribute more.

[Handwritten Signature]

Applicant's Signature

Oct 21 / 2018

Date of Application

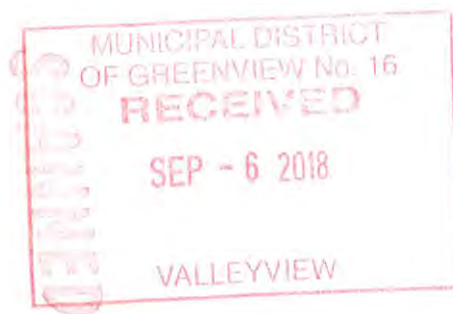
Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 - 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW



FH C-12

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

Agricultural Services Board

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

ASB-board-last two years

## Personal Resume

Name: Warren C. Wohlgenuth

Home/Mailing Address: PO Box 95

City: Crooked Creek      Postal Code: T0H 0Y0

Phone (home): 780-957-3662      Phone (work): 780-512-3727

Email: warren.wohlgenuth@yahoo.ca

Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

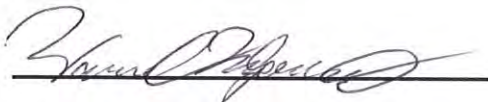
**Please Print**

**Experience:** 2 years on ASB, 1 yr on East Smoky Gas Co-op Board  
4 yrs on G.P. Feeders Association Board of Directors, Director on Valleyview  
Grainy Association for 5 years

**Volunteer Activities you have been involved with:** Coaching kids soft ball in Re Belt

**How do you feel you could contribute to your chosen Board or Committee?**

I have contact with many local area producers, cattle, grain, and confined  
livestock. As I have got more familiar with the programs and services  
available through the MD and the ASB, I have been able to promote them  
better to my fellow producers and hope to continue doing so.



Applicant's Signature

Sept 2/2016

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
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MD OF GREENVIEW

Please Print



# APPLICATION

Appointment to a Municipal Board/Committee

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Agricultural Services Board

Are you a resident of Greenview?

Yes  No

Are you currently serving on a Municipal Board or Committee?

Yes  No

Which Board or Committee are you serving on and when does your term expire?

NA

Have you served on a Municipal Board or Committee in the past?

Yes  No

What Municipal Board or Committee have you served on and what year did you last serve?

MPC 1986

citizen's panel 2017

## Personal Resume

Name: Jake Drozda

Home/Mailing Address: Box 1295

City: Valleyview Postal Code: T0H 3N0

Phone (home): 780 524 3254 Phone (work): 780 524 9701

Email: oscar123d16@hotmail.com

Qualifications: responsible citizen





MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: 50 years farming, past board positions:  
REA, Coop Store, Alberta Organic Producers Assoc.,  
Organic Alberta, Organic Federation of Canada, Standards.

Volunteer Activities you have been involved with: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you feel you could contribute to your chosen Board or Committee?

sound decisions  
\_\_\_\_\_  
\_\_\_\_\_

Jake Dwyer  
\_\_\_\_\_

Applicant's Signature

Sept 28 2018  
\_\_\_\_\_

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
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MD OF GREENVIEW

MUNICIPAL DISTRICT OF GREENVIEW No. 16  
**RECEIVED**  
NOV 30 2018  
VALLEYVIEW  
**SCANNED**

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

**Are you a resident of Greenview?**

Yes       No

**Are you currently serving on a Municipal Board or Committee?**

Yes       No

Which Board or Committee are you serving on and when does your term expire?

ASB      annual expiry

**Have you served on a Municipal Board or Committee in the past?**

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

ASB

## Personal Resume

Name: Allen R. Perkins

Home/Mailing Address: P.O. Box 488

City: De Bolt      Postal Code: TDH 1B0

Phone (home): 780-957-5752      Phone (work): 780-512-5123

Email: arp@1wqntwifefes.ca

Qualifications: grain grower for 50 years 2000 acre farm  
director - East Smoky Pass Coop  
- De Bolt Community Cemetery  
past director - De Bolt & District Ag Society



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: grower of grain, grasses, oilseeds & pulses

Volunteer Activities you have been involved with: \_\_\_\_\_

How do you feel you could contribute to your chosen Board or Committee?

54 years experience with weed control issues  
- equipment ownership & rental  
- drainage and erosion issues



Applicant's Signature

Nov 10/2018

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
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MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

AGRICULTURAL SERVICE BOARD      OCTOBER 2018

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

AGRICULTURAL SERVICE BOARD      YEAR OF 2017 TO 2018

## Personal Resume

Name: STEPHEN LEWIS

Home/Mailing Address: Box 23

City: LITTLE SMOKY      Postal Code: TOH 3 Z0

Phone (home): 780 524-3611      Phone (work): 780 524 8538

Email: DAYS PR 2 N @ TELUS . NET

Qualifications: FARMING IN THE AREA SINCE 1988

HAD MY OWN OILFIELD BUSINESS



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: RAN MY OWN FARMING BUSINESS, OILFIELD BUSINESS AND STARTED A DISPOSAL BUSINESS IN FOX CREEK WITH FAMILY IN 1982

Volunteer Activities you have been involved with: GREENVIEW SAR

How do you feel you could contribute to your chosen Board or Committee?

IM INTERESTED IN ANYTHING AFFECTING THE FARM COMMUNITY

[Handwritten Signature]

Applicant's Signature

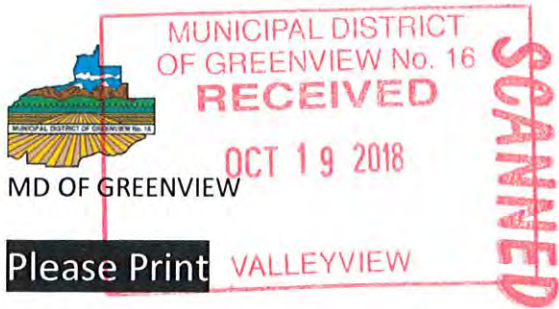
SEPT 14/18

Date of Application

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FH C12

# APPLICATION

Appointment to a Municipal Board/Committee

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

A.S.B.

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

A.S.B. Next organization mtg.

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

A.S.B. 2017-18

## Personal Resume

Name: Larry Smith

Home/Mailing Address: Box 335

City: Grovedale      Postal Code: T0H 1X0

Phone (home): 780 518 0602      Phone (work): \_\_\_\_\_

Email: lsmith2c@gmail.com

Qualifications: Rancher



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: Been on the board for a few years

Volunteer Activities you have been involved with: Grovedale Vol Fire Dept  
South Peace Forage association Grovedale Comm  
club

How do you feel you could contribute to your chosen Board or Committee?

Been ranching for years and knew  
about weeds + rental equipment

Larry Smith

Applicant's Signature

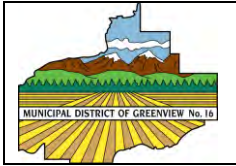
Oct 15/18

Date of Application

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4806 – 36<sup>th</sup> Avenue  
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**M. D. OF GREENVIEW NO. 16**  
**POLICY & PROCEDURES MANUAL**

Section:  
**AGRICULTURE**

**POLICY NUMBER: AG 02**

<b>POLICY TITLE: AGRICULTURAL SERVICE BOARD</b>	<b>Page 1 of 1</b>
<b>Date Adopted by Council / Motion Number:</b>	<b>12.06.357</b>

**PURPOSE**

The Municipal District of Greenview recognizes the important role that agricultural producers play in the prosperity of the municipality. The Municipal District has therefore exercised their option under the *Agricultural Service Board Act* of Alberta (RSA 2000, Chapter A-10) to establish an Agricultural Service Board jointly comprised of local producers and appointed council members, whose role is to advise the Municipal Council on matters and concerns facing the agricultural community.

**POLICY:**

1. Including any amendments or successor legislation thereto Municipal District of Greenview Council will, during their organizational meeting, appoint a Chairman and Agricultural Service Board members to act as an advisory body to Council, and exercise the powers and perform the duties conferred on it by Municipal Council with respect to agricultural matters.

The Agricultural Service Board will, schedule monthly meetings and members will attend all scheduled meetings or notify M.D. Administration in advance of an anticipated absence.

2. The Agricultural Service Board will advise on and provide direction to Administration with respect to programs related to weed and pest control, soil and water conservation, and the control of animal disease, under the various legislations supporting the *Agricultural Service Board Act (Weed Control Act, Agricultural Pests Act, Soil Conservation Act, and Animal Health Act)* including any amendments or successor legislation thereto.
3. The Agricultural Service Board will support activities and programs to promote, enhance and protect viable and sustainable agriculture, with a view to improving the economic viability of the agricultural producer and protection of the natural environment.
4. The Agricultural Service Board will promote and develop practical and sustainable agricultural policies to meet the needs of the agricultural community and the municipality as a whole.
5. Attached “Schedule A” contains the Agricultural Service Board Mission Statement and will be considered part of this Policy.

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

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



**AGRICULTURAL SERVICE BOARD MISSION STATEMENT**

The focus of the Municipal District of Greenview Agricultural Service Board is to advise Municipal Council and assist local landowners with innovative, environmentally responsible, and economically sustainable agricultural policies, programs and services which are compatible with the needs of landowners in the Municipal District of Greenview, and delivered in a cost effective manner.

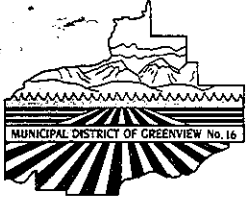
**OBJECTIVES:**

1. To provide unbiased recommendations to Municipal Council, which are in the best interests of agricultural producers, rural residents, and municipal ratepayers.
2. To administer, and adhere to, mandated Provincial legislations for which the Agricultural Service Board is responsible; namely, the *Agricultural Service Board Act*, the *Weed Control Act*, the *Agricultural Pests Act*, the *Soil Conservation Act*, and the *Animal Health Act*.
3. To recommend to Municipal Council, agricultural programs and policies designed to comply with provincial legislations and meet the needs of landowners within the Municipal District.
4. To provide and promote Agricultural Service Board programming designed to improve the economic viability of individual producers and the agriculture industry as a whole.
5. To establish and implement programs and policies which accomplish the stated mission.
6. To develop and implement programs to address the changing needs of agricultural producers, and remain within budgetary guidelines.
7. To ensure that all Agricultural Service Board program activities are conducted with due consideration for minimizing the negative impact on the natural environment.
8. To promote public awareness of Agricultural Service Board policies and programs and those involved in their implementation.
9. To promote public awareness that Agricultural Service Board programs are environmentally responsible, and conducted in a manner that is compliant with existing legislation.
10. To promote public awareness of the Agricultural Service Board as receptive, responsive, and concerned regarding issues that affect agriculture.
11. To promote public awareness of the Agricultural Service Board as a valuable and worthwhile entity.
12. To ensure the Agricultural Service Board interacts with Municipal Council positively and productively.
13. To utilize available funding to accomplish established goals in a fiscally responsible manner.

(Original signed copy on file)

REEVE

CHIEF ADMINISTRATIVE OFFICER



## **BYLAW NO. 97-224**

### **of the Municipal District of Greenview No. 16**

#### **A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to establish the AGRICULTURAL SERVICE BOARD of the Municipal District of Greenview No. 16.**

**WHEREAS** Section 3 of the Agricultural Service Board Act, being Chapter A-11, R.S.A., 1980, with amendments in force as of June 18, 1997, states a Council may establish an Agricultural Service Board;

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

#### **1. NAME**

1.1 This Bylaw shall be cited as the "Agricultural Service Board Bylaw".

#### **2. ESTABLISHMENT AND MEMBERSHIP**

2.1 The Agricultural Service Board is hereby established.

2.2 The Agricultural Service Board shall consist of seven members appointed annually by resolution of Council. Five members shall be appointed from the public at large, and two members shall be appointed from Council.

2.3 No person who is an employee of the M.D. of Greenview No. 16 shall be appointed to the Agricultural Service Board.

2.4 Any vacancies caused by the death, retirement or resignation of a member may be filled by resolution of Council.

2.5 Council may remove a member from the Agricultural Service Board by resolution at any time.

#### **3. TERM OF OFFICE**

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

3.2 Where a member of Council is appointed as a member of the Agricultural Service Board, their appointment shall terminate upon them ceasing to be a member of the Council.

#### **4. CHAIRPERSON**

4.1 Council shall appoint the Chair of the Agricultural Service Board on an annual basis.

4.2 A member may be re-appointed to the position of Chairperson.

4.3 A Chairperson shall preside at the meetings of the Agricultural Service Board.

**5. VICE-CHAIRPERSON**

5.1 A Vice-Chair shall be appointed by majority vote of the members of the Agricultural Service Board on an annual basis at their first meeting following the appointment of the Chair.

5.2 A member may be re-appointed to the position of Vice-Chair.

5.3 The Vice-Chair shall preside at the meetings of the Agricultural Service Board in the absence of the Chair.

5.4 In the absence of the Chair and Vice-Chair, one of the other members of the Agricultural Service Board shall be elected by members to preside.

**5. QUORUM AND MEETINGS**

5.1 A quorum of the Agricultural Service Board shall be a majority of members.

5.2 The Agricultural Service Board shall meet at such intervals as are necessary to consider and decide on weed, pest and livestock concerns, or for consideration of sustainable agriculture matters in accordance with the Act.

5.3 The Agricultural Service Board may make recommendations to Council on rules as are necessary for the conduct of its meetings and its business that are consistent with the policies of the M.D. of Greenview No. 16 and the Agricultural Service Board Act.

**6. FEES AND EXPENSES**

6.1 Council shall by resolution from time to time establish the remuneration, traveling, living expenses of the members of the Agricultural Service Board.

**7. RESPONSIBILITIES AND FUNCTIONS**

7.1 The Agricultural Service Board shall have prepared and maintain a file of written minutes of the business transacted at all meetings.

7.2 The Agricultural Service Board shall carry out all duties and responsibilities defined in the Agricultural Service Board Act and regulations thereto, and the policies of the M.D. of Greenview No. 16.

7.3 The Agricultural Service Board shall provide to Council a summary of its activities for the preceding year prior to March 31st in each year.

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

Read a first time this 24th day of September, A.D., 1997.

Read a second time this 24th day of September, A.D., 1997.

Read a third time and finally passed this 8th day of October, A.D., 1997.

A. G. Mulligan  
REEVE

Gordon [Signature]  
MUNICIPAL MANAGER



# REQUEST FOR DECISION

---

SUBJECT: **Audit Committee**

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 14, 2019	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER:
STRATEGIC PLAN:	Level of Service		

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint three (3) Members of Council to the Audit Committee.**

---

BACKGROUND/PROPOSAL:

The Audit Committee works with the Council appointed auditors to help guide the yearly financial audit of the municipality.

Currently Reeve Dale Gervais, Deputy Reeve Tom Burton and Councillor Shawn Acton sit on this committee.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

**SUBJECT:** Canfor FMA Advisory Committee  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:** \_\_\_\_\_ **MANAGER:** \_\_\_\_\_  
**GM:** \_\_\_\_\_ **PRESENTER:** \_\_\_\_\_

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one (1) Councillor and an alternate to the Canfor FMA Advisory Committee.**

---

**BACKGROUND/PROPOSAL:**

Canfor establishes this Committee with one representative from Council. The Committee's role is to act as a sounding board for issues that affect Canfor's management of their Forest Management Area. Canfor's FMA includes the area east of the Smoky River, south to Grande Cache and east to the Little Smoky River. Meetings are held monthly.

Currently Councillor Roxie Rutt sits on this committee with Deputy Reeve Tom Burton as the alternate.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

**ATTACHMENT(S):**

- Canfor Forest Management Advisory Committee Background & Mandate

## CANFOR FOREST MANAGEMENT ADVISORY COMMITTEE (FMAC)

### **Background & Mandate**

Canfor has been working with the Forest Management Advisory Committee for the past 20 years to develop credible Sustainable Forest Management Plans, General Development Plans and Annual Operating Plans to provide opportunities for public review and comment.

Canfor's Environment Policy and Sustainable Forest Management Commitments include commitments to "provide opportunities for interested parties to have input into our sustainable forest management planning activities" and "provide opportunities for the public, communities, other stakeholders and Aboriginal Peoples with rights and interests in sustainable forest management to participate in the development and monitoring of our Sustainable Forest Management Plans".

CSA requires "extensive public participation in the development of its Standards. In this Standard, the public identifies forest values of specific importance to environmental, social, and economic concerns and needs. Public also takes part in the forest managing process and works with organizations to identify and select SFM objectives, indicators, and targets to ensure that these values are addressed."

Canfor Alberta's Forest Management Agreement (FMA) area encompasses a small area north and west of Spirit River bordering the Peace River, an area north and east of DeBolt and an area south of Grande Prairie and east of the Smoky River. The main neighboring communities include DeBolt, Valleyview, Spirit River, Grande Cache and Grande Prairie. For certification with CSA, this FMA will serve as the Defined Forest Area (DFA).

In 1995 the Forest Management Advisory Committee (FMAC) was initiated to provide public input into preparing a long-term Detailed Forest Management Plan (DFMP). Initially this Committee met monthly to identify key issues and concerns to be addressed. From December 1999 to 2015, Canfor and FMAC have worked together on some of the following key certification documents:

1. Development and Revision on the Sustainable Forest Management Plan (SFM) and the values, goals, indicators and objectives for the SFMP;
2. The Detailed Forest Management Plan (DFMP) (10 year legal plan with Alberta Government);
3. Healthy Pine Strategy DFMP Amendment which was approved by Government of Alberta in January 2010;
4. Canfor 2015 Forest Management Plan.

### **Defined Goals of FMAC**

The Forest Management Advisory Committee aims to help ensure that sustainable forest management decisions are made as a result of informed, inclusive and fair consultation with local people who are directly affected by or have an interest in sustainable forest management. The FMAC consists of members who represent a broad range of interested parties. The FMAC will work with Canfor Alberta to:

1. Identify and select values, objectives, indicators and targets, based on the CSA SFM elements and any other elements of relevance to the DFA;
2. Develop, access and select one or more possible strategies;
3. Review the SFM plan;
4. Design monitoring programs, evaluate results and recommend improvements; and
5. Discuss and resolve any issues relevant to SFM in the DFA.

Canfor and the FMAC shall ensure that the values, objectives and targets are consistent with relevant government legislation, regulations and policies. Additionally they recognize Aboriginal and treaty rights and agree that aboriginal participation in the public process will not prejudice those rights.

In addition, the FMAC will continue to:

1. Provide input regarding the Forest Management Plan; and
2. In partnership with Canfor, will review, refine and implement the Public Involvement Program.

## Operating Rules

### 1. Rules and Conduct

The FMAC and its members agree to work by the following rules:

- a) All members will be given the opportunity to voice their perspectives;
- b) All members will listen to the range of perspectives;
- c) Meetings will be well-structured and facilitated to enable efficient progress; and
- d) Refreshments and food will be provided for the meetings.

### 2. Meetings

- a) Semi-annual meetings, unless additional meetings are required;
  - (i) At each meeting, there will be an educational opportunity provided.
- b) Meeting dates:
  - (i) Will be confirmed jointly between Canfor and the FMAC.
- c) Meeting notices:
  - (i) At least 2 weeks advance notice of meeting dates will be given; and
  - (ii) Generally, the next meeting date will be confirmed at each FMAC meeting.
- d) Meeting Location:
  - (i) Meetings will be held at a time and place most suitable to the members of the group;
- e) Meeting Agendas:
  - (i) Will address where possible, both the needs of the Forest Management Plan and CSA Certification;
  - (ii) Input on upcoming meeting agendas will be obtained during each FMAC meeting; and
  - (iii) Canfor will finalize the meeting agenda.
- f) Material, if available, will be provided for review in advance of meetings.

## Meeting Expenses and Logistics

### 1. Meeting Expenses

- a) On request, members are eligible for \$50 per ½ day meetings for expenses (full day meetings to be covered at \$100);
- b) Additional travel costs to meetings will be reimbursed at \$0.52/km;
- c) If required, accommodation for members who must travel in excess of 1 hour for meetings will be covered; and
- d) Expense forms for the above need to be submitted to Canfor for reimbursement.

## Roles & Responsibilities

### 1. FMAC Structure:

- a) Structure will be inclusive with a range of representatives from any of the following:

Alberta Conservation Association  
Alberta Fish & Game Association  
Alberta Professional Outfitters Society  
Alberta Trappers Association  
Aseniwuche Winewak Nation  
Canadian Association of Petroleum Producers (CAPP)  
City of Grande Prairie  
DFA Regulated Worker  
Ducks Unlimited  
Grande Prairie #1, County of  
Grande Prairie & District Chamber of Commerce  
Grande Prairie Regional College  
Grande Prairie Regional Tourism Association  
Horse Lake First Nations  
M.D. of Greenview No.16  
M.D. of Spirit River No. 133  
Métis Nation Zone 6  
Métis Nation of Alberta  
Public member(s) at large  
Peace Wapiti School Division No. 76 Saddle  
Hills County

South Peace Environmental Association  
Sturgeon Lake Cree Nation  
Town of Grande Cache  
Town of Spirit River  
Town of Valleyview  
And others as identified by the FMAC.

- b) New or additional members will be considered on an annual basis.
  - c) In addition to the above members, advisors from the following will assist the group:
    - Canfor
    - Alberta Environment & Sustainable Resource Development
    - Tolko Industries
    - Norbord Inc.
    - And others as identified by the FMAC.
2. FMAC Member's Role
- a) To provide input as related to the Defined Goals (Section A) as related to the Forest Management Plan (FMP) and CSA planning processes;
  - b) The voting members are responsible for consensus reaching and decision making for the FMAC;
  - c) To act as a liaison between FMAC and the organization they are representing;
  - d) To attend meetings regularly;
  - e) Members will be appointed by each of the member organizations;
  - f) Members can be replaced if more than 2 consecutive meetings are missed without a valid reason;
  - g) To replace a member, the member organization will be asked, by either the current member or by the Canfor representative, to reappoint a new member;
  - h) Canfor will confirm appointment;
  - i) Existing members, who no longer represent their original organization, may choose to remain on as members-at-large as this will provide ongoing continuity;
  - j) Use of Alternates:
    - i. an organization may appoint an alternative to act as an interim replacement for the member; and
    - ii. alternates are also guided by the Terms of Reference.
  - k) Conflict of Interest:  
If a FMAC member (or alternate) has a perceived or real conflict of interest regarding their input relating to the goals for the FMAC (Section A), this must be declared. The FMAC and Canfor will then decide at the meeting what actions are then needed. Potential actions could lead to restricted involvement in discussion and decision making for the conflicting topic.
3. Non-members:
- a) Non-members are by invitation and/or by request only;
  - b) Non-members are welcome to observe the FMAC meetings, but will not receive print materials;
  - c) Non-members may participate in discussions or make presentations only with agreement by the group, chairperson or facilitator;
  - d) Forestry students are encouraged to attend as non-members; and
  - e) Will not take part in reaching consensus or decision-making of the FMAC.
4. Canfor's Role:
- a) To review and consider the recommendations from the FMAC;
  - b) To make decisions regarding sustainable forest management and certification;
  - c) To report to the FMAC on how input was considered and that responses are provided;
  - d) To demonstrate that there is ongoing public communication about the DFA, including the public involvement process;
  - e) To provide the necessary human, physical, financial, and technological resources to the FMAC as necessary and reasonable;
  - f) Will not take part in reaching consensus or decision-making of the FMAC except in areas of conflict of interest as stated in 2(l);
  - g) Provide the Forest Management Advisory Committee Evaluation Form (to be voluntarily filled out by FMAC members) at each meeting and report (the calculated satisfaction on each of the four sections of the evaluation) results with the minutes from each meeting to the members; and
  - h) Distribute the Sustainable Forest Management Plan, meeting minutes, annual performance monitoring report and other materials deemed necessary.



5. Advisor's Role:
  - a) To actively provide background or technical information, participate in discussions and provide support to the FMAC group;
  - b) To clarify technical information for the FMAC group; and
  - c) Will not take part in reaching consensus or decision-making of the FMAC
  
6. Chairperson/Facilitator's Role:
  - a) To ensure that meetings address agenda topics;
  - b) To ensure that all members have an equitable opportunity to participate in the meeting;
  - c) To provide support in summarizing and clarifying issues, recommendations, etc.; and
  - d) Will not take part in reaching consensus or decision-making of the FMAC.



# REQUEST FOR DECISION

---

SUBJECT: **Grovedale Cemetery Committee**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Bylaw 97-218

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one two (2) Members at Large to the Grovedale Cemetery Committee.**

---

BACKGROUND/PROPOSAL:

The Grovedale Cemetery is one of four cemeteries within Greenview. Council has established a bylaw appointing five community members to the committee as well as one Councillor. The Cemetery Committees run on three year terms with this term ending October of 2019. Currently the Grovedale Cemetery Committee does not have a full board.

Gwen Smith and Margaret Basnett has expressed interested in serving on the Grovedale Cemetery Committee and Mr. David Dibb has recently resigned from the committee.

Currently Stewart Bowen and Judy Maffret sit on this board. This will leave (1) one vacant seat on this board. Administration will continue to advertise for this board.

Applicants have submitted an application form (please see attached).

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

ATTACHMENT(S):

- Applications
- Bylaw 97-218 is attached to the Grovedale Cemetery Committee submission



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Are you a resident of Greenview?

Yes  No

Are you currently serving on a Municipal Board or Committee?

Yes  No

Which Board or Committee are you serving on and when does your term expire?

Grovedale Cemetery

Have you served on a Municipal Board or Committee in the past?

Yes  No

What Municipal Board or Committee have you served on and what year did you last serve?

## Personal Resume

Name: Gwen SMITH

Home/Mailing Address: Box 322 Grovedale AB

City: \_\_\_\_\_ Postal Code: To H 1X0

Phone (home): 780 831-7620 Phone (work): \_\_\_\_\_

Email: gwen7620@hotmail.com

Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

Please Print

Experience: Been on Cemetery Board since it started in Grosedale

Volunteer Activities you have been involved with: Grosedale Community Club  
Fire Volunteer Carabin Caravan Ford

How do you feel you could contribute to your chosen Board or Committee?

---

---

---

Liane Smith

Applicant's Signature

Nov 23 2018

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Are you a resident of Greenview?

Yes

No

Are you currently serving on a Municipal Board or Committee?

Yes

No

Which Board or Committee are you serving on and when does your term expire?

GROVEDALE CEMETERY COMMITTEE

Have you served on a Municipal Board or Committee in the past?

Yes

No

What Municipal Board or Committee have you served on and what year did you last serve?

GROVEDALE CEMETARY

GROVEDALE TEAM PENNING

## Personal Resume

Name: MARGARET BASNETT

Home/Mailing Address: BOX 555

City: GRANDE PRAIRIE AB

Postal Code: T8V 3A7

Phone (home):

Phone (work): (780) 532-6356

Email:

Qualifications:



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

Please Print

Experience: 20+ YRS CUTTING GRASS +  
MAINTAINING CEMETERY GROUNDS.

Volunteer Activities you have been involved with: 20+ YEARS ON  
CEMETARY BOARD.

How do you feel you could contribute to your chosen Board or Committee?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

M Barnett

Applicant's Signature

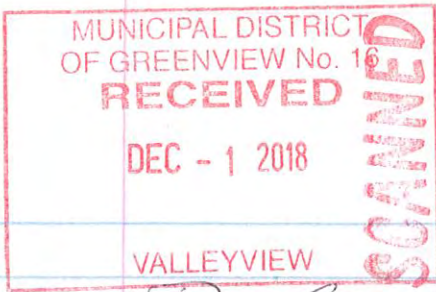
Nov. 23 2018

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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Nov 27-2018

Dear Sir - Madam,

I am now retired and in G.P. I have  
resigned Green Dale Cemetery Committee  
some time ago. I think I let you know  
maybe not.

Anyway I have not been involved  
in some time.

So let them put a replacement and  
thank you.

Yours truly

David J. Dudd.

10117-955T G.P.  
TSW-209.



# REQUEST FOR DECISION

---

**SUBJECT:** New Fish Creek Cemetery Committee  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:**  
**GM:**

**MANAGER:**  
**PRESENTER:**

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Bylaw 97-218

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one three (3) Members at Large to the New Fish Creek Cemetery Committee.**

---

**BACKGROUND/PROPOSAL:**

The New Fish Creek Cemetery is one of four cemeteries within Greenview. Council has established a bylaw appointing five community members to the committee as well as one Councillor. The Cemetery Committees run on three year terms with this term ending October of 2019. Currently the New Fish Creek Cemetery Committee does not have a full board.

Colleen Young, Teresa Gordon, Andy Labrecque and Tom Gordon has expressed interested in serving on the New Fish Creek Cemetery Committee.

Currently Wilma Marcotte and Sherry Perron sit on this board until term end in 2019.

Applicants have submitted an application form (please see attached).

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

**ATTACHMENT(S):**

- Applications
- Bylaw 97-218 is attached to the Grovedale Cemetery Committee submission





MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

NFC Cemetery

---

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

NFC Hall Association as treasurer expires at our General Meeting \*elections in 2019

---

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

NEW FISH CREEK COMMUNITY ASSOCIATION as secretary treasurer. for the last 6 years

---

## Personal Resume

Name: Colleen Young Colleen A Young

Home/Mailing Address: Box 2079

City: Valleyview Postal Code: T0H 3N0

Phone (home): 780-524-4818 Phone (work): 780-552-4937

Email: callupy@gmail.com

Qualifications: \_\_\_\_\_

---

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MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

Experience:

*I'm a mom of 3 kids married 47 yrs. I've been on many committees in Goodlaw & St John B.C & now in New Fish Creek for last 10 yrs.*

Volunteer Activities you have been involved with:

*Lela's Angels Travel Found, All School Sports, Legion; Scouts, Guided School Sports .....*

How do you feel you could contribute to your chosen Board or Committee?

*I work for FCSS & know many people in our community. Our cemetery is well kept & we'd like to keep it that way.*

*Collen A young*

Applicant's Signature

*Oct 2, 2018*

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

NFC Cemetery

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

NFC Hall Association - President  
- Elections 2019.

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

New Fish Creek Assoc. Served in different capacities for the last 35 years.

## Personal Resume

Name: Teresa Gordon

Home/Mailing Address: Box 895

City: Valleyview      Postal Code: T0H 3N0.

Phone (home): 780-524-2348      Phone (work): /

Email: tagordon2@

Qualifications: I'm old and been there, done that, raised 3 kids all in sports, do I need to say more.



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

Experience: I have been on the NFCA board for  
the past 30-35 years.

Volunteer Activities you have been involved with: New Fish Creek Assn,  
Northern Lights Figure Skating, etc.

How do you feel you could contribute to your chosen Board or Committee?

I know alot of people in our community.  
I want to make sure the cemetery  
is kept neat & tidy.

Lrea Jordan

Applicant's Signature

Oct. 2/2018

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 - 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

NFC Cemetery

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

NFC Hall Association *vice president*  
*terminating at General meeting in 2019*

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

*New Fish Creek Community Association*  
*First year.*

## Personal Resume

Name: Andy Lebreque *Andy Lebreque*

Home/Mailing Address: Box ~~2055~~ 2288

City: Valleyview Postal Code: T0H 3N0.

Phone (home): 780-837 1793 Phone (work): \_\_\_\_\_

Email: goy-forever1@hotmail.com

Qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

Experience: \_\_\_\_\_

Volunteer Activities you have been involved with: New Fish Creek Assoc.  
Yard maintenance, and hall functions

How do you feel you could contribute to your chosen Board or Committee?

Work when called upon

Andy Labeyrie

Applicant's Signature

Oct 2/2018

Date of Application

Return completed form and all attachments to:

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4806 – 36<sup>th</sup> Avenue  
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Valleyview, AB T0H 3N0  
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MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

New Fish Creek Assoc. Director.  
3 year term.

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

## Personal Resume

Name: Tom Gordon

Home/Mailing Address: Box 895

City: Valleyview Ab.      Postal Code: T0H 3N0

Phone (home): 780-524-2348      Phone (work): \_\_\_\_\_

Email: tagordon2@gmail.com

Qualifications: Have served on the New Fish Creek Assoc. several times over the past 40 years.



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

**Experience:** \_\_\_\_\_

**Volunteer Activities you have been involved with:** Mostly within the community and with New Fish Creek Assoc.

**How do you feel you could contribute to your chosen Board or Committee?**  
I have been a member of the community all my life.

Tom Gaudin

Oct 2/2018

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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# REQUEST FOR DECISION

---

SUBJECT: **Valleyview Cemetery Committee**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Bylaw 97-218

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Valleyview Cemetery Committee.**

---

BACKGROUND/PROPOSAL:

The Valleyview Cemetery Committee was set up to look after the operation, maintenance and policies of the Valleyview Cemetery. This committee meets on an as needed basis.

Currently Councillor Les Urness sits on this committee.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

ATTACHMENT(S):

- Valleyview Cemetery Agreement with the Town of Valleyview
- Bylaw 2019-03

# VALLEYVIEW CEMETERY AGREEMENT

BETWEEN

## THE TOWN OF VALLEYVIEW

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

And

## THE MUNICIPAL DISTRICT OF GREENVIEW

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

# VALLEYVIEW CEMETERY AGREEMENT

Made this 10 day of July, 2012

BETWEEN

**THE TOWN OF VALLEYVIEW**  
Hereinafter referred to as the "Town"

OF THE FIRST PART

And

**THE MUNICIPAL DISTRICT OF GREENVIEW**  
Hereinafter referred to as the "M.D"

OF THE SECOND PART

**WHEREAS**, the Town owns the Valleyview Community Cemetery located within the boundaries of the M.D., on that area legally described as Part of the Northwest Quarter of the Section Twenty-three (Pt. NW 23), Township Seventy (70), Range Twenty-two (22), West of the Fifth Meridian (W5), hereinafter referred to as the "Cemetery"; and

**WHEREAS**, the Town and the M.D. wish to establish a Cemetery Committee, a volunteer body hereby established by mutual agreement, hereinafter referred to as the "Committee", to advise on the operations of the Cemetery for the benefit of residents of the Town and the M.D.; and

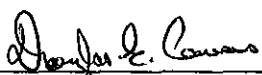
**WHEREAS**, the M.D. wishes to contribute to the cost of operating the Cemetery, and/or any capital expenditures of the Cemetery;


**THEREFORE**, pursuant to the Municipal Government Act R.S.A. 2002 and any amendments thereto, the Town and the M.D. AGREE AS FOLLOWS:

1. There Valleyview Cemetery Committee hereby established, and the Committee's membership shall consist of:
  - 1 member of Council from the Town of Valleyview
  - 1 member of Council from the M.D. of Greenview
  - 1 member of Staff from the Town of Valleyview
2. The Town shall operate, maintain, and manage the Cemetery.
3. The Town shall allow use of the Cemetery to residents of the surrounding area and Town, and in the event that the Committee imposes fees for such use, the fees shall not differentiate between the residents of the Town and the M.D.
4. Annually, before the 30<sup>th</sup> day of November in each year, the Committee shall submit to the Town and the M.D. an estimate of proposed expenditures for the ensuing years.
5. The Town will maintain a good record of expenditures and revenues relating to the maintenance and operation of the Cemetery, and shall, prior to February 28<sup>th</sup> of each year, provide the M.D. a financial statement of same.
6. The M.D. shall contribute to the Town for the operation and maintenance of the Cemetery a sum up to fifty percent (50%) of the deficit cost incurred for the operations of the Cemetery.
7. Any sum contributed by the M.D. pursuant to this Agreement shall be used to offset the M.D.'s portion of the deficit and any sum not so used shall be credited to the following year's deficit as part of the M.D.'s contribution.
8. The M.D.'s responsibility and liability under the Agreement shall be limited to the payment of the amount stipulated in Clause 5 above. The Town shall bear the responsibility of operating and maintaining the Cemetery and shall indemnify and save harmless the M.D., its agents and employees, from any and all claims, damages, costs, losses, expenses, actions and suits caused by or arising out of anything done or omitted to be done, directly or indirectly, by the Committee in connection with the operation and maintenance of the Cemetery.
9. The Town shall obtain such consent, approvals or licenses as may be necessary to operate the Cemetery.

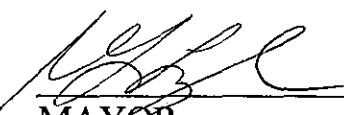
10. The Committee shall determine all rules of procedure for the conduct of its meetings.
11. This Agreement shall be deemed to have come into effect on the date first written above, and may be terminated by either party hereto giving written notice of the intention to terminate 6 months prior to the specific date of termination.
12. This Agreement may be amended by mutual consent of the Parties hereto.
13. This Agreement is not assignable without the consent in writing of the Parties hereto.
14. This Agreement nullifies and voids all previous agreements.

IN WITNESS WHEREOF the Parties have executed this document on the date first written above.

  
\_\_\_\_\_  
MUNICIPAL MANAGER  
M.D. of Greenview

  
\_\_\_\_\_  
REEVE  
M.D. of Greenview

  
\_\_\_\_\_  
MANAGER  
Town of Valleyview

  
\_\_\_\_\_  
MAYOR  
Town of Valleyview

**BY-LAW # 2016-03**

OF THE TOWN OF VALLEYVIEW

IN THE PROVINCE OF ALBERTA

Revised: April 22, 2016

BEING a by-law to control the operation of the cemetery of the Town of Valleyview and District, and

WHEREAS the council of the Town of Valleyview, duly assembled, enacts as follows:

PART I

An Advisory Committee shall be formed to advise and recommend to the Town Council on matters relating to cemetery operation, memorial fund, trust fund and policies pertaining to the cemetery.

The Advisory Committee shall consist of:

- |                   |   |
|-------------------|---|
| 1- Town Councilor | 1- MD of Greenview Councilor              |
| 1- Legion Member  | 1- Ministerial Association Representative |

The Advisory Committee members' term of office shall be for four years, to run concurrently with the Municipal election year.

The Advisory Committee will meet annually to review the budget and set priorities.

The Chairman is to be elected from within the Committee for a term of one year.

## PART II

### DEFINITIONS:

1. District means the portion of the MD of Greenview that is serviced by the Town of Valleyview
2. Cemetery means that facility operated by the Town of Valleyview located at Pt. of NW 23-70-22-W5, and called the Valleyview and District Cemetery.
3. Caretaker means the person placed in charge of the cemetery by resolution of Council.
4. Lot means a single grave site.
5. Plot means two or more lots shown on a plan and officially recorded with the Town.
6. Maintenance means both short and long term care of the cemetery.
7. Niche is a compartment in the Columbarium that is designed for a maximum of two cremains.
8. Monument- for the purpose of this by-law, a monument shall be understood to be any permanent memorial structure.

## PART III

### CONTROL:

1. The Municipal Council of the Town of Valleyview hereinafter delegates its authority to the caretaker with respect to the control and maintenance of the cemetery.
2. All powers granted to the caretaker by this by-law shall be subject to the supervision and control of the Municipal Council of the Town of Valleyview.
3. The Town of Valleyview Administrative Officers shall supervise all sales of lots, plots and niches.

4. The Town of Valleyview shall keep a correct account of all revenues and expenditures made in connection with the cemetery.
5. Two copies of all burial records and reservations shall be maintained in the Town office.

#### PART IV

##### CARE OF LOTS:

1. Any owner shall be allowed to place monuments, plant flower beds, or make any improvements on the lot(s), providing such work is in accordance with this by-law. Use the entire lot less six (6) inches from the boundary on all sides of the lot, is allowed for a period of no longer than one hundred and eighty (180) days from the date of interment, after which time the caretaker may level and landscape to municipal standards.
2. The owner of each lot shall have the right to improve his lot at his convenience subject to the provisions of this by-law.
3. No person or licensee shall plant any tree or shrub.
4. No person other than the caretaker shall remove any growing plants, flowers, slips or cuttings from anywhere in the Town cemetery.
5. The caretaker may remove after a period of one hundred and eighty (180) days from any lot, any weeds, grass, funeral design or floral pieces which may become wilted, or any other article deemed unsightly.
6. To ensure neatness and to preserve the beauty of the cemetery, the caretaker shall approve placement and removal of:
  - A) Wreaths, flowers and other removable mementos.
  - B) Flowers, shrubs, weeds and grass growing on graves.



7. The owner of niches will be allowed to place memorial displays in front of columbarium for 180 days from the date of interment, after which the caretaker may remove any article deemed unsightly.

## PART V

### MONUMENTS:

1. All memorials must be of granite, marble, limestone or bronze. No fixtures of any type such as pictures or ornaments made of breakable materials may be attached or affixed in any manner whatsoever to any part of a memorial.
2. The outside back of any monument on any adult grave, whether it be upright or flat, must be placed exactly six (6) inches from the boundary at the head of the lot as well as six inches from sides of the gravesite. Maximum footprint size of the monument for a single plot would be forty-eight (48) inches wide and sixteen (16) inches deep. In the sections where concrete monument runners are provided, monuments need to fit in the space provided on the concrete monument runners.
3. Full length grave covers are not allowed due to the high maintenance factor.
4. All foundations for erecting memorials shall be made of concrete and must extend not less than six (6) inches around the complete base of the memorial and must be level with the surface of the ground.
5. The behavior of all workmen employed by others, upon the cemetery property shall be subject to the control of the caretaker. Contractors, masons, and stone cutters shall lay planks on the lots and paths over which heavy materials are to be moved in order to protect them from injury.
6. The caretaker is to approve any headstone or monument prior to placement on the grave.
7. It is the lot owner's responsibility to maintain the monument in a manner acceptable to the caretaker.

8. No person shall place upon any monument the name of the dealer, supplier or manufacturer.
9. Columbarium niches come with a twelve (12) inch by twelve (12) inch granite marker for engraving.

## PART VI

### SALES AND RESERVATIONS:

1. The Municipal Council shall from time to time review the Cemetery Operation Fee Schedule and set the prices for all lots and plots, and the charges for opening/closing of lots and care and maintenance.
2. Reservation for one or more lots or plots may be made, however, if after one hundred and eighty (180) days the lots or plots are not paid for, they will be forfeited.
3. Lots and plots may not be transferred for an amount greater than the original fees charged by the Town.
4. The caretaker may from time to time designate portions of the cemetery for the interment of Veterans of War in which Canada has participated.
5. It is a condition of every sale that the purchaser expressly waives any claim arising by reason of any error or misdescription of any burial plot. The Town undertakes that it will attempt insofar as it is reasonably possible, to avoid such errors but its liability shall only extend to refund in case of error, any money paid to the Town for a lot(s) or niche it undertakes to make an equivalent quality of lot(s) or niche available.
7. Application for interment should be made thirty-six (36) hours prior to the time established for burial from May to September inclusive and Forty-

eight (48) hours during the months of November to April inclusive, not including weekends.

## PART VII

### MISCELLANEOUS:

1. The Town cemetery shall be open to the public for foot traffic from 8:00am until sundown between May 1<sup>st</sup> and October 31<sup>th</sup> in each year, and from 8:00am until 5:00pm from November 1<sup>st</sup> to April 30<sup>th</sup> each year. Keys to the main gate will be given to authorized persons only and will be kept at the Town office. Any person who causes a ground disturbance shall be wholly responsible for the cost of repair and maintenance of the area that is damaged.
2. If any trees, shrubs, plants, or other such impediments situated on or about the cemetery shall, in the opinion of the caretaker become by means of their roots or branches or in any other way detrimental to adjacent lots, walks or driveways, prejudicial to the general appearance of the grounds or dangerous or inconvenient to the public, the caretaker shall have the right to enter the said lot and remove such trees, shrubs or plants or parts thereof as may be considered detrimental, dangerous or inconvenient.
3. No person shall remove sod from any grave or from any portion of the cemetery without first obtaining the written consent of the caretaker.
4. No person shall erect on a lot or a plot any fence, railing, wall, stone copping, hedge or the like. Where any of the same have been previously erected around a plot or a lot and have by reason of age or neglect become unsightly or objectionable, the caretaker may cause such to be removed, after giving notice to the purchaser of the lot to notify them of intent to remove.

5. Posts to mark the limits of the lots are permissible provided they are located within the limits of the lots and are level with and not projecting above the ground.
6. Speed limits within the boundaries of Town cemetery shall be limited to 20 km/hr. The caretaker may prohibit the entrance of vehicles into the cemetery when the roads are not fit for vehicles. The owner of any motor vehicle shall be responsible for any damages done by such a vehicle within the boundaries of the cemetery.
7. It is unlawful for any person, body corporate or partnership to inter any dead body in any land situated within the Town limits.
8. The cemetery shall not be used for any purpose other than burial grounds for dead human bodies and human cremated remains.
9. All burials are to be made within the confines of a single lot. There must be a minimum of twelve (12) inches of earth between remains buried in adjoining lots. There shall not be more than two burials in a single adult grave space and there shall be a minimum of three (3) feet of earth above the outer shell. Double burial in one lot must be indicated at the time of sale of the lot.
10. There shall not be more than six (6) containers of cremated remains permitted per single lot. There must be a minimum of two and one half (2½) feet of earth placed over each container.
11. Provisions may be made to inter more than one stillborn body within the confines of one lot. There must be a minimum of one (1) foot of earth between remains buried in such communal graves, with at least three feet of soil over the uppermost casket.
12. No person shall disturb the quiet and good order of the cemetery by noise or any other improper conduct.
13. Any person who willfully damages or destroys or removes any tomb, monuments, gravestone, or any other structure placed in the cemetery or

any railing or other work for the protection or ornamentation of the cemetery of burial lot or willfully damages or destroys any tree, shrub or plant in the cemetery or any person who in the cemetery discharges firearms (save at military funerals) or commits a nuisance shall on summary conviction thereof be liable to a fine not exceeding \$2,500.00 and costs of prosecution.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2016, A.D

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2016, A.D

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_ 2016, A.D



# REQUEST FOR DECISION

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SUBJECT:	<b>Community Futures West Yellowhead (CFWY) Board</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 14, 2019	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER:
STRATEGIC PLAN:	Level of Service		

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council appoint two (2) Councillor to the Community Futures Community Futures West Yellowhead Board.**

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BACKGROUND/PROPOSAL:

The Boards mandate is to promote economic growth and development within the West Yellowhead Region – which includes Grande Cache and the surrounding Cooperatives and Enterprises. CFWY is a corporation in which the MD of Greenview holds 20% shares.

Previously the Town of Grande Cache had two councillors on this board, which includes not only being a director but some committee duties. The board meets once a month in Hinton (minus summer and December) and the Investment Committee meets every 2 weeks via teleconference. There is no financial commitment/contribution required from Greenview.

Options to fill the vacant Town Council positions on their board:

1. Greenview can have either two municipal councillors appointed, or
2. one municipal councillor appointed and give the second seat back to the CFWY board for the board to decide upon a Grande Cache community representation (as long as the appointee lives in the MD of Greenview). Note: if the position is given back to the board for a community member, this board member would ultimately speak on behalf of Greenview)

CFWY will be changing their Articles of Association to recognize the MD of Greenview as a Member (and remove the Town of Grande Cache due to the dissolution)

Council will have to determine how Greenview wants to be represented on the CFWY board, however in the meantime, Kevin Keller and Tara Zeller will continue to work with CFWY to stay up to date on their programs and activities.

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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ATTACHMENT(S):

- None



# REQUEST FOR DECISION

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SUBJECT: **Community Futures Grande Prairie & Region**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER:  
STRATEGIC PLAN: Level of Service

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Community Futures Grande Prairie & Region and one (1) Councillor as an alternate.**

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BACKGROUND/PROPOSAL:

The Board's role is to help to guide and plan Community Futures operations, sit on Investment Review Committee and make investments decisions to approve or decline loan applications, report back to respective communities and organizations regarding Community Futures activities, projects and events and to act as a liaison to respective communities and organizations. One member of Greenview is appointed to the board. The Community Futures Board meets monthly.

Currently Councillor Bill Smith sits on this board with Deputy Reeve Tom Burton as the alternate.

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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ATTACHMENT(S):

- None





# REQUEST FOR DECISION

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SUBJECT: **Crooked Creek Recreation Board**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Crooked Creek Recreation Board and one (1) Councillor as the alternate.**

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BACKGROUND/PROPOSAL:

The Crooked Creek Recreation Club operates the Crooked Creek arena, which is owned by Greenview. It is felt there is a need to have a Councillor on this Committee to ensure the Crooked Creek Recreation Club stays financially sustainable.

Currently Councillor Roxie Rutt sits on this board with Deputy Reeve Tom Burton as the alternate.

Administration is working with the recreation boards to establish a mutual agreement.

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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ATTACHMENT(S):

- None



# REQUEST FOR DECISION

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**SUBJECT:** East Smoky Recreation Board  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:** \_\_\_\_\_ **MANAGER:** \_\_\_\_\_  
**GM:** \_\_\_\_\_ **PRESENTER:** \_\_\_\_\_

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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**RECOMMENDED ACTION:**

**MOTION: That Council appoint one (1) Councillor to the East Smoky Recreation Board, and one Councillor as the alternate.**

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**BACKGROUND/PROPOSAL:**

Consisting of eleven members from the communities of Goodwin, Puskwaskau, DeBolt, Crooked Creek, Clarkson Valley, Sturgeon Heights and one member from Council. The boards mandate is to provide recreation services for these areas. The board meets monthly to provide direction on issues of funding, program needs and facility enhancement and operation.

Currently Deputy Reeve Tom Burton sits on this board with Councillor Roxie Rutt as the alternate.

Administration is working with the recreation boards to establish a mutual agreement.

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**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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**ATTACHMENT(S):**

- None



# REQUEST FOR DECISION

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SUBJECT: **Emergency Management Committee**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Bylaw 09-607

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RECOMMENDED ACTION:

**MOTION: That Council appoint four (4) Councillors to the Emergency Management Committee.**

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BACKGROUND/PROPOSAL:

The Emergency Management Committee was established to act as the agent of the Council to carry out the Council's statutory powers and obligations.

Currently Reeve Dale Gervais, Councillor Shawn Acton, Councillor Bill Smith and Councillor Winston Delorme sit on this board.

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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ATTACHMENT(S):

- Bylaw 09-607



## BYLAW NO. 09-607 of the Municipal District of Greenview No. 16

### A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the establishment of a MUNICIPAL EMERGENCY MANAGEMENT AGENCY

WHEREAS the Council for the Municipal District of Greenview is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-68 to appoint a Municipal Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency; and

WHEREAS it is desirable in the public interest, and in the interest of public safety, that such a Committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

THEREFORE, the Council for the Municipal District of Greenview, duly assembled, enacts as follows:

1. This Bylaw may be cited as the "Emergency Management Agency Bylaw".
2. In this Bylaw:
  - a) "Act" means the Emergency Management Act;
  - b) "Council" means the local authority of the Municipal District of Greenview;
  - c) "emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health and welfare of people or to limit damage to property;
  - d) "disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
  - e) "Emergency Management Agency" means the agency established under this Bylaw;
  - f) "Minister" means the Minister determined under Section 16 of the *Government Organization Act* as the Minister responsible for this Act; and
  - g) "Municipal Emergency Plan" (MEP) means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster.
3. There is hereby established an Emergency Management Committee to advise Council on the development of emergency plans and programs.
4. There is hereby established an Emergency Management Agency to act as the agent of the Council to carry out the Council's statutory powers and obligations under this Act. This does not include the power to declare, renew or terminate a state of local emergency.
5. Council shall:
  - a) By resolution, appoint four (4) of its members to serve on the Emergency Management Committee;
  - b) Provide for the payment of expenses of the members of the Emergency Management Agency;
  - c) By resolution, on the recommendation of the Emergency Management Committee, appoint a Director of Emergency Management;
  - d) Ensure that emergency plans and programs are prepared to address potential emergencies or disaster in the Municipal District of Greenview;
  - e) Approve the Municipal Emergency Plan; and
  - f) Review the status of the Municipal Emergency Plan, and related plans and programs, at least once each year.

6. Council may:
  - a) By Bylaw, borrow, levy, appropriate and expend, without consent of the elector, all sums required for the operation of the Emergency Management Agency; and
  - b) Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
  
7. The Emergency Management Committee shall:
  - a) Review the Municipal Emergency Plan and related plans and programs on a regular basis; and
  - b) Advise Council, duly assembled, on the status of the MEP and related plans and programs at least once year.
  
8. The Emergency Management Agency shall be comprised of one or more of the following:
  - a) The Director of Emergency Management;
  - b) The Deputy Director of Emergency Management;
  - c) The Chief Administrative Officer;
  - d) The Director of Operations;
  - e) The Director of Corporate Services;
  - f) The lead Public Information Officer;
  - g) The Disaster Social Services Manager;
  - h) The Manager of the local Emergency Medical Services;
  - i) A representative of the region's Fire Departments;
  - j) The senior NCO of the region's RCMP Detachments;
  - k) A representative of the region's Hospitals;
  - l) A representative(s) of contract utility providers (Atco, Telus);
  - m) The Administrator or Designate of the region's School Boards; and
  - n) Anyone else who might serve a useful purpose in the preparation or implementation of the MEP.
  
9. The Director of Emergency Management shall:
  - a) Prepare and co-ordinate the MEP and related plans and programs for the Municipal District of Greenview;
  - b) Act as Director of Emergency Operations or ensure that someone is designated under the MEP to so act, on behalf of the Emergency Management Agency;
  - c) Co-ordinate all emergency services and other resources used in an emergency; and
  - d) Ensure that someone is designated to discharge the responsibilities specified in paragraphs a), b) and c).
  
10. The power to declare or renew a state of local emergency under the Act and the requirement specified in Section 13 of this Bylaw, are hereby delegated to a Committee comprised of the Reeve or Deputy Reeve and any one councilor, or in their absence, any other two members of Council. This Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
  
11. When a state of local emergency is declared, the person or persons making the declaration shall:
  - a) Ensure that the declaration identifies the nature of the emergency and the area of the Municipal District of Greenview in which it exists;
  - b) Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
  - c) Forward a copy of the declaration to the Minister forthwith.
  
12. When a state of local emergency is declared:
  - a) Neither Council nor any member of Council, and no person appointed by Council to carry out measures relating to emergencies or disasters, is liable in respect of damage caused through any action taken under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.

13. Notwithstanding Section 11:

- a) Council and any member of Council and any person acting under the direction or authorization of Council, is liable for gross negligence in carrying out their duties under this Bylaw.

14. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall be resolution, terminate the declaration.

15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

- a) A resolution is passed under Section 14;
- b) A period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
- c) The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
- d) The Minister cancels the state of local emergency.

16. When a declaration of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.


17. Bylaw 00-308 is hereby rescinded.

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

Read a first time this 26 day of AUGUST, A.D., 2009.

Read a second time this 23 day of SEPTEMBER, A.D., 2009.

Read a third time and finally passed this 23 day of SEPTEMBER, A.D., 2009.

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER



# REQUEST FOR DECISION

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SUBJECT:	<b>Evergreens Foundation</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO:	MANAGER:
MEETING DATE:	January 14, 2019	GM:	PRESENTER:
DEPARTMENT:	CAO SERVICES		
STRATEGIC PLAN:	Level of Service		

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Evergreens Foundations Board and one (1) Councillor as the alternate.**

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BACKGROUND/PROPOSAL:

Evergreens Foundation is a board established under the Alberta Housing Act. This board is one of three within Greenview and is comprised of member municipalities, including the MD of Yellowhead #94, the Towns of Grande Cache, Hinton, Evansburg and Edson, and the MD of Greenview. Their mandate is to deal with issues regarding the senior's lodge, apartments, and low income housing in the respective municipalities. The Evergreens Foundation meets monthly in Edson.

Meetings are generally held every second month, on the second Thursday of the month at 10 a.m. Location of the meeting is most often in Edson, due to central location, however teleconferences are held when the agenda allows for it.

The Evergreens Foundations Board is finalizing how the board will look now that the Town of Grande Cache has dissolved.

With the dissolution of the Town of Grande Cache, the Evergreens Foundation is finalizing the restructure of the board.

Currently Councillor Winston Delorme sits on this board with Reeve Dale Gervais as the alternate.

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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ATTACHMENT(S):

- Board Members Orientation



THE MANAGEMENT BODY BOARD Subject: 2.1

**Purpose**

The following is an overview of a management body board, the board members and elected officials; their prescribed duties and responsibilities; and some of their other functions. In dealing with this subject there is also reference to the appointed officers and employees of a management body, as many of the management body responsibilities and functions can be delegated to them by the board unless restricted by the Regulations. The organizational structure of a management body and the assignment of responsibilities and functions will depend on the size of the organization among other factors. Except where prescribed in the Act and Regulations, the information provided is a flexible guideline and can be adapted according to the needs and circumstances of an individual management body.

**The Board**

The board is the decision making group that is ultimately responsible for the overall operation and management of the management body's social housing accommodation portfolio. The ministerial order establishing the management body will set out:

- The number of board members and the method of changing the number and representation
- The method of appointing or electing board members and filling vacancies
- The term of board members
- Any additional duties of board members
- The method of determining the chairperson and vice-chairperson, their term and filling a vacancy
- Voting requirements

**Natural Person Powers**

Section 6 of the Act provides that management bodies are corporations with the capacities of natural persons, subject to limitations placed in the legislation. The corporate status gives the management body a legal status; the natural person capacity makes the management body a "legal person". Its ability to act, obligations to act, and the consequences of acting all have legal implications, similar to any other person.



Contact: Housing Services Division			
Management Body Handbook	Orig. Date: 09/94	Rev. No. 3	Rev. Date: 11/07

**Natural Person Powers (Continued)**

Without corporate status, any individual member of a board of a management body would individually assume the obligations of the management body. The corporate identity of the management body serves to envelop all board members and make their actions as board members, the actions of the management body. The collective of individual board members is replaced by one legal entity. Its assets and obligations are separate from that of its board members.

With natural person powers, the establishing ministerial order for a management body does not have to list every activity that the management body can undertake. A management body can build any type of building, operate any type of housing and undertake any other activity, providing the Act, the Regulations and the management body's establishing ministerial order do not impose restrictions on the type of activity. Beyond the *Alberta Housing Act*, the other rules the management body must follow are the same as for any other person; if it wants to construct a building, it will have to obtain a development permit, etc.

The management body can, subject to applicable laws, determine its own destiny. Practically, this would be done through its board; legally, the undertakings are those of the management body. The natural person powers allow every action and obligation of a management body to be analyzed in the same manner as any other person.

**Board Responsibilities**

As prescribed in the Regulations, the major responsibilities of the board include:

- Ensuring the management body carries out the powers, duties and functions assigned to it under the Act
- Developing and evaluating policies introduced by motions and programs of the management body
- Appointing a chief administrative officer of the management body
- Authorizing signing authority for the management body
- Preparing and adopting business plan (General Administration Section 3.1)
- Adopting annual operating and capital budgets before submitting them to the department
- Initiating or authorizing payment of expenditures
- Creating and maintaining reserve funds

## ***The Board (Continued)***

- Ensuring the management body efficiently operates and administers the housing accommodation under its authority
- Ensuring housing accommodation under its authority is provided to those persons in greatest need of that type of accommodation

Other functions of the board include:

- Providing overall clear policy direction to the chief administrative officer regarding the affairs of the management body and monitoring the implementation of the Regulations and policies by the administration in areas such as:

Human resources  
Purchasing  
Signing authority  
Selection of tenants

- Maintaining a positive public image of the management body

## ***Board Members***

Board members are citizens who provide a service to their community. All board members work together to ensure the management body carries out its duties and responsibilities. Board member functions include:

- Participating at management body board meetings or other meetings as directed by the board by being prepared for the meeting and, by taking part in discussions and decision making
- Advising the department of any change of chairperson or vice-chairperson on the board
- Considering the welfare and interests of the management body as a whole and bringing to the board's attention anything that would promote the welfare or interests of the management body
- Participating in the development and evaluation of the management body's policies and programs
- Obtaining information, as required, about the operation and administration of the management body from the chief administrative officer or designated employee
- Maintaining open communication and good relations with management body employees, tenants, the department, related municipalities and service organizations, other management bodies and the community
- Maintaining confidentiality of board discussions conducted in camera, and tenant and employee information
- Performing any other duties or functions as prescribed by the Act, its Regulations or as directed by the board
- Participating in any committees appointed to by the board

### ***Chairperson***

Under the direction of the board, the chairperson provides leadership to the management body. A chairperson's responsibilities include:

- Calling any special meetings of the board according to the manner prescribed in the Regulations
- Presiding at the management body board meetings
- Performing any other duties imposed under the Act, its Regulations or the management body board
- Fostering a positive relationship between the management body board and the employees
- Initiating and participating in the development of the management body's objectives, policies and procedures
- Conducting the chief administrative officer's annual performance appraisal and salary review unless otherwise assigned by the board, e.g., to a committee of board members
- Acting as the formal liaison with the department
- Acting as a spokesperson for the management body

### ***Vice-Chairperson***

The vice-chairperson assumes the role of chairperson when the chairperson is unavailable.

### ***Responsibilities and Functions of Other Management Body Positions.***

There are numerous other responsibilities and functions that need to be carried out by either management body board members or employees. In some organizations board members may be designated as an official secretary, treasurer, or combined secretary/treasurer, and assigned specific responsibilities. In others, the chief administrative officer may be the one assigned those responsibilities among other functions. In any given situation, the board may authorize the designate to delegate those responsibilities to others in the management body. Outside resources may also be used, for example, a professional secretary may be hired specifically to record minutes at a board meeting.

***Responsibilities and  
Functions of Other  
Management Body  
Positions (Continued)***

The following are some responsibilities and functions that the board should ensure are carried out:

- Implementation of the policies and procedures of the management body
- Advising and informing the board on the operation and affairs of the management body
- Performing the duties and exercising the powers and functions assigned by the Act, its Regulations, or other acts, or the board
- Recording minutes of board meetings and the names of those present at those meetings
- Providing the recorded minutes to the board for adoption at a subsequent board meeting
- Arranging and maintaining the safe storage of all records and documents of the management body
- Acting as a liaison with the department in general administrative matters
- Informing the department of changes of the management body chief administrative officer
- Responsibility for the management body corporate seal
- Collection and control of management body revenues
- Responsibility for the management body banking
- Responsibility for payment of authorized expenditures
- Maintaining accurate records and accounts of the financial affairs of the management body
- Acting as signing authority on behalf of the management body
- Participating on any committees appointed to by the board

***Committees***

The board may decide to set up committees to carry out specific functions or to make recommendations to the board. Committees can be made up of board members, management body staff or other individuals. Committees can be either a standing committee for frequent and recurring matters such as finance or maintenance or, an ad hoc committee to deal with short term or one time items such as a fund raising campaign. All committees should have terms of reference. The terms of reference ensure that all members are aware of the purpose, timing and responsibilities of the committee.

***Responsibilities***

New members of a management body's board should become familiar with and develop a clear understanding of:

- The *Alberta Housing Act* and its relevant Regulations
- The Ministerial Order establishing the management body
- The management body's business plan
- The responsibilities of a board member
- The management body's policies, organizational structure, committees, social housing portfolio and client characteristics
- The roles and responsibilities of the management body's chief administrative officer and employees, possibly through position descriptions particularly if they are going to be involved in the performance appraisal of the chief administrative officer
- The minutes of recent board meetings
- The details of the management body's financial operations

*Purpose*

The chief administrative officer should prepare a report on the current status of the management body's activities and present the report at each regular board meeting. Regular reports will keep the board members informed and up to date on the operations of the management body. If possible, the reports should be circulated to the board members prior to the meetings.

*Report Content*

The board and the chief administrative officer should determine what information is to be included in the reports to the board. The following are the main areas of operation and some of the activities that could be reported on:

**Daily Operations**

- Status of applications
- Vacancy information
- Selection of tenants and allocation of units
- Tenant issues

**Financial Operations**

- Statement of actual income and expenses
- Current balances of bank accounts

**Maintenance Operations**

- Status of maintenance activities versus plan:
- Quotations for major budgeted or emergency maintenance

**General Operations**

- Projects that may be planned for the future
- Status of previous action requests from the board or outside sources
- Issues not dealt with in other areas of the report or the meeting agenda

***Definition of Pecuniary Interest***

Pecuniary interest, with respect to board members, is an interest in matters that could financially affect:

- Board members personally and immediate family members
- Businesses where board members are decision makers or employees
- Partnerships or firms with which board members are associated
- Businesses with public shares where board members have 10% or more of the shareholders' voting rights, or are decision makers or employees

***Pecuniary Interest Policies***

There should not be, nor seem to be, any conflict between the private interests of the management body board members and its employees, the communities serviced, and the residents of the social housing accommodation. The Regulations incorporate specific provisions of the *Municipal Government Act* stipulating the rules for determining where a pecuniary interest may arise and what action should be taken.



*Developing a Code of Conduct and Ethics*

Establishing a code of conduct and ethics for board members and employees is considered a good business practice. The code may outline the manner in which the management body expects its board and employees to carry out their roles and responsibilities. The following are some conflict of interest or ethical situations that may be considered when developing a code of conduct and ethics.

- Board member and employee are related or dependent on each other and both have signing authority on behalf of the management body
- Person related to, dependent on, or personal associates of board member or employees who are applicants, given priority, or appear to be given priority for available units
- Board members or employees who have other employment that may conflict with their responsibilities to the management body
- Persons not associated with the management body, perform favours or services for the management body and expect preferential treatment for themselves, a relative or dependent, as applicants or tenants
- Acceptance of gifts to the management body or board members
- Employees or board members using equipment or facilities for purposes other than management body business e.g. using snow blower to clear snow on personal property
- Personal use of telephone calls including long distance for personal business
- Use of office supplies, paper, photocopying, etc. for personal use or outside employment
- Board members or employees releasing confidential information or documents to any unauthorized source



# REQUEST FOR DECISION

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SUBJECT:	<b>Fox Creek Area Synergy Group</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO:	MANAGER:
MEETING DATE:	January 14, 2019	GM:	PRESENTER:
DEPARTMENT:	CAO SERVICES		
STRATEGIC PLAN:	Level of Service		

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Fox Creek Area Synergy Group and one Councillor as the alternate.**

---

## BACKGROUND/PROPOSAL:

Synergy Alberta is a non-profit organization that supports multi-stakeholder collaborative initiatives, referred to as Synergy Groups, throughout Alberta. The group will foster information sharing and understanding regarding resource development and its impacts on local communities. Synergy Groups are community based and can include active participation from the community, industry, government departments and the Alberta Energy Regulator. Participation in the groups is voluntary and they do not replace consultation or regulatory bodies. Mutual understanding is promoted through education and respectful dialogue to assist at all stages of industrial development.

Currently Councillor Shawn Acton sits on this board with Reeve Gervais as the alternate.

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## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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## ATTACHMENT(S):



# REQUEST FOR DECISION

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SUBJECT: **Fox Creek Recreation Board**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Fox Creek Recreation Board, and one (1) Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

Administration is working with the recreation boards to establish a mutual agreement.

Currently Reeve Dale Gervais sits on this board and Deputy Reeve Tom Burton as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

ATTACHMENT(S):

- None





# REQUEST FOR DECISION

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SUBJECT: **Grande Cache Dinosaur Tracks**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) staff member to the Grande Cache Dinosaur Tracks.**

---

BACKGROUND/PROPOSAL:

Greenview has been working with parties since 2016

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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ATTACHMENT(S):

- None



# REQUEST FOR DECISION

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**SUBJECT:** Grande Cache Elders Council  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
**CAO:** \_\_\_\_\_  
**GM:** \_\_\_\_\_  
**MANAGER:** \_\_\_\_\_  
**PRESENTER:** \_\_\_\_\_

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one (1) Councillor to the Grande Cache Elders Council.**

---

**BACKGROUND/PROPOSAL:**

Currently Councillor Winston Delorme sits on this council.

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**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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# REQUEST FOR DECISION

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**SUBJECT:** Grande Cache Transportation Committee  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      CAO:      MANAGER:  
**DEPARTMENT:** CAO SERVICES      GM:      PRESENTER:  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council enter into a discussion on the Grande Cache Transportation Committee.**

---

**BACKGROUND/PROPOSAL:**

The Grande Cache Transportation Committee meets once a month or as required. The Chairperson schedules meetings according to activities/actions required. Several local groups and organizations are represented including the Grande Cache Seniors Minibus Society, Big Horn Golden Age Club, Whispering Pines Seniors Lodge and the medical profession. The Committee provides direction for the management of the Community Bus service.

Council has the alternative to appoint members to the committee or Greenview has the option to run the Grande Cache Seniors Minibus service.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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# REQUEST FOR DECISION

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**SUBJECT:** Grande Cache Environmental Committee  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      CAO:      MANAGER:  
**DEPARTMENT:** CAO SERVICES      GM:      PRESENTER:  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one (1) Staff Member and one (1) Councillor to the Grande Cache Environmental Committee.**

---

**BACKGROUND/PROPOSAL:**

The Town of Grande Cache invited Greenview to hold a position on the Town's Environmental Committee in recognition of the fact the environmental issues often occur across municipal boundaries.

Currently Community Coordinator, Tara Zeller sits on this committee with Councillor Winston Delorme as the alternate.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

**ATTACHMENT:**

- Grande Cache Environmental Committee Terms of Reference



## **TERMS OF REFERENCE**

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### **1.0 CONSTITUTION**

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

### **2.0 MEMBERSHIP**

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

### **3.0 SECRETARY**

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

### **4.0 QUORUM**

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

**Grande Cache Environmental Committee**  
**Terms of Reference**

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**5.0 FREQUENCY OF MEETINGS**

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

**6.0 CONDUCT OF BUSINESS**

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

**7.0 ATTENDANCE AT MEETINGS**

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

**8.0 MINUTES**

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

## **Grande Cache Environmental Committee**

### **Terms of Reference**

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#### **9.0 DUTIES**

9.1 The Committee shall:

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

#### **10.0 ADMINISTRATION**

10.1 Requested allocation of resources (staff, equipment and supplies) to be tracked by Administration.

10.2 Allocation of budget to be provided under Council's budget.

#### **11.0 BEST PRACTICES**

11.1 For the purpose of these Terms of Reference, best practices are defined as:

- a) Develop standards and practices in response to environmental concerns which allow our community to meet or exceed our desired objectives to promote responsible environmental stewardship.

- b) Encourage each individual, business, industry and institution to reduce their footprint on the environment through reduction of waste and promote individual responsibility, leading to community action.



# REQUEST FOR DECISION

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SUBJECT:	<b>Grande Prairie Hospital Foundation</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO:	MANAGER:
MEETING DATE:	January 14, 2019	GM:	PRESENTER:
DEPARTMENT:	CAO SERVICES		
STRATEGIC PLAN:	Level of Service		

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Grande Prairie Hospital Foundation and one (1) Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

The primary purpose of the Grande Prairie Regional Hospital Foundation is to enhance the quality of health care in the community by raising money for needs of the QE II Regional Hospital and the Grande Prairie Regional Hospital. The Foundation plays a critical role in funding for essential specialized equipment, major projects, education and patient care programs for which there is no other funding.

Currently Reeve Dale Gervais sits on this foundation with Councillor Roxie Rutt as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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# REQUEST FOR DECISION

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SUBJECT: **Grande Prairie Regional Recreation Committee**  
SUBMISSION TO: REGULAR COUNCIL MEETING                      REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019                                      CAO:                                      MANAGER:  
DEPARTMENT: CAO SERVICES    GM:                                      PRESENTER:  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Grande Prairie Recreational Committee and one (1) Councillor as an alternate.**

---

BACKGROUND/PROPOSAL:

Currently Deputy Reeve Tom Burton sits on this board with Councillor Bill Smith as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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# REQUEST FOR DECISION

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SUBJECT: **Grande Prairie Tourism Board**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_  
MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Grande Prairie Tourism Association and one (1) Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

The Grande Prairie Regional Tourism Association is an ambassador for the Grande Prairie Region and is the visible voice for the industry. Grande Prairie Regional Tourism Association is a non-profit marketing organization funded by partnership fees, memberships, marketing programs and fundraising initiatives. GPRTA is dedicated to increasing local business revenue by promoting the Grande Prairie area through every possible marketing avenue and is continually seeking new opportunities to showcase the region. We are a tourism destination marketing organization (DMO) working in conjunction with Travel Alberta as a Tourism Destination Region (TDR) helping promote tourism by negotiating and investing in marketing programs and partnership proposals.

Currently Councillor Bill Smith sits on this board with Deputy Reeve Tom Burton as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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# REQUEST FOR DECISION

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SUBJECT: **Grande Spirit Foundation**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Grande Spirit Foundation and one (1) Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

This is the second foundation of three, and is comprised of member representatives from the municipalities quoted for the Grande Prairie Ambulance, plus MD 19, MD 20, the Village of Rycroft and the Town of Spirit River. Their mandate is to deal with issues regarding the senior's lodge, apartments, and low income housing in the respective municipalities. The foundation meets monthly.

Currently Councillor Roxie Rutt sits on this Foundation with Councillor Bill Smith as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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# REQUEST FOR DECISION

---

SUBJECT: **Green View Family & Community Services (FCSS)**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER:  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint two (2) Councillors to the Green View Family & Community Services Board, and one (1) Councillor as the alternate.**

**MOTION: That Council appoint three (3) Members at Large to the Green View Family & Community Services Board.**

---

BACKGROUND/PROPOSAL:

The Green View FCSS Board is comprised of seven members; one from the Town of Valleyview Council, one Town of Valleyview resident, two from Councillors from Greenview and three Greenview residents – all appointed by their respective Councils. The role of the committee is to promote Community Support Services and Programs within the Town and MD under a joint agreement. Their mandate is to provide programs that must be preventive in nature and enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity. The Board meets on the Wednesday following Committee of the Whole every month.

Currently Councillor Roxie Rutt, Councillor Shawn Acton, Roxanne Perron, Trina Carroll-Parker and Tammy Day sit on this board.

Roxanne Perron, Trina Parker-Carroll, Donna Duda, Jake Drozda and Tammy Day have submitted applications to sit on the FCSS Board.

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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ATTACHMENT(S):

- Applications
- Agreement



MD OF GREENVIEW

**Please Print**

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

SEP 27 2018

VALLEYVIEW

FH 012

# APPLICATION

Appointment to a Municipal  
Board/Committee

SCANNED

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Green View Family & Community Support Services

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

GreenView FCSS, SDAB

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

FCSS, SDAB - current

## Personal Resume

Name: Roxanne Perron

Home/Mailing Address: Box 77

City: Little Simoky      Postal Code: ToH 320

Phone (home): 780-524-8954      Phone (work): -

Email: roxanneperron@gmail.com

Qualifications: 17 years of FCSS Board experience

5 years experience on FCSSAA as a board member



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: Greenview FCSS - 17 years as board member  
FCSSAA - 5 years as board member

Volunteer Activities you have been involved with: Little Smoky Community Centre, PAL-tutoring kids, Valleyview Enhancement Committee, EBC - Youth, Drama Production.

How do you feel you could contribute to your chosen Board or Committee?

My years of experience & passion for building my community, make me an asset to the FCSS board.

Roxanne Ferron

Applicant's Signature

Sept. 26/18

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

*The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.*



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

## Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Green View FCSS.

Are you a resident of Greenview?

Yes

No

Are you currently serving on a Municipal Board or Committee?

Yes

No

Which Board or Committee are you serving on and when does your term expire?

Green View FCSS (Jan 2019)

Have you served on a Municipal Board or Committee in the past?

Yes

No

What Municipal Board or Committee have you served on and what year did you last serve?

Green View FCSS. 2018

## Personal Resume

Name: Katrina Parker-Carroll

Home/Mailing Address: Box 300

City: Valley view

Postal Code: T0H 3N0

Phone (home): (780) 524-2801

Phone (work): (780) 524-6500

Email: trinaparker-carroll@gmail.com

Qualifications: FCSS Director 2000-2008

FCSS Board Member 2014-2018

currently work in preventive social services (ParentLink Centre)



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: over 10 years FCSS experience both at the Provincial + Municipal Levels.

Volunteer Activities you have been involved with: Valleyview Minor Hockey, St. Stephen's Parent Council, Knowledge Tree Preschool.

How do you feel you could contribute to your chosen Board or Committee?

I have knowledge of both FCSS provincial + municipal policies and bylaws. I know the history of Green View FCSS + prior to it becoming a joint board. I'm passionate about FCSS and believe + support the programming.

KPCamolo

Dec 27, 2018

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

*The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.*



# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Greenview Family & Community Services (FCSS)

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No Just finished 1 yr on FCSS

Which Board or Committee are you serving on and when does your term expire?

FCSS

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

FCSS 2017 & 2018

## Personal Resume

Name: Tammy Day

Home/Mailing Address: Box 90

City: Grovedale      Postal Code: TOH 1X0

Phone (home): 780-831-8575      Phone (work): \_\_\_\_\_

Email: tammyday1963@outlook.com

Qualifications: experience on FCSS Board; years of other on Boards: P&G/Weyerhaeuser EAC, Canadian Wood Council, Grovedale Ag Society, GPRC Board of Governors; Current Chair of Grovedale Seniors Housing Society



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: (on previous page)

\* Associates Degree - GPRC

\* Donor Relations Officer - Usask, College of Medicine

Volunteer Activities you have been involved with: Grovedale Ag. Society - Annual Fair; Funerals @ Grovedale Hall; several of the Boards I've been on were as a volunteer.

How do you feel you could contribute to your chosen Board or Committee?

Depth of knowledge <sup>of</sup> needs within my community; enthusiasm to participate in meetings; eager to offer suggestions if appropriate; friendly personality.

Jammy Ray

Applicant's Signature

Sept. 5, 2018

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 - 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

## Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

FCSS

Are you a resident of Greenview?

Yes  No

Are you currently serving on a Municipal Board or Committee?

Yes  No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

Yes  No

What Municipal Board or Committee have you served on and what year did you last serve?

## Personal Resume

Name: Donna Duda

Home/Mailing Address: P.O. Box 1946

City: Valleyview Postal Code: T0H 3N0

Phone (home): 780-524-5455 Phone (work): 780-524-9361

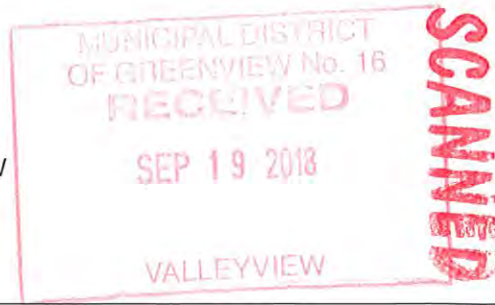
Email: donna.duda@email.com

Qualifications: I currently work for homecare which a lot of times we share the same clients as FCSS.



MD OF GREENVIEW

Please Print



# APPLICATION

Appointment to a Municipal Board/Committee

Experience: I am familiar with how committees are run.

Volunteer Activities you have been involved with: President -> Sunset House Parent Association. Vice President -> Indoor Play Ground

How do you feel you could contribute to your chosen Board or Committee?

I am a team player and communicate effectively. I love to be involved with community.

*Liane Kruger*

Applicant's Signature

Sept 17/18

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW



# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

FCS

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

NA

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

MPC 1986

citizen's panel 2017

## Personal Resume

Name: Jake Drozda

Home/Mailing Address: Box 1295

City: Valleyview      Postal Code: T0H 3N0

Phone (home): 780 524 3254      Phone (work): 780 524 9701

Email: oscar123d16@hotmail.com

Qualifications: responsible citizen



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

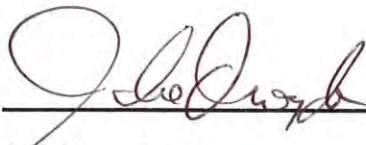
**Please Print**

Experience: 50 years farming, past board positions; REA, Coop Store, Alberta Organic Producers Ass., Organic Alberta, Organic Federation of Canada, standards.

Volunteer Activities you have been involved with: \_\_\_\_\_

How do you feel you could contribute to your chosen Board or Committee?

I come with high level of education and a lifetime of experience



Applicant's Signature

Sept 28 2018

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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**JOINT FAMILY AND COMMUNITY  
5 YEAR SUPPORT SERVICES AGREEMENT  
2013-2018**

**BETWEEN:**

**THE TOWN OF VALLEYVIEW**, a body corporate, having its office in the Town of Valleyview, in the Province of Alberta,  
(hereinafter called the "Town")  
**OF THE FIRST PART**

and

**THE MUNICIPAL DISTRICT OF GREENVIEW**, a body corporate, having its office in the Town of Valleyview, in the Province of Alberta,  
(hereinafter called the "M.D.")  
**OF THE SECOND PART**

THIS AGREEMENT made in duplicate this 8<sup>th</sup> day of APRIL, 2013

WHEREAS Section 2 of the Family and Community Support Services Act states "a municipality may enter into agreement with other municipalities to provide for the establishment, administration and operation of joint family and community support services programs"; and

WHEREAS the Town and the M.D. (hereinafter called the "municipalities") have agreed to enter into an agreement for the provision of joint family and community support services;

THEREFORE, THIS AGREEMENT WITNESSES:

**1. ASSUMPTION OF AUTHORITY**

The M.D. shall be the unit authority for the operation and administration of approved programs on behalf of the municipalities. The Town shall reimburse the M.D. for their share of the costs for operations, administration, and approved programs.

**2. JOINT F.C.S.S BOARD**

There is hereby established a **Joint Family and Community Support Services Board** (hereinafter called the "Board"), who will provide for the payment of approved expenses to Board members for attendance at meetings and other approved functions.

2.1 The Board shall consist of seven members:

2.1.1 Two elected members from the M.D. and one elected member from the Town, appointed by resolution of their respective Council.

2.1.2 Four members at large; one from the Town and three from the M.D., appointed by resolution of their respective Council.

2.1.3 All Board members must be residents of their respective municipality.

2.2 Each elected member of the Board shall remain as a member of the Board until any of the following occurs:

2.2.1 The elected member resigns from the Board;

2.2.2 The elected member ceases, for any reason, to be a member of their respective Council;

2.2.3 The Council which the elected member is part of passes a resolution to revoke the appointment or passes a resolution to appoint a different Council member instead of the member in question, to the board.

2.3 No person who is an employee of the Town or the M.D. shall be appointed to the Board.

- 2.4 The respective Councils may remove a member at large from the Board by resolution stating the reason for removal at any time for just cause.
- 2.5 In the event of a vacancy from a member at large occurring on the Board, the respective Council shall appoint a replacement within two months of the occurrence, and the person appointed to fill such a vacancy shall hold office for the remainder of the term of the position vacated.
- 2.6 Any member of the Board who is absent from all regular meetings held during any period of eight (8) consecutive weeks without prior authorization by resolution of the Board shall forfeit his/her seat on the Board and such forfeiture shall constitute a vacancy.
- 2.7 The members of the Board shall hold office at the pleasure of the M.D. and Town, and any member may resign at any time by submitting a written resignation to their respective Council.

**3. TERM OF OFFICE**

- 3.1 Each member appointed from the public at large shall be appointed at the pleasure of the respective Councils of the Town and M.D. for a term of one year, and may be re-appointed upon the expiry of the term at the pleasure of the Councils.

**4. CHAIR AND VICE-CHAIR**

- 4.1 The Board shall elect a Chair and Vice-Chair at the Organizational Meeting each year.
- 4.2 The Chair shall preside at the meetings of the Board, and in their absence, the Vice-Chair shall preside.
- 4.3 In the absence of both the Chair and Vice-Chair, one of the other members of Board shall be elected to preside.

**5. QUORUM AND MEETINGS**

- 5.1 A quorum of the Board shall be a majority of members.
- 5.2 The Board shall meet at such intervals as are necessary to consider and decide on programs, grants and initiatives filed with it in accordance with the Family and Community Support Services Act.
- 5.3 The Board shall follow policies of the M.D. for the conduct of its meetings and its business.

- 5.4 All meetings of the Board shall be open to the public. Any in-camera sessions shall be by resolution of the Board, and the meeting shall be re-opened at the close of the in-camera session.
- 5.5 The Board shall hold an Organizational meeting annually, which shall take place at the first regular meeting after the Organizational Meetings of the respective municipalities.
- 5.6 Special meetings may be called on three (3) clear days written notice by the Chair or at the request of any five (5) members of the Board.
- 5.7 The Board shall keep a minute book of all regular and special meetings of the business transacted at all meetings.
- 5.8 The M.D. shall provide a Recording Secretary.
- 5.9 All Board members shall receive copies of all minutes and pertinent correspondence at least one week prior to the next meeting.
- 5.10 When the minutes are adopted, each municipality shall receive copies as signed by both the Chair and FCSS Manager.
- 5.11 The Chair of the meeting shall vote on all resolutions, and in the event of a tie vote the motion shall be lost.

## **6. POWERS, DUTIES AND RESPONSIBILITIES**

- 6.1 The Board may make policies in accordance with the F.C.S.S. Handbook.
- 6.2 Any policy developed by the Board shall not come into effect unless it is adopted by resolution of the M.D. Council. Copies of such policies shall be filed with the office of each municipality.
- 6.3 The Board shall be concerned with community issues that enhance, strengthen, and stabilize the family and community life. The Board shall be concerned with the growth and development of a broad range of programs to help prevent family or community social breakdown, and to help prevent the development of personal or family crises that may require major intervention or rehabilitative measures to correct.
- 6.4 For the establishment, administration and operation of programs, the Board must:
  - 6.4.1 promote, encourage and facilitate the involvement of volunteers.
  - 6.4.2 promote efficient and effective use of resources.
  - 6.4.3 encourage and facilitate cooperation and coordination with allied service agencies operating with the municipalities.



- 6.4.4 promote citizen participation in planning, delivery and the governance of the program and of services provided under the program.
- 6.5 Services provided under a program must:
- a) be of preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and
  - b) do one or more of the following:
    - (i) help people to develop independence, strengthen coping skills and become more resistant to crisis;
    - (ii) help people to develop an awareness of social needs;
    - (iii) help people to develop interpersonal and group skills which enhance constructive relationships among people;
    - (iv) help people and communities to assume responsibility for decisions and actions which affect them;
    - (v) provide support that helps sustain people as active participants in the community.
- 6.6 The Board may hear and consider presentations arranged by appointment by any individual, organization or delegation arising there from with respect to Family and Community Support Services matters.
- 6.7 Prior to October 31<sup>st</sup> of each year, the Board shall recommend to the municipalities an annual budget of estimated Family and Community Support Services revenues and expenditures for the next following year, as required under the terms of this Agreement.
- 6.8 The Board shall cause to be completed an Annual Report of the Board's activities for submission to the respective municipalities and provincial government. The Board, through each respective person representing each municipality or the Chair of the Board, shall submit such report before March 30 of the succeeding year.
- 6.9 Neither the Board nor any member thereof shall have the power to pledge the credit of the municipalities or enter into contracts for any matters whatsoever on behalf of the municipalities.
- 6.10 The hiring of staff members will be in accordance with M.D. policy.
- 6.11 The Chair or Vice-Chair shall make representations on behalf of the Board to the municipalities as required. Upon the Chair or Vice-Chair being unavailable, another member of the Board may be designated to make such representation.

**7. FINANCING**

- 7.1 No provision shall be made in the operating budget for either an operating deficit or surplus.
- 7.2 The Town of Valleyview shall contribute a total of \$84,450.00 per annum. It is further understood that this fee will increase at 2% per annum each year for five years to capture cost of living
- 7.3 In addition, the Board shall receive a grant from the provincial government in accordance with provincial F.C.S.S. program guidelines.
- 7.4 All revenues received by the Board for programs and services shall be used toward operations.
- 7.5 At year-end, any surplus or deficit will be transferred into the FCSS Reserve held with the MD of Greenview to be managed by the FCSS Board by MD of Greenview policies and bylaws.
- 7.6 Should a program require additional funds the Board shall make a presentation to the respective Councils of the Town and the M.D. for additional funding consideration or use the FCSS Reserve.

**8. GENERAL**

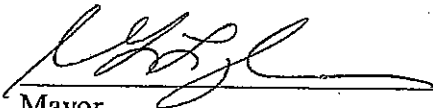
- 8.1 This Agreement shall inure to the benefit of and be binding upon the Parties hereto, their successors and assigns, until revoked by either party giving thirty (30) days notice unto the other at:  
  
The Town of Valleyview  
P. O. Box 270  
Valleyview, Alberta T0H 3N0  
  
The Municipal District of Greenview No. 16  
P. O. Box 1079  
Valleyview, Alberta T0H 3N0
- 8.2 A participating municipality proposing to withdraw from the program must give at least six (6) months written notice of its intent to do so to the Board and the Councils of the participating municipalities.
- 8.3 Upon dissolution of the Board, the Participating Municipalities shall be responsible for their portion of any deficit/surplus that may have occurred and shall be entitled to their portion of the remaining assets.
- 8.4 This agreement may be amended by mutual consent of the Participating Municipalities in writing.

8.5 This agreement shall be deemed to have come into effect on January 1, 2013, and shall remain in effect until otherwise terminated.

8.6 Upon signing, this agreement supersedes and nullifies any previous agreement.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals attested under the hands of their proper officers, in that behalf, on the day and year first above written:

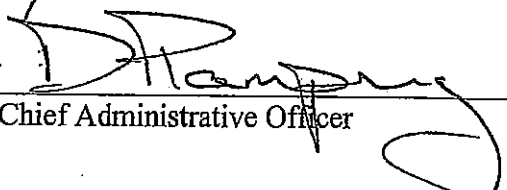
TOWN OF VALLEYVIEW

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Manager

MUNICIPAL DISTRICT OF  
GREENVIEW NO. 16

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer



# REQUEST FOR DECISION

---

SUBJECT: **Greenview Regional Multiplex Board**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint two (2) Councillors to the Greenview Regional Multiplex Board and two (2) Members at Large.**

---

BACKGROUND/PROPOSAL:

The Greenview Regional Multiplex Board Terms of Reference specifies that the board shall consist of seven voting members. The following is the board's voting membership: two elected officials from Greenview Council; two elected officials from the Town of Valleyview Council; two members at large appointed by Greenview and one appointed by the Town of Valleyview.

Mary Wilson and Judy Smith have expressed interest in serving as members at large on this board.

All applicants have submitted an application form (please see attached).

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

ATTACHMENT(S):

- Applications



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

## Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Are you a resident of Greenview?

Yes  No

Are you currently serving on a Municipal Board or Committee?

Yes  No

Which Board or Committee are you serving on and when does your term expire?

Greenview Regional Multiplex Board  
I was appointed last year.

Have you served on a Municipal Board or Committee in the past?

Yes  No

What Municipal Board or Committee have you served on and what year did you last serve?

Valleyview Municipal Library - Resigned in 2015

## Personal Resume

Name: Judy Smith

Home/Mailing Address: Box 1555

City: Valleyview

Postal Code: T0H 3N0

Phone (home): 780-524-2790

Phone (work): 780-524-6691

Email: drjs@iwantwireless.ca

Qualifications: Bachelor of Physical Education degree  
from the University of Alberta.



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: Three years working in municipal recreation programs.

Twenty eight years administering a community based education program.

Volunteer Activities you have been involved with: Volunteering with: Red Willow Curling Club, Valleyview Ag. Society, 4-H, Partnership Approach to Literacy (PAL).

How do you feel you could contribute to your chosen Board or Committee?

I feel that I have a good knowledge of our community and the recreational needs of the residents. In the past I have been involved with a variety of groups and boards and have gained experience in that situation.

Judy Smith

Applicant's Signature

September 26, 2018

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

## Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Greenview Regional Multiplex Board.

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

Greenview Regional Multiplex Board  
Oct 1/18

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

The above GRMB, last year 2017/18

## Personal Resume

Name: Mary Wilson

Home/Mailing Address: Box 341

City: Valleyview AB      Postal Code: T0H 3N0

Phone (home): 780 524-3719      Phone (work): 780 524-8324

Email: mk-wilson@ymail.com

Qualifications: Previous experience - Victim Services  
Library Board. Red Willow Lodge Seniors Club



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

**Experience:** Have been on the GRMB for the last year. Just getting familiar with the operation of the Multi Flex.

**Volunteer Activities you have been involved with:** Seniors Club, HEART Committee, Victim Services, Toastmasters

**How do you feel you could contribute to your chosen Board or Committee?**

Past yr knowledge, + other Boards I've been part of.

Mary Alison

Applicant's Signature

Sept 21/18

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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# REQUEST FOR DECISION

---

SUBJECT: **Greenview Regional Partnership Steering Committee**  
SUBMISSION TO: REGULAR COUNCIL MEETING                      REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019                                      CAO:                                      MANAGER:  
DEPARTMENT: CAO SERVICES    GM:                                      PRESENTER:  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint three (3) Councillors to the Greenview Regional Partnership Steering Committee.**

---

BACKGROUND/PROPOSAL:

The Greenview Regional Partnership Steering Committee is an advisory committee to the member municipal councils, being the Town of Valleyview, the Town of Fox Creek, the Town of Grande Cache and Greenview, which will provide recommendations to the respective Councils on partnership projects. The committee will consist of the Mayor/Reeve from each of the municipalities, plus two additional Councillors from Greenview.

Currently Reeve Dale Gervais, Deputy Reeve Tom Burton and Councillor Shawn Acton sit on this committee.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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# REQUEST FOR DECISION

---

SUBJECT:	<b>Greenview Regional Waste Management Commission (GRWMC)</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 14, 2019	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER:
STRATEGIC PLAN:	Level of Service		

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint two (2) Councillors, one (1) Councillor as the alternate and one (1) Member at Large to the Greenview Regional Waste Management Commission.**

---

BACKGROUND/PROPOSAL:

The Greenview Regional Waste Management Commission is a partnership between the Town of Valleyview, the Town of Fox Creek and the Municipal District of Greenview No. 16. As of January 1st, 2010 the facility came under the management of the M.D. The Greenview Regional Landfill is a Class II Municipal Solid Waste Landfill that accepts commercial, industrial and institutional waste from the three communities as well as private companies within the member communities.

Hope Kristensen and Jake Drozda have expressed interest in sitting on the commission.

Applicant has submitted an application form (please see attached).

Currently Councillor Shawn Acton, Councillor Les Urness sit on this commission with Reeve Dale Gervais as alternate. Hope Kristensen sits on this board as a Member at Large.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

ATTACHMENT(S):

- Application



MD OF GREENVIEW



# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Greenview Regional Waste Management Commission

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

NA

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

citizen's panel 2016

## Personal Resume

Name: Jake Drozda

Home/Mailing Address: Box 1295

City: Valleyview Postal Code: T0H 3N0

Phone (home): 780 524 3254 Phone (work): 780 524 3254

Email: oscar123d16@hotmail.com

Qualifications: BA, graduate studies in Economics (MA)



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: 50 years farming, past board positions: REA, Coop Store, Alberta Organic Producers Ass., Organic Alberta, Organic Federation of Canada.

Volunteer Activities you have been involved with: \_\_\_\_\_

How do you feel you could contribute to your chosen Board or Committee?

Sound judgement from Experience and Knowledge.

Jabe Dwyer

Applicant's Signature

Sept. 28, 2018

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

*The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.*



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

GRWMC

Are you a resident of Greenview?

Yes

No

Are you currently serving on a Municipal Board or Committee?

Yes

No

Which Board or Committee are you serving on and when does your term expire?

Rec Board, SAB, AAB, GRWMC 09/1/2018

Have you served on a Municipal Board or Committee in the past?

Yes

No

What Municipal Board or Committee have you served on and what year did you last serve?

AS above.

## Personal Resume

Name: Hope Kristensen

Home/Mailing Address: Box 94

City: Little Smoky

Postal Code: T0H 3Z8

Phone (home): 780-524-4045

Phone (work): 780-524-8967

Email: hopelight7@gmail.com

Qualifications: Multiple years on multiple boards in multiple organizations, holding multiple positions



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

**Experience:** 13 years on Little Smoky Community Center board including as Treasurer, President + director. 4 years as director @ VVAg Society for 8 years? on V + Area Recreation Board, many as a chairman.

**Volunteer Activities you have been involved with:** 4H Club, District + Regional levels, Little Smoky Community Center event planning + board work, Helping various other NFP with events + Casino's

**How do you feel you could contribute to your chosen Board or Committee?**

Thirst for knowledge + well versed in Roberts Rules, not afraid to ask questions if I'm not sure about how ~~to~~ events, inner workings of things, structure or ~~of~~ governing Rules work.

*Liane Kruger*

Oct 1 / 18

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 - 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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# REQUEST FOR DECISION

---

**SUBJECT:** Grovedale / South Wapiti Recreation Board  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      CAO:      MANAGER:  
**DEPARTMENT:** CAO SERVICES      GM:      PRESENTER:  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one (1) Councillor as a Member at Large to the Grovedale/South Wapiti Recreation Board.**

---

**BACKGROUND/PROPOSAL:**

The Grovedale/South Wapiti Recreation Board was established to provide recreational services to the Grovedale area.

Currently Councillor Bill Smith sits on this board.

Administration is working with the recreation boards to establish a mutual agreement.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

**SUBJECT:** Heart River Housing Foundation  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:** \_\_\_\_\_ **MANAGER:** \_\_\_\_\_  
**GM:** \_\_\_\_\_ **PRESENTER:** \_\_\_\_\_

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one (1) Councillor to the Heart River Housing Foundation and one (1) Councillor as the alternate.**

---

**BACKGROUND/PROPOSAL:**

The last of the three foundations consists of the municipalities to the north east of Greenview. Their mandate is to deal with issues regarding the senior's lodge, apartments, and low income housing in the respective municipalities. The foundation meets monthly.

Currently Councillor Dale Smith sits on this board with Councillor Shawn Acton as the alternate.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---





# REQUEST FOR DECISION

---

**SUBJECT:** High Prairie Advisory Council  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:** \_\_\_\_\_ **MANAGER:** \_\_\_\_\_  
**GM:** \_\_\_\_\_ **PRESENTER:** \_\_\_\_\_

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one (1) Councillor to the High Prairie Advisory Council and one (1) Councillor as the alternate.**

---

**BACKGROUND/PROPOSAL:**

The High Prairie Resource Advisory Council meets quarterly in High Prairie.

Currently Councillor Dale Smith sits on this council.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

**SUBJECT:** Joint Town Of Valleyview / MD of Greenview Committee  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      CAO:      MANAGER:  
**DEPARTMENT:** CAO SERVICES      GM:      PRESENTER:  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint all members of council to the Joint Town of Valleyview/MD of Greenview Committee.**

---

**BACKGROUND/PROPOSAL:**

This committee consists of both the Town of Valleyview Council and Greenview Council. This is an ad-hoc committee that reviews proposals and issues that jointly affect the Town and Greenview.

Council as a whole sits on this committee.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

SUBJECT: **Fox Creek Library Board**

SUBMISSION TO: REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: January 14, 2019      CAO:      MANAGER:

DEPARTMENT: CAO SERVICES      GM:      PRESENTER:

STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to the Fox Creek Library Board and one as the alternate.**

---

BACKGROUND/PROPOSAL:

The Fox Creek Library Board meetings are held monthly to discuss issues of concern regarding the library.

Currently Reeve Dale Gervais sits on this board with Councillor Les Urness as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

SUBJECT: **Valleyview Library Board**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to the Valleyview Library Board and one Councillor as the alternate.**

**MOTION: That Council appoint three (3) Members at Large to the Valleyview Library Board.**

---

BACKGROUND/PROPOSAL:

The Valleyview Library Board meetings are held monthly to discuss issues of concern regarding the library.

Marilyn Douglas, and Adam Norris have expressed interest in sitting on the Valleyview Library Board please see attached applications.

Currently Councillor Les Urness sits on this board with Councillor Acton as the alternate,

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



MD OF GREENVIEW

AI

Appo

**Please Print**

What Municipal Board or Committee are you interested in serving on? Fill out a separate form for each board you are applying for.

Are you a resident of Greenview?

Yes

No

Are you currently serving on a Municipal Board or Committee?

Yes

No

Which Board or Committee are you serving on and when does your term

Valleyview Municipal Library

Have you served on a Municipal Board or Committee in the past?

Yes

No

What Municipal Board or Committee have you served on and what year did you

Valleyview Municipal Library

years

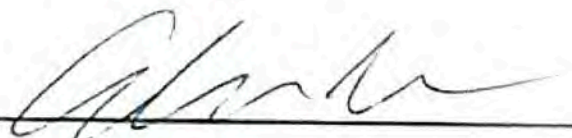
MD OF GREENVIEW

**Please Print**

Experience: Valleyview Municipal Library  
-5 years

Volunteer Activities you have been involved with: Alberta C  
Association Board

How do you feel you could contribute to your chosen Board or Committ  
- understanding of literacy, unc.  
of Board member



Applicant's Signature

Oct 21

Date of Ap

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 - 36<sup>th</sup> Avenue  
PO Box 1079



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

## Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Are you a resident of Greenview?

Yes  No

Are you currently serving on a Municipal Board or Committee?

Yes  No

Which Board or Committee are you serving on and when does your term expire?

Valleyview District Library Board  
Expires - Oct. 2018

Have you served on a Municipal Board or Committee in the past?

Yes  No

What Municipal Board or Committee have you served on and what year did you last serve?

Valleyview District Library Board - 17/18  
Beaverlodge Parent Advisory Committee (responsible for Building the Beaverlodge High School) - 87/88

## Personal Resume

Name: Marilyn Douglas

Home/Mailing Address: Box 2564

City: Valleyview, AB Postal Code: T0H 3N0

Phone (home): 780-552-3333 Phone (work): 780-552-2801

Email: frosty.08@hotmail.com

Qualifications: 20 years administration, 1st year CPR, various courses with Athabasca University, Northern Lakes College & Grant McEwan University  
Dale Carnegie graduate



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: Work - administration, payroll, fleet management, Contract Administrator for Maintenance of all Provincial Bldgs located within Northern Alberta.

Volunteer Activities you have been involved with: Many parent committees involving hockey, school advisory boards, Scottish Society, 4-H

How do you feel you could contribute to your chosen Board or Committee?

Through experience gained, supporting our local library and CALP staff. I have a keen interest in the role of the library and the importance of it remaining. - a vital part of our district

J Douglas

Applicant's Signature

Sept. 4/18

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 - 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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# REQUEST FOR DECISION

---

SUBJECT: **Grande Prairie Public Library Board**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to the Grande Prairie Public Library Board and one Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

The City of Grande Prairie Library Board is independently incorporated under the Alberta Libraries Act and provides policy and operational guidance for the Library.

The Board is comprised of 10 trustees, including one councillor each from the City of Grande Prairie and the Municipal District of Greenview. The remaining trustees are appointed by the City for a maximum of three years.

The three year appointment for the councillor sitting on the board will expire December 2018.

Currently Councillor Roxie Rutt sits on this board with Deputy Reeve Tom Burton as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

SUBJECT: **Millar Western Public Advisory Committee**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER:  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one member of Council and one Councillor as the alternate to the Millar Western Public Advisory Committee.**

---

BACKGROUND/PROPOSAL:

Currently Councillor Shawn Acton sits on this committee with Reeve Dale Gervais as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

**SUBJECT: Municipal Planning Commission**  
**SUBMISSION TO: REGULAR COUNCIL MEETING**  
**MEETING DATE: January 14, 2019**  
**DEPARTMENT: CAO SERVICES**  
**STRATEGIC PLAN: Level of Service**

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO: \_\_\_\_\_**  
**GM: \_\_\_\_\_**  
**MANAGER: \_\_\_\_\_**  
**PRESENTER: \_\_\_\_\_**

---

**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – Bylaw 13-708**

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint all Members of Council to the Municipal Planning Commission as per Bylaw 13-708.**

---

**BACKGROUND/PROPOSAL:**

Bylaw 13-708 states “The Municipal Planning Commission shall consist of all members of the Municipal District of Greenview No. 16 Council.”

The role of the M.P.C. is to make decisions on all development permits of discretionary use under the Land Use Bylaw. The M.P.C. also is the Subdivision Authority for the M.D. The M.P.C. meets monthly for about three to four hours on the Tuesday following the first Regular Council Meeting of each month. Members of the M.P.C. cannot be members of the Subdivision and Development Appeal Board.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

**SUBJECT:** Nitehawk Year Round Adventure Park  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      CAO:      MANAGER:  
**DEPARTMENT:** CAO SERVICES      GM:      PRESENTER:  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one Councillor to the Nitehawk Ski Recreation Board and one Councillor as the Alternate.**

---

**BACKGROUND/PROPOSAL:**

Nitehawk Recreation Area has been in existence since 1960 and run by a board of directors, a dedicated team of volunteers and a hard working crew of staff.

Currently Reeve Dale Gervais sits on this board with Deputy Reeve Tom Burton as the alternate.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

SUBJECT: **Norbord Environmental Committee**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to the Norbord Environmental Committee and one Councillor as the alternate.**

---

BACKGROUND

Currently Councillor Shawn Acton sits in this committee with Councillor Bill Smith as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

**SUBJECT:** Northern Transportation Advocacy Bureau  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      CAO:      MANAGER:  
**DEPARTMENT:** CAO SERVICES      GM:      PRESENTER:  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one (1) Councillor to the Northern Transportation Advocacy Bureau.**

---

**BACKGROUND/PROPOSAL:**

The Northern Transportation Advocacy Bureau (NTAB) is a joint committee created through a partnership of PREDA and REDI.

The focus of this committee is to highlight the need for transportation infrastructure in Alberta's Northwest to ensure our region is competitive and efficiently access the global markets.

Currently Councillor Roxie Rutt sits on this board.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

**ATTACHMENT(S):**

- None



# REQUEST FOR DECISION

---

<b>SUBJECT:</b>	<b>PACE Board of Directors</b>		
<b>SUBMISSION TO:</b>	REGULAR COUNCIL MEETING	<b>REVIEWED AND APPROVED FOR SUBMISSION</b>	
<b>MEETING DATE:</b>	January 14, 2019	<b>CAO:</b>	<b>MANAGER:</b>
<b>DEPARTMENT:</b>	CAO SERVICES	<b>GM:</b>	<b>PRESENTER:</b>
<b>STRATEGIC PLAN:</b>	Level of Service		

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one Councillor to the Pace Board of Directors.**

---

**BACKGROUND/PROPOSAL:**

Pace is an organization that provides a variety of services in the Grande Prairie community and area, including crisis intervention, family support, educational workshops, and counselling services involving sexual abuse, sexual assault, child abuse and trauma.

Pace meets once a month at the Grande Prairie Pace Office.

Currently Councillor Roxie Rutt sits on this board.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

**SUBJECT:** Peace Library System Board  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:** \_\_\_\_\_ **MANAGER:** \_\_\_\_\_  
**GM:** \_\_\_\_\_ **PRESENTER:** \_\_\_\_\_

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one Councillor to the Peace Library System Board and one Councillor as the alternate.**

---

**BACKGROUND/PROPOSAL:**

The goal of the Peace Library System Board is to help municipalities meet the information, educational and cultural needs of their residents in the most cost effective and efficient way. It provides a regional network of 30 public and 52 school libraries in an effective way of connecting residents and a way for member libraries to share resources and expertise, serving all of northwestern Alberta.

Currently Councillor Roxie Rutt sits on this board with Deputy Reeve Tom Burton as the alternate.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---





# REQUEST FOR DECISION

---

SUBJECT: **Peace Region Economic Development Alliance (PREDA)**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER:  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to the Peace Region Economic Development Alliance and one Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

This Alliance is a consortium of municipalities, businesses and business groups across northwest Alberta having an interest in designing and managing a regional economic development strategy for the area. PREDA believes that by creating the conditions in which investment thrives, the evolution of new business developments will naturally follow. It focuses its initiatives on improving technological capabilities, identifying new sources of capital, improving entrepreneurship, and developing human resources.

Currently Councillor Roxie Rutt sits on this board with Deputy Reeve Tom Burton as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

SUBJECT: **The River of Death and Discovery Dinosaur Museum Society (Philip J Currie)**  
SUBMISSION TO: REGULAR COUNCIL MEETING                      REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019                                      CAO:                                      MANAGER:  
DEPARTMENT: CAO SERVICES    GM:                                      PRESENTER:  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to The River of Death and Discovery Dinosaur Museum Society and one Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

A not-for-profit society formed in 2010, the River of Death and Discovery Dinosaur Museum Society (RDDDMS) operates the Philip J. Currie Dinosaur Museum under a tenancy lease agreement with the County of Grande Prairie No.1 and extends an endowed professorship in palaeontology with the University of Alberta.

Currently Reeve Dale Gervais sits on this society with Councillor Roxie Rutt as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

**SUBJECT:** Policy Review Committee  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:** \_\_\_\_\_  
**GM:** \_\_\_\_\_  
**MANAGER:** \_\_\_\_\_  
**PRESENTER:** \_\_\_\_\_

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint three (3) Councillors to the Policy Review Committee and seven (7) Councillors as alternates.**

---

**BACKGROUND/PROPOSAL:**

Administration is reviewing all Policies for any changes needed to bring the Policies up-to-date. The Policy Review Committee is given copies of the updated policies for review and concerns. Meetings are bi-monthly or as needed at the Greenview Administration Building.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

SUBJECT: **Smoky Applied Research & Demonstration Association (SARDA)**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER:  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to the Smoky Applied Research & Demonstration Association and one Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

SARDA is a non-profit organization which conducts research related to agriculture. It is one of the six applied research associations across the province (one in every agricultural region). The main goal of SARDA is to facilitate the transfer of new technology and sound production practices from research institution and industry to local producers by establishing farm demonstrations and applied research trials in the South East Peace Region.

Currently Councillor Dale Smith sits on this association with Councillor Les Urness as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

SUBJECT: **South Peace Regional Archives**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to the South Peace Regional Archives and one Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

The purpose of the SPRA Society is to gather, preserve, and share the historical records of municipalities, organizations, businesses, families and individuals within the region, both now and in the future. These records reflect the personal, cultural, social, economic, and political life of the South Peace River Country of Alberta and are in all formats and media, including textual records, maps, plans, drawings, photographs, film and sound recordings.

Currently Reeve Dale Gervais sits on this board with Councillor Roxie Rutt as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

**SUBJECT:** Subdivision and Development Appeal Board (SDAB)  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      CAO:      MANAGER:  
**DEPARTMENT:** CAO SERVICES      GM:      PRESENTER:  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint five members to the Subdivision & Development Appeal Board.**

---

**BACKGROUND/PROPOSAL:**

The SDAB was established by the Municipal Government Act and consists of five members at large. The SDAB hears appeals lodged against all development permits and those subdivisions that are defined within the Act. The SDAB meets on an as-needed basis, approximately six times per year, but this can vary. Members of the SDAB cannot be members of the Municipal Planning Commission.

Gary Havell, Pat Cooke, Roxanne Perron, and Ken Wilson have expressed interest in serving on the SDAB.

All applicants have submitted an application form (please see attached).

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

**ATTACHMENT(S):**

- Applications



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

## Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

SDAB

Are you a resident of Greenview?

Yes  No

Are you currently serving on a Municipal Board or Committee?

Yes  No

Which Board or Committee are you serving on and when does your term expire?

Subdivision + Development Appeal Board SDAB

Have you served on a Municipal Board or Committee in the past?

Yes  No

What Municipal Board or Committee have you served on and what year did you last serve?

SDAB - MPC  
SDAB 2018 MPC - 13 YEARS

## Personal Resume

Name: Ken Wilson

Home/Mailing Address: Box 341

City: Valleyview AB Postal Code: T0H 3N0

Phone (home): 780-524-3719 Phone (work): 780-524-7961

Email: mk-wilson@ymail.com

Qualifications: Knowledge of how this Board  
works + recent training completed  
Subdivision + Development Appeal Board Training



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: \_\_\_\_\_

Volunteer Activities you have been involved with: LEGION BR 140, AG SOCIETY, R.W.R.C, P.C.C.T.R.

How do you feel you could contribute to your chosen Board or Committee?

SERVED ON PLANNING BOARD ON TOWN COUNCIL. PAST EXPERIENCE

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW

Please Print

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

SEP 27 2018

VALLEYVIEW

FH. C-12  
**APPLICATION**

Appointment to a Municipal  
Board/Committee

SCANNED

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Subdivision & Development Appeal Board

Are you a resident of Greenview?

Yes  No

Are you currently serving on a Municipal Board or Committee?

Yes  No

Which Board or Committee are you serving on and when does your term expire?

SDAB & FCSS - Both terms expire in October

Have you served on a Municipal Board or Committee in the past?

Yes  No

What Municipal Board or Committee have you served on and what year did you last serve?

SDAB & FCSS - Currently serving on both

**Personal Resume**

Name: Roxanne Perron

Home/Mailing Address: Box 77

City: Little Smoky's Postal Code: T0H 5R0

Phone (home): 780-524-8954 Phone (work): —

Email: roxanne.perron@gmail.com

Qualifications: Completed SDAB Clerk Training in July 2018  
I have 17 years of experience on SDAB.



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: 17 years on SDAB

Volunteer Activities you have been involved with: Little Smoky Community Centre, PAL, Valleyview Enhancement Committee, EBC-Youth & Drama Production

How do you feel you could contribute to your chosen Board or Committee?

My years of experience serving on the SDAB are an asset & my passion & commitment to building community are also.

Joyanne Serra

Applicant's Signature

Sept 26/18

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW

Please Print



FH C-12

# APPLICATION

Appointment to a Municipal Board/Committee

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Subdivision + Development Appeal Board

Are you a resident of Greenview?

Yes  No

Are you currently serving on a Municipal Board or Committee?

Yes  No

Which Board or Committee are you serving on and when does your term expire?

Subdivision + Development Appeal Board -  
October 2018

Have you served on a Municipal Board or Committee in the past?

Yes  No

What Municipal Board or Committee have you served on and what year did you last serve?

FCSS - 2014 (?)  
Subdivision + Development Appeal Board 2018

## Personal Resume

Name: Pat Cooke

Home/Mailing Address: Box 444

City: Grovedale Postal Code: T0A 1X0

Phone (home): 780-539-0626 Phone (<sup>cell</sup>work): 780-814-3136

Email: palcwk@gmail.com

Qualifications: Training through Subdivision + Development  
Appeal Board, Mediation Training, Restorative Justice  
Training, Leadership Training (County of Grande Prairie)  
good listening and communication skills. But most  
of all am interested in the growth and development  
of my community



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: Past being on the S+DAB and contributing to the development of Grovedale Area Structure Plan as a citizen panel member

Volunteer Activities you ~~have~~<sup>are</sup> been involved with: Northern Lights Youth Justice Committee, Lions, Sorority, Grovedale Seniors Club, Grovedale Seniors Housing Society

How do you feel you could contribute to your chosen Board or Committee?

- By being aware of what is happening in my community
- By being available and taking any on-going training by the M.D. of Greenview

Liz Cooke

Applicant's Signature

September 15, 2018

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
 4806 – 36<sup>th</sup> Avenue  
 PO Box 1079  
 Valleyview, AB T0H 3N0  
 Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW



# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

SDAB

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

SDAB

## Personal Resume

Name: Gary Havell

Home/Mailing Address: Box 159

City: Sunset House AB      Postal Code: T0H 3H0

Phone (home): 780 524 4495      Phone (work): 780 524 9255

Email: kgavell@telus.net

Qualifications: sat on SDAB board for the last 4 years



MD OF GREENVIEW

**Please Print**



# APPLICATION

Appointment to a Municipal Board/Committee

**Experience:** I've been to 4 training courses

**Volunteer Activities you have been involved with:** 4H, Sweethouse Hall Board, Red willow roping club board and Alberta High School rodeo Provincial board For 7 years

**How do you feel you could contribute to your chosen Board or Committee?**  
With being on the SDAO board for numerous years I feel I have a pretty good understanding of how it works.

Gary Powell

oct 3/18

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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# REQUEST FOR DECISION

---

SUBJECT:	<b>Tri-Municipal Industrial Partnership</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO:	MANAGER:
MEETING DATE:	January 14, 2019	GM:	PRESENTER:
DEPARTMENT:	CAO SERVICES		
STRATEGIC PLAN:	Level of Service		

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint four members to the Tri-Municipal Industrial Partnership and an alternate.**

---

BACKGROUND/PROPOSAL:

The Tri-Municipal Industrial Partnership (TMIP) was formed by the Municipal District (MD) of Greenview, County of Grande Prairie and the City of Grande Prairie to explore opportunities for developing a world class heavy eco-industrial district.

Currently Reeve Gervais, Deputy Reeve Tom Burton, Councillor Bill Smith and Councillor Les Urness sit on this board with Councillor Roxie Rutt as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

ATTACHMENT(S):

- Applications



# REQUEST FOR DECISION

---

SUBJECT:	<b>Valleyview &amp; District Medical Centre</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO:	MANAGER:
MEETING DATE:	January 14, 2019	GM:	PRESENTER:
DEPARTMENT:	CAO SERVICES		
STRATEGIC PLAN:	Level of Service		

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council appoint three (3) Councillor to the Valleyview & District Medical Centre and one (1) Councillor as the alternate.**

---

## BACKGROUND/PROPOSAL:

Representatives from the Town of Valleyview and Greenview meet on an as-needed basis to discuss operations.

Currently Reeve Gervais, Councillor Roxie Rutt, and Councillor Dale Smith sit on this board with Councillor Shawn Acton as the alternate.

---

## FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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# REQUEST FOR DECISION

---

SUBJECT: **Valleyview & District Recreation Board**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER:  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor and three (3) Members at Large to the Valleyview & District Recreation Board.**

---

BACKGROUND/PROPOSAL:

Under the agreement with the Town of Valleyview, Greenview has a Councillor appointed to this Board. The purpose of the Recreation Board is to develop policies and implement programs, which are carried out by the Recreation Director. The board meets monthly.

Kim Havell and Hope Kristensen have expressed interest in sitting on this board.

All applicants have submitted an application form (please see attached).

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

ATTACHMENT(S):

- Applications



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Valleyview + District Recreation Board

Are you a resident of Greenview?

Yes  No

Are you currently serving on a Municipal Board or Committee?

Yes  No

Which Board or Committee are you serving on and when does your term expire?

VV Rec Board

Have you served on a Municipal Board or Committee in the past?

Yes  No

What Municipal Board or Committee have you served on and what year did you last serve?

Same

## Personal Resume

Name: Kim Havell

Home/Mailing Address: Box 158

City: Sunset House AB Postal Code: T0H 3H0

Phone (home): 780 524 4495 Phone (work): 780 552 6427

Email: Kim.havell@ngps.ca

Qualifications: - School division - family (teenage children)  
- Rural resident



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

**Experience:** Been on Rec board for many years.  
As well as my work with Northern Gateway  
Public Schools.

**Volunteer Activities you have been involved with:** Valleyview Rodeo  
- High School Rodeo

**How do you feel you could contribute to your chosen Board or Committee?**

I feel I represent the "middle" family  
generation as well as rural residents

K Howell

Applicant's Signature

Sept 17/18

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

## Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Valleyview + District Recreation Board

Are you a resident of Greenview?

Yes

No

Are you currently serving on a Municipal Board or Committee?

Yes

No

Which Board or Committee are you serving on and when does your term expire?

This one as well as SAB, GVRWC, AAB, Oct 1 2018.

Have you served on a Municipal Board or Committee in the past?

Yes

No

What Municipal Board or Committee have you served on and what year did you last serve?

As Above.

## Personal Resume

Name: Hope Kristensen

Home/Mailing Address: Box 94

City: Little Smoky AB Postal Code: T0H 3Z0

Phone (home): 780 524-4045 Phone (work): 780-524-8967

Email: hope.light7@gmail.com

Qualifications: Multiple years on rec board as well

as Little Smoky Community Center Board as director,

President + Treasurer. 4-H Club general leader, district

Secretary as well as duties on committees at Regional

level. VV Ag Society as a director for 4 years.



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: as above.

Volunteer Activities you have been involved with:

4-H Club, District + Regional levels, Little Smoky Community Center, VVA Society + helped out many other organizations at events + Casinos

How do you feel you could contribute to your chosen Board or Committee?

Thirst for knowledge, ~~can~~ I can run a great meeting using Roberts Rules: Find it easy to communicate in meeting settings.

Hope Krustensen

Oct 1 / 18

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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# REQUEST FOR DECISION

---

SUBJECT: **Valleyview Citizens Advisory Committee**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER:  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to the Valleyview Citizens Advisory Committee and one (1) Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

The Valleyview Citizens Advisory Committee consists of members from the Town of Valleyview, Greenview, and the RCMP. The purpose of this committee is to advise the local RCMP, Social Services and other government agencies of any issues that may come up. The committee meets infrequently, approximately four times per year.

Currently Councillor Shawn Acton sits on this committee with Councillor Les Urness as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

SUBJECT: **Valleyview Seed Cleaning Plant**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: \_\_\_\_\_

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to the Valleyview Seed Cleaning Plant and one Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

The Valleyview Seed Cleaning Plant meets approximately three times a year.

Currently Councillor Dale Smith sits on this board with Reeve Dale Gervais as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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# REQUEST FOR DECISION

---

**SUBJECT:** **Veterinary Services Incorporated (VSI)**  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      CAO:      MANAGER:  
**DEPARTMENT:** CAO SERVICES      GM:      PRESENTER:  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one Councillor to the Veterinary Services Incorporated Board of Directors and one Councillor as the alternate.**

---

**BACKGROUND/PROPOSAL:**

VSI is a program that provides a cost-shared service to the livestock producers within our municipality. A yearly meeting is held in December to discuss fee schedules and services provided by VSI.

Currently Councillor Dale Smith sits on this board with Councillor Bill Smith as the alternate.

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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# REQUEST FOR DECISION

---

SUBJECT: **Wapiti River Management Plan Committee**  
SUBMISSION TO: REGULAR COUNCIL MEETING                      REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019                                      CAO:                                      MANAGER:  
DEPARTMENT: CAO SERVICES    GM:                                      PRESENTER:  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one Councillor to the Wapiti River Management Plan Committee and one Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

The Wapiti River Water Management (WRWMP) Stakeholder Group consists of municipalities within the region as well as provincial and federal government departments, industry, user groups and the Might Peace Watershed Alliance. The group is tasked with providing recommendations to the Provincial Government.

Currently Councillor Bill Smith sits on this committee with Deputy Reeve Tom Burton as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---



# REQUEST FOR DECISION

---

SUBJECT: **Water North Coalition**

SUBMISSION TO: REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: January 14, 2019      CAO:      MANAGER:

DEPARTMENT: CAO SERVICES      GM:      PRESENTER:

STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillors to the Water North Coalition, and one (1) Councillor as the alternate.**

---

BACKGROUND/PROPOSAL:

The Water North Coalition was formed in 2014 to build upon work completed through the Closer to Home Initiative and to create a forum to address the water and wastewater challenges facing northern communities.

Voting membership is open to all northern municipalities, First Nations and Metis Settlements. Non-voting membership is open to water and wastewater commissions and professionals, provincial and federal governments, rural water and wastewater co-operatives, and owners and operators. Strategic advice and administrative support are provided by the Northern Alberta Development Council.

Currently Councillor Dale Smith sits on this board with Deputy Reeve Tom Burton as the alternate.

---

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

---

ATTACHMENT(S):

- Applications
- Agreement



## TERMS OF REFERENCE

<b>Name</b>	Water North Coalition (WNC)
<b>Members</b>	<b>Voting members:</b> Northern municipalities, First Nations, Métis settlements <b>Non-voting members:</b> Water/wastewater commissions and professionals, Provincial/Federal Government, Rural Water Co-ops, Owners and Operators.
<b>Mission</b>	To find and implement northern solutions to water sourcing and water challenges through: <ul style="list-style-type: none"><li>• Advocacy</li><li>• Public Education</li><li>• Attraction and retention</li><li>• Training</li></ul>
<b>Vision</b>	The group seeks to ensure, through collaboration, that sustainable water systems are available to every northern community.
<b>Principles</b>	Our group will: <ul style="list-style-type: none"><li>• Share information on water and wastewater regulations and responsibilities</li><li>• Work collaboratively with members and partners</li><li>• Identify emergent workforce needs</li><li>• Advocate for “made in the north” solutions and funding for training, education, recruitment and retention, succession planning for municipal water/wastewater personnel</li></ul>

### **Administrative practices**

The group will:

- Keep membership open
- Meet quarterly or as needed in rotating locations for 4 hours
- Create an action list following each meeting (NADC to draft)
- Elect a Chair and Vice Chair for a one year term with elections to be held after November 1<sup>st</sup>
- Request that NADC provide administrative and other support within its mandate



# REQUEST FOR DECISION

---

<b>SUBJECT:</b>	<b>Weyerhaeuser Advisory Committee</b>		
<b>SUBMISSION TO:</b>	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
<b>MEETING DATE:</b>	January 14, 2019	CAO:	MANAGER:
<b>DEPARTMENT:</b>	CAO SERVICES	GM:	PRESENTER:
<b>STRATEGIC PLAN:</b>	Level of Service		

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint one Councillor to the Weyerhaeuser Advisory Committee and one Councillor as the alternate.**

---

**BACKGROUND/PROPOSAL:**

This Committee was established by Weyerhaeuser, and is comprised of stakeholders who have an interest in their Forest Management Area. The Committee meets monthly to discuss issues and concerns raised about Weyerhaeuser's F.M.A. practices.

Currently Deputy Reeve Tom Burton sits on this committee with Councillor Bill Smith as the alternate.

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**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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## COUNCIL BOARD & COMMITTEE INFORMATION

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### **Council Committee as a Whole – All of Council**

**(No Terms of Reference in place)**

Meets on the first Wednesday of each month at 12 noon in Council Chambers. Senior managers (Chief Administrative Officer, Chief Financial Officer, Manager of Community Services, Manager of Development and Public Safety and Manager of Public Works and Utilities) or their designate(s) attend to report on their departmental activities/issues/concerns. This forum provides Council and senior management an opportunity to discuss various Town operations.

### **Community Futures West Yellowhead – 2 councillors + alternate**

**(No Terms of Reference in place)**

Community Futures West Yellowhead is a non-profit organization that offers small business services and management tools, provides support to local small businesses and actively works in the communities to foster rural economic diversification and growth. The organization is governed by a Board of Directors representing the municipal governments in the region.

### **Evergreens Foundation – 1 councillor + alternate**

**(No Terms of Reference in place)**

The Evergreens Foundation was established over fifty years ago and provides and manages lodges, supportive housing and self-contained units for seniors, community housing units and supplemental rental units in the West Yellowhead region. The Foundation is governed by a Board of Directors represented by six of the seven municipal governments involved and meets once a month alternatively in each of the representative municipalities.

### **Grande Cache Emergency Management Advisory Committee – 2 councillors + alternate**

**(No Terms of Reference in place, see attached *Municipal Emergency Management Bylaw No. 751*)**

Mandated by provincial requirements under section 11.1 of the Alberta *Emergency Management Act*, Chapter E-6.8, RSA 2000.

### **Grande Cache Environmental Committee – 2 councillors**

**(See attached *Terms of Reference*)**

This Committee was recently reactivated and provides recommendations to Council regarding environmental concerns and issues in the community. The Committee is instrumental in organizing initiatives such as the annual Community Cleanups, Toxic/Household Hazardous Waste Roundups, recycling/composting information and environmental education materials. The Committee meets once a month in the Council Offices.

### **Grande Cache Municipal Library Board – 1 councillor + alternate**

**(See attached *Terms of Reference*)**

The Board meets once a month on the fourth Monday. The Board consists of five community members-at-large, a School Board representative (Grande Yellowhead Public School Division) and a Council

member. The Board sets policy and makes any changes to existing policies and review financial statements.

This Board is part of the Yellowhead Regional Library Board and the Council member appointed to this Board is required to attend meetings for both Boards.

**Grande Cache Transportation Committee – 2 councillors**  
**(See attached *Terms of Reference*)**

This Committee meets once a month or as required. The Chairperson schedules meetings according to activities/actions required. Several local groups and organizations are represented including the Grande Cache Seniors Minibus Society, Big Horn Golden Age Club, Whispering Pines Seniors Lodge and the medical profession. The Committee provides direction for the management of the Community Bus Service.

**Municipal Planning Commission – 2 councillors**  
**(no *Terms of Reference* in place, see *Bylaw No. 806*. Also see *Bylaw No. 805 Subdivision Authority*)**

The Municipal Planning Commission was established under Bylaw No. 673 (and as amended thereto). Please refer to this bylaw (and amendments) and the Alberta Municipal Government Act for the functions and duties of this Commission.

**Water North Coalition – 1 councillor**  
**(See attached *Terms of Reference*)**

The Water North Coalition (WNC) was formed in 2014 to build upon work completed through the Closer to Home (C2H) Initiative and to create a forum to address the water and wastewater challenges facing northern communities.

Voting membership is open to all northern municipalities, First Nations and Metis Settlements. Non-voting membership is open to water and wastewater commissions and professionals, provincial and federal governments, rural water and wastewater co-operatives, and owners and operators. Strategic advice and administrative support are provided by the Northern Alberta Development Council (NADC).

**Yellowhead Regional Library Board – 1 councillor**  
**(no *Terms of Reference* in place)**

The Yellowhead Regional Library is a cooperative library system that provides services and materials to public and school libraries and is governed by a Board of Directors representing the municipal governments/organizations in the region. The Board meets on a quarterly basis in Spruce Grove.

**Town of Grande Cache  
BY-LAW NO. 751**

**BEING A BY-LAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO ESTABLISH A MUNICIPAL EMERGENCY ADVISORY COMMITTEE AND A MUNICIPAL EMERGENCY MANAGEMENT AGENCY FOR THE TOWN OF GRANDE CACHE.**

**WHEREAS** Council of the Town of Grande Cache is responsible for the direction and control of its emergency response and is required under the *Alberta Emergency Management Act, Chapter E-6.8, RSA 2000, as amended*, to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

**AND WHEREAS** it is desirable in the public interest and in the interests of public safety that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Alberta Emergency Management Act;

**NOW THEREFORE BE IT RESOLVED THAT** Council of the Town of Grande Cache, duly assembled in Council Chambers at Grande Cache, Alberta, enacts as a bylaw the following:

1. This bylaw may be cited as the Municipal Emergency Management Bylaw .
2. In this bylaw:
  - a) 'Act' means the *Emergency Management Act, Chapter E-6.8, RSA 2000* and all amendments thereto;
  - b) 'Council' means the Council of the Town of Grande Cache;
  - c) 'disaster' means an event that has resulted or may result in serious harm to the safety, health or welfare of people or in widespread damage to property;
  - d) 'emergency' means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
  - e) "Emergency Advisory Committee" means the committee established under this bylaw;
  - f) "Minister" means the Minister charged with administration of the Act;
  - g) "Municipal Emergency Management Agency" means the agency established under this bylaw;
  - h) "Municipal Emergency Plan" means the emergency plan prepared by the Director of the Emergency Management to coordinate response to an emergency or disaster.
3. There is hereby established an Emergency Advisory Committee to advise Council on the development of the emergency plans and related programs.
4. There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew or terminate a state of local emergency, nor the powers contained in Section 11 of this bylaw.
5. Council shall:
  - a) by resolution, appoint two (2) of its members to serve on the Emergency Advisory Committee;
  - b) provide for the payment of expenses of the members of the Emergency Advisory Committee;
  - c) by resolution, on the recommendation of the Emergency Advisory Committee, appoint a Director of Emergency Management and a Deputy Director of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;
  - d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Grande Cache;
  - e) approve the Town of Grande Cache emergency plans and programs;

Chair Initial \_\_\_\_\_

CAO Initial \_\_\_\_\_

- f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year;
  - g) by bylaw, borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency;
  - h) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
6. The Emergency Advisory Committee shall:
- a) review the Municipal Emergency Plan and related plans and programs on a regular basis;
  - b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.
7. The Municipal Emergency Management Agency shall be comprised of one or more of the following:
- the Director of the Municipal Emergency Management Agency;
  - the Deputy Director of the Municipal Emergency Management Agency;
  - other administrative staff member(s) as may be required;
  - the RCM Police or designate;
  - the Fire Chief or designate;
  - the Manager of Public Works or designate;
  - the Director of the Community Health Complex or designate;
  - the Manager of Emergency Medical Services or designate;
  - the Manager of the Public Health Unit or designate;
  - the local School Board Trustee or designate;
  - representative(s) from adjacent communities which have entered into mutual aid agreements;
  - representative(s) from local business or business associations (ie. Chamber of Commerce);
  - representative(s) from local industry or industrial associations;
  - anyone else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan.
8. The Director of Emergency Management shall:
- a) prepare and coordinate the Municipal Emergency Plan and related plans and programs for the Town of Grande Cache;
  - b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the Municipal Emergency Management Agency;
  - c) coordinate all emergency services and other resources used in an emergency; or
  - d) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b) and (c).
9. The power to declare or renew a state of local emergency is defined under the Act. The local authority may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
10. When a state of local emergency is declared, the person(s) making the declaration shall:
- a) ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;
  - b) cause the details of the declaration to be published immediately by any means of communication considered most likely to notify the population of the area of the area affected;
  - c) forward a copy of the declaration to the Minister forthwith.

Chair Initial \_\_\_\_\_

CAO Initial \_\_\_\_\_



11. Subject to Section 14, when a state of local emergency is declared, the person(s) making the declaration may:
  - a) cause any emergency plan or program to be put into operation;
  - b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
  - d) control or prohibit travel to or from any area of the Town;
  - e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the Town;
  - f) cause the evacuation of persons and the removal of personal property from any area of the Town that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons and of the personal property;
  - g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
  - h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
  - i) procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
  - j) authorize the conscription of persons needed to meet an emergency;
  - k) authorize any persons, at any time, to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.
  
12. When a state of local emergency is declared:
  - a) neither Council, nor any member of Council, and
  - b) no person appointed by Council to carry out measures relating to emergencies or disasters,are liable in respect of damage caused through any action taken under this bylaw, nor are they subject to any proceedings by way of prohibition, certiorari, mandamus or injunction.
  
13. Notwithstanding Section 12,
  - a) Council and any member of Council, and
  - b) any person acting under the direction or authorization of Councilis liable for gross negligence in carrying out duties under this bylaw.
  
14. When, in the opinion of the person(s) declaring the state of local emergency, an emergency no longer exists to which the declaration was made, they shall, by resolution, terminate the declaration.
  
15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
  - a) a resolution is passed under section 14;
  - b) a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
  - c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area;
  - d) the Minister cancels the state of local emergency.
  
16. When a declaration of a state of local emergency has been terminated, the person(s) who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

Chair Initial \_\_\_\_\_

CAO Initial \_\_\_\_\_

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17. Bylaw No. 667 – Municipal Emergency Management Bylaw is hereby rescinded.

Read a first time this twenty third day of January, 2013 AD

Read a second time this twenty third day of January, 2013 AD

Read a third and final time this twenty third day of January, 2013 AD

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Louise Krewusik  
Mayor

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Alan Parkin  
Chief Administrative Officer

## **TERMS OF REFERENCE**

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### **1.0 CONSTITUTION**

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

### **2.0 MEMBERSHIP**

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

### **3.0 SECRETARY**

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

### **4.0 QUORUM**

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

**Grande Cache Environmental Committee**  
Terms of Reference

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**5.0 FREQUENCY OF MEETINGS**

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

**6.0 CONDUCT OF BUSINESS**

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

**7.0 ATTENDANCE AT MEETINGS**

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

**8.0 MINUTES**

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

**Grande Cache Environmental Committee**  
Terms of Reference

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**9.0 DUTIES**

9.1 The Committee shall:

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

**10.0 ADMINISTRATION**

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

**11.0 BEST PRACTICES**

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

- b) Encourage each individual, business, industry and institution to reduce their footprint on the environment through reduction of waste and promote individual responsibility, leading to community action.



## **Terms of Reference**

### **Board/Committee Name**

Grande Cache Library Board

### **Internal/External Organization**

Internal

### **Contact Information**

(T) (780) 827-2081 – Laurel A. Kelsch – Director  
780-827-5677 – Corianne Neilson – Current Library Board Chair

### **Duration**

Library Trustees (appointed by the Town of Grande Cache organizational committee) serve a 3-year term, Town of Grande Cache Representative is appointed on a yearly basis by organizational committee and the School Board Representative serves the duration of their elected term.

### **Organizational Mandate**

The Municipal Library Board exists to oversee the running of the Municipal Library and to assist in any way it can. It works with the Library Director to develop policies and set a yearly budget. Board meetings are held monthly on the 4<sup>th</sup> Tuesday except during July and August.

### **Membership Structure**

The Town of Grande Cache Municipal Library Board consists of eight (8) members, which will include one (1) representative from Town Council and two (2) representatives from the Grande Yellowhead Public School Division No. 77, one (1) representative from the Municipal District of Greenview No. 16 appointed by the Municipal District of Greenview No. 16 Council and four (4) members at large from the Town of Grande Cache.

### **Individual Responsibilities**

Two Board members are designated to have cheque signing authority and the Secretary does the minutes but otherwise there are no specific individual responsibilities.

### **Quorum & Reporting**

A quorum of four Board members is needed for a meeting. According to Library Policy, all members appointed to the Board shall be full voting members.

### **Appendix**

### **Disclaimer**

The Terms of Reference may be amended as required with the consent of the respective parties involved.

# Grande Cache Transportation Committee Terms of Reference November 2015

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## **Background and Purpose:**

The Grande Cache Transportation Committee (hereinafter referred to as the 'Committee') was formed to provide direction and guidance to the Town of Grande Cache - Chief Administrative Officer (hereinafter referred to as the 'Town') in terms of the operations of the Community Bus Service and to the Grande Cache Seniors Mini-Bus Society, the legal entity that owns the bus.

The purpose of the Grande Cache Transportation Committee in relation to the bus, the Town and the Grande Cache Seniors Mini-Bus Society are:

- to represent and advise on the transportation needs of Grande Cache and area residents to the Town (bus service operators);
- promote use of the Community Bus Service and be a source of information within respective community groups;
- identify opportunities for collaboration and fundraising;
- offer guidance and advice on issues regarding the provision of Community Bus Service;
- provide input and advice as to the establishment of operational policies for the Community Bus Service; and
- ensure funding requirements for the operations of the Community Bus Service are being met.

## **Membership and Terms:**

**Committee Members** are voting members, chosen and appointed by Council resolution to a two-year term. The organizations to be represented as voting members on the Committee are:

- Town Council (2)
- Grande Cache Seniors Mini-Bus Society (2)
- Bighorn Golden Age Club (1)
- Whispering Pines Seniors Lodge (a)
- Alberta Health Services: Healthcare Complex/Medical Clinic (1)
- Municipal District of Greenview No. 16 (1)
- Aseniwuche Winewak Nation (1)
- Metis Association of Alberta, Local 1994 (1)

Council may, at its discretion, invite and appoint other community groups/members to this Committee upon written notice to the Committee.



## **Committee Elected Executive:**

**Chairperson** will be elected by the Committee at the September meeting each year. The chair will schedule Committee meetings, draft agendas and preside over each Committee meeting.

**Vice-Chair** will be elected by the Committee at the September meeting each year. The duties of the Vice-Chair will be in support of the Chair or to substitute if the Chair is unable to attend a meeting.

**Quorum** will consist of a minimum of three (3) Committee members present at the meeting.

## **Administration:**

**Secretary** is the Executive Assistant, or designate, of the Town and will prepare and provide agenda packages as directed by the Chair or Vice-Chair, take meeting minutes, will process all correspondence and provide in the next meeting agenda package for review and approval.

**Advisory Members** will attend meetings as requested by the Committee Chair and will not have formal voting privileges. Advisory members may include, but are not restricted to:

- Chief Administrative Officer, Town of Grande Cache
- Representative from Community Services Department, Town of Grande Cache
- Bus Driver/Coordinator

## **Jurisdiction:**

The Grande Cache Transportation Committee is an advisory committee established to oversee the operations of the Community Bus Service, operated by the Town of Grande Cache. As such, the Committee is bound by the Town of Grande Cache bylaws and policies under which the Community Bus Service will operate. The Committee will provide advice and guidance in regards to the operational and strategic decisions for the Community Bus Service.

## **Governance:**

Decisions will be made by consensus of the Committee members (including the Chair and Vice-Chair). Decisions that fall under the authority of the Grande Cache Seniors Mini-Bus Society (example: ownership, non-profit society, etc.) or the Town of Grande Cache will be brought forward to an official meeting of that entity as a 'Recommendation' for decision.

## **Meetings:**

The Committee will meet a minimum of ten (10) times a year (monthly, with the exception of the summer). Location and agendas will be arranged by the Chair and/or Vice-Chair.

If a Committee member is unable to attend a meeting, they must inform the Chair or Secretary prior to the meeting. Failure to inform the Chair or Secretary will result in being 'absent without cause', and if that member misses three meetings, they will be disqualified from the Committee. Agendas will be structured as follows: Call to Order, Approval of Agenda (additions/deletions), Approval of Meeting Minutes, Correspondence and Information, Financial Report, Old Business, New Business, Roundtable, Adjournment.

### **Communications:**

The Secretary will provide approved meeting minutes to all Committee members. Committee members are responsible for providing regular reports to their respective community organizations.

Committee meeting agendas will include reports from:

- the Town regarding the bus service operations, financial situation, including revenue, expenses, assets and savings
- Coordinator or Chair regarding usage of the bus service and upcoming events.

### **Refinement of Terms of Reference:**

The Committee will review the terms of reference annually. Any changes will be incorporated by a vote of the Committee.

**Town of Grande Cache  
BYLAW NO. 806**

**BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE GRANDE CACHE MUNICIPAL PLANNING COMMISSION**

**WHEREAS** *pursuant Section 626 of the Municipal Government Act, RSA 2000, Chapter M-26 as amended,*

**THEREFORE BE IT RESOLVED THAT** the Council of the Town of Grande Cache, duly assembled in Council Chambers in Grande Cache, Alberta, enacts as follows:

**1.0 Title**

This Bylaw shall be cited as the 'Grande Cache Municipal Planning Commission Bylaw'.

**2.0 Definitions**

In this bylaw:

- 2.1 Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Municipality appointed by Council;
- 2.2 Council** means the duly elected officers of the Municipality;
- 2.3 Land Use Bylaw** means the Town of Grande Cache Land Use Bylaw 799, and any amendments thereto;
- 2.4 Municipality** means the Town of Grande Cache;
- 2.5 Municipal Government Act (MGA)** means the Municipal Government Act, RSA 2000, Chapter M-26 as amended or legislation substituted therefor;
- 2.6 Municipal Planning Commission (MPC)** means members of Council and public-at-large appointed by resolution of Council to the Municipal Planning Commission of the Municipality in accordance with this bylaw;
- 2.7 Organizational Meeting of Council** means the annual organizational meeting of Council held in October;
- 2.8 Recording Secretary** means a person appointed to the position of recording secretary of the MPC pursuant to this bylaw;
- 2.9 Simple Majority** means more than 50% of the votes or persons;
- 2.10 Staff Advisor** means a person appointed to the position of staff advisor of the MPC pursuant to this bylaw;
- 2.11 Subdivision Authority Bylaw** means the Town of Grande Cache Subdivision Authority Bylaw No. 805, and any amendments thereto;
- 2.12 Town Planning Consultant** means a planning consultant who is a professional, registered member in good standing with the professional planning association recognized under regulation with the Province of Alberta, contracted to and at the disposal of the Municipality for the purposes of land use planning, subdivision and development control; and
- 2.13 Vacancy** means the absence of a member that is unable to continue to fulfill his or her obligation as a member.

ALL OTHER TERMS used in this bylaw shall have the meaning assigned to them by the MGA, to the extent that said meaning differs from the ordinary mean.

Chair Initial



CAO Initial



**3.0 Establishment, Membership and Term of Office**

- 3.1 The MPC is hereby established and shall consist of five (5) members, being two (2) members of Council and three (3) members from the public-at-large.
- 3.2 Council members on the MPC as required by Section 3.1, shall be appointed at the annual Organizational Meeting of Council for a one-year term. Any member of Council's appointment to the MPC terminates upon ceasing to be a member of Council.
- 3.3 Council shall appoint the MPC members from the public-at-large as required by Section 3.1 by resolution of Council at the Organizational Meeting of Council and in accordance with the following:
- a) Members of the MPC from the public-at-large shall be appointed for a three (3) year term and no such member may serve more than three (3) consecutive terms on the MPC.
  - b) Members sitting on the MPC as of the adoption date of this bylaw shall be put forward for appointment for a three (3) year term by resolution of Council at the Organizational Meeting of Council, which will be considered as the commencement of their first term.
  - c) Any vacancy occurring may be filled for the remainder of the term by Council resolution.
  - d) The appointment of a member of the MPC from the public-at-large terminates upon expiry of their term as established by resolution of Council pursuant to this section, ceasing to be a resident of the Municipality, upon a member's formal request to resign, or for other reasons as may be determined by Council.
- 3.4 No member of the MPC may be an employee of the Municipality, a person who carries out subdivision or development powers, duties and functions on behalf of the Municipality, or is a member of the Subdivision and Development Appeal Board.
- 3.5 MPC members shall be entitled to such remuneration, travelling and living expenses as may be fixed from time to time.

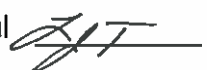
**4.0 Quorum, Chairperson, Vice-Chairperson and Rules of Procedure**

- 4.1 A simple majority of the members of the MPC shall constitute a quorum.
- 4.2 The members of the MPC shall appoint one (1) member as Chairperson and one (1) member as Vice Chairperson, who shall act in the absence of the Chairperson. To ensure compliance with this section, the appointed Chairperson or, in the absence of the appointed Chairperson, the appointed Vice Chairperson, must always be present to form the MPC.
- 4.3 The Chairperson and Vice Chairperson shall hold office for a period of one (1) year from the date of appointment.
- 4.4 The duties of the Chairperson shall consist of:
- a) presiding at the regular and special meetings of the MPC;
  - b) direction and control of the operation of the MPC;
  - c) direct consultation with the CAO, or designate;
  - d) reviewing all information and material for inclusion in an agenda for all regular and special meetings of the MPC; and
  - e) acting as the spokesperson for the activities of the MPC.

Chair Initial



CAO Initial



4.5 The duties of the Vice Chairperson shall consist of fulfilling the duties of the Chairperson in his or her absence.

4.6 For those matters not covered in this bylaw or Part 17 of the MGA, the MPC may establish rules of procedure as necessary for the conduct of its meetings and other business that is consistent with this bylaw and the MGA. For those matters not otherwise covered, the MPC may refer to the Procedures Bylaw of the Municipality.

**5.0 Role of Staff and the Town Planning Consultant**

5.1 The CAO, or their designate, may appoint a staff advisor or the Town's Planning Consultant, or a designate, to the MPC and may, where appropriate, attend meetings of the MPC in a non-voting, ex-officio capacity.

5.2 The role of the staff advisor and Town Planning Consultant, or a designate, appointed hereunder, would be that of an advisor to the MPC in respect of those matters within the jurisdiction of the MPC.

5.3 The duties of the recording secretary, or the staff advisor where a recording secretary is not appointed, shall consist of:

- a) attendance at all regular and special meetings of the MPC;
- b) attendance at all regular or special meetings of any sub-committees of the MPC as required by the MPC;
- c) to record and distribute minutes of such meetings in accordance with the provisions of this bylaw or as directed by the MPC;
- d) to prepare and provide an agenda to members of the MPC at least two (2) working days prior to the meeting for which the agenda is prepared; and
- e) to perform all other duties as may be assigned by the MPC from time to time.

**6.0 Meetings**

6.1 Meetings of the MPC shall be held as required at the call of the Chairperson.

6.2 Special meetings may be called on 24 hours' notice by the chairperson or at the request of a simple majority of the members of the MPC. The MPC may, by unanimous consent, waive notice of a special meeting at any time if every member of the MPC is present and has signed a waiver of notice of special meeting.

**7.0 Minutes**

7.1 A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the recording secretary. Copies of all minutes shall be filed with the Municipality and circulated to all members prior to the next regular meeting.

**8.0 Decisions**

8.1 The decision of the simple majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole MPC.

8.2 Only those MPC members present at a meeting shall vote on any matter before the MPC.

Chair Initial



CAO Initial



**9.0 Sub-Committees**

9.1 The MPC may appoint sub-committees to deal with any special phase of the matters coming within the scope of the jurisdiction of the MPC. Upon the filing of a final report by a sub-committee to the MPC on its activities, the sub-committee shall be dissolved.

**10.0 Duties of the MPC**

10.1 The MPC is authorized to act as a Development Authority in accordance with the Land Use Bylaw.

10.2 The MPC is authorized to act as a Subdivision Authority in accordance with the Subdivision Authority Bylaw.

10.3 The MPC shall assume the role as a planning advisory committee with respect to planning initiatives and projects as may be assigned by the Council, CAO or their designate.

10.4 In addition to any duties and responsibilities the MPC set out in this bylaw or as prescribed by the MGA, the duties and responsibilities of the MPC shall be determined by resolution of Council.

10.5 The MPC may advise Council with respect to the making of policies as it deems necessary from time to time, provided such policies are not inconsistent with the powers herein conferred.

**11.0 General**

11.1 Council shall review this bylaw annually and make any changes deemed necessary.

**12.0 Severability**

12.1 If any section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

**13.0 Repeal and Enactment**

13.1 That Bylaw No. 673 and all amendments thereto are hereby repealed when this bylaw receives third and final reading.

READ a first time this eighth day of June, 2016  
READ a second time this eighth day of June, 2016  
READ a third and final time this eighth day of June, 2016

  
\_\_\_\_\_  
Herb Castle  
Mayor

  
\_\_\_\_\_  
Loretta Thompson  
Chief Administrative Officer

**Town of Grande Cache  
BYLAW NO. 805**

**BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE GRANDE CACHE SUBDIVISION AUTHORITY**

**WHEREAS** pursuant to Section 623 of the *Municipal Government Act, RSA 2000, Chapter M-26 as amended*, enables a municipality, by bylaw, to establish a subdivision authority to exercise subdivision powers on behalf of the municipality;

**THEREFORE BE IT RESOLVED THAT** the Council of the Town of Grande Cache, duly assembled in Council Chambers in Grande Cache, Alberta, enacts as follows:

**1.0 Title**

This Bylaw shall be cited as the 'Subdivision Authority Bylaw'.

**2.0 Definitions**

In this Bylaw:

**2.1 Chief Administrative Officer** means the Chief Administrative Officer of the Municipality appointed by Council;

**2.2 Council** means the duly elected officers of the Municipality;

**2.3 Land Use Bylaw** means the Town of Grande Cache Land Use Bylaw No. 799, and any amendments thereto;

**2.4 Municipal Government Act (MGA)** means the Municipal Government Act, RSA 2000, Chapter M-26, as amended or legislation substituted therefore;

**2.5 Municipality** means the municipal corporation of the Town of Grande Cache;

**2.6 Municipal Planning Commission** means the Municipal Planning Commission established through the Town's Municipal Planning Commission Bylaw No. 806, pursuant to the MGA and any amendments thereto;

**2.7 Subdivision Authority** means the Subdivision Authority established by this bylaw who shall process, make decisions and execute all other matters concerning subdivision applications on behalf of the Municipality in accordance with the MGA, any regulations made thereunder, and any other applicable statutes, regulations and bylaws, including the Land Use Bylaw; and,

**2.8 Town Planning Consultant** means a planning consultant who is a professional, registered member in good standing with the professional planning association recognized under regulation with the Province of Alberta contracted to and at the disposal of the Municipality for the purposes of land use planning, subdivision and development control.

**3.0 Powers, Duties and Decisions**

**3.1** The Subdivision Authority is hereby granted the powers and duties as set out in the MGA, any regulations made thereunder, and any other applicable statutes, regulations or bylaws, including the Land Use Bylaw.

**3.2** For the purposes of this bylaw, the Subdivision Authority insofar as making decisions concerning subdivision applications shall be the Municipal Planning Commission with their duties and responsibilities as described elsewhere in this bylaw.

Chair Initial



CAO Initial



- 3.3 The Town Planning Consultant, or a designate, shall be responsible for the processing of applications for subdivision approval and, together with the CAO when required, executing all other matters concerning subdivision applications in accordance with the MGA, any regulations made thereunder, and any other applicable statutes, regulations and bylaws, including the Land Use Bylaw.
- 3.4 The Town Planning Consultant will refer to the Municipal Planning Commission, with recommendations, any subdivision for decision and the Municipal Planning Commission may approve or refuse said application in accordance with the MGA, any regulations made thereunder, and any other applicable statutes, regulations and bylaws, including the Land Use Bylaw.
- 3.5 The signing authority for all subdivision related matters shall be the Town Planning Consultant, or a designate, together with the CAO when required.
- 3.6 Upon endorsement of a subdivision plan, the Town Planning Consultant, or designate, is authorized to accept minor modifications from an approved plan of subdivision provided that:
- a) the number of parcels does not increase or decrease with the exception of public utility lots;
  - b) the area of municipal, school, or environmental reserve does not change;
  - c) roadway standards of the Municipality are not compromised;
  - d) such minor adjustments comply with municipal bylaws; and
  - e) from a planning perspective, it is appropriate to proceed under the provisions of this section.


#### 4.0 Severability

- 4.1 If any section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

#### 5.0 Enactment

- 5.1 That this Bylaw shall come into full force and effect upon the final passing thereof.

READ a first time this eighth day of June, 2016  
READ a second time this eighth day of June, 2016  
READ a third and final time this eighth day of June, 2016

  
\_\_\_\_\_  
Herb Castle  
Mayor

  
\_\_\_\_\_  
Loretta Thompson  
Chief Administrative Officer





January 15, 2015

Re: Membership Request for Water North Coalition

Dear Northern Alberta Municipal Leaders',

Leaders from several organizations have recently formalized the creation of the **Water North Coalition (WNC)**. Operating within northern Alberta, the Coalition's vision is *"to ensure, through collaboration, that sustainable water systems are available to every northern community."*

Attached is a copy of the coalition's Terms of Reference, outlining the structure within which the membership will operate moving forward. These TOR were adopted, December 2, 2014 in Peace River. Previous minutes are attached for information.

Voting membership, one vote per member, is being extended to northern municipalities, communities, Métis Settlements and First Nations. As valued partners, general (non-voting) membership is being extended to northern water and wastewater commissions, owners, co-ops and professionals, training providers, government and affiliates. There is no membership cost at this time, but member communities and organizations may volunteer to host one of 4 yearly meetings on a rotating basis.

Questions around the future of water and wastewater management are facing all communities in Alberta as our workforce and infrastructure ages. Unique geographic and recruitment/retention challenges in the north will impact our communities more acutely. I invite you to take action and bring this membership request before your municipal, local and band Councils'. **The next meeting of the WNC is scheduled for Thursday February 26, 2015, 10:00am-2:00pm at the Northern Lakes College Campus (A128/129 Lecture Theatre) in Slave Lake.**

Please respond in writing, indicating your local government's appointed representative to the WNC and confirm their attendance or regrets for the next meeting by February 19th. Correspondence can be addressed to the Water North Coalition via Deborah Clarke at the Northern Alberta Development Council, email: [Deborah.Clarke@gov.ab.ca](mailto:Deborah.Clarke@gov.ab.ca) or fax: 780-624-6184. For more information please call 780-624-6274 (for toll-free, first dial 310-0000). We look forward to working with you towards ensuring sustainable water systems in the north.

Sincerely,

Bob Marshall  
Interim Chair, Water North Coalition  
Councillor, County of Grande Prairie

Attachment



## TERMS OF REFERENCE

<b>Name</b>	Water North Coalition (WNC)
<b>Members</b>	<b>Voting members:</b> Northern municipalities, First Nations, Métis settlements <b>Non-voting members:</b> Water/wastewater commissions and professionals, Provincial/Federal Government, Rural Water Co-ops, Owners and Operators.
<b>Mission</b>	To find and implement northern solutions to water sourcing and water challenges through: <ul style="list-style-type: none"><li>• Advocacy</li><li>• Public Education</li><li>• Attraction and retention</li><li>• Training</li></ul>
<b>Vision</b>	The group seeks to ensure, through collaboration, that sustainable water systems are available to every northern community.
<b>Principles</b>	Our group will: <ul style="list-style-type: none"><li>• Share information on water and wastewater regulations and responsibilities</li><li>• Work collaboratively with members and partners</li><li>• Identify emergent workforce needs</li><li>• Advocate for “made in the north” solutions and funding for training, education, recruitment and retention, succession planning for municipal water/wastewater personnel</li></ul>

### Administrative practices

The group will:

- Keep membership open
- Meet quarterly or as needed in rotating locations for 4 hours
- Create an action list following each meeting (NADC to draft)
- Elect a Chair and Vice Chair for a one year term with elections to be held after November 1<sup>st</sup>
- Request that NADC provide administrative and other support within its mandate



# REQUEST FOR DECISION

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SUBJECT: **2019 Grant Requests**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: COMMUNITY SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO: RO  
GM: SW

MANAGER:  
PRESENTER: SW

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council authorize funding to the grant recipients in the amounts indicated on the attached 2019 Approved Grant Listing, with funds to come from the 2019 Community Service Miscellaneous Grants Budget.**

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BACKGROUND/PROPOSAL:

On December 17, 2018 the Committee of the Whole reviewed and recommended that Council disburse the 2019 community grants as indicated on the 2019 Approved Grant Listing (attached). The Committee of the Whole reviewed each of the grant applications during the meeting and made recommendations accordingly.

The attached approved grant listing titled “2019 Approved Grant Listing” resulted from the meeting.

The 2019 Community Service Miscellaneous Grant Budget is \$1,500,000.00, with the approval of the 2019 Approved Grant Listing in the amount of \$367,567.68 the remainder will be \$1,132,432.32.

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BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the grant applicants can make a fiscal plan accordingly with the response of their application.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to deny the disbursement of the 2019 Approved Grant Listing as presented or make alterations accordingly.

---

FINANCIAL IMPLICATION:

**Direct Costs: \$367,567.68**

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will notify the grant applicants accordingly with Council's decision.

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**ATTACHMENT(S):**

- 2019 Approved Grant Listing

## 2019 Approved Grant Listing

	Operating Approved	Capital Approved	Approved
<b>Grant Applicant:</b>			
Valleyview & Districts Agricultural Society		\$ 12,000.00	\$ 12,000.00
Red Willow Players Theatre Association	\$ 8,000.00		\$ 8,000.00
Reel Shorts Film Festival	\$ 1,200.00		\$ 1,200.00
Canadian Motorcycle Tourism Association (Grande Prairie)		\$ 9,000.00	\$ 9,000.00
Willmore Wilderness Preservation and Historical Foundation (Grande Cache)	\$ 40,000.00		\$ 40,000.00
Grande Cache 50th Anniversary Committee	\$ 50,000.00		\$ 50,000.00
Grande Cache Cycling Club		\$ 2,500.00	\$ 2,500.00
Northland Sno-Goers (Fox Creek)	\$ 15,000.00		\$ 15,000.00
Crooked Creek Community Recreation Club		\$ 60,000.00	\$ 60,000.00
Valleyview Riverside Golf Club		\$ 25,000.00	\$ 25,000.00
Grande Prairie Hospice Palliative Care Society (PARDS)	\$ 20,000.00		\$ 20,000.00
Community Outreach Program Enhancement (COPE) (Grande Cache)		\$ 2,000.00	\$ 2,000.00
Little Smoky Community Centre		\$ 5,000.00	\$ 5,000.00
Peace Area Riding for the Disabled Society (PARDS)	\$ 15,000.00	\$ 15,000.00	\$ 30,000.00

## 2019 Approved Grant Listing

	Operating Approved	Capital Approved	Approved
<b>Grant Applicant:</b>			
Sandy Bay Community Association		\$ 14,500.00	\$ 14,500.00
Grande Cache Seniors Minibus Society	\$ 35,000.00		\$ 35,000.00
Valleyview Seniors Outreach 55+	\$ 2,000.00		\$ 2,000.00
DeBolt Pioneer Centre		\$ 12,484.50	\$ 12,484.50
Valleyview Seniors Outreach 55+	\$ 2,000.00		\$ 2,000.00
Grande Cache Bighorn Golden Age Club		\$ 23,883.18	\$ 23,883.18
<b>Operating and Capital Totals:</b>	<b>\$ 188,200.00</b>	<b>\$ 181,367.68</b>	
<b>Grand Total:</b>	<b>\$369,567.68</b>		



# REQUEST FOR DECISION

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SUBJECT: **ACP Grant Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 14, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MH  
GM:

MANAGER:  
PRESENTER: DL

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RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council direct Administration to submit an application to the Alberta Community Partnership Grant for funds to assist with the transition of Grande Cache to a Hamlet of Greenview.**

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BACKGROUND/PROPOSAL:

The ACP Grant has been made available for municipalities involved in municipal restructuring (MR) processes such as amalgamations, dissolutions or viability reviews. The objectives of MR funding are to assist municipalities with the costs of:

- completing studies that may result in municipal restructuring or regional governance;
- infrastructure studies for municipalities undergoing a viability review or following a dissolution;
- transition following a dissolution or amalgamation; and
- debt servicing and critical infrastructure upgrades following a dissolution

Eligible projects include:

- financial audit of pre-restructured municipality/municipalities;
- community engagement activities including, but not limited to, advertising, public notices, and signage to communicate with residents, ratepayers and other stakeholders following restructuring;
- infrastructure study or asset management plan following dissolution;
- integration or migration of administrative systems including, but not limited to, accounting and financial, assessment, communications, geographic information systems, information technology, and records management and taxation systems;
- legal and legislative costs including, but not limited to, contracts review, land title fees, electoral boundaries review, conducting by-elections, and bylaw and policy reviews;
- library costs including, but not limited to, establishment of new municipal library boards in the receiving municipality or amalgamated municipality;
- organizational review to optimize the structure and processes of the municipality;

- personnel costs including, but not limited to, additional staff time associated with the post-restructuring transition, staff training, and severance for staff employed in the former municipality or municipalities; and
- relocation of municipal operations in the dissolved or amalgamated municipality.

For dissolved municipalities, the Infrastructure/Debt Servicing Stream supports upgrades to existing, municipally-owned capital infrastructure assets and equalization of any outstanding non-utility debt obligations of the dissolved municipality. The receiving municipality may apply for funds once needs are known and prioritized. Examples of eligible projects include:

- repairs and upgrades for existing, municipally-owned infrastructure based on an infrastructure study, asset management plan, or supporting documentation from the past five years that identify the priority project(s) that needs to be addressed;
- work needed to meet infrastructure and environmental standards that directly affects the dissolved municipality or the health and safety of residents; and
- repayment of non-utility debt and the reduction of liabilities associated with the dissolved municipality.

For post dissolution transition, municipalities are eligible for up to \$300,000. Eligible amounts are based on a base amount of \$100,000 plus \$400 per capita to a maximum of \$300,000. For Infrastructure/ Debt servicing stream post dissolution, the total amount available is \$3,000,000. This maximum is based on a \$500,000 base plus a per capita amount of \$1,500 for post-dissolution infrastructure projects.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. Greenview would be eligible for up to \$3,300,000 in funding to help facilitate the transition of Grande Cache.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to choose not to apply for the additional funding, in which case Greenview would be entirely responsible for the costs associated with the transition.

---

**FINANCIAL IMPLICATION:**

Greenview could potentially receive up to \$3,300,000 in grant funding.

---

**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 directs administration to make application for the ACP Grant, administration will submit the application to the Province prior to the Feb. 1, 2019 deadline.

---

**ATTACHMENT(S):**



# REQUEST FOR DECISION

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**SUBJECT:** Subdivision Process Policy  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** PLANNING & DEVELOPMENT  
**STRATEGIC PLAN:** Development

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

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy AD 25 Subdivision Process

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**RECOMMENDED ACTION:**

**MOTION: That Council approve the “Subdivision Process” Policy as presented.**

---

**BACKGROUND/PROPOSAL:**

The Subdivision Process Policy is designed to establish a procedure for the subdivision of land, in accordance with municipal and provincial legislation. Greenview currently has a policy addressing this process under Policy AD 25.

An updated subdivision procedure policy will increase clarity and efficiency in the subdivision process for members of the public. Among the changes in this policy are: the inclusion of bare land condominiums, detailed definitions of key elements in the process, a detailed outline of the process along with the roles and responsibilities of the persons and entities involved.

This policy was tabled at the November 13th Regular Council meeting.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. Greenview will have a detailed policy outlining the subdivision process available for Council, staff and ratepayers to access.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could amend the policy or send the policy back for Committee review.

---

**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 approves the policy, Administration will update the policy binder and begin its implementation.

---

**ATTACHMENT(S):**

- Proposed Subdivision Process Policy
- Policy AD 25 Subdivision Process

**Title:** Subdivision Process

**Policy No:**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No:** AD 25

**Review Date:**



**Purpose:** The purpose of this policy is to define the process of Subdivision and Bare Land Condominium Plans, set guidelines and procedures and outline the roles and responsibilities of applicants and those reviewing the applications.

**DEFINITIONS**

**Area Structure Plan (ASP)** means a statutory plan adopted by Council to provide a comprehensive planning framework to guide future development for subsequent subdivision and development of an area of land, pursuant to the Municipal Government Act. In accordance with the Municipal Government Act, the ASP must describe the area for sequence of the proposed development, proposed land uses, density of population, road network and public utilities and any other matters necessary to ensure orderly development.

**Bare Land Condominium Plan** means a condominium plan consisting of bare land units, as defined by the Condominium Property Act.

**Descriptive Plan** means subdivision of a parcel of land that is described on a plan prepared by an Alberta Land Surveyor and where only a minimal field survey is conducted. Subdivision by descriptive plan may be considered where the parcel is the first from a quarter section and is square or rectangular, but not where there are multiple lots proposed or where land is to be dedicated for roads or reserves.

**Design Brief** means a supporting document intended to provide the overarching design vision for the study area. Included in the document shall be an overview of the existing development and surrounding area. The level of detail in the Design Brief will be a reflection of the scale and/or complexity of the project.

**Development Agreement** means an agreement which an applicant or developer enters into with Greenview pursuant to the Municipal Government Act (MGA) requirement and prior to endorsement of subdivision approval.

**Development Guidelines and Municipal Servicing Standards** (“Municipal Servicing Standards”) means the Development Guidelines and Municipal Servicing Standards as amended by Greenview for installation of municipal and local improvements.

**Endorsement** means Greenview’s final approval of a subdivision once all the conditions of Subdivision Approval have been completed to Greenview’s satisfaction.

**Land Use Bylaw (LUB)** means Greenview’s current Land Use Bylaw, as amended.

**Municipal Development Plan (MDP)** means Greenview’s current Municipal Development Plan, as amended.

**Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.

**Plan of Survey** means a plan prepared by an Alberta Land Surveyor where the boundaries of a new parcel of land are identified by legal survey posts placed at the corners of lots. A plan of survey is required after the first parcel out or when a parcel is irregularly shaped or when subdivided into several lots including the dedicated roads and reserve lands within the proposed subdivision.

**Subdivision** means the division of a single parcel of land into two or more parcels, with each given a separate title by an instrument described by a Descriptive Plan or Plan of Survey prepared by an Alberta Land Surveyor.

**Subdivision Authority** means a person or body appointed by Council established under the Subdivision Authority Bylaw to perform the powers and duties of a Subdivision Authority in accordance with the MGA. The Subdivision Authority can include the following members: any or all members of Council, a designated officer, a Municipal Planning Commission or other person or organization in accordance with the MGA.

**Tentative Plan of Subdivision** means a document prepared by an Alberta Land Surveyor illustrating the location of the proposed subdivision with legal land location and measurements of all relevant existing and proposed improvements and setbacks on a lot relative to existing and proposed lot boundaries and natural features, including all easements, rights-of-way, roads, and stamped by an Alberta Land Surveyor’s Permit Stamp.

## POLICY

1. The Municipal Planning Commission (MPC) is the Subdivision Authority for the Municipal District of Greenview No. 16, subject to the conditions set out in this policy.
2. This policy provides further clarification and direction to the requirements of the MGA and Subdivision and Development Regulations; however, Greenview is bound by the MGA and the regulation processes including, but not limited to:
  - i. administering the subdivision application process;
  - ii. making subdivision application decisions;
  - iii. administering the subdivision appeal process; and
  - iv. final endorsement of the approved subdivision.

## PROCEDURE

### 1. Application

- 1.1. Every application for subdivision is reviewed on the basis of site suitability and conformity with local, regional and provincial planning legislation. Some considerations include road access, traffic circulation and utility servicing. Legislative considerations include compliance with statutory plans (Municipal Development Plan, Area Structure Plans) and the Land Use Bylaw. Compliance with the Municipal Government Act, the Subdivision and Development Regulations and the Provincial Land Use Policies are mandatory.

## 2. Pre-application Meeting

- 2.1. A pre-application meeting will be required for any of the following types of developments:
  - a) Multi-lot subdivisions;
  - b) Bare land condominiums;
  - c) All commercial;
  - d) All industrial; and
  - e) All recreational.
- 2.2. The developer shall contact the Planning and Development department for the scheduling and coordination of the pre-application meeting.
- 2.3. At a minimum, the pre-application meeting will provide the applicant with initial considerations to address all those items in the pre-application meeting checklist as well as the application fees and additional costs that may arise.
- 2.4. Administration will inform the applicant if the planning objectives complies with the bylaws, policies and regulations of Greenview.
- 2.5. Relevant internal departments will participate in the pre-application meeting to provide multi-disciplinary insight for the applicant to consider and address, which may include the identification of the documents and studies required as part of the application (e.g. Traffic Impact Assessment, Geotechnical Report, Wetland Assessment, etc.); servicing and engineering requirements for road design and approach construction; and signage requirements for internal regulatory and rural addressing.

## 3. Submission of Application

- 3.1. After the pre-application meeting, the applicant will submit the required materials identified during the pre-application meeting.
- 3.2. The subdivision application must be submitted with a tentative plan of subdivision.
- 3.3. The subdivision application must be accompanied by the application fees, along with any required report, drawing or study to the satisfaction of Greenview. An incomplete application will not be circulated to referral agencies until such time as all requirements have been met.
- 3.4. The applicant shall submit a copy of the current title search from Alberta Land Titles Office for each parcel affected in the application, including copies of any rights-of-way restrictive covenants, easements, etc., that are registered on title.
- 3.5. Any report, drawing or study required in support of an application is to be provided at the applicant's expense.
- 3.6. Administration must determine and advise the applicant whether the application is complete, in accordance with the time frame outlined in the Municipal Government Act and as outlined in the LUB.
- 3.7. The 60-day time limit set for processing of the application will start following the deemed complete date and the referral process will commence. A request to extend the decision due date must be agreed to in writing. Written or e-mail confirmation will be provided to the applicant indicating the new decision due date if the request is agreed upon.

## 4. Circulation, Referrals and Inspections

- 4.1. A complete application shall be circulated to internal Greenview departments and external agencies for comment. All departments and agencies are given thirty (30) days to respond.

- 4.2. Adjacent landowners and relevant encumbrances, liens and interests registered on title shall be notified of the application. Adjacent landowners and relevant encumbrances are given thirty (30) days to respond.
- 4.3. Administration must review, resolve potentially conflicting comments, summarize them and provide them to the applicant in writing. Administration may call a meeting as necessary to deal with any identified issues or challenges.
- 4.4. After the referral process is complete, the applicant will address any feedback received. If significant changes are necessary or additional application requirements are set, recirculation of the application may be required.
- 4.5. A site inspection and review of the application is to be undertaken of the subject parcel by the planning and development staff to ensure legislation requirements have been met.

## **5. Decision Process**

- 5.1. When Administration determines that there is sufficient information to render a decision on the application and all comments and concerns from internal and external departments have been, or can be resolved, the application and recommendation will be forwarded to the Subdivision Authority as a Request for Decision.
- 5.2. The Municipal Planning Commission, as the Subdivision Authority for Greenview, will decide on the application during one of its regularly scheduled meetings.
- 5.3. Upon considering all information presented, the Subdivision Authority must approve or refuse, the application, with or without conditions. If the application for subdivision is refused, the reasons for refusal must be provided.

## **6. Appeal**

- 6.1. If the application is refused, or if the applicant disagrees with a condition(s) of approval, the decision or condition(s) may be appealed within fourteen (14) days after receipt of the written decision from the Subdivision Authority. Other than the applicant, only a government department or school authority may appeal a decision rendered by the Subdivision Authority.
- 6.2. If the property is located within close proximity to a highway, water body, sewage treatment plant or waste management facility, appeals will be heard by the provincial Municipal Government Board.
- 6.3. All other appeals are conducted by the local Subdivision and Development Appeal Board. Greenview will advise as to which Board the appeal should be directed. Either Board has the authority to uphold or reverse the MPC's decision or change conditions of the decision in accordance with legislative requirements.

## **7. Approval and Development Agreement**

- 7.1. If the subdivision is approved, the applicant may be required to enter into a Development Agreement with Greenview.
- 7.2. No development activity shall commence on the properties until all conditions of the subdivision decision have been met.
- 7.3. Once Greenview and the applicant have agreed to the terms of the Development Agreement, Administration will submit the agreement to Infrastructure and Planning for approval.
- 7.4. Once the engineering drawings and the Development Agreement have been approved and signed, Planning and Development will ensure that the Development Agreement is registered on the land title for the property.

**8. Construction**

- 8.1. In cases where a development agreement is required, the developer will submit bi-monthly detailed engineered reports throughout the construction process to advise the Planning and Development department of the exact construction stage.
- 8.2. The detailed engineered reports will be reviewed by Infrastructure and Planning, with any deficiencies noted. Pre- and post-inspections will be conducted to ensure that the construction meets municipal requirements in accordance with the Municipal Servicing Standards.

**9. Endorsement of Subdivision**

- 9.1. All endorsement requests must be accompanied by the required fee(s), levies, survey and any required report, drawing, study or agreement.
- 9.2. Endorsement may only be considered once all conditions of subdivision have been completed to the satisfaction of Administration.
- 9.3. Submission of a subdivision plan for endorsement will be submitted in accordance with the requirements of Alberta Land Titles Office as either by Descriptive Plan or Plan of Survey.
- 9.4. Submission for endorsement of a bare land condominium will be by Bare Land Condominium Plan.
- 9.5. Once the final subdivision plan has been endorsed by the Chief Administrative Officer, Planning & Development department will return it to the surveyor, who is responsible for registering it with Alberta Land Titles Office within one (1) year. Once registration is completed, land title certificates can be issued for the newly created lot(s).
- 9.6. Subject to the discretion of Administration, an approval or endorsement that has expired will result in the requirement of the applicant to submit a written request for a one-year time extension.
- 9.7. Administration may consider extending the approval or endorsement of an application that has expired if circumstances particular to that file are present, if there have been no changes to municipal or provincial policy or regulation which impact the subdivision and if a written request has been submitted.

**10. Additional Supporting Documentation**

- 10.1. Additional supporting documentation may be required by Greenview, based upon the nature and complexity of the proposed project:
  - a) Design Brief;
  - b) Surveyed Grading Plan and Preliminary Clearing;
  - c) Supporting Design Calculations;
  - d) Geotechnical Report;
  - e) Hydrological Report;
  - f) Traffic Impact Assessment;
  - g) Sanitary Sewer Analysis;
  - h) Stormwater Management Plan;
  - i) Environmental Impact Assessment;
  - j) Heritage Site Assessment;
  - k) Subdivision signage, including rural addressing and regulatory signage; or
  - l) Wetland Assessment
- 10.2. Any report, drawing or study required in support of an application is to be provided at the developer's expense.



## 11. Roles and Responsibilities

### 11.1. The developer is responsible for:

- a) Satisfying all design and construction requirements established in Greenview's Municipal Servicing Standards;
- b) Registration with Alberta Land Titles Office, all easements including plans and documents for the construction of municipal improvements outside of the municipal right-of way; and
- c) Satisfying all statutory requirements governing such works and obtaining approvals and permits for compliance with those requirements from authorities having jurisdiction.

### 11.2. Planning and Development is responsible for:

- a) Ensuring an application is complete;
- b) Processing of an application;
- c) Referring an application to internal Greenview departments and external agencies;
- d) Notifying adjacent landowners of an application where required;
- e) Receiving comments, resolving potentially conflicting comments and preparing a summary for the applicant;
- f) Facilitating meetings between the applicant and members of Greenview's Administration, as required, to resolve planning and engineering issues;
- g) Providing written comment on the application from the perspective of Greenview's Land Use Bylaw, Municipal Development Plan and other related planning documents;
- h) Preparing the request for decision and recommendation(s) for the Subdivision Authority's consideration;
- i) Preparing and registering the road plan with Alberta Land Titles Office for road widening;
- j) Preparing and submitting a Development Agreement to the developer;
- k) Ensuring that all conditions are met prior to endorsement of the plan; and
- l) Granting time extensions on approved applications and endorsements.

### 11.3. The Subdivision Authority is responsible for:

- a) The final review and decision on a subdivision application.

### 11.4. The Chief Administrative Officer or designate is responsible for:

- a) Endorsing the plan and documentation once all conditions have been met.

### 11.5. Other Greenview departments, including but not limited to Infrastructure and Planning, Operations, Environmental Services, Agriculture Services and Emergency Services are responsible for:

- a) Reviewing applications for conformity with relevant Greenview policies, standards and other guidelines;
- b) Providing written comment on the application with respect to issues related to the department's interests;
- c) Meeting with Planning and Development and the applicant(s), as required, to resolve issues related to an application; and
- d) Reviewing reports, drawings and studies submitted with an application or endorsement for conformity with Greenview's Municipal Servicing Standards and other related standard documents.



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

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 25**

<b>POLICY TITLE:</b> <b>SUBDIVISION PROCESS</b>	<b>Page 1 of 2</b>
<b>Date Adopted by Council / Motion Number:</b>	<b>09.12.661</b>

**PURPOSE:**

The purpose of this policy is to have in place a formal process for considering subdivision applications.

**POLICY:**

The "Municipal Planning Commission" (M.P.C.) is the subdivision approval authority for the Municipal District of Greenview No. 16 subject to the conditions set out in this policy.

- 1.0 Subdivision applications must be delivered to the Municipal District office, accompanied by the appropriate fees and all required supporting documents as outlined in the application package. Upon receipt, the application will be checked for completeness. Incomplete applications will be returned or must be completed before they will be officially considered; therefore, the time limit will not be started until the application is complete.
- 2.0 Applications received will be forwarded for comment to all affected agencies listed in Schedule A.
- 3.0 Site inspection reports will be included in the information provided to the MPC for each application.
- 4.0 Council will set the public hearing date for subdivision applications at the time of first reading.
- 5.0 Appeals to subdivision decisions shall be made in accordance with provisions of the Municipal Government Act.
- 6.0 The Subdivision Authority Approval and ancillary documents will be returned to the applicant or his agent once the applicant has met all the conditions of the Developer's Agreement.
- 7.0 Final approval of the plan will be provided concurrent with registration of any caveats or easements imposed by the M.P.C.

**POLICY TITLE: SUBDIVISION PROCESS**

**Page 2 of 2**

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

**09.12.661**

**SCHEDULE "A"**

**COMMENTING AGENCIES (May include but not limited to)**

- 1) Alberta Agriculture, Food & Rural Development;
- 2) Alberta Sustainable Resource Development - Public Lands (within Green Area or contains water, except dugout);
- 3) Director of Engineering & Environmental Services (M.D. 16);
- 4) Telus Communications;
- 5) Alberta Community Development (Historical Resources);
- 6) ATCO Electric (local office / please circulate);
- 7) Local School Division/District (only if more than one lot);
- 8) ATCO Gas or East Smoky Gas Co-op;
- 9) ATCO – Peace Country Area
- 10) Alberta Environment (creeks, rivers, lakes within 300 meters of a landfill);
- 11) Alberta Transportation (primary highway);
- 12) A.E.U.B. (if within 1.5 km of sour gas facility or building site within 100 meters of any well site);
- 13) Alberta Municipal Affairs – Public Safety Division (Provincial Plumbing);
- 14) Adjacent Municipality
- 15) Adjacent Landowners; or
- 16) Any other persons and local authorities the subdivision authority considers necessary.

**POLICY TITLE: PROCEDURES FOR SUBDIVISION PROCESS**

**Page 1 of 1**

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

**09.12.661**

**PROCEDURE:**

1.0 GENERAL POLICIES:

- 1.1 Once the application has been deemed complete, the M.D. will prepare a subdivision sketch and will circulate the application to the appropriate commenting agencies (see Schedule "A" attached). Commenting agencies will be allowed 30 days to respond. In accordance with the Municipal Government Act, adjacent landowners are to be notified of the proposed subdivision. The Manager of Development will review the application to determine if a Land Use Amendment is required, and will forward the Land Use Bylaw Amendment application form to the applicant if necessary, and ensure a Time Extension is completed for the Subdivision Application.
- 1.2 If rezoning is required, the completed Land Use Amendment application will be forwarded to the M.P.C. for a recommendation to Council. The Manager of Development will prepare an RFD with this recommendation to Council for first reading and to set the public hearing date. Council will decide on the proposed bylaw after the public hearing.
- 1.3 Prior to the subdivision application being heard, the Manager of Development will conduct a site inspection and will research the relevant legislation to determine conformity. A site inspection report will be presented to the M.P.C. by the Manager of Development, outlining the proposed subdivision. The M.P.C., on hearing the presentation and considering the staff recommendations, will rule on the application imposing any necessary conditions.
- 1.4 Following the M.P.C. meeting, written notification will be sent to the applicant and to the Government departments of the decision of the Subdivision Authority in accordance with the M.G.A.
- 1.6 Upon receipt of the plan, the Subdivision Authority Approval will be endorsed by the M.D.'s C.A.O. or alternate.

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C.A.O.



# REQUEST FOR DECISION

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**SUBJECT:** Development Enforcement Policy

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

**MEETING DATE:** January 14, 2019      CAO: MH      MANAGER: SAR

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

**STRATEGIC PLAN:** Development

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 6002 Development Enforcement; Policy 6002-01 Development Enforcement Procedure

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**RECOMMENDED ACTION:**

**MOTION: That Council approve the revised Policy 6002 “Development Enforcement” as presented.**

**Motion: That Council repeal Procedure 6002-01.**

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**BACKGROUND/PROPOSAL:**

The Development Enforcement Policy is needed to provide a clear and defined process to uphold all planning documents including a process in which enforcement is to be undertaken and actions carried out on illegal, nonconforming, or refused development in Greenview.

Greenview relies primarily on public complaints to identify development issues and non-compliance. Whether voluntary compliance is forthcoming or further enforcement is needed, this policy will provide consistency and fairness in the process through explanation of valid and invalid complaints, the investigation process and the enforcement methods to be undertaken by the Development Officers as directed by the Manager of Development.

The revised policy combines the former policy and procedure 6002-01 into one document. There were updates made to the language and policy format. The focus of combining the two documents was to clearly outline to Council and the public the roles and responsibilities in development enforcement.

New additions and key revisions include:

- Inclusion of valid complaints as those that are written and include that name and contact information of the complainant under Procedure 1;
- Confidentiality clauses under Procedure 3;
- An outline of enforcement proceedings in Procedure 4; and
- Safety of enforcement personnel in Procedure 5.

This policy was presented at the November 14th Policy Review Committee.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Greenview will have a policy to clearly define enforcement to be undertaken on illegal, nonconforming, or refused development in Greenview.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could amend the policy or send the policy back for Committee review.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Once Council approves the policy, Administration will update the policy binder and begin its implementation.

---

**ATTACHMENT(S):**

- Policy 6002 "Development Enforcement"
- Procedure 6002-01 "Development Enforcement"
- Revised Policy 6002 "Development Enforcement"

**Title: Development Enforcement**

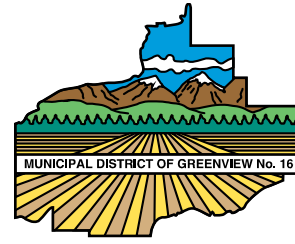
**Policy No: 6002**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: None**

**Review Date:**



**Purpose:** To provide a clear and defined process to uphold all planning documents and a process in which enforcement action is to be taken on apparent illegal, nonconforming or refused development within Greenview.

**DEFINITIONS**

**Complainant** means the person who is dissatisfied and is filing a complaint.

**Contravener** means a person who fails to comply with a municipal bylaw.

**Development** means any development as defined in the Municipal Government Act (MGA).

**Planning Documents** means documents that have been created and approved by Greenview for the purposes of creating and promoting orderly development within Greenview including: Intermunicipal Development Plans (IDPs), Municipal Development Plans (MDPs), Area Structure Plans (ASPs), and the Land Use Bylaw (LUB).

**Valid complaint** means a written complaint that describes the location and general nature of a potential bylaw contravention, which includes the complainant’s name, address and telephone number, and which is not a vexatious complaint.

**Vexatious complaint** means a complaint that is made for retaliatory, vengeful or bad faith purposes, or otherwise forms part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process.

**POLICY**

1. Greenview believes that it is important to provide a process by which enforcement is undertaken in a transparent fashion and that actions are carried out on apparent illegal, nonconforming, or refused development in a consistent manner that upholds the legislative requirements as well as promote community goals, objectives and targets for development within Greenview, as defined in the Municipal Government Act (MGA) and further defined in the Land Use Bylaw (LUB) and statutory plans that Greenview has adopted such as the Municipal Development Plan (MDP), Area Structure Plans (ASPs), Intermunicipal Development Plans (IDPs) and other pertinent planning policies and documents.
2. Greenview has created several documents, through public engagement, to build plans containing the community’s objectives, goals and targets; and as such, Greenview has a right and obligation to uphold these documents.

**Policy No:**

3. Greenview, like most municipalities, relies primarily on public complaints to identify potential non-compliance. The primary goal in dealing with contraventions of these bylaws is to achieve voluntary compliance through communication and education; however, where further enforcement is needed, it will be based on consistency and fairness.
4. Development deemed to be without appropriate approvals that comes to the attention of Greenview will prompt planning staff to conduct a field inspection and discuss the contravention with the contravener and follow-up in writing with a warning letter. If corrective action has not taken place, then a Stop Order and caveat will be issued and registered on the titled property in a timely manner as prescribed by legislation, thus requiring remedial action to be taken to rectify the un-approved development within Greenview and uphold any and all planning documents approved by Greenview.
5. Greenview will accept and act on information received as a written complaint from members of the public, government departments, public bodies or stakeholders that have an interest in or are adjacent to an apparent illegal, nonconforming or refused development.
6. The enforcement process must be accessible and transparent while ensuring and upholding the Freedom of information and Protection of Privacy Act.

### **PROCEDURE**

1. Valid Complaints:
  - 1.1 All development complaints must be submitted in writing to the Development Officer of the relevant area where possible, with the exception of those identifying urgent contraventions (health and safety) prior to being considered for investigation.
  - 1.2 A valid complaint must include complete contact information for the complainant (name, address and telephone number). The complaint must be in the form of a letter or email. Greenview will generally not respond to anonymous complaints.
2. Investigation
  - 2.1 In response to a complaint, a Development Officer will assess and investigate to determine compliance with municipal bylaws and planning documents. The investigation may include reviewing a bylaw and file, contacting the alleged contravener, contacting the complainant, and conducting a site inspection.
  - 2.2 Upon receipt of a valid complaint, a Development Officer will open a file in order to track the progress of the violation. The Development Officer shall maintain a written record of inspections and investigations undertaken and a record of all complaints received.
  - 2.3 If a confirmed violation is minor in nature and/or if it appears the complaint may be a vexatious complaint or is part of a larger neighbourhood conflict, Administration may conclude it is not in Greenview's best interest to pursue the matter.
  - 2.4 Vexatious complaints will be referred to the Chief Administrative Officer (CAO) for a determination on the outcome and the complainant will be notified in writing on the reason for imposing the outcome.
3. Confidentiality
  - 3.1 Information regarding the complainant is kept confidential and is protected under the Freedom of Information and Protection of Privacy Act; however, a complainant may be identified if the issue proceeds to court and the complainant is required to act as a witness for the prosecution.
  - 3.2 Confidentiality is necessary to ensure complainants are not exposed to retaliation or other adverse actions as a result of the complaint and to maintain effective investigation



techniques. The identity of the complainant and any identifying information will not be disclosed to the alleged contravener or any member of the public, except as required by law. Likewise, the details of Greenview's investigation and enforcement steps will not be disclosed to the complainant.

#### 4. Enforcement

- 4.1 Bylaw enforcement is sought, in the first instance, through voluntary compliance. Individuals who are being investigated will be issued a warning letter, instructed to cease the activity or remedy the infraction and given the opportunity to achieve compliance before further action is taken to the limits noted in municipal bylaws or the Municipal Government Act. Compliance may be encouraged through notification of fines associated with the offence.
- 4.2 If a violation is identified, the contravener will be instructed to take action to resolve the issue immediately or within a specified time period as specified in the relevant legislation.
- 4.3 Administration will determine the time period required to resolve the issue based on, but not limited to, matters such as:
  - a) potential risk to public health and/or safety;
  - b) magnitude, nature and duration of the contravention;
  - c) history of non-compliance on the property or by the contravener;
  - d) potential short- and long-term impact on a structure, the community and the environment;
  - e) potential for setting a precedent;
  - f) resources available to resolve the matter; and
  - g) potential costs and liability associated with enforcement action.
- 4.4 The Chief Administrative Officer (CAO) will request approval from Council to commence bylaw enforcement legal proceedings. All requests to Council shall be *in closed Council session*.
- 4.5 Council will decide whether to provide funding for legal action, decline to do so or recommend other actions. Administration, with the assistance of legal counsel, will follow up with Council's motion to initiate legal proceedings.
- 4.6 Enforcement proceedings will generally commence where and when voluntary compliance cannot be achieved to rectify bylaw infraction(s).
- 4.7 All enforcement action will be conducted in accordance with the relevant provincial legislation, municipal bylaws and as outlined in this policy.
- 4.8 This policy is not meant to take precedence over the federal or provincial jurisdictional matters or interfere in any way with these authorities, as the municipality will only take the necessary steps to ensure that enforcement is within municipal jurisdiction.

#### 5. Safety

- 5.1 While encouraging compliance with municipal bylaws is important, the safety of enforcement personnel is paramount. If a member of staff is verbally or physically threatened while administering bylaws, appropriate law enforcement personnel will be utilized to ensure enforcement action may proceed.

#### 6. Responsibilities

- 6.1 Council members, Board members, Greenview Staff:
  - 6.1.1 Forward written complaints of any apparent illegal, nonconforming or refused illegal development to the Manager of Planning & Development or Development Officer responsible for the area in question; and
  - 6.1.2 Hold in confidence any information that is brought forward pursuant to this procedure and uphold the Freedom of information and Protection of Privacy Act.

- 6.2 Manager of Planning & Development and Development Officers:
  - 6.2.1 Assess any and all information provided regarding any apparent illegal, nonconforming or refused development;
  - 6.2.2 Ensure remedial action is undertaken to uphold the MGA and all Greenview's planning documents;
  - 6.2.3 The Manager of Planning & Development is responsible to delegate duties to Development Officers and provide required information to ensure that remedial action is undertaken in a timely manner as prescribed by legislation;
  - 6.2.4 Remedial action will be started in an appropriate manner on a case-by-case basis according to legislative requirements. A report will be forwarded in regard to all apparent illegal, nonconforming or refused development within Greenview, to the appropriate Planning Authority for consideration and any further action as may also be required on a case-by-case basis;
  - 6.2.5 Hold in confidence any information that is brought forward pursuant to this procedure and uphold the Freedom of information and Protection of Privacy Act; and
  - 6.2.6 Assess and identify any policy, procedure or internal changes that may assist in preventing any further such occurrences.

Revised



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
*"A Great Place to Live, Work and Play"*

**Procedure Title: DEVELOPMENT ENFORCEMENT**

**Procedure No: 6002-01**

**Approval: CAO**

**Effective Date: September 24, 2013**

**Supersedes Procedure No: None**

**1. Definitions**

- 1.1. Development means any development as defined in the Municipal Government Act (MGA).
- 1.2. Development Authority means Manager of the Development Department or, Municipal Planning Commission, Council, for Greenview as the case may be.
- 1.3. Planning Documents means documents that have been created and approved by Greenview for the purposes of creating and promoting orderly development within Greenview and Building strong Vibrant and sustainable Communities as set out in the 2013 Strategic Directions Plan, as adopted by Council.
- 1.4. Greenview Staff or Team Members means contracted by, hourly, wage, salary, seasonal, or under any form of employment with Greenview.
- 1.5. Adjacent as defined in Greenview's Land Use Bylaw No. 03-396, means contiguous or would be contiguous if not for a river, 0.8 of a kilometer stream, railway, road or utility right of way (or reserve land, as defined in the MGA).

**2. Responsibilities**

- 2.1. Council Members, Board Members, Greenview Staff or Team Members to:
  - 2.1.1. To inform the Manager, Planning and Development of all apparent illegal, nonconforming, or refused illegal development brought to his or her attention by an employee, Member of Council, contractor conducting work on behalf of the municipality or member of the public;
  - 2.1.2. Hold in confidence any information that is brought forward pursuant to this procedure and uphold the Freedom of information and Protection of Privacy Act;
- 2.2. Manager, Planning and Development to:
  - 2.2.1. Assess any and all information given to him or her regarding any apparent illegal, nonconforming, or refused development. To ensure remedial action is under taken to uphold the MGA, all of Greenview's Planning Documents, as well as all

- 2.2.2. other legislation applicable within Greenview;  
Delegate duties to staff and provide required information to ensure that remedial action is undertaken in a timely manner as prescribed by legislation;
- 2.2.3. Remedial action will be started in an appropriate manner according to the legislative requirements set out on a case - by - case basis. Then a report will be forwarded in regards to all apparent illegal, nonconforming, or refused development within Greenview, to the appropriate Planning Authority for consideration and any further action as may also be required on a case-by- case basis;
- 2.2.4. Hold in confidence any information that is brought forward pursuant to this procedure and uphold the Freedom of information and Protection of Privacy Act;
- 2.2.5. Assess and identify any policy, procedure or internal changes which may assist in preventing any further such occurrences.

3. **General Provisions**

- 3.1 Nothing in this procedure is meant to take precedence over the federal or provincial jurisdictional approvals required or interfere in any way with these authorities, as the municipality will take all steps to ensure that all developments meet these requirements prior to consideration of any application submitted in by a developer.
- 3.2 Anonymous complaints are discouraged; however, if a complaint is received anonymously regarding all or any apparent illegal, nonconforming, or refused illegal development as stated will be dealt with using the same procedure.
- 3.3 All parties involved in the report of apparent illegal, nonconforming, or refused illegal development complaint are required to remain cooperative at all times with those investigating.

4. **End of Procedure**

Approved: 13.09.582

**Title: DEVELOPMENT ENFORCEMENT**

**Policy No: 6002**

**Approval: Council**

**Effective Date: September 24, 2013**

**Supersedes Policy No: (None)**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

*"A Great Place to Live, Work and Play"*

**Policy Statement:** The Municipal District of Greenview No. 16 (Greenview) believes that it is important to provide a process by which enforcement is undertaken in a transparent fashion and actions are carried out on all apparent illegal, nonconforming, or refused development in a consistent manner that upholds the legislative requirements as well as promote community goals, objectives and targets for development within Greenview, as defined in the Municipal Government Act (MGA), and further defined in the development regulations, and planning documents that Greenview Community has adopted such as the Municipal Development Plan (MDP), Area Structure Plan's (ASP'S), Land Use Bylaw (LUB), Intermunicipal Development Plan's (IDP's) and other pertinent planning documents.

**Purpose:** To provide a process in which enforcement action is to be taken on all apparent illegal, nonconforming, or refused development within the Greenview Community.

**Principles:**

1. The Greenview Community has created several documents, through public engagement, to build community plans containing the community's objectives goals, and targets and as such Greenview has a right and obligation to uphold these documents.
2. To establish a clear and defined process to uphold all planning documents created within Greenview, and take appropriate enforcement action on all un-approved development.
3. Any and all development deemed to be without appropriate approvals that comes to the attention of the Greenview team will have the appropriate Stop Order issued in a timely manner as prescribed by legislation, thus requiring remedial action to be taken to rectify the un-approved development within Greenview, and uphold any and all planning documents approved within Greenview.
4. Council, Employees, and any other Greenview Team members have a responsibility and obligation to report any or all development issues received, or that they have been made aware of to the Manager, of Planning and Development in writing, so that the manager can ensure any and all action required is taken, to rectify the development.
5. Greenview will accept and act on information deemed appropriate as received from members of the public, government departments, public bodies or stakeholders that have an interest in, or are adjacent to an apparent illegal, nonconforming, or refused development.

6. The enforcement process must be accessible and transparent while ensuring and upholding the Freedom of information and Protection of Privacy Act.

**Regulations: None**

**Approved: 13.09.581**





# REQUEST FOR DECISION

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**SUBJECT:** Minor Area Structure Plan Policy  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** PLANNING & DEVELOPMENT  
**STRATEGIC PLAN:** Development

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

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 6001 Area Structure and Concept Plans; Policy 6001-01 Area Structure and Concept Plans Procedure

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**RECOMMENDED ACTION:**

**MOTION: That Council for approve the “Minor Area Structure Plan” Policy as presented.**

**Motion: That Council repeal Policy 6001-01.**

---

**BACKGROUND/PROPOSAL:**

Currently Greenview has a policy outlining the requirements for the formulation of Area Structure Plans (ASP) and Area Concept Plans (CP). An ASP or CP provides a comprehensive planning framework for a subdivision and development within a defined area.

To provide clarity on these plans, this policy was updated to solely address developer-drafted area structure plans, which will be referred to as Minor Area Structure Plans. Plans prepared by Greenview, referred to as Major Area Structure Plans, will follow the requirements found in the MGA. Along with definitions and roles and responsibilities of persons/entities involved, a public engagement component was added to the Minor ASP policy to ensure residents and stakeholders could provide input on future plans that may affect them. The Concept Plans were removed as the General Manager, Infrastructure and Planning now has the discretion to add or remove elements of the Minor Area Structure Plan.

This policy was presented at the September 25th Policy Review Committee. The Committee recommended minor wording changes and the addition of wetland assessments to the list required documents.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. Greenview will have a detailed policy outlining the requirements for the formulation of a Minor Area Structure Plan available for Council, staff and ratepayers to access.



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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could amend the policy or send the policy back for Committee review.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---


**FOLLOW UP ACTIONS:**

Once Council approves the policy, Administration will update the policy binder and begin its implementation.

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**ATTACHMENT(S):**

- Proposed Minor Area Structure Plan Policy
- Policy 6001 Minor Area Structure Plan

<p><b>Title: Minor Area Structure Plan</b></p> <p><b>Policy No: 6001</b></p> <p><b>Effective Date:</b></p> <p><b>Motion Number:</b></p> <p><b>Supersedes Policy No: (None)</b></p> <p><b>Review Date:</b></p>	
<p><b>Purpose:</b> To provide Council, Administration and the public with a standard practice of the formulation of Minor Area Structure Plans to ensure developers are responsible to provide to the municipality the required Plan prior to development occurring. The policy establishes definitions, guidelines, and roles and responsibilities related to Minor Area Structure Plans and amendments.</p>	

**DEFINITIONS**

**Development Guidelines and Municipal Servicing Standards (Municipal Servicing Standards)** means the Development Guidelines and Municipal Servicing Standards as amended by Greenview for installation of the municipal and local improvements.

**Land Use Bylaw (LUB)** means Greenview’s current Land Use Bylaw, as amended.

**Major Amendment** means a proposed change which impacts the policies or intent of an approved Area Structure Plan and which may include changes to land use, land use areas, servicing concepts, population densities, road networks or park and open space dedications.

**Major Area Structure Plan** means a long range land use plan that will usually encompass a large land area and are prepared by the Municipal District of Greenview and are adopted by Council.

**Major development proposal** means high intensity development based on the size of project and associated nuisances. This typically includes, but is not limited to, proposed residential development of 9 or more lots, and proposed industrial or commercial development of 2 or more lots.

**Minor Area Structure Plan** means a statutory plan prepared in accordance with the Municipal Government Act by the developer and adopted by Council to provide a comprehensive planning framework for the subsequent subdivision and development and can include the sequence of development anticipated for the lands, the land uses proposed for the area, and the general location of transportation routes and public utilities. A Minor Area Structure Plan can contain an area of land within an existing Major Area Structure Plan.

**Minor development proposal** means low intensity development based on the size of project and associated nuisances. This typically includes, but is not limited to, proposed residential development of five (5) to eight (8) lots.

**Municipal Development Plan (MDP)** means Greenview’s current Municipal Development Plan, as amended.

**Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.

**Public Engagement Plan (PEP)** means the document authorized by Council prior to public engagement commencing, which describes the strategy for public engagement and outlines the opportunities for landowners, residents and stakeholders to review and provide representation and input on a proposed plan or amendment.

**Technical Amendment** means a proposed change to a Minor Area Structure Plan which is for the purpose of correcting clerical, technical, and grammatical or typographical errors and which does not materially affect the Bylaw in principle or substance.

## POLICY

1. The purpose of a Minor Area Structure Plan is to ensure Greenview's land use policies, as outlined in the Municipal Development Plan and the Strategic Plan, are implemented in more detailed planning documents. These planning documents will present a comprehensive planning policy framework and a generalized future land use concept for lands under review which will be used by Greenview to:
  - a. Guide the future development of lands,
  - b. Promote orderly development of the lands, and
  - c. Guide Greenview and adjacent property owners when reviewing future redesignation, subdivision and development proposals.
2. Greenview shall require the adoption of a Minor Area Structure Plan, prepared in accordance with Section 633 of the Act, prior to the approval of:
  - a. An industrial or commercial subdivision exceeding one (1) lot;
  - b. A country residential subdivision resulting in a cumulative density of four (4) or more lots on the subject quarter section;
  - c. Any multi-lot country residential subdivision or recreational resort located adjacent to a lake or other watercourse;
  - d. Any subdivision located in proximity to a highway when requested by Alberta Transportation; or
  - e. Any development or subdivision, at the discretion of the General Manager of Infrastructure and Planning, deemed to require a Minor Area Structure Plan.

## PROCEDURE

### 1. Regulations

- 1.1. The lands that are the subject of a proposed Minor Area Structure Plan or amendment may be subject to other federal and provincial statutes and regulations. It is the responsibility of the applicant to ensure that a proposal complies with any federal or provincial requirement.
- 1.2. An application for a Minor Area Structure Plan or amendment shall comply with all applicable Greenview policies and requirements.

### 2. Document Requirements

- 2.1. The Municipal Development Plan (MDP) for Greenview outlines the types of developments requiring the preparation of a Minor Area Structure Plan. A Minor Area Structure Plan must be adopted by Bylaw.

- 2.2. Minor Area Structure Plans may include the following:
- a) A future land use scenario including lot design and configuration, parcel size and density; proposed open space (including active and passive open space, natural areas and pedestrian linkages to other existing or potentially developed on adjacent lands);
  - b) Dedicated lands, including but not limited to, conservation easements, public utility lots, municipal/school reserves, and if necessary, environmental reserves;
  - c) Development phasing for the full build out of the development;
  - d) Innovative and efficient proposed access and internal road circulation over both the immediate and long term, recognizing municipal and provincial requirements for road standards and development guidelines;
  - e) Measures to ensure the integration of the proposed development with existing and adjacent development in a manner that ensures compatibility with adjacent land uses;
  - f) Mitigation measures such as landscaping treatment, screening and/or berming necessary to address any on or off-site visual impacts, including site lines from existing adjacent developments;
  - g) Identification and preservation of existing site lines and views where possible;
  - h) Any and all site constraints to development, including man-made and natural, including but not limited to: geotechnical; environmental; hydrogeological or historical;
  - i) Development of a Storm Water Management Plan that demonstrates Best Management Practices for Stormwater Management, taking into consideration Alberta Environment and Sustainable Resource Development standards for no net runoff, minimizing run off coefficients, use of “green growth” and catchment of water for on-site use (irrigation of landscaping) and engineered wetlands;
  - j) Water and wastewater servicing strategies, including identification of rights of way required for future tie in to potential regional municipal systems as and when available, and strategies for interim communal servicing strategies where appropriate with deferred servicing agreements to accommodate future tie in;
  - k) Wetland Assessment prepared by a Qualified Wetland Science Practitioner.
  - l) Traffic Impact Assessment which includes the analysis of the impact that the proposed plan will have on the existing road network and the proposed layout of the internal road network within the study area, in accordance with Greenview’s Municipal Servicing Standards;
  - m) Biophysical Assessment prepared by a qualified professional in the environmental field;
  - n) Provide the locations for services such as mail box locations, solid waste management transfer or pick up sites, proposed road names and other municipal services;
  - o) Indication of utility rights of way for natural gas, telephone, cable and electricity;
  - p) A summary of the input obtained throughout the preparation of the Minor Area Structure Plan from all directly and indirectly affected landowners within a one (1) kilometre radius of the plan area for proposed minor developments and within a four (4) kilometre radius for proposed major developments;
  - q) Any other matter Greenview deems necessary.
- 2.3. As determined by the General Manager of Infrastructure and Planning, certain elements may not be required.
- 2.4. The development of a Minor Area Structure Plan must be prepared by a professional planner registered as a Member of the Canadian Institute of Planners.

### 3. Public Engagement

- 3.1. All proposed Minor Area Structure Plan and major amendment applications will require a Public Engagement Plan (PEP).
- 3.2. A PEP shall be prepared by an applicant and provide a description of the proposed public engagement, including the anticipated schedule of engagement, the type of communication proposed, and a description of the format of any required meeting. All costs associated with a PEP shall be borne by the applicant.
- 3.3. In accordance with an approved PEP, an applicant shall host at least one public consultation session to present the proposed Minor Area Structure Plan or major amendment to the public.
- 3.4. Public consultation shall be required prior to the draft Minor Area Structure Plan being reviewed by Administration and submitted to Council for consideration.
- 3.5. An applicant may be required to hold an additional public consultation session if the General Manager of Infrastructure and Planning determines that a PEP meeting or communications were not held or conducted in accordance with an approved PEP; or where otherwise deemed necessary by Council.
- 3.6. A technical amendment does not require a PEP.
- 3.7. A Public Hearing regarding a proposed Minor Area Structure Plan or amendment shall be held as part of a regularly scheduled Council meeting, pursuant to the requirements of the Municipal Government Act.

### 4. Roles and Responsibilities

#### 4.1. Applicant

- a) Prepare and submit the necessary documents;
- b) The implementation of the PEP; and
- c) Payment of all applicable fees.

#### 4.2. Planning and Development staff

- a) Processing of applications;
- b) Meeting with the applicant to provide clarity;
- c) Reviewing and ensuring conformity with legislation, municipal planning guidelines and Greenview Strategic Plan;
- d) Providing comment on the proposal from the perspective of Greenview's Strategic Plan, Municipal Development Plan, and Land Use Bylaw;
- e) Referring applications to internal departments and external agencies;
- f) Attend public engagement sessions; and
- g) Preparing reports and recommendations for Council consideration.

#### 4.3. Other Greenview Departments


- a) Reviewing Design Briefs or Reports submitted with applications for conformity with Greenview's Municipal Servicing Standards and other related standards documents, as adopted by Council from time to time;
- b) Providing written comment on engineering issues related to the application to Planning and Development staff; and
- c) Meeting with Planning and Development staff and the applicant(s), as required, to resolve engineering issues related to applications.

#### 4.4. General Manager of Infrastructure and Planning

- a) The items noted within this policy to be determined by the General Manager; and
- b) The review and approval of an application for submission to Council.

#### 4.5. Council

- a) The review of the application;
- b) Holding of the Public Hearing;
- c) Approval or refusal of the application; and
- d) Adoption of the bylaw.

<p><b>Title: Minor Area Structure Plan</b></p> <p><b>Policy No: 6001</b></p> <p><b>Effective Date:</b></p> <p><b>Motion Number:</b></p> <p><b>Supersedes Policy No: (None)</b></p> <p><b>Review Date:</b></p>	
<p><b>Purpose:</b> To provide Council, Administration and the public with a standard practice of the formulation of Minor Area Structure Plans to ensure developers are responsible to provide to the municipality the required Plan prior to development occurring. The policy establishes definitions, guidelines, and roles and responsibilities related to Minor Area Structure Plans and amendments.</p>	

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## POLICY

1. The purpose of a Minor Area Structure Plan is to ensure Greenview's land use policies, as outlined in the Municipal Development Plan and the Strategic Plan, are implemented in more detailed planning documents. These planning documents will present a comprehensive planning policy framework and a generalized future land use concept for lands under review which will be used by Greenview to:
  - a. Guide the future development of lands,
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2. Greenview shall require the adoption of a Minor Area Structure Plan, prepared in accordance with Section 633 of the Act, prior to the approval of:
  - a. An industrial or commercial subdivision exceeding one (1) lot;
  - b. A country residential subdivision resulting in a cumulative density of four (4) or more lots on the subject quarter section;
  - c. Any multi-lot country residential subdivision or recreational resort located adjacent to a lake or other watercourse; or
  - d. Any subdivision located in proximity to a highway when requested by Alberta Transportation.

## PROCEDURE

### 1. Regulations

- 1.1. The lands that are the subject of a proposed Minor Area Structure Plan or amendment may be subject to other federal and provincial statutes and regulations. It is the responsibility of the applicant to ensure that a proposal complies with any federal or provincial requirement.
- 1.2. An application for a Minor Area Structure Plan or amendment shall comply with all applicable Greenview policies and requirements.

### 2. Document Requirements

- 2.1. The Municipal Development Plan (MDP) for Greenview outlines the types of developments requiring the preparation of a Minor Area Structure Plan. A Minor Area Structure Plan must be adopted by Bylaw.
- 2.2. Minor Area Structure Plans may include the following:
  - a) A future land use scenario including lot design and configuration, parcel size and density; proposed open space (including active and passive open space, natural areas and pedestrian linkages to other existing or potentially developed on adjacent lands);
  - b) Dedicated lands, including but not limited to, conservation easements, public utility lots, municipal/school reserves, and if necessary, environmental reserves;
  - c) Development phasing for the full build out of the development;
  - d) Innovative and efficient proposed access and internal road circulation over both the immediate and long term, recognizing municipal and provincial requirements for road standards and development guidelines;



- e) Measures to ensure the integration of the proposed development with existing and adjacent development in a manner that ensures compatibility with adjacent land uses;
- f) Mitigation measures such as landscaping treatment, screening and/or berming necessary to address any on or off-site visual impacts, including site lines from existing adjacent developments;
- g) Identification and preservation of existing site lines and views where possible;
- h) Any and all site constraints to development, including man-made and natural, including but not limited to: geotechnical; environmental; hydrogeological or historical;
- i) Development of a Storm Water Management Plan that demonstrates Best Management Practices for Stormwater Management, taking into consideration Alberta Environment and Sustainable Resource Development standards for no net runoff, minimizing run off coefficients, use of “green growth” and catchment of water for on-site use (irrigation of landscaping) and engineered wetlands;
- j) Water and wastewater servicing strategies, including identification of rights of way required for future tie in to potential regional municipal systems as and when available, and strategies for interim communal servicing strategies where appropriate with deferred servicing agreements to accommodate future tie in;
- k) Wetland Assessment prepared by a Qualified Wetland Science Practitioner.
- l) Traffic Impact Assessment which includes the analysis of the impact that the proposed plan will have on the existing road network and the proposed layout of the internal road network within the study area, in accordance with Greenview’s Municipal Servicing Standards;
- m) Biophysical Assessment prepared by a qualified professional in the environmental field;
- n) Provide the locations for services such as mail box locations, solid waste management transfer or pick up sites, proposed road names and other municipal services;
- o) Indication of utility rights of way for natural gas, telephone, cable and electricity;
- p) A summary of the input obtained throughout the preparation of the Minor Area Structure Plan from all directly and indirectly affected landowners within a one (1) kilometre radius of the Minor Area Structure Plan for planned minor developments and within a four (4) kilometre radius for planned major developments;
- q) Any other matter Greenview deems necessary.

2.3. As determined by the General Manager of Infrastructure and Planning, certain elements may not be required.

2.4. The development of a Minor Area Structure Plan must be prepared by a professional planner registered as a Member of the Canadian Institute of Planners.

### 3. Public Engagement

3.1. All proposed Minor Area Structure Plan and major amendment applications will require a Public Engagement Plan (PEP).

3.2. A PEP shall be prepared by an applicant and provide a description of the proposed public engagement, including the anticipated schedule of engagement, the type of communication proposed, and a description of the format of any required meeting. All costs associated with a PEP shall be borne by the applicant.

3.3. In accordance with an approved PEP, an applicant shall host at least one public consultation session to present the proposed Minor Area Structure Plan or major amendment to the public.

3.4. Public consultation shall be required prior to the draft Minor Area Structure Plan being reviewed by Administration and submitted to Council for consideration.

- 3.5. An applicant may be required to hold an additional public consultation session if the General Manager of Infrastructure and Planning determines that a PEP meeting or communications were not held or conducted in accordance with an approved PEP; or where otherwise deemed necessary by Council.
  - 3.6. A technical amendment does not require a PEP.
  - 3.7. A Public Hearing regarding a proposed Minor Area Structure Plan or amendment shall be held as part of a regularly scheduled Council meeting, pursuant to the requirements of the Municipal Government Act.
4. **Roles and Responsibilities**
- 4.1. Applicant
    - a) Prepare and submit the necessary documents;
    - b) The implementation of the PEP; and
    - c) Payment of all applicable fees.
  - 4.2. Planning and Development staff
    - a) Processing of applications;
    - b) Meeting with the applicant to provide clarity;
    - c) Reviewing and ensuring conformity with legislation, municipal planning guidelines and Greenview Strategic Plan;
    - d) Providing comment on the proposal from the perspective of Greenview's Strategic Plan, Municipal Development Plan, and Land Use Bylaw;
    - e) Referring applications to internal departments and external agencies;
    - f) Attend public engagement sessions; and
    - g) Preparing reports and recommendations for Council consideration.
  - 4.3. Other Greenview Departments
    - a) Reviewing Design Briefs or Reports submitted with applications for conformity with Greenview's Municipal Servicing Standards and other related standards documents, as adopted by Council from time to time;
    - b) Providing written comment on engineering issues related to the application to Planning and Development staff; and
    - c) Meeting with Planning and Development staff and the applicant(s), as required, to resolve engineering issues related to applications.
  - 4.4. General Manager of Infrastructure and Planning
    - a) The items noted within this policy to be determined by the General Manager; and
    - b) The review and approval of an application for submission to Council.
  - 4.5. Council
    - a) The review of the application;
    - b) Holding of the Public Hearing;
    - c) Approval or refusal of the application; and
    - d) Adoption of the bylaw.



# REQUEST FOR DECISION

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**SUBJECT:** Letter terminating Library Board Services from Peace Library System  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      CAO: MH      MANAGER:  
**DEPARTMENT:** CAO SERVICES      GM:      PRESENTER: DL  
**STRATEGIC PLAN:** Level of Service

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**RELEVANT LEGISLATION:**

**Provincial (cite) –N/A**

**Council Bylaw/Policy (cite) – N/A**

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**RECOMMENDED ACTION:**

**MOTION:** That Council direct Administration to send a letter to Peace Library System terminating the *Memorandum of Agreement for Library Board Services* upon the establishment of the Greenview Municipal Library Board.

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**BACKGROUND/PROPOSAL:**

Peace Library System has been providing Library Board Services for the DeBolt Public Library. Peace Library System will not be able to provide this same service with the Grande Cache Library. This responsibility will transfer to the municipal library board established by Greenview.

Peace Library System has requested Greenview provide official notice to terminate the *Memorandum of Agreement for Library Board Services*, effective upon the establishment of Greenview's Municipal Library Board. This will officially allow the new Library Board to assume governance over the DeBolt Public Library. Peace Library System will still be available to assist through the transition, and Greenview will continue to remain a member of this Library System.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. Greenview can continue facilitating the transition of library services in both Grande Cache and DeBolt.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Once Council directs administration to provide notice, Greenview will provide a letter to Peace Library System terminating the Memorandum of Agreement.

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**ATTACHMENT(S):**



# REQUEST FOR DECISION

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SUBJECT: **Council-CAO Covenant Reaffirmation**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019 CAO: MH MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER: MH  
STRATEGIC PLAN: Level of Service

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RELEVANT LEGISLATION:

**Provincial** (cite) – NA

**Council Bylaw/Policy** (cite) – Policy 1007: Council-CAO Covenant

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RECOMMENDED ACTION:

**MOTION: That Council acknowledge Council’s review and reaffirm Council’s support of the Council-CAO Covenant.**

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BACKGROUND/PROPOSAL:

The Council-CAO Covenant is a document that seeks to provide clarity and understanding between the CAO and Council. It seeks to establish and clarify relational protocols regarding the roles of Council and Administration.

The Covenant contains clauses which state times at which Council should, by motion, reaffirm their commitment to the document. Specifically:

*Principles 1.5*

*The Covenant shall be provided annually and whenever a new member of Council begins their term. At these times this Covenant shall be reaffirmed by Council Motion.*

And,

*Procedure*

- 1. The Covenant shall be executed by all parties at the beginning of each political term at the organizational meeting following the General Election.*
  - 2. The Covenant shall be provided annually and whenever a new member of council begins their term. At these times this Covenant shall be reaffirmed by Council Motion.*
- 

BENEFITS OF THE RECOMMENDED ACTION:

1. Reaffirmation of the Covenant will assist in demonstrating Council’s commitment to the document and its purpose.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not reaffirm the Covenant.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will prepare a new document for the signatures of Council and the CAO.

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ATTACHMENT(S):

- Policy 1007

**Title: Council-Chief Administrative Officer Covenant**

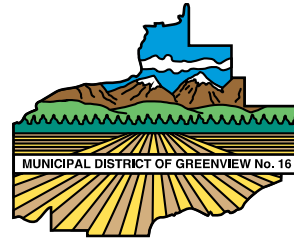
**Policy No: 1007**

**Effective Date: July 9, 2013**

**Motion Number: 18.05.287**

**Supersedes Policy No: (None)**

**Review Date: May 28, 2018**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

**Purpose:** The purpose of this Council-CAO covenant is to formalize relational protocols to support respect for each other’s functions. A Council-CAO Covenant commits both parties to seek clarity in the relationship, as well as emphasize the sincerity of undertaking their respective roles appropriately.

**DEFINITIONS**

**Council** means the Reeve and Councillors of the M.D of Greenview No. 16 for the time being elected pursuant to the provisions of the Local Authorities Election Act whose term is unexpired, who have not resigned, and who continue to be eligible to hold office as such under the terms of the Municipal Government Act.

**Chief Administrative Officer (CAO)** means the person appointed by Council pursuant to Sections 207-210 of the Municipal Government Act.

**Senior Leadership Team (SLT)** means the CAO, the General Manager of Infrastructure and Planning, the General Manager of CAO and Corporate Services, and the General Manager of Community Services.

**The Covenant** means the Council-CAO Covenant outlined herein.

**POLICY**

1. An effective organization demonstrates clarity and trust in the relationship between Council and its Chief Administrative Officer.
2. Establishing a Council-CAO Covenant commits both parties to seeking clarity in the relationship and to seriously undertake conduct within their respective roles appropriately.
3. The Covenant, as described, is authorised for the Reeve, Council Members and Chief Administrative Officer to sign for added authority.

4. The Covenant may be reviewed and amended from time to time with the mutual consent of the parties.

**PROCEDURE**

1. The Covenant shall be executed by all parties at the beginning of each political term at the organizational meeting following the General Election.
2. The Covenant shall be provided annually and whenever a new member of council begins their term. At these times this Covenant shall be reaffirmed by Council Motion.

**APPENDIX**

The Covenant is attached to this Policy as Schedule A.





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## **Council - Chief Administrative Officer Covenant**

### **PURPOSE:**

The purpose of this Council-CAO covenant is to formalize relational protocols to support respect for each other's functions. A Council-CAO Covenant commits both parties to seek clarity in the relationship, as well as emphasize the sincerity of undertaking their respective roles appropriately.

### **PRINCIPLES:**

- 1.1. An effective organization demonstrates clarity and trust in the relationship between Council and its Chief Administrative Officer.
- 1.2. Establishing a Council-CAO Covenant commits both parties to seeking clarity in the relationship and to seriously undertake conduct within their respective roles appropriately.
- 1.3. The Covenant, as described, is authorised for the Reeve, Council Members and Chief Administrative Officer to sign for added authority.
- 1.4. The Covenant shall be executed by all parties at the beginning of each political term at the organizational meeting following the General Election.
- 1.5. The Covenant shall be provided annually and whenever a new member of council begins their term. At these times this Covenant shall be reaffirmed by Council Motion.
- 1.6. The Covenant may be reviewed and amended from time to time with the mutual consent of the parties.

### **COVENANT**

#### **1. The Members of Council will:**

- 1.1 Carry out the responsibilities set out in the Municipal Government Act, and other applicable legislation; and follow the Bylaws and Policies of Greenview, to the best of their abilities;
- 1.2 Make decisions which are believed to be in the best interests of Greenview;

- 1.3 Review the background information and advice provided by Administration prior to rendering a decision;
- 1.4 Seek further input from the Senior Leadership Team (SLT) when there is uncertainty regarding the issues or the preferred course of action;
- 1.5 Refer any complaints, either written or verbal; about the decisions of Council or the actions of the organization, to the Chief Administrative Officer for review, comment and follow-up as appropriate;
- 1.6 Refrain from making any commitments on behalf of Council to individual citizens or groups other than a commitment to take the request to Council or the Chief Administrative Officer for response;
- 1.7 Seek to participate actively in the decision making process;
- 1.8 Refrain from any public or private criticism of the organization, or individual employees;
- 1.9 Act as good stewards for Greenview;
- 1.10 Demonstrate ethical conduct as public servants;
- 1.11 Provide effective leadership through guiding the corporation and the municipality through the approved strategic directions and goals, and the priorities set in annual budgets, and by agreeing to reasonable policies which reflect the best interests of Greenview;
- 1.12 Respect the apolitical nature of the office of Chief Administrative Officer and to receive their advice as being in the perceived interest of the community and/or organization. Councillors will respectfully listen to comments in response to questions posed at Council Meetings and will ensure that the CAO is accorded a respectful audience;
- 1.13 Internal requests for information and questions relative to Administration will be directed through the offices of the CAO and SLT.
- 1.14 Respect the apolitical nature of senior staff and treat their advice and reports with respect. Councillors will not knowingly or willfully interfere with their work and will coordinate concerns through the CAO and SLT, and;
- 1.15 Ensure a thorough and detailed evaluation of the performance of the CAO is conducted at least once annually and involve the CAO in this process so as to ensure a full understanding of Council's candid assessment.
  - a. Provide two (2) weeks' notice to the CAO and all members of Council that a formal evaluation will be occurring to allow parties time to prepare;
  - b. Provide the CAO with a written assessment from Council;

- c. Allow the CAO the opportunity to respond to the performance evaluation by providing a written response letter that will be shared with all members of Council;

- 1.16 Council will annually conduct a self-assessment on Council and how they are functioning;
- 1.17 Council acknowledges that Administration will introduce counterpoints and alternate viewpoints as part of their advisory role, and that information should be treated with respect; and
- 1.18 When possible, make information requests in advance of Council Meetings so as to allow Administration time to research answers.

**2. The Chief Administrative Officer will:**

- 2.1 Abide by the Municipal Government Act, and other applicable legislation, as well as the Bylaws and Policies of the M.D of Greenview to the best of their abilities;
- 2.2 Conduct them self as the chief policy advisor in an honest and ethical manner;
- 2.3 Ensure that the Reeve and Councillors are accorded respect in all personal and public comments;
- 2.4 Provide advice on all issues which is professionally sound, ethical, legal, and in accordance to the policies and resolutions of Council;
- 2.5 Guide the actions of the organization so that they are in accordance with the policies and resolutions of Council;
- 2.6 Act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Greenview Council;
- 2.7 Forward any complaints or concerns of Council to the appropriate department and individual, so that reasonable and prompt follow-up is assured;
- 2.8 Ensure that Council is made aware of the full picture with regard to each issue, at least to the extent that the organization is aware of such information and ensure that Council has access to the reasonable decision options, as well as a recommendation as your Chief Administrative Officer;
- 2.9 Seek to ensure that Council is aware of any key issues as they arise and therefore mitigate the problems associated with surprises;
- 2.10 Maintain a current understanding of the applicable legislation as well as relevant programs, policies, and initiatives, of the Provincial and Federal governments;
- 2.11 Admit to any mistakes of substance made individually and on behalf of staff, and take corrective action;

- 2.12 Listen carefully to the concerns of Council vis-a-vis performance and seek to improve any deficiencies on an ongoing basis;
- 2.13 Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems, or decision points.

### **3. Relationship Building**

In recognition that the relationship between Council and the CAO is paramount in the effective governance and operations of the M.D of Greenview, Council and the CAO, jointly agree to the following:

- 3.1 Hold a minimum of two (2) informal meetings between Council, the CAO and the SLT to discuss the status of the organization and the Council/Administration relationship.
  - a. Council, the CAO and the SLT agree that discussions will generally focus on the following:
    - i. Overall health and future dynamics impacting the organization;
    - ii. General concerns regarding the organization;
    - iii. Current relationship between Council and Administration;
    - iv. General inquiries relating to the operation of departments; and,
    - v. Concerns related to policies and programs of the municipality.
  - b. Council, the CAO and the SLT shall generally refrain from discussing:
    - i. Hiring and firing of staff;
    - ii. Individual staff performance; and,
    - iii. Formal matters more appropriate for discussion at Council Meetings.
- 3.2 It is understood that the informal meeting is to foster a positive relationship and not to conduct Council Business, give direction, or overstep the roles of the respective parties.

Signed this 11 day of June, 2018.

Dale Derwin  
Reeve

Bill Smith  
Councillor

Roxie Kutt  
Councillor

Bill Hume  
Councillor

Tom R. Burton  
Councillor

Dale R. Smith  
Councillor

[Signature]  
Councillor

[Signature]  
Councillor

Signed this 12 day of June, 2018.

[Signature]  
Chief Administrative Officer



# REQUEST FOR DECISION

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**SUBJECT:** Council Code of Conduct Reaffirmation  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      CAO: MH      MANAGER:  
**DEPARTMENT:** CAO SERVICES      GM:      PRESENTER: MH  
**STRATEGIC PLAN:** Level of Service

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – NA

**Council Bylaw/Policy** (cite) – Council Code of Conduct Bylaw

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**RECOMMENDED ACTION:**

**MOTION: That Council acknowledge Council’s receipt of and commitment to the Council Code of Conduct Bylaw.**

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**BACKGROUND/PROPOSAL:**

That a municipality have a Code of Conduct Bylaw governing Council is required under Section 146.1(1) of the Municipal Government Act. Greenview’s Bylaw 18-797 fulfills this requirement. The purpose of the Bylaw is to govern the actions and responsibilities of Councillors.

This Bylaw is being brought forward for Council’s acknowledgement under the Purpose and Application section of the Bylaw which reads:

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

*3.2 Every Member will be provided with a copy of this Bylaw and will sign the Statement of Commitment attached as Schedule "A".*

As a result of the dissolution of the Town of Grande Cache, Greenview will have an interim Council of 10 members. As two new Councillors will be joining the existing Council, a motion of Council would demonstrate their (and Council’s) receipt and commitment to the document. As per the Bylaw, new signatures will be gathered.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. Council will be formally demonstrating their commitment to the Code of Conduct Bylaw and its purpose.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to not formally acknowledge and receive the Bylaw. Members of Council would still be required to sign the document.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

A new document for the signatures of Councillors will be prepared.

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**ATTACHMENT(S):**

- 1) Code of Conduct Bylaw



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

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

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

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

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

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

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

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

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

**1. Short Title**

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

**2. Definitions**

2.1 In this *Bylaw*, words have the meanings set out in the *Act* except

- a. "**Act**" means the *Municipal Government Act*, R.S.A 2000, c. M-26, and associated regulations as amended;
- b. "**Administration**" means the administrative and operational arm of the municipality, comprised of the various departments and business units, and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
- c. "**CAO**" means the Chief Administrative Officer of Greenview, or their delegate;
- d. "**Deputy Reeve**" means the Councillor appointed by Council to fulfill the duties of the Reeve when the Reeve is unable to perform the duties of Chief Elected Official or if the office of the Reeve is vacant;
- e. "**FOIP**" means the *Freedom of Information and Protection of Privacy Act*, R.S.A 2000, c. F-25, any associated regulations, and any amendments or successor legislation;



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

### 3. Purpose and Application

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

### 4. General Principles

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

### 5. Representing the Municipality

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

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

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

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

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

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

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

## 9. Respectful Interactions with Council Members, Public and Staff

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

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

### 9.2 Councillors

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

### 9.3 Public

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

### 9.4 Staff

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

## 10. Confidential Information

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

## **11. Conflicts of Interest**

- 11.1 Members will disclose their affiliations or interest within an organization that may affect their decision-making on matters before Council regarding that organization, and its disclosure shall be documented in the meeting minutes.
- 11.2 The decision with respect to whether any Member may have, or may be perceived to have, a pecuniary interest or conflict of interest, is the individual Member’s decision to make. The Member may discuss this with Council and seek the advice of the Reeve or the CAO.
- 11.3 When a Member believes they have a pecuniary interest or conflict of interest in a matter before Council, or Council Committee, they shall notify the Reeve or Chair of the meeting prior to the matter being considered, that they have a pecuniary or conflict of interest in the matter.
- 11.4 Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the *Act* and a corresponding duty to vote unless required or permitted to abstain under the *Act* or another enactment.
- 11.5 Members shall approach decision-making with an open mind that is capable of persuasion.
- 11.6 Members are to be free from undue influence and not act, or appear to act, in order to gain financial or other benefit for themselves, family, friends or associates, business or otherwise.
- 11.7 It is the individual responsibility of each Member to seek independent legal advice, at the Member’s sole expense, with respect to any situation that may result in pecuniary or other conflict of interest.

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

- 12.1 No Member shall use the influence of the Member’s office for any purpose other than for the exercise of the Member’s official duties.
- 12.2 Members shall not abuse relationships or interactions with Administration by attempting to take advantage of their position as Councillors. Members will at all times refrain from any behaviour which is, or may be perceived to be, bullying or harassment of other Councillors, rate-payers, members of the public or Greenview’s staff.

- 12.3 Members shall refrain from using their positions to obtain employment with the municipality for themselves, family members or close associates.
- 12.4 No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or committee of Council or any other body established by Council.

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

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

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

- 14.1 Unless excused by Council, every Member must attend training organized at the direction of Council for the benefit of Members throughout their appointed term.
- 14.2 Councillors will attend regular Council meetings as required under the *Act*. Councillors will participate in these meetings to represent, to the best of their abilities, the interests of Greenview as a whole, and act as advocates of their respective wards.
- 14.3 Members will participate when appointed to Committees or Boards and inform Council as a whole, of the activities of that Committee or Board.

### **15. Complaint Process**

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

complaint. The Council Member or Members concerned shall be notified of the Council decision.

- 15.5 If Council concludes that the Council Member or Members concerned have breached the statutory regulations, it may, in its sole discretion, decide to advise the Council Member or Members of its conclusion and approve moving forward with the appropriate proceedings pursuant to the *Act*.
- 15.6 At its sole discretion, Council may elect to conduct the investigation into the allegations or select a third party to investigate.

## 16. Sanctions

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

**17. Requirements to Fulfill Duties**

17.1 This *Council Code of Conduct*, or any provision herein, and any sanctions imposed must not prevent a Councillor from fulfilling their legislated duties as a Councillor, as outlined in the *Municipal Government Act*.

17.2 Any provision deemed to prevent a Councillor from fulfilling their legislated duties, shall be declared invalid, however the rest of the *Council Code of Conduct* shall remain in effect.

**18. Review**

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

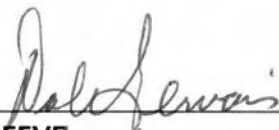
**19. Coming Into Force**

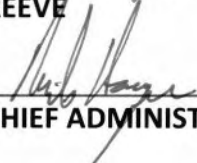
This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 11 day of June, A.D. 2018.

Read a second time this 25 day of June, A.D. 2018.

Read a third time and passed this 25 day of June, A.D. 2018.

  
\_\_\_\_\_  
REEVE

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



# REQUEST FOR DECISION

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**SUBJECT:** Live Internet Streaming of Public Meetings  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019 CAO: MH MANAGER:  
**DEPARTMENT:** CORPORATE SERVICES GM: RO PRESENTER: SG  
**STRATEGIC PLAN:** Level of Service

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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**RECOMMENDED ACTION:**

**MOTION: That Council direct Administration to provide live internet video and audio streaming of all public meetings held in the Council Chambers.**

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**BACKGROUND/PROPOSAL:**

Council, through the CAO, requested Administration review the costing of live streaming and to bring an RFD to Council concerning the same.

This service provided current information to interested members of the general public and the employees of the organization regarding Council decisions without needing to be physically present at the Council meeting. As well as a video/audio streaming version, there was an audio only streaming version for those with low bandwidth internet to allow them to listen to Council meetings.

In 2017, Council directed Administration to discontinue the live internet of video and audio streaming of all public meetings held in the Council Chamber.

Given the dissolution of the Town of Grande Cache and its distance from Valleyview, it is Administration's recommendation that this service be implemented. This would cost approximately \$2,000.00 per year.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit that will be achieved by following the recommended action is that Council and Administration will remain open and transparent with regards to the decisions made at a governance and policy level.
2. Another benefit that will be achieved by following the recommended action is it reduces the wait time for interested parties to receive information regarding Council decisions.



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DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The potential disadvantage that may result by following the recommended action is that some participants of a Council meeting may be uncomfortable voicing their thoughts knowing that the meeting is live streamed to the public.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** An alternative to the recommended action that may be considered is to continue without the live streaming of the public portion of the Council meetings. Administration does not recommend this alternative due to the action creating a perception by the public and the employees that Council is moving away from being an open and transparent Council.

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FINANCIAL IMPLICATION:

The annual cost for live streaming is about \$2,000.00.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

If live internet streaming is approved, it will take approximately two weeks to restore it to full capacity.

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ATTACHMENT(S):

- N/A



# REQUEST FOR DECISION

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**SUBJECT:** BF76768 Replacement  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** INFRASTRUCTURE & PLANNING  
**STRATEGIC PLAN:** Infrastructure

**REVIEWED AND APPROVED FOR SUBMISSION**  
**ACAO:** RO  
**GM:** GG

**MANAGER:**  
**PRESENTER:** GG

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**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – N/A**

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**RECOMMENDED ACTION:**

**MOTION: That Council approve the replacement of BF76768 on Twp. 670 in 2019 in the amount of \$795,000 with funds to come from Capital Infrastructure Reserve.**

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**BACKGROUND/PROPOSAL:**

Commissioned in 1967, BF76768 is now considered undersized, significantly deteriorated, and non-compliant with modern environmental and transportation safety standards. Located South of Valleyview on Twp. 670, this 2m culvert is at the end of its serviceable life. Twp. 670 is scheduled for upgrades in 2020, the existing culvert is not long enough to accommodate the road widening or side-slope improvement. Twp. 670 design upgrades will be negatively impacted if BF76768 is not replaced prior to construction.

MPA Engineering determined in 2018 that this culvert was deteriorating, with sections of pipe completely rusted through. The culvert is now considered undersized, causing high water velocities and erosion damages around the outlet. Significant runoff in 2018 increased the rate of scouring and erosion downstream of the culvert which is deteriorating each year, increasing repair costs. It will be cost effective for Greenview to address the undersized culvert in 2019.

Administration suggest that replacing the culvert a year before road construction allows for settlement to occur addressing those deficiencies during sub-grade preparation.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is that it will save Greenview on the long-term cost. Replacing the culvert before the road improvements will save Greenview from paying for road work twice. Replacing the culvert right away will save maintenance for erosion remedial costs.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion. The culvert is already at the end of its life span.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to deny this motion and construct at a later date.

**Alternative #2:** Council has the alternative to amend the motion, and set aside funds for construction in 2020. Construction in the same year as the road risks ground settlement and possible scheduling conflicts.

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FINANCIAL IMPLICATION:

**Direct Costs:**

**\$795,000.00**

Which includes consulting services and construction.

**Ongoing / Future Costs:**

None anticipated.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will notify MPA of Councils decision. If Council approves moving ahead with the replacement of this bridge file, Administration will promptly request MPA to begin aquatic assessment and design.

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ATTACHMENT(S):

N/A



# REQUEST FOR DECISION

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SUBJECT: **Highway 40 Lobby – County of Grande Prairie Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019 CAO: MH MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER: MH  
STRATEGIC PLAN: Intergovernmental Relations

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## RELEVANT LEGISLATION:

**Provincial** (cite) – NA

**Council Bylaw/Policy** (cite) – NA

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## RECOMMENDED ACTION:

**MOTION: That Council provide \$6700.00 to the County of Grande Prairie to assist with costs associated with a Cost-Benefit Analysis of twinning the northern portion of Highway 40 with funds to come from the Economic Development Budget.**

---

## BACKGROUND/PROPOSAL:

Just prior to Premier Notley's announcement regarding the twinning of Highway 40 from 68<sup>th</sup> Ave in Grande Prairie to just south of the Norbord Plant in Greenview, Administration received the attached correspondence from the County of Grande Prairie. Given the anticipated announcement it was unknown if this would move forward or not.

On December 14<sup>th</sup> Premier Notley announced two infrastructure projects, the Highway 40 project among them. This was encouraging as this project has been on the Province's unfunded list for some time. While the Premier announced the project, the announcement was absent of any timelines. Given that project timelines have not been announced and with an upcoming Provincial election, the County of Grande Prairie is choosing to move forward with a Cost-Benefit analysis. The County wishes to have this study in continue to press for timelines as well as the project itself should a change in government threaten the project or its timelines.

This project has been quoted at \$20,000.00 and the County is asking if Greenview would be willing to contribute towards that cost. It is Administration's understanding that a similar request will be made to the City. Administration's recommendation would be approximately 1/3 of the project cost.

The costs benefit analysis may have some benefit to the TMIP, although the level to which this would be applicable is unknown.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The recommended action will demonstrate Greenview's partnership and support of the Highway 40 initiative.

2. The recommended action may prove valuable should a change in government occur or timelines for the project be delayed.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There will be a small cost to Greenview. This is not perceived as a barrier.
2. The report may be unnecessary if the current government pushes forward right away. It is unknown if this will happen.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may opt to provide no funding to the County. If this was the option chosen, it is Administration's understanding that the project would still move forward.

**Alternative #2:** Council may opt to provide an alternate level of funding. The advantages and disadvantages of this would be similar to the recommended amount.

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**FINANCIAL IMPLICATION:**

**Direct Costs: \$6700.00**

**Ongoing / Future Costs: NA**

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will notify the County of Grande Prairie as to Council's decision.

---

**ATTACHMENT(S):**

- December 10<sup>th</sup>, 2018 correspondence – County of Grande Prairie



December 10, 2018

M.D. of Greenview  
Box 1079  
Valleyview, AB  
T0H 3N0

Attention: Dale Gervais, Reeve

Dear Reeve Gervais,

On behalf of the County Council I would like to again thank the M.D. of Greenview for offering the opportunity to participate in the Tri Municipal Industrial Partnership (TMIP) Project. We look forward to continue progressing with the Project in 2019.

As mentioned during our TMIP discussion the County continues to lobby the Province both corporately and through TMIP for upgrades to Highway 40 and in particular the proposed Project to "twin" Highway 40 from the City of Grande Prairie to a location in the vicinity of the Norbord Plant in the M.D. As you are aware the Project is in the final design stage but remains unfunded in the Provinces current three year Infrastructure Capital Plan.

One of the comments we continue to hear from Provincial Officials, other than those at Alberta Transportation, is to show them the value to the Province of completing the work given its expense, currently estimated at \$106,000,000.

To provide that estimated value the County of Grande Prairie has engaged the services of Nichol Applied Management to undertake a Cost Benefit Analysis (see attached) for the Project at an estimated cost of approximately \$20,000.

We believe once the Report is complete it will strengthen our argument to with the Province to fund the Project in its next budget cycle.

County Council requested we approach our Partners on their interest to share in the cost of completing the Study.

Any support you might be able to provide would be appreciated.

Should you have any questions respecting the Project please contact our CAO Bill Rogan at 780-539-9722

Regards,

Reeve Leanne Beaupre  
County of Grande Prairie No. 1

To: Bill Rogan

From: David Schaaf / Pearce Shewchuk

Date: December 5, 2018

---

## **RE: Cost Benefit Analysis of Highway 40 Twinning**

### **Background**

Traffic safety along Highway (Hwy) 40 is an ongoing concern in the region due in part to traffic volumes, road configuration, truck traffic, and weather. Recognizing these concerns and the role of Hwy 40 as the primary roadway that connects the region to the wider highway network in the south, the provincial government has committed funding to highway improvement projects over the next three years, as well as identified twinning of Hwy 40 as an unfunded priority over the longer-term. To encourage the provincial government to move forward with plans for twinning the highway, the Tri-Municipal Industrial Partnership – involving the City of Grande Prairie, County of Grande Prairie, and M.D. of Greenview – is interested in better understanding how Hwy 40 twinning would impact the region.

There are two generally accepted approaches to demonstrating the impact of public infrastructure; namely a cost-benefit study and a socio-economic impact analysis. The former is a requirement by Alberta Transportation in determining which project alternatives provide the best return on investment and has also been deemed by the federal government to be the only acceptable analytical framework through which social and economic costs should be contemplated. The latter (socio-economic impact analysis) is relied on heavily by regulatory bodies at the provincial and territorial level.

At this time, the County of Grande Prairie has provided approval for Nichols Applied Management Inc. (Nichols) to proceed in carrying out a cost-benefit study. Nichols has a long history of carrying out cost-benefit studies of infrastructure projects in Alberta and across Canada. In fact, we recently completed a cost-benefit study of the proposed Gundy Connector in Saddle Hills County.

The balance of this document provides an overview of our methodology, deliverables, and price for carrying out a cost benefit study of the twinning of Hwy 40.

### **Methodology**

A CBA is an analytical approach that focuses on calculating the net benefit to society of a particular policy or project. In general, this aim is achieved by assigning a monetary value to all of the costs and benefits identified as being direct results of the policy or project and subtracting the former from the latter to determine if society will ultimately be in a net positive or negative position.

Although simple in concept, the act of pricing all costs and benefits is complicated. For goods and services that trade in markets, values are relatively straightforward to discern. If, however, the policy or project has impacts on elements that do not typically trade in markets (i.e., ecological goods and services, externalities such as greenhouse gas emissions, changes in life expectancy or risk or injury, etc.) estimates of these non-market costs



and benefits are derived using a variety of advanced statistical methods that are widely accepted amongst academic and professional economists.

Our approach to undertaking the CBA analysis is driven, in large part, by the guidelines to cost-benefit analysis as published by the Treasury Board of Canada. Conceptually, the approach is as follows:

- Identifying design or development scenarios for the project (i.e., status quo, various highway designs such as paved versus gravel) to be evaluated and compared.
- Establishing whose costs and benefits are included in the analysis. Typically, this step involves mapping bio-physical pathways through which project effects impact end-point users, infrastructure, or ecosystems.
- Identifying the societal costs associated with the construction and operation/maintenance of the project. Societal costs include not only the financial cost of the project and those borne by affected stakeholders but also the non-market costs (i.e., loss in ecosystem services) associated with the Project.
- Identifying the societal benefits of constructing and operating the Project. Societal benefits could include both financial and non-financial impacts on directly affected entities such as cost savings related to reduced travel times, improved safety, improved emergency access, etc.
- Assigning a dollar value to each of the identified costs and benefits. Costs and benefits are not always goods or services traded in markets. For example, a highway project that reduces the number of fatalities on a highway requires that a dollar value be assigned to a human life. In cases where non-market values are needed, a variety of statistical techniques or existing academic literature can be used to arrive at estimated values. In some cases, a qualitative discussion of selected costs and benefits may be appropriate.
- Adjusting the value of benefits and costs that occur over time. Costs and benefits that occur in the future are discounted back to a present value and expressed in equivalent 2017 dollars using an appropriately determined discount rate.
- Subtracting the total costs of the project from the total social benefits. If the total social benefits outweigh the costs, the project is said to be of a net benefit to society and considered to be an economically efficient and socially desirable investment.
- Sensitivity analysis to determine how robust the study results are to changes in key assumptions or Project parameters. If significant uncertainty exists with respect to key analytical parameters, a Monte Carlo simulation will be incorporated into the analysis to reflect the expected and extreme value outcomes.

## Deliverables

Following our analysis, Nichols will deliver a report that outlines the methodology, data, and results for the cost-benefit study as outlined below. The report will include technical appendices that contain all calculations and allow for the verification of our work in the event that a third party, such as a funding agency, is interested in doing so. The report will be of the quality necessary to be a stand-alone public-facing document and similar in nature to the reports prepared for both the Saddle Hills Connector and the Mackenzie Valley Highway.

The report will be provided in electronic format as a PDF and, if desired, we can produce five bound copies of the report as well. We would be pleased to discuss our attendance in-person to present the results of the study, if desired.

## Budget and Schedule

Based on our experience conducting similar studies, the cost-benefit study can be completed for \$20,000 (fees+expenses but excluding GST).

We have the resources in place to begin work immediately but note that our ability to execute the work in a timely manner will depend, in part, on the provision of available project details and availability of regional stakeholders (e.g. industry) for discussions in support of our analysis. Assuming project details are in hand, we anticipate being able to complete the work in approximately 10 weeks, recognizing that the upcoming Holiday Season is likely to create some delay in carrying out discussions with regional stakeholders.





**Nichols**  
APPLIED MANAGEMENT INC.

Proposal

## Assessment of the Socio-Economic Impact of Highway 40 Twinning

Submitted to:

County of Grande Prairie

Submitted by:

**Nichols Applied Management Inc.**

Management and Economic Consultants

Suite 2401, 10104 – 103 Avenue NW

Edmonton, Alberta T5J 0H8

November 16, 2018

**MANAGEMENT & ECONOMIC CONSULTANTS**

## Table of Contents

1.	Introduction .....	1
2.	Qualifications .....	2
	2.1 Our Firm .....	2
	2.2 Our Study Team .....	4
3.	Our Approach .....	6
4.	Deliverables .....	9
5.	Budget and Schedule .....	10



## 1. Introduction

Traffic safety along Highway (Hwy) 40 is an ongoing concern in the region due in part to traffic volumes, road configuration, truck traffic, and weather. Recognizing these concerns and the role of Hwy 40 as the primary roadway that connects the region to the wider highway network in the south, the provincial government has committed funding to highway improvement projects over the next three years, as well as identified twinning of Hwy 40 as an unfunded priority over the longer-term. To encourage the provincial government to move forward with plans for twinning the highway, **the Tri-Municipal Industrial Partnership – involving the City of Grande Prairie, County of Grande Prairie, and M.D. of Greenview – is interested in better understanding how Hwy 40 twinning would impact economic activity in the region.**

There are two generally accepted approaches to demonstrating the impact of public infrastructure; namely a cost-benefit study and a socio-economic impact analysis. The former is a requirement by Alberta Transportation in determining which project alternatives provide the best return on investment and has also been deemed by the federal government to be the only acceptable analytical framework through which social and economic costs should be contemplated. The latter (socio-economic impact analysis) is relied on heavily by regulatory bodies at the provincial and territorial level. It is not clear at this juncture which of these approaches would best suit the purposes of the Tri-Municipal Partners or whether both will be required. As such, this workplan presents both options for consideration.

Nichols Applied Management Inc. (Nichols) has a long history of carrying out cost-benefit studies and socio-economic analyses of infrastructure projects in Alberta and across Canada. In fact, we recently completed both a cost-benefit study and a socio-economic assessment of the proposed Gundy Connector in Saddle Hills County. We are pleased to have the opportunity to submit a proposal to undertake this most interesting work. The balance of this proposal provides an overview of our qualifications, methodology, deliverables, and price.

## 2. Qualifications

### 2.1 Our Firm

Nichols Applied Management is Alberta's leading socio-economic consulting firm that has provided services to members of industry, provincial and territorial ministries, municipalities, the World Bank, International Finance Corporation, the Canadian International Development Agency, and a host of other clients for over 44 years. Additionally, Pearce Shewchuk, a firm principal and owner of Nichols Applied Management, has taught graduate and undergraduate courses in economic impact assessment and cost-benefit analysis (CBA) at the University of Alberta since 2012 and several of our firm's principals have appeared as expert witnesses in socio-economics in the provincial courts of Alberta and Saskatchewan, and in front of the Municipal Government Board, and various provincial and federal regulatory agencies.

Our firm has extensive experience conducting socio-economic and cost-benefit studies in regulatory settings around the world, including over 30 in the Alberta context over the past five years. We have prepared socio-economic impact assessments (SEIA) in support of applications to numerous regulatory bodies including the Alberta Energy Regulator, the Alberta Utilities Commission, the National Energy Board, the Canadian Environmental Assessment Agency, and the Natural Resources Conservation Board. Some examples of our work that involved economic impact assessment and cost-benefit studies are:

- **CNRL's** Horizon and Primrose East projects;
- **StatoilHydro's** North American Upgrader;
- **JACOS** Hangingstone Commercial Project
- **Opti Canada's** Long Lake;
- **Imperial Oil's** Kearl Oil Sands Project; Mahkeses, Nabiye, and Mahikan North projects;
- **Synenco's** Upgrader and Northern Lights Mine and Extraction Project update;
- **Suncor's** Steepbank Mine, Firebag 1-3, Firebag 4-6, Millennium Upgrader, Voyageur Upgrader, Voyageur Mine, Voyageur South, Fort Hills Mine and Fort Hills Upgrader;
- **Shell's** Muskeg River Mine, Muskeg River Mine Expansion, Jackpine Mine, Jackpine Mine Expansion, Pierre River Mine; Scotford Upgrader Expansion and Scotford Upgrader 2, Orion in situ project, and Carmon Creek project; and
- **Rio Alto's** Kirby Project;
- **Coalspur's** Vista Mine;
- **ConocoPhillips** Surmont.
- 1988 **Calgary Olympic Games**
- **West Edmonton Mall** and **Mall of America** in Bloomington, MN;
- The 1978 **Commonwealth Games** in Edmonton;
- **TransCanada's** Energy East Pipeline, Keystone XL Pipeline, Napanee Power Station Project; Mainline (Pipeline) Abandonment, Medicine Hat Compressor Station; Meikle and Goodfish Compressor Stations;
- **Total E&P's** Heartland Upgrader and Joselyn Mine Update;
- **Connacher's** Algar and Great Divide SAGD Project;
- **Laricina's** Germain Expansion Project;
- **Teck's** Frontier Project;
- **Cenovus** Christina Lake (SAGD) Phases E, F, and G; and Foster Creek (SAGD) Phase J;
- **Value Creation Inc.** Advanced TriStar Project (SAGD and Upgrader);
- **Southern Pacific Resources Corp.** McKay Thermal Project Phase 2;
- **BA Energy's** Heartland Upgrader;
- **Syncrude's** Upgrader Expansion Project and Aurora Mine;
- **Calgary Arts Development** to estimate the impact of the arts sector in Calgary;
- The **Chautauqua Institution** in New York. This institution is an educational and performing arts

- The **Universiade Games** in both Edmonton (1983) and Buffalo, New York (1993);
- The **Royal Tyrrell Museum** of Paeleontology in Drumheller;
- Various aspects of the **Alberta gaming industry** such as horse racing, bingos, casinos, raffles, pull-tickets, lotteries and VLTs;
- summer festival in upstate New York that attracts visitors from around the world;
- **Northlands** (Rexall Place) proposed redevelopment;
- The funding provided by **Alberta Foundation for the Arts** to artists across the province; and
- The closure of the **Federal CPC Facility** in the Town of Vegreville.

Nichols is presently conducting a similar study in Saddle Hills County. Nichols is engaged by Saddle Hills County to conduct a cost-benefit analysis and economic impact assessment of road upgrades to the proposed Gundy Connector which runs north-south in the western portion of the County. The cost-benefit portion of the study is being carried out using a 30-year time horizon and will include multiple scenarios that reflect various design considerations to demonstrate a range of impacts of the proposed project. The key elements included in the cost-benefit analysis are listed below:

- Financial costs associated with building and maintaining the highway;
- Improved access to services for residents in the western portion of the County, including both realized time savings and vehicle operating costs;
- Improved access to the main service center of Grande Prairie for industrial activity in the western portion of the County, including both realized time savings and vehicle operating costs;
- Value of the roadway as a physical asset to Saddle Hills County at the end of the 30-year study period;
- Improvements in safety, specifically reductions in collision rates from using a gravel road versus an undivided highway; and
- Reductions in greenhouse gas emissions resulting from vehicles spending less time on the road.

The study team subsequently discounted the costs and benefits expected to accrue over time using a range of discount rates to illustrate the relationship between the study outcomes and a minor change to a key analytical parameter (i.e., discount rate).

Additionally, Nichols also developed estimates of the economic activity that was likely to result from construction of the Connector and demonstrated the direct, indirect, and induced impacts of the project in terms of changes to gross domestic product (GDP), jobs, labour income, and taxes to all levels of government.

Nichols also conducted a similar road assessment on the Mackenzie Valley Highway. Nichols was engaged by the Department of Transportation of the Northwest Territories (NWT) to conduct a cost-benefit analysis and economic impact assessment of road upgrades to the Mackenzie Valley Highway in the NWT that were contemplated, in part, to encourage and facilitate the recovery of oil and gas resources. The cost-benefit portion of the study was carried out using a 30-year time horizon and included multiple scenarios that reflected various accounting stances to demonstrate the territorial and national perspectives of the project.

The firm also recently completed a SEIA for the proposed Pembina Two Lakes Sour Gas Processing Facility in the Grande Prairie region. This assessment involved interviews of key services in the region as well as a full economic assessment of project impacts to gross domestic product (GDP), labour income, employment and government revenue. This information, which is publicly available, can be used to develop the baseline against which possible impacts of the twinning of Highway 40 can be measured.

## 2.2 Our Study Team

### Pearce Shewchuk (B.A. Honours, M.Sc.) – Principal and Project Manager



**Mr. Pearce Shewchuk** is an experienced economist, firm Principal, and owner with Nichols Applied Management. Pearce has over twelve years of experience conducting economic, financial, and cost-benefit analysis across Canada. He has recently completed economic studies that encompass the Yukon, the Northwest Territories, Alberta, Saskatchewan, Manitoba, Ontario, Quebec and New Brunswick. He also has experience managing and conducting large economic impact assessment and was the national lead for socio-economics on the TransCanada Energy East Pipeline application submitted to the National Energy Board - the largest project of its kind in the history of Canada.

Mr. Shewchuk has been directly involved in more than one hundred economic studies and led the Mackenzie Valley Highway study described in the previous section. He has appeared as an expert witness in socio-economic impact assessments, economic growth and development, and econometric analysis in front of the Alberta Energy Regulator, the Canadian Environmental Assessment Agency, the Municipal Government Board (Alberta), and in the Provincial Courts of Alberta and Saskatchewan. He is also an expert on retainer to the Natural Resources Conservation Board in Alberta. In addition to his work with Nichols Applied Management, he teaches applied micro-economics, economic impact assessment, and cost-benefit analysis to undergraduate and graduate students in the Department of Natural Resource Economics and Environmental Sociology at the University of Alberta.

Pearce will be responsible for all aspects of this project, including: overall project management, client correspondence, and the overall analytical approach. A detailed resume for Mr. Shewchuk is attached in Appendix A.

### David Schaaf (B.A. Honours, M.A.)



**Mr. David Schaaf** has been providing management consulting services to a broad range of public and private sector clients for over 13 years. Assignments have included socio-economic analysis, economic analysis, population modeling, program evaluation, facilitation, and strategic planning. For this particular assignment, Mr. Schaaf offers his extensive socio-economic assessment experience. He has been involved in well over 20 socio-economic impact assessments and recently led the socio-economic work with respect to the proposed Pembina Two Lakes Sour Gas Processing Facility. He has also completed socio-economic assessments regarding a number of other resource development projects in Alberta, including Shell's Jackpine Mine Expansion and Pierre River Mine, Southern Pacific's McKay Thermal Expansions Project, Total E&P's Heartland Upgrader, Connacher's Algar Project, Total E&P's Joslyn Mine (Project Update), among others.

Mr. Schaaf has appeared as an expert witness on socio-economic issues on two separate occasions: before the Alberta Energy and Utilities Board (AEUB) in 2006 with respect to the Suncor Voyageur Upgrader application; and, before a Joint Federal/Provincial Review Panel in 2012 with respect to the Shell Jackpine Mine Expansion Project.

A detailed resume for Mr. Schaaf is attached in Appendix A.



#### Dana Harper (B.Sc., M.Sc.) - Consultant



Pearce and David will also be supported by **Ms. Dana Harper**. Ms. Harper is experienced in coordinating and authoring socio-economic impact assessments and cost-benefit studies in support of regulatory applications for large industrial projects. She has developed expertise in economic impact assessment, municipal growth analysis, and stakeholder engagement as well as the collection and analysis of primary and secondary financial and economic data. She has also worked on a number of projects related to the economic impact of public infrastructure in northern Canada (including the Mackenzie Valley Highway project described in the preceding section), improved access to natural resource deposits, and the identification of

barriers to economic growth in rural communities. Dana is the lead analyst in the previously referenced Saddle Hills project in which she has conducted both a cost-benefit analysis as well as a socio-economic impact assessment for the proposed Gundy Connector.

Dana will be engaged in all project activities. A detailed resume for Ms. Harper is attached in Appendix A.



### 3. Our Approach

There are two generally accepted approaches to demonstrating the impact of public infrastructure; namely a cost-benefit analysis (CBA) and a socio-economic impact assessment. The former is a requirement by Alberta Transportation in determining which project alternatives provide the best return on investment and has also been deemed by the federal government to be the only acceptable analytical framework through which social and economic costs should be contemplated. The latter is relied on heavily by regulatory bodies at the provincial level. We understand that the County of Grande Prairie, on behalf of the Tri-Municipal Industrial Partnership, is interested in encouraging the provincial government to move forward with plans to twin Highway 40 and, as such, suggest undertaking both studies but with a limited focus on social effects. This was the approach taken in both the Saddle Hills Gundy Connector and the Mackenzie Valley Highway studies and proved to be most informative. If the County does not have the resources to undertake both pieces of work, the CBA is the recommended approach given the stated preference of Alberta Transportation for this approach.

#### Cost-Benefit Analysis

A CBA is an analytical approach that focuses on calculating the net benefit to society of a particular policy or project. In general, this aim is achieved by assigning a monetary value to all of the costs and benefits identified as being direct results of the policy or project and subtracting the former from the latter to determine if society will ultimately be in a net positive or negative position.

Although simple in concept, the act of pricing all costs and benefits is complicated. For goods and services that trade in markets, values are relatively straightforward to discern. If, however, the policy or project has impacts on elements that do not typically trade in markets (i.e., ecological goods and services, externalities such as greenhouse gas emissions, changes in life expectancy or risk or injury, etc.) estimates of these non-market costs and benefits are derived using a variety of advanced statistical methods that are widely accepted amongst academic and professional economists.

Our proposed approach to undertaking the CBA analysis is driven, in large part, by the guidelines to cost-benefit analysis as published by the Treasury Board of Canada. Conceptually, the approach is as follows:

- Identifying design or development scenarios for the project (i.e., status quo, various highway designs such as paved versus gravel) to be evaluated and compared.
- Establishing whose costs and benefits are included in the analysis. Typically, this step involves mapping biophysical pathways through which project effects impact end-point users, infrastructure, or ecosystems.
- Identifying the societal costs associated with the construction and operation/maintenance of the project. Societal costs include not only the financial cost of the project and those borne by affected stakeholders but also the non-market costs (i.e., loss in ecosystem services) associated with the Project.
- Identifying the societal benefits of constructing and operating the Project. Societal benefits could include both financial and non-financial impacts on directly affected entities such as cost savings related to reduced travel times, improved safety, improved emergency access, etc.
- Assigning a dollar value to each of the identified costs and benefits. Costs and benefits are not always goods or services traded in markets. For example, a highway project that reduces the number of fatalities on a highway requires that a dollar value be assigned to a human life. In cases where non-market values are

needed, a variety of statistical techniques or existing academic literature can be used to arrive at estimated values. In some cases, a qualitative discussion of selected costs and benefits may be appropriate.

- Adjusting the value of benefits and costs that occur over time. Costs and benefits that occur in the future are discounted back to a present value and expressed in equivalent 2017 dollars using an appropriately determined discount rate.
- Subtracting the total costs of the project from the total social benefits. If the total social benefits outweigh the costs, the project is said to be of a net benefit to society and considered to be an economically efficient and socially desirable investment.
- Sensitivity analysis to determine how robust the study results are to changes in key assumptions or Project parameters. If significant uncertainty exists with respect to key analytical parameters, a Monte Carlo simulation will be incorporated into the analysis to reflect the expected and extreme value outcomes.

## Socio-Economic Impact Assessment

A socio-economic impact assessment generally serves to describe levels of activity resulting from a project or policy. In general, the study approach is to first estimate the anticipated economic activity and subsequently evaluate the related changes in population and the ensuing social impacts.

The economic effects are typically estimated using an Input-Output Model (IO), which is a tool that quantifies the ripple effects of project or policy-related spending (direct, indirect, and induced effects) as expressed in terms of widely accepted measures of anticipated economic activity (GDP, labour income, jobs, government revenue). Conceptually, the approach taken to estimating economic impacts consists of:

- Developing a baseline level of future economic activity in the region;
- Identifying the pathways through which future development may be impacted or induced via the construction and operation of the twinned highway;
- Identifying the specific expenditures, on a commodity or industry basis:
  - During construction of the highway;
  - On the regular maintenance and operation of the highway;
  - By business and individuals undertaking activity as a result of the newly twinned highway.
- Using the Alberta Finance Input-Output Model and for both the construction and operational phases of the road, calculate the direct, indirect, and induced economic activity expected to occur expressed in terms of GDP, labour income, jobs, and revenue to various levels of government.

Subsequent social impacts related to shifts in population stemming from changes in economic activity are generally dealt with through demographic analysis and the associated effects on social and physical infrastructure as measured using key metrics to demonstrate changes in service levels, quality, and accessibility. For example, if a project were to create a large need for labour in a region, the impact of the influx of population that may result on infrastructure and services could be expressed in terms of metrics that include:

- police officers per capita;
- usage levels of infrastructure such as capacity of a sewage lagoon or water treatment facility;

- traffic volumes and accidents on local roads;
- teachers per child in local schools; and
- doctors per capita in local health facilities and wait times in emergency rooms, etc.

These metrics would typically be augmented with qualitative analysis that reflects the experiences and perceptions (i.e., feelings of security, community cohesion) of a representative portion of the population. This would include a discussion of the distributional effect of the impacts on subsets of the population (i.e., men, women, young, old, indigenous, wealthy, poor).

In general, the SEIA provides detailed information to regulatory agencies and levels of government in an effort to inform decision makers and service providers about the distribution, nature, and magnitude of forthcoming activity. This type of study is very helpful in understanding how changes in various levels of activity will can be planned for and managed, but it does not allow for any conclusions to be drawn with respect to the net benefit to society of a project or activity.

## 4. Deliverables

Following our analysis, Nichols will deliver a report that outlines the methodology, data, and results for both the socio-economic impact assessment and the cost-benefit study as outlined below. The report will include technical appendices that contain all calculations and allow for the verification of our work in the event that a third party, such as a funding agency, is interested in doing so. The report will be of the quality necessary to be a stand-alone public-facing document and similar in nature to the reports prepared for both the Saddle Hills Connector and the Mackenzie Valley Highway.

The report will be provided in electronic format as a PDF and, if desired, we can produce five bound copies of the report as well. We would be pleased to discuss our attendance in-person to present the results of the study, if desired.



## 5. Budget and Schedule

The work being proposed here, namely the cost-benefit analysis and the socio-economic impact assessment, could be completed together or individually and the Tri-Municipal partners may choose to have one or both completed depending on the specific needs of administration and council. Accordingly, we have priced the two pieces of work independently. Based on our experience conducting similar studies, we estimate that

- The cost-benefit study can be carried out at an approximate cost of \$20,000;
- The socio-economic impact assessment can be carried out at an approximate cost of \$30,000. This work could be further subdivided and:
  - The economic impact analysis (i.e., GDP, labour income, jobs, government revenue) could be completed for \$15,000;
  - The social-impact assessment could be completed for a cost of \$15,000.

We have the resources in place to begin work immediately but note that our ability to execute the work in a timely manner will depend, in part, on the provision of available project details (i.e., design capacity, asset lifecycle) and availability of regional stakeholders (e.g. industry, services providers) for discussions in support of our analysis. Assuming project details are in hand, we anticipate being able to complete the work in approximately 8 weeks depending on the selected scope of work as detailed above.

## Appendix A Project Team Resumes



### Pearce Shewchuk

Principal, Nichols Applied Management Inc.

Office: (780) 424-0091 / Direct: (780) 409-1759

Email: p.shewchuk@nicholsappliedmanagement.com

www.nicholsappliedmanagement.com

Mr. Shewchuk brings a strong quantitative background to his work with Nichols Applied Management. Since joining Nichols, his work has focused on conducting socio-economic impact assessments and cost-benefit studies of oil sands mines and in-situ projects, upgraders, power stations, pipelines, coal mines, and carbon capture and storage facilities throughout Canada. He has been directly involved in over 30 assessments for various regulatory bodies across Canada, including:

#### Core Specializations:

- Socio-economic impact assessments
- Economic and statistical analysis
- Demographic forecasting
- Municipal finance

#### Education:

- B.A. (Honours) Economic
- University of Alberta
- M.Sc. Natural Resource Economics, University of Alberta
- Associated with firm since: 2006

#### Previous Experience:

- Western Centre for Economic Research
- University of Alberta Instructor

- **TransCanada's** Energy East Pipeline, Napanee Power Station Project; Mainline (Pipeline) Abandonment, Medicine Hat Compressor Station; Meikle and Goodfish Compressor Stations;
- **Total E&P's** Heartland Upgrader and Joselyn Mine Update;
- **Connacher's** Algar and Great Divide SAGD Project;
- **Laricina's** Germain Expansion Project;
- **Teck's** Frontier Project;
- **Cenovus** Christina Lake (SAGD) Phases E,F, and G; and Foster Creek (SAGD) Phase J;
- **Pengrowth's** Selina and Lindberg projects;
- **Benga Coal's** Grassy Mountain Project.
- **Coalspur's** Vista Mine;
- **Suncor's** Voyageur South, Fort Hills Mine and Fort Hills Upgrader;
- **Syncrude's** Upgrader Expansion Project and Aurora Mine;
- **Shell's** Pierre River Mine; Scotford Upgrader 2, and Quest Carbon Capture project;
- **JACOS** Hangingstone Commercial Project;
- **Value Creation Inc.** Advanced TriStar Project (SAGD and Upgrader); and
- **Southern Pacific Resources Corp.** Mckay Thermal Project Phase 2;

Pearce is also routinely engaged by various levels of government, public bodies, and members of the non-profit and private sectors to conduct economic and financial analysis. Some examples include:

- **Cost-Benefit Analysis of the proposed Gundy Connector in Saddle Hills County (ongoing).** Pearce was engaged by the County to conduct a cost-benefit analysis and economic impact assessment of a proposed roadway in the western portion of the County. This project aims to provide better access to service centres for both residential and industrial users in the western portion of the County.
- **Cost-Benefit Analysis of the Mackenzie Valley Highway in the Northwest Territories.** Pearce was engaged by the Department of Transportation of the Northwest Territories (NWT) to conduct a cost-benefit analysis and economic impact assessment of road upgrades to the Mackenzie Valley Highway in

the NWT that were contemplated, in part, to encourage and facilitate the recovery of oil and gas resources.

**Cost-Benefit Analysis of Caribou Conservation.** Mr. Shewchuk is presently leading the cost-benefit studies being undertaken on behalf of Alberta Environment and Parks to better understand the implications of various Caribou conservation schemes across Alberta. This work is executed according to the Canadian Cost-Benefit Analysis Guide for Regulatory Proposals published by the Treasury Board of Canada.

- **Quantifying the economic contribution of rural Alberta.** Pearce was engaged by the Alberta Association of Municipal Districts and Counties (AAMDC) to quantify the economic contribution of rural Alberta to the provincial economy. This work involved quantifying the current and future GDP, capital investment, employment, income, municipal fiscal conditions, barriers, and opportunities to economic growth in 69 rural communities across Alberta.
- **Quantifying the economic contribution of Northern Alberta.** Pearce was engaged by the Northern Alberta Development Council (NADC) to estimate the economic contribution of northern Alberta to the provincial and national economies of Alberta and Canada. This work included developing direct, indirect, and induced estimates of the economic contribution of key sectors such as oil and gas, forestry, and agriculture in northern Alberta.
- **Growth, Fiscal, and Land Use Analysis.** Pearce developed a growth study and fiscal impact analysis in support of the City of Edmonton's bid to annex lands from Leduc County and the Town of Beaumont. This work involved the analysis of future growth requirements in the context of various land uses in the urban and rural municipalities, and the fiscal implications of allowing or preventing development to occur.
- **Growth and Fiscal Analysis.** Pearce was engaged by a private developer to calculate the fiscal impact of a proposed subdivision in Rocky View County. He developed estimates of the anticipated equalized assessment, property tax rates, and off-site levies arising from a number of potential different growth scenarios.
- **Growth and Fiscal Analysis.** Pearce was engaged by the Town of Rocky Mountain House to develop a growth study for the Town and neighbouring Clearwater County. This growth study formed the basis for discussions regarding the joint planning and development of both residential and non-residential lands for which Mr. Shewchuk also provided a fiscal impact assessment.
- **Economic Growth and Analysis Expert Witness Testimony.** Mr. Shewchuk appeared in front of the Municipal Government Board as an Expert Witness in Economic Growth and Development on behalf of Rocky View County in an inter-municipal dispute with Chestermere. His expert materials and witness testimony were focused on the economic benefits and costs that may be experienced by the two municipalities depending upon how particular lands were allowed to develop. The MGB decision relied entirely on Mr. Shewchuk's evidence over that of a competing expert when arriving at conclusions with respect to the economic impact of development.
- **On-Going Support to the Oil Sands Community Alliance.** Pearce has been retained by the Oil Sands Community Alliance (OSCA), a division of CAPP (the Canadian Association of Petroleum Producers) for a number of years to provide ad hoc socio-economic analysis in support of various industry initiatives related to changing regulatory landscapes, industry outlooks, and community engagement.
- **Lower Athabasca Regional Plan.** Pearce was engaged by the Government of Alberta Land Use Secretariat to provide analytical support related to industrial activity and population forecasting for the development of the Lower Athabasca Regional Plan. This work included developing bitumen production curves under various development scenarios, generating workforce and population impacts associated with the various levels of bitumen production, and identifying the required work-camps and related industrial development that may stem from oil sands related growth.



- **Comprehensive Regional Infrastructure Sustainability Plans.** Pearce contributed to the development of the Comprehensive Regional Infrastructure Sustainability Plans (CRISP) for both the Athabasca and Cold Lake Oil Sands Regions. This work involved generating economic development scenarios for each of the oil sands regions, identifying municipal and provincial infrastructure required under various growth scenarios, and contemplating the desired nature of future development and the trade-offs between current land use and the changes expected under the proposed infrastructure.
- **The economic development potential of the Liard Basin in the Yukon.** Pearce was engaged by the Yukon Government to analyse the economic development potential of a natural gas basin in the Yukon in order to inform government decision making with respect to allowing or preventing development to occur. This analysis involved working with an engineering sub-contractor to develop a plausible physical and temporal development path and subsequently calculating the direct, indirect, and induced economic and fiscal impacts of the development. Additionally, the study team estimated the costs associated with permitting and regulating the development activities so as to inform the Yukon Government with respect to the trade-offs between allowing and disallowing the development of the basin.

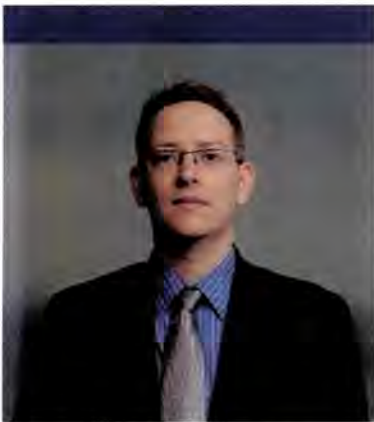
Further examples of his work include:

- conducting a review of utility rates in the City of Lloydminster;
- estimating the economic impact of the proposed Northlands 2020 Redevelopment strategy;
- conducting a market analysis of commercial office space on behalf of Alberta Infrastructure;
- conducting a review and inter-municipal comparison of off-site development levies for the City of Medicine Hat;
- estimating the anticipated equalized assessment, property tax rates, and off-site levies for a private developer contemplating an investment in the Calgary area;
- co-authoring The City of Edmonton Socio-Economic Outlook (2009-2014) which included an analysis of historical growth patterns and a forecast of future socio-economic trends;
- working with the Alberta Foundation for the Arts to estimate the direct, indirect, and induced economic contribution of Alberta's arts sector to the provincial economy;
- developing supply of and demand forecasts for licensed child care spaces on behalf of Alberta Human Services, including generating population forecasts of school-aged children for service regions across the province.

As part of his work for regulatory purposes, he has appeared as an expert witness in socio-economic impact assessments, economic growth and development, and econometric analysis in front of the Alberta Energy Regulator, the Municipal Government Board (Alberta), and in the Provincial Courts of Alberta and Saskatchewan.

In addition to his work with Nichols Applied Management, he teaches agricultural production economics, cost-benefit analysis, and economic impact assessment to undergraduate and graduate students in the Department of Natural Resource Economics and Environmental Sociology at the University of Alberta.





## David Schaaf

Principal, Nichols Applied Management Inc.

Office: (780) 424-0091 / Direct: (780) 409-1757

Email: [d.schaaf@nicholsappliedmanagement.com](mailto:d.schaaf@nicholsappliedmanagement.com)

[www.nicholsappliedmanagement.com](http://www.nicholsappliedmanagement.com)

Mr. Schaaf has been providing management consulting services to a broad range of public and private sector clients for over 13 years. Assignments have included socio-economic analysis, economic analysis, population modeling, program evaluation, facilitation, and strategic planning.

For this particular assignment, Mr. Schaaf offers his extensive socio-economic assessment expertise. Mr. Schaaf has direct experience in socio-economic assessments of major projects including:

### Core Specializations:

- Socio-economic analysis
- Qualitative analysis
- Policy development

### Education:

- B.A., University of Alberta
- M.A., Uppsala University (Sweden)
- Associated with firm since: 2005

### Previous Experience:

- Health policy and research
- Legislative affairs
- Qualitative analysis

- Pembina's Two Lakes Sour Gas Processing Facility
- TransCanada's Energy East Pipeline (EEP)
- TransCanada's Mainline Abandonment
- NOVA Gas Transmission Ltd. (NGTL) Medicine Hat Compressor Station
- NGTL's Meikle and Goodfish Compressor Stations
- NGTL's Woodenhouse Compressor Station C3 Addition
- Shell's Jackpine Mine Expansion and Pierre River Mine
- Southern Pacific's McKay Thermal Expansions Project
- Teck's Frontier Project
- Total E&P's Heartland Upgrader
- Petro Canada's Fort Hills Upgrader
- Shell's Scotford Upgrader 2
- Connacher's Algar Project
- Canadian Natural's Primrose East In-Situ Oil Sands Project
- Canadian Hydro's Dunvegan Hydroelectric Project
- Parsons Creek Aggregates Limestone Quarry Project
- Conoco-Philips Surmont SAGD Oil Sands Project (Project Update)
- Synenco Northern Lights Mine and Extraction Project (Project Update)
- Total E&P's Joslyn Mine (Project Update)



He also assisted with an assessment of the socio-economic impacts of linear development on fishing activities in the Northwest Territories on behalf of Fisheries and Oceans Canada. As well, Mr. Schaaf has been involved in socio-economic impact analysis work in support of caribou range planning for Alberta Environment and Parks (ongoing).

Mr. Schaaf has appeared as an expert witness on socio-economic issues on two separate occasions: before the Alberta Energy and Utilities Board (AEUB) in 2006 with respect to the Suncor Voyageur Upgrader application; and, before a Joint Federal/Provincial Review Panel in 2012 with respect to the Shell Jackpine Mine Expansion Project.

Mr. Schaaf also has expert knowledge of socio-economic conditions in northern Alberta as a result of his involvement in numerous assignments in the region over the past decade. Along with many of the previous mentioned socio-economic assessments which are located in northern Alberta, Mr. Schaaf has been involved in the following assignments:

**A survey of operations-related rotational workers in the Wood Buffalo region on behalf of the Oil Sands Community Alliance (OSCA) (2017-2018).** This survey was administered at workcamp sites related to seven operating oil sands projects and also made available online to workers at these and other sites. The survey collected information on the size and nature of the rotational workers, including the economic and social effects of these workers on the region. Over 2,200 surveys were completed. Mr. Schaaf was co-lead for this project and oversaw or carried out many project tasks including development of the survey instrument, survey administration (including visits to oil sands facilities in the region), survey results analysis, and final report preparation.

**Development of Population Projections for the Regional Municipality of Wood Buffalo (RMWB) (2016-17).** Nichols Applied Management developed and maintains the OSCA population model for estimating population in the RMWB. Mr. Schaaf recently undertook an update to this model to reflect impacts related to the 2016 Fort McMurray wildfire and changes in regional workforce requirements as a result of recent economic conditions brought on by the 2015 economic recession. These projections were developed in collaboration with the RMWB, and then presented to and adopted by City Council on May 8th, 2017.

**Updates to the Wood Buffalo Sustainable Community Indicators (2011 and 2014).** In early 2006, a set of 21 sustainable community indicators for Fort McMurray/Wood Buffalo were published. These indicators were developed by means of an iterative, multi-stakeholder process and were intended to measure key aspects of community life, identify community stresses, and track progress toward sustainable community well-being. Nichols carried out this work in 2006. Mr. Schaaf carried out updates on these indicators in both 2011 and 2014 on behalf of the Oil Sands Community Alliance (OSCA).



## Dana Harper

Consultant, Nichols Applied Management Inc.

Direct: (780) 409-1768

Email: [d.harper@nicholsappliedmanagement.com](mailto:d.harper@nicholsappliedmanagement.com)

[www.nicholsappliedmanagement.com](http://www.nicholsappliedmanagement.com)

Dana Harper has over seven years of experience coordinating and authoring socio-economic and land use assessments in support of regulatory applications, primarily in the northeastern portion of Alberta. Some examples of her direct experience include:

### Core Specializations:

- Socio-economic analysis, including cost-benefit analysis
- Growth and fiscal analysis
- Economic and demographic modeling
- Data interpretation and analysis
- Valuation research
- Econometric and policy analysis
- Socio-economic and land use assessments

### Education:

- B.Sc. (distinction) Environmental and Conservation Sciences, Economics and Policy Major, University of Alberta
- M.Sc. Natural Resource Economics, University of Alberta
- Associated with firm since: 2015

### Previous Experience:

- Environmental science
- Economic research

- **TransCanada's** Energy East Project, NOVA System Expansion, Cutbank River Loop, Suffield;
- **Pengrowth's** Selina;
- **Teck's** Frontier Project;
- **Peace River's** Mainline Abandonment;
- **Athabasca Oil Corporation's** Hangingstone Project;
- **ConocoPhillips** Canada Resource Corporation's Surmont 3 Project;
- **Grizzly Oil Sands** May River Project;
- **Osum Oil Sands Corporation's** Sepiko Kesik Project;
- **MEG Energy Corporation's** Surmont Project;
- **Reenergy Petroleum (Canada) Company's** Muskwa Project;
- **Koch Exploration Canada Corporation's** Dunkirk Project;
- **Shell's** Waterton Closure Project;
- **Value Creation Inc.** TriStar Pilot Project;
- **Southern Pacific Resources Corp.**
- **Benga Coal's** Grassy Mountain Project.

Each of these assessments involved quantitative and qualitative analysis of socio-economic impacts across various demographic groups, the findings of which were synthesized in public-facing reports and, in some cases, subject to regulatory hearings.

Some recent examples of her work outside of socio-economic analysis includes contributions to:

- A socio-economic impact analysis and cost-benefit analysis in support of caribou range planning for Alberta Environment and Parks (ongoing). This assessment involves stakeholder discussions with all levels of government, industry as well as members of the general public.

- A cost-benefit analysis and economic impact assessment of a proposed road in Saddle Hills County (ongoing). This project aims to provide better access to service centres for both residential and industrial users in the western portion of the County.
- A cost-benefit analysis of a proposed wildland provincial park in the Bighorn region of the province.
- A cost-benefit analysis and economic impact assessment of road upgrades to the Mackenzie Valley Highway in the Northwest Territories that were contemplated, in part, to encourage and facilitate the recovery of oil and gas resources.
- The quantification of the economic contribution of rural Alberta to the provincial economy. This work involved quantifying the current and future GDP, capital investment, employment, income, municipal fiscal conditions, barriers, and opportunities to economic growth in 69 rural communities across Alberta.
- A growth study and fiscal impact assessment in support of the City of Edmonton's bid to annex land from Leduc County and the Town of Beaumont.
- Expert materials related to inter-municipal dispute between Rocky View County and Chestermere. This dispute focused on economic growth and development in small urban and rural communities.
- A growth study and fiscal impact assessment of select industrial, commercial, and residential development areas in the Town of Rocky Mountain House and the adjacent Clearwater County.
- A user-friendly excel-based economic model delivered to the Government of Yukon to assist in the understanding of the growth and development potential of the Liard Basin. The model included a graphical interface that allowed users to select various growth scenarios and economic parameters and generated key financial outputs such as taxes and royalties payable to the territorial government.

She has also worked on a number of projects related to the economic and fiscal impact of public infrastructure including the economic benefit associated with highway upgrades and extension, improved access to natural resource deposits, and the identification of barriers to economic growth in remote rural communities.

**Nichols Applied Management Inc.**

Management and Economic Consultants  
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Edmonton, Alberta T5J 0H8

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[www.nicholsappliedmanagement.com](http://www.nicholsappliedmanagement.com)



# REQUEST FOR DECISION

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SUBJECT: **Highway 40 Lobby – County of Grande Prairie Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019 CAO: MH MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER: MH  
STRATEGIC PLAN: Intergovernmental Relations

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RELEVANT LEGISLATION:

**Provincial** (cite) – NA

**Council Bylaw/Policy** (cite) – NA

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RECOMMENDED ACTION:

**MOTION:** That Council provide \$6700.00 to the County of Grande Prairie to assist with costs associated with a Cost-Benefit Analysis of twinning the northern portion of Highway 40 with funds to come from the Economic Development Budget.

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BACKGROUND/PROPOSAL:

Just prior to Premier Notley's announcement regarding the twinning of Highway 40 from 68<sup>th</sup> Ave in Grande Prairie to just south of the Norbord Plant in Greenview, Administration received the attached correspondence from the County of Grande Prairie. Given the anticipated announcement it was unknown if this would move forward or not.

On December 14<sup>th</sup> Premier Notley announced two infrastructure projects, the Highway 40 project among them. This was encouraging as this project has been on the Province's unfunded list for some time. While the Premier announced the project, the announcement was absent of any timelines. Given that project timelines have not been announced and with an upcoming Provincial election, the County of Grande Prairie is choosing to move forward with a Cost-Benefit analysis. The County wishes to have this study in continue to press for timelines as well as the project itself should a change in government threaten the project or its timelines.

This project has been quoted at \$20,000.00 and the County is asking if Greenview would be willing to contribute towards that cost. It is Administration's understanding that a similar request will be made to the City. Administration's recommendation would be approximately 1/3 of the project cost.

The costs benefit analysis may have some benefit to the TMIP, although the level to which this would be applicable is unknown.

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BENEFITS OF THE RECOMMENDED ACTION:

1. The recommended action will demonstrate Greenview's partnership and support of the Highway 40 initiative.

2. The recommended action may prove valuable should a change in government occur or timelines for the project be delayed.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There will be a small cost to Greenview. This is not perceived as a barrier.
2. The report may be unnecessary if the current government pushes forward right away. It is unknown if this will happen.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may opt to provide no funding to the County. If this was the option chosen, it is Administration's understanding that the project would still move forward.

**Alternative #2:** Council may opt to provide an alternate level of funding. The advantages and disadvantages of this would be similar to the recommended amount.

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**FINANCIAL IMPLICATION:**

**Direct Costs: \$6700.00**

**Ongoing / Future Costs: NA**

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

Administration will notify the County of Grande Prairie as to Council's decision.

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**ATTACHMENT(S):**



- December 10<sup>th</sup>, 2018 correspondence – County of Grande Prairie



December 10, 2018

M.D. of Greenview  
Box 1079  
Valleyview, AB  
T0H 3N0

Attention: Dale Gervais, Reeve

Dear Reeve Gervais,

On behalf of the County Council I would like to again thank the M.D. of Greenview for offering the opportunity to participate in the Tri Municipal Industrial Partnership (TMIP) Project. We look forward to continue progressing with the Project in 2019.

As mentioned during our TMIP discussion the County continues to lobby the Province both corporately and through TMIP for upgrades to Highway 40 and in particular the proposed Project to "twin" Highway 40 from the City of Grande Prairie to a location in the vicinity of the Norbord Plant in the M.D. As you are aware the Project is in the final design stage but remains unfunded in the Provinces current three year Infrastructure Capital Plan.

One of the comments we continue to hear from Provincial Officials, other than those at Alberta Transportation, is to show them the value to the Province of completing the work given its expense, currently estimated at \$106,000,000.

To provide that estimated value the County of Grande Prairie has engaged the services of Nichol Applied Management to undertake a Cost Benefit Analysis (see attached) for the Project at an estimated cost of approximately \$20,000.

We believe once the Report is complete it will strengthen our argument to with the Province to fund the Project in its next budget cycle.

County Council requested we approach our Partners on their interest to share in the cost of completing the Study.

Any support you might be able to provide would be appreciated.

Should you have any questions respecting the Project please contact our CAO Bill Rogan at 780-539-9722

Regards,

Reeve Leanne Beaupre  
County of Grande Prairie No. 1

To: Bill Rogan

From: David Schaaf / Pearce Shewchuk

Date: December 5, 2018

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## **RE: Cost Benefit Analysis of Highway 40 Twinning**

### **Background**

Traffic safety along Highway (Hwy) 40 is an ongoing concern in the region due in part to traffic volumes, road configuration, truck traffic, and weather. Recognizing these concerns and the role of Hwy 40 as the primary roadway that connects the region to the wider highway network in the south, the provincial government has committed funding to highway improvement projects over the next three years, as well as identified twinning of Hwy 40 as an unfunded priority over the longer-term. To encourage the provincial government to move forward with plans for twinning the highway, the Tri-Municipal Industrial Partnership – involving the City of Grande Prairie, County of Grande Prairie, and M.D. of Greenview – is interested in better understanding how Hwy 40 twinning would impact the region.

There are two generally accepted approaches to demonstrating the impact of public infrastructure; namely a cost-benefit study and a socio-economic impact analysis. The former is a requirement by Alberta Transportation in determining which project alternatives provide the best return on investment and has also been deemed by the federal government to be the only acceptable analytical framework through which social and economic costs should be contemplated. The latter (socio-economic impact analysis) is relied on heavily by regulatory bodies at the provincial and territorial level.

At this time, the County of Grande Prairie has provided approval for Nichols Applied Management Inc. (Nichols) to proceed in carrying out a cost-benefit study. Nichols has a long history of carrying out cost-benefit studies of infrastructure projects in Alberta and across Canada. In fact, we recently completed a cost-benefit study of the proposed Gundy Connector in Saddle Hills County.

The balance of this document provides an overview of our methodology, deliverables, and price for carrying out a cost benefit study of the twinning of Hwy 40.

### **Methodology**

A CBA is an analytical approach that focuses on calculating the net benefit to society of a particular policy or project. In general, this aim is achieved by assigning a monetary value to all of the costs and benefits identified as being direct results of the policy or project and subtracting the former from the latter to determine if society will ultimately be in a net positive or negative position.

Although simple in concept, the act of pricing all costs and benefits is complicated. For goods and services that trade in markets, values are relatively straightforward to discern. If, however, the policy or project has impacts on elements that do not typically trade in markets (i.e., ecological goods and services, externalities such as greenhouse gas emissions, changes in life expectancy or risk or injury, etc.) estimates of these non-market costs

and benefits are derived using a variety of advanced statistical methods that are widely accepted amongst academic and professional economists.

Our approach to undertaking the CBA analysis is driven, in large part, by the guidelines to cost-benefit analysis as published by the Treasury Board of Canada. Conceptually, the approach is as follows:

- Identifying design or development scenarios for the project (i.e., status quo, various highway designs such as paved versus gravel) to be evaluated and compared.
- Establishing whose costs and benefits are included in the analysis. Typically, this step involves mapping bio-physical pathways through which project effects impact end-point users, infrastructure, or ecosystems.
- Identifying the societal costs associated with the construction and operation/maintenance of the project. Societal costs include not only the financial cost of the project and those borne by affected stakeholders but also the non-market costs (i.e., loss in ecosystem services) associated with the Project.
- Identifying the societal benefits of constructing and operating the Project. Societal benefits could include both financial and non-financial impacts on directly affected entities such as cost savings related to reduced travel times, improved safety, improved emergency access, etc.
- Assigning a dollar value to each of the identified costs and benefits. Costs and benefits are not always goods or services traded in markets. For example, a highway project that reduces the number of fatalities on a highway requires that a dollar value be assigned to a human life. In cases where non-market values are needed, a variety of statistical techniques or existing academic literature can be used to arrive at estimated values. In some cases, a qualitative discussion of selected costs and benefits may be appropriate.
- Adjusting the value of benefits and costs that occur over time. Costs and benefits that occur in the future are discounted back to a present value and expressed in equivalent 2017 dollars using an appropriately determined discount rate.
- Subtracting the total costs of the project from the total social benefits. If the total social benefits outweigh the costs, the project is said to be of a net benefit to society and considered to be an economically efficient and socially desirable investment.
- Sensitivity analysis to determine how robust the study results are to changes in key assumptions or Project parameters. If significant uncertainty exists with respect to key analytical parameters, a Monte Carlo simulation will be incorporated into the analysis to reflect the expected and extreme value outcomes.

## Deliverables

Following our analysis, Nichols will deliver a report that outlines the methodology, data, and results for the cost-benefit study as outlined below. The report will include technical appendices that contain all calculations and allow for the verification of our work in the event that a third party, such as a funding agency, is interested in doing so. The report will be of the quality necessary to be a stand-alone public-facing document and similar in nature to the reports prepared for both the Saddle Hills Connector and the Mackenzie Valley Highway.

The report will be provided in electronic format as a PDF and, if desired, we can produce five bound copies of the report as well. We would be pleased to discuss our attendance in-person to present the results of the study, if desired.

## Budget and Schedule

Based on our experience conducting similar studies, the cost-benefit study can be completed for \$20,000 (fees+expenses but excluding GST).

We have the resources in place to begin work immediately but note that our ability to execute the work in a timely manner will depend, in part, on the provision of available project details and availability of regional stakeholders (e.g. industry) for discussions in support of our analysis. Assuming project details are in hand, we anticipate being able to complete the work in approximately 10 weeks, recognizing that the upcoming Holiday Season is likely to create some delay in carrying out discussions with regional stakeholders.



**Nichols**  
APPLIED MANAGEMENT INC

Proposal

## Assessment of the Socio-Economic Impact of Highway 40 Twinning

Submitted to:

County of Grande Prairie

Submitted by:

**Nichols Applied Management Inc.**

Management and Economic Consultants

Suite 2401, 10104 – 103 Avenue NW

Edmonton, Alberta T5J 0H8

November 16, 2018

**MANAGEMENT & ECONOMIC CONSULTANTS**

## Table of Contents

- 1. Introduction ..... 1
- 2. Qualifications ..... 2
  - 2.1 Our Firm ..... 2
  - 2.2 Our Study Team ..... 4
- 3. Our Approach ..... 6
- 4. Deliverables ..... 9
- 5. Budget and Schedule ..... 10

## 1. Introduction

Traffic safety along Highway (Hwy) 40 is an ongoing concern in the region due in part to traffic volumes, road configuration, truck traffic, and weather. Recognizing these concerns and the role of Hwy 40 as the primary roadway that connects the region to the wider highway network in the south, the provincial government has committed funding to highway improvement projects over the next three years, as well as identified twinning of Hwy 40 as an unfunded priority over the longer-term. To encourage the provincial government to move forward with plans for twinning the highway, **the Tri-Municipal Industrial Partnership – involving the City of Grande Prairie, County of Grande Prairie, and M.D. of Greenview – is interested in better understanding how Hwy 40 twinning would impact economic activity in the region.**

There are two generally accepted approaches to demonstrating the impact of public infrastructure; namely a cost-benefit study and a socio-economic impact analysis. The former is a requirement by Alberta Transportation in determining which project alternatives provide the best return on investment and has also been deemed by the federal government to be the only acceptable analytical framework through which social and economic costs should be contemplated. The latter (socio-economic impact analysis) is relied on heavily by regulatory bodies at the provincial and territorial level. It is not clear at this juncture which of these approaches would best suit the purposes of the Tri-Municipal Partners or whether both will be required. As such, this workplan presents both options for consideration.

Nichols Applied Management Inc. (Nichols) has a long history of carrying out cost-benefit studies and socio-economic analyses of infrastructure projects in Alberta and across Canada. In fact, we recently completed both a cost-benefit study and a socio-economic assessment of the proposed Gundy Connector in Saddle Hills County. We are pleased to have the opportunity to submit a proposal to undertake this most interesting work. The balance of this proposal provides an overview of our qualifications, methodology, deliverables, and price.



## 2. Qualifications

### 2.1 Our Firm

Nichols Applied Management is Alberta's leading socio-economic consulting firm that has provided services to members of industry, provincial and territorial ministries, municipalities, the World Bank, International Finance Corporation, the Canadian International Development Agency, and a host of other clients for over 44 years. Additionally, Pearce Shewchuk, a firm principal and owner of Nichols Applied Management, has taught graduate and undergraduate courses in economic impact assessment and cost-benefit analysis (CBA) at the University of Alberta since 2012 and several of our firm's principals have appeared as expert witnesses in socio-economics in the provincial courts of Alberta and Saskatchewan, and in front of the Municipal Government Board, and various provincial and federal regulatory agencies.

Our firm has extensive experience conducting socio-economic and cost-benefit studies in regulatory settings around the world, including over 30 in the Alberta context over the past five years. We have prepared socio-economic impact assessments (SEIA) in support of applications to numerous regulatory bodies including the Alberta Energy Regulator, the Alberta Utilities Commission, the National Energy Board, the Canadian Environmental Assessment Agency, and the Natural Resources Conservation Board. Some examples of our work that involved economic impact assessment and cost-benefit studies are:

- **CNRL's** Horizon and Primrose East projects;
- **StatoilHydro's** North American Upgrader;
- **JACOS** Hangingstone Commercial Project
- **Opti Canada's** Long Lake;
- **Imperial Oil's** Kearl Oil Sands Project; Mahkeses, Nabiye, and Mahikan North projects;
- **Synenco's** Upgrader and Northern Lights Mine and Extraction Project update;
- **Suncor's** Steepbank Mine, Firebag 1-3, Firebag 4-6, Millennium Upgrader, Voyageur Upgrader, Voyageur Mine, Voyageur South, Fort Hills Mine and Fort Hills Upgrader;
- **Shell's** Muskeg River Mine, Muskeg River Mine Expansion, Jackpine Mine, Jackpine Mine Expansion, Pierre River Mine; Scotford Upgrader Expansion and Scotford Upgrader 2, Orion in situ project, and Carmon Creek project; and
- **Rio Alto's** Kirby Project;
- **Coalspur's** Vista Mine;
- **ConocoPhillips** Surmont.
- **1988 Calgary Olympic Games**
- **West Edmonton Mall** and **Mall of America** in Bloomington, MN;
- **The 1978 Commonwealth Games** in Edmonton;
- **TransCanada's** Energy East Pipeline, Keystone XL Pipeline, Napanee Power Station Project, Mainline (Pipeline) Abandonment, Medicine Hat Compressor Station; Meikle and Goodfish Compressor Stations;
- **Total E&P's** Heartland Upgrader and Joselyn Mine Update;
- **Connacher's** Algar and Great Divide SAGD Project;
- **Laricina's** Germain Expansion Project;
- **Teck's** Frontier Project;
- **Cenovus** Christina Lake (SAGD) Phases E, F, and G; and Foster Creek (SAGD) Phase J;
- **Value Creation Inc.** Advanced TriStar Project (SAGD and Upgrader);
- **Southern Pacific Resources Corp.** Mckay Thermal Project Phase 2;
- **BA Energy's** Heartland Upgrader;
- **Syncrude's** Upgrader Expansion Project and Aurora Mine;
- **Calgary Arts Development** to estimate the impact of the arts sector in Calgary;
- **The Chautauqua Institution** in New York. This institution is an educational and performing arts

- The **Universiade Games** in both Edmonton (1983) and Buffalo, New York (1993);
- The **Royal Tyrrell Museum** of Paeleontology in Drumheller;
- Various aspects of the **Alberta gaming industry** such as horse racing, bingos, casinos, raffles, pull-tickets, lotteries and VLTs;
- summer festival in upstate New York that attracts visitors from around the world;
- **Northlands** (Rexall Place) proposed redevelopment;
- The funding provided by **Alberta Foundation for the Arts** to artists across the province; and
- The closure of the **Federal CPC Facility** in the Town of Vegreville.

Nichols is presently conducting a similar study in Saddle Hills County. Nichols is engaged by Saddle Hills County to conduct a cost-benefit analysis and economic impact assessment of road upgrades to the proposed Gundy Connector which runs north-south in the western portion of the County. The cost-benefit portion of the study is being carried out using a 30-year time horizon and will include multiple scenarios that reflect various design considerations to demonstrate a range of impacts of the proposed project. The key elements included in the cost-benefit analysis are listed below:

- Financial costs associated with building and maintaining the highway;
- Improved access to services for residents in the western portion of the County, including both realized time savings and vehicle operating costs;
- Improved access to the main service center of Grande Prairie for industrial activity in the western portion of the County, including both realized time savings and vehicle operating costs;
- Value of the roadway as a physical asset to Saddle Hills County at the end of the 30-year study period;
- Improvements in safety, specifically reductions in collision rates from using a gravel road versus an undivided highway; and
- Reductions in greenhouse gas emissions resulting from vehicles spending less time on the road.

The study team subsequently discounted the costs and benefits expected to accrue over time using a range of discount rates to illustrate the relationship between the study outcomes and a minor change to a key analytical parameter (i.e., discount rate).

Additionally, Nichols also developed estimates of the economic activity that was likely to result from construction of the Connector and demonstrated the direct, indirect, and induced impacts of the project in terms of changes to gross domestic product (GDP), jobs, labour income, and taxes to all levels of government.

Nichols also conducted a similar road assessment on the Mackenzie Valley Highway. Nichols was engaged by the Department of Transportation of the Northwest Territories (NWT) to conduct a cost-benefit analysis and economic impact assessment of road upgrades to the Mackenzie Valley Highway in the NWT that were contemplated, in part, to encourage and facilitate the recovery of oil and gas resources. The cost-benefit portion of the study was carried out using a 30-year time horizon and included multiple scenarios that reflected various accounting stances to demonstrate the territorial and national perspectives of the project.

The firm also recently completed a SEIA for the proposed Pembina Two Lakes Sour Gas Processing Facility in the Grande Prairie region. This assessment involved interviews of key services in the region as well as a full economic assessment of project impacts to gross domestic product (GDP), labour income, employment and government revenue. This information, which is publicly available, can be used to develop the baseline against which possible impacts of the twinning of Highway 40 can be measured.

## 2.2 Our Study Team

### Pearce Shewchuk (B.A. Honours, M.Sc.) – Principal and Project Manager



**Mr. Pearce Shewchuk** is an experienced economist, firm Principal, and owner with Nichols Applied Management. Pearce has over twelve years of experience conducting economic, financial, and cost-benefit analysis across Canada. He has recently completed economic studies that encompass the Yukon, the Northwest Territories, Alberta, Saskatchewan, Manitoba, Ontario, Quebec and New Brunswick. He also has experience managing and conducting large economic impact assessment and was the national lead for socio-economics on the TransCanada Energy East Pipeline application submitted to the National Energy Board - the largest project of its kind in the history of Canada.

Mr. Shewchuk has been directly involved in more than one hundred economic studies and led the Mackenzie Valley Highway study described in the previous section. He has appeared as an expert witness in socio-economic impact assessments, economic growth and development, and econometric analysis in front of the Alberta Energy Regulator, the Canadian Environmental Assessment Agency, the Municipal Government Board (Alberta), and in the Provincial Courts of Alberta and Saskatchewan. He is also an expert on retainer to the Natural Resources Conservation Board in Alberta. In addition to his work with Nichols Applied Management, he teaches applied micro-economics, economic impact assessment, and cost-benefit analysis to undergraduate and graduate students in the Department of Natural Resource Economics and Environmental Sociology at the University of Alberta.

Pearce will be responsible for all aspects of this project, including: overall project management, client correspondence, and the overall analytical approach. A detailed resume for Mr. Shewchuk is attached in Appendix A.

### David Schaaf (B.A. Honours, M.A.)



**Mr. David Schaaf** has been providing management consulting services to a broad range of public and private sector clients for over 13 years. Assignments have included socio-economic analysis, economic analysis, population modeling, program evaluation, facilitation, and strategic planning. For this particular assignment, Mr. Schaaf offers his extensive socio-economic assessment experience. He has been involved in well over 20 socio-economic impact assessments and recently led the socio-economic work with respect to the proposed Pembina Two Lakes Sour Gas Processing Facility. He has also completed socio-economic assessments regarding a number of other resource

development projects in Alberta, including Shell's Jackpine Mine Expansion and Pierre River Mine, Southern Pacific's McKay Thermal Expansions Project, Total E&P's Heartland Upgrader, Connacher's Algar Project, Total E&P's Joslyn Mine (Project Update), among others.

Mr. Schaaf has appeared as an expert witness on socio-economic issues on two separate occasions: before the Alberta Energy and Utilities Board (AEUB) in 2006 with respect to the Suncor Voyageur Upgrader application; and, before a Joint Federal/Provincial Review Panel in 2012 with respect to the Shell Jackpine Mine Expansion Project.

A detailed resume for Mr. Schaaf is attached in Appendix A.

#### Dana Harper (B.Sc., M.Sc.) - Consultant



Pearce and David will also be supported by **Ms. Dana Harper**. Ms. Harper is experienced in coordinating and authoring socio-economic impact assessments and cost-benefit studies in support of regulatory applications for large industrial projects. She has developed expertise in economic impact assessment, municipal growth analysis, and stakeholder engagement as well as the collection and analysis of primary and secondary financial and economic data. She has also worked on a number of projects related to the economic impact of public infrastructure in northern Canada (including the Mackenzie Valley Highway project described in the preceding section), improved access to natural resource deposits, and the identification of barriers to economic growth in rural communities. Dana is the lead analyst in the previously referenced Saddle Hills project in which she has conducted both a cost-benefit analysis as well as a socio-economic impact assessment for the proposed Gundy Connector.

Dana will be engaged in all project activities. A detailed resume for Ms. Harper is attached in Appendix A.

### 3. Our Approach

There are two generally accepted approaches to demonstrating the impact of public infrastructure; namely a cost-benefit analysis (CBA) and a socio-economic impact assessment. The former is a requirement by Alberta Transportation in determining which project alternatives provide the best return on investment and has also been deemed by the federal government to be the only acceptable analytical framework through which social and economic costs should be contemplated. The latter is relied on heavily by regulatory bodies at the provincial level. We understand that the County of Grande Prairie, on behalf of the Tri-Municipal Industrial Partnership, is interested in encouraging the provincial government to move forward with plans to twin Highway 40 and, as such, suggest undertaking both studies but with a limited focus on social effects. This was the approach taken in both the Saddle Hills Gundy Connector and the Mackenzie Valley Highway studies and proved to be most informative. If the County does not have the resources to undertake both pieces of work, the CBA is the recommended approach given the stated preference of Alberta Transportation for this approach.

#### Cost-Benefit Analysis

A CBA is an analytical approach that focuses on calculating the net benefit to society of a particular policy or project. In general, this aim is achieved by assigning a monetary value to all of the costs and benefits identified as being direct results of the policy or project and subtracting the former from the latter to determine if society will ultimately be in a net positive or negative position.

Although simple in concept, the act of pricing all costs and benefits is complicated. For goods and services that trade in markets, values are relatively straightforward to discern. If, however, the policy or project has impacts on elements that do not typically trade in markets (i.e., ecological goods and services, externalities such as greenhouse gas emissions, changes in life expectancy or risk or injury, etc.) estimates of these non-market costs and benefits are derived using a variety of advanced statistical methods that are widely accepted amongst academic and professional economists.

Our proposed approach to undertaking the CBA analysis is driven, in large part, by the guidelines to cost-benefit analysis as published by the Treasury Board of Canada. Conceptually, the approach is as follows:

- Identifying design or development scenarios for the project (i.e., status quo, various highway designs such as paved versus gravel) to be evaluated and compared.
- Establishing whose costs and benefits are included in the analysis. Typically, this step involves mapping bio-physical pathways through which project effects impact end-point users, infrastructure, or ecosystems.
- Identifying the societal costs associated with the construction and operation/maintenance of the project. Societal costs include not only the financial cost of the project and those borne by affected stakeholders but also the non-market costs (i.e., loss in ecosystem services) associated with the Project.
- Identifying the societal benefits of constructing and operating the Project. Societal benefits could include both financial and non-financial impacts on directly affected entities such as cost savings related to reduced travel times, improved safety, improved emergency access, etc.
- Assigning a dollar value to each of the identified costs and benefits. Costs and benefits are not always goods or services traded in markets. For example, a highway project that reduces the number of fatalities on a highway requires that a dollar value be assigned to a human life. In cases where non-market values are

needed, a variety of statistical techniques or existing academic literature can be used to arrive at estimated values. In some cases, a qualitative discussion of selected costs and benefits may be appropriate.

- Adjusting the value of benefits and costs that occur over time. Costs and benefits that occur in the future are discounted back to a present value and expressed in equivalent 2017 dollars using an appropriately determined discount rate.
- Subtracting the total costs of the project from the total social benefits. If the total social benefits outweigh the costs, the project is said to be of a net benefit to society and considered to be an economically efficient and socially desirable investment.
- Sensitivity analysis to determine how robust the study results are to changes in key assumptions or Project parameters. If significant uncertainty exists with respect to key analytical parameters, a Monte Carlo simulation will be incorporated into the analysis to reflect the expected and extreme value outcomes.

### Socio-Economic Impact Assessment

A socio-economic impact assessment generally serves to describe levels of activity resulting from a project or policy. In general, the study approach is to first estimate the anticipated economic activity and subsequently evaluate the related changes in population and the ensuing social impacts.

The economic effects are typically estimated using an Input-Output Model (IO), which is a tool that quantifies the ripple effects of project or policy-related spending (direct, indirect, and induced effects) as expressed in terms of widely accepted measures of anticipated economic activity (GDP, labour income, jobs, government revenue). Conceptually, the approach taken to estimating economic impacts consists of:

- Developing a baseline level of future economic activity in the region;
- Identifying the pathways through which future development may be impacted or induced via the construction and operation of the twinned highway;
- Identifying the specific expenditures, on a commodity or industry basis:
  - During construction of the highway;
  - On the regular maintenance and operation of the highway;
  - By business and individuals undertaking activity as a result of the newly twinned highway.
- Using the Alberta Finance Input-Output Model and for both the construction and operational phases of the road, calculate the direct, indirect, and induced economic activity expected to occur expressed in terms of GDP, labour income, jobs, and revenue to various levels of government.

Subsequent social impacts related to shifts in population stemming from changes in economic activity are generally dealt with through demographic analysis and the associated effects on social and physical infrastructure as measured using key metrics to demonstrate changes in service levels, quality, and accessibility. For example, if a project were to create a large need for labour in a region, the impact of the influx of population that may result on infrastructure and services could be expressed in terms of metrics that include:

- police officers per capita;
- usage levels of infrastructure such as capacity of a sewage lagoon or water treatment facility;

- traffic volumes and accidents on local roads;
- teachers per child in local schools; and
- doctors per capita in local health facilities and wait times in emergency rooms, etc.

These metrics would typically be augmented with qualitative analysis that reflects the experiences and perceptions (i.e., feelings of security, community cohesion) of a representative portion of the population. This would include a discussion of the distributional effect of the impacts on subsets of the population (i.e., men, women, young, old, indigenous, wealthy, poor).

In general, the SEIA provides detailed information to regulatory agencies and levels of government in an effort to inform decision makers and service providers about the distribution, nature, and magnitude of forthcoming activity. This type of study is very helpful in understanding how changes in various levels of activity will can be planned for and managed, but it does not allow for any conclusions to be drawn with respect to the net benefit to society of a project or activity.

## 4. Deliverables

Following our analysis, Nichols will deliver a report that outlines the methodology, data, and results for both the socio-economic impact assessment and the cost-benefit study as outlined below. The report will include technical appendices that contain all calculations and allow for the verification of our work in the event that a third party, such as a funding agency, is interested in doing so. The report will be of the quality necessary to be a stand-alone public-facing document and similar in nature to the reports prepared for both the Saddle Hills Connector and the Mackenzie Valley Highway.

The report will be provided in electronic format as a PDF and, if desired, we can produce five bound copies of the report as well. We would be pleased to discuss our attendance in-person to present the results of the study, if desired.



## 5. Budget and Schedule

The work being proposed here, namely the cost-benefit analysis and the socio-economic impact assessment, could be completed together or individually and the Tri-Municipal partners may choose to have one or both completed depending on the specific needs of administration and council. Accordingly, we have priced the two pieces of work independently. Based on our experience conducting similar studies, we estimate that

- The cost-benefit study can be carried out at an approximate cost of \$20,000;
- The socio-economic impact assessment can be carried out at an approximate cost of \$30,000. This work could be further subdivided and:
  - The economic impact analysis (i.e., GDP, labour income, jobs, government revenue) could be completed for \$15,000;
  - The social-impact assessment could be completed for a cost of \$15,000.

We have the resources in place to begin work immediately but note that our ability to execute the work in a timely manner will depend, in part, on the provision of available project details (i.e., design capacity, asset lifecycle) and availability of regional stakeholders (e.g. industry, services providers) for discussions in support of our analysis. Assuming project details are in hand, we anticipate being able to complete the work in approximately 8 weeks depending on the selected scope of work as detailed above.

## Appendix A Project Team Resumes



### Pearce Shewchuk

Principal, Nichols Applied Management Inc.

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Mr. Shewchuk brings a strong quantitative background to his work with Nichols Applied Management. Since joining Nichols, his work has focused on conducting socio-economic impact assessments and cost-benefit studies of oil sands mines and in-situ projects, upgraders, power stations, pipelines, coal mines, and carbon capture and storage facilities throughout Canada. He has been directly involved in over 30 assessments for various regulatory bodies across Canada, including:

#### Core Specializations:

- Socio-economic impact assessments
- Economic and statistical analysis
- Demographic forecasting
- Municipal finance

#### Education:

- B.A. (Honours) Economic
- University of Alberta
- M.Sc. Natural Resource Economics, University of Alberta
- Associated with firm since: 2006

#### Previous Experience:

- Western Centre for Economic Research
- University of Alberta Instructor

- **TransCanada's** Energy East Pipeline, Napanee Power Station Project; Mainline (Pipeline) Abandonment, Medicine Hat Compressor Station; Meikle and Goodfish Compressor Stations;
- **Total E&P's** Heartland Upgrader and Joselyn Mine Update;
- **Connacher's** Algar and Great Divide SAGD Project;
- **Laricina's** Germain Expansion Project;
- **Teck's** Frontier Project;
- **Cenovus** Christina Lake (SAGD) Phases E,F, and G; and Foster Creek (SAGD) Phase J;
- **Pengrowth's** Selina and Lindberg projects;
- **Benga Coal's** Grassy Mountain Project.
- **Coalspur's** Vista Mine;
- **Suncor's** Voyageur South, Fort Hills Mine and Fort Hills Upgrader;
- **Syncrude's** Upgrader Expansion Project and Aurora Mine;
- **Shell's** Pierre River Mine; Scotford Upgrader 2, and Quest Carbon Capture project;
- **JACOS** Hangingstone Commercial Project;
- **Value Creation Inc.** Advanced TriStar Project (SAGD and Upgrader); and
- **Southern Pacific Resources Corp.** McKay Thermal Project Phase 2;

Pearce is also routinely engaged by various levels of government, public bodies, and members of the non-profit and private sectors to conduct economic and financial analysis. Some examples include:

- **Cost-Benefit Analysis of the proposed Gundy Connector in Saddle Hills County (ongoing).** Pearce was engaged by the County to conduct a cost-benefit analysis and economic impact assessment of a proposed roadway in the western portion of the County. This project aims to provide better access to service centres for both residential and industrial users in the western portion of the County.
- **Cost-Benefit Analysis of the Mackenzie Valley Highway in the Northwest Territories.** Pearce was engaged by the Department of Transportation of the Northwest Territories (NWT) to conduct a cost-benefit analysis and economic impact assessment of road upgrades to the Mackenzie Valley Highway in

the NWT that were contemplated, in part, to encourage and facilitate the recovery of oil and gas resources.

**Cost-Benefit Analysis of Caribou Conservation.** Mr. Shewchuk is presently leading the cost-benefit studies being undertaken on behalf of Alberta Environment and Parks to better understand the implications of various Caribou conservation schemes across Alberta. This work is executed according to the Canadian Cost-Benefit Analysis Guide for Regulatory Proposals published by the Treasury Board of Canada.

- **Quantifying the economic contribution of rural Alberta.** Pearce was engaged by the Alberta Association of Municipal Districts and Counties (AAMDC) to quantify the economic contribution of rural Alberta to the provincial economy. This work involved quantifying the current and future GDP, capital investment, employment, income, municipal fiscal conditions, barriers, and opportunities to economic growth in 69 rural communities across Alberta.
- **Quantifying the economic contribution of Northern Alberta.** Pearce was engaged by the Northern Alberta Development Council (NADC) to estimate the economic contribution of northern Alberta to the provincial and national economies of Alberta and Canada. This work included developing direct, indirect, and induced estimates of the economic contribution of key sectors such as oil and gas, forestry, and agriculture in northern Alberta.
- **Growth, Fiscal, and Land Use Analysis.** Pearce developed a growth study and fiscal impact analysis in support of the City of Edmonton's bid to annex lands from Leduc County and the Town of Beaumont. This work involved the analysis of future growth requirements in the context of various land uses in the urban and rural municipalities, and the fiscal implications of allowing or preventing development to occur.
- **Growth and Fiscal Analysis.** Pearce was engaged by a private developer to calculate the fiscal impact of a proposed subdivision in Rocky View County. He developed estimates of the anticipated equalized assessment, property tax rates, and off-site levies arising from a number of potential different growth scenarios.
- **Growth and Fiscal Analysis.** Pearce was engaged by the Town of Rocky Mountain House to develop a growth study for the Town and neighbouring Clearwater County. This growth study formed the basis for discussions regarding the joint planning and development of both residential and non-residential lands for which Mr. Shewchuk also provided a fiscal impact assessment.
- **Economic Growth and Analysis Expert Witness Testimony.** Mr. Shewchuk appeared in front of the Municipal Government Board as an Expert Witness in Economic Growth and Development on behalf of Rocky View County in an inter-municipal dispute with Chestermere. His expert materials and witness testimony were focused on the economic benefits and costs that may be experienced by the two municipalities depending upon how particular lands were allowed to develop. The MGB decision relied entirely on Mr. Shewchuk's evidence over that of a competing expert when arriving at conclusions with respect to the economic impact of development.
- **On-Going Support to the Oil Sands Community Alliance.** Pearce has been retained by the Oil Sands Community Alliance (OSCA), a division of CAPP (the Canadian Association of Petroleum Producers) for a number of years to provide ad hoc socio-economic analysis in support of various industry initiatives related to changing regulatory landscapes, industry outlooks, and community engagement.
- **Lower Athabasca Regional Plan.** Pearce was engaged by the Government of Alberta Land Use Secretariat to provide analytical support related to industrial activity and population forecasting for the development of the Lower Athabasca Regional Plan. This work included developing bitumen production curves under various development scenarios, generating workforce and population impacts associated with the various levels of bitumen production, and identifying the required work-camps and related industrial development that may stem from oil sands related growth.

- **Comprehensive Regional Infrastructure Sustainability Plans.** Pearce contributed to the development of the Comprehensive Regional Infrastructure Sustainability Plans (CRISP) for both the Athabasca and Cold Lake Oil Sands Regions. This work involved generating economic development scenarios for each of the oil sands regions, identifying municipal and provincial infrastructure required under various growth scenarios, and contemplating the desired nature of future development and the trade-offs between current land use and the changes expected under the proposed infrastructure.
- **The economic development potential of the Liard Basin in the Yukon.** Pearce was engaged by the Yukon Government to analyse the economic development potential of a natural gas basin in the Yukon in order to inform government decision making with respect to allowing or preventing development to occur. This analysis involved working with an engineering sub-contractor to develop a plausible physical and temporal development path and subsequently calculating the direct, indirect, and induced economic and fiscal impacts of the development. Additionally, the study team estimated the costs associated with permitting and regulating the development activities so as to inform the Yukon Government with respect to the trade-offs between allowing and disallowing the development of the basin.

Further examples of his work include:

- conducting a review of utility rates in the City of Lloydminster;
- estimating the economic impact of the proposed Northlands 2020 Redevelopment strategy;
- conducting a market analysis of commercial office space on behalf of Alberta Infrastructure;
- conducting a review and inter-municipal comparison of off-site development levies for the City of Medicine Hat;
- estimating the anticipated equalized assessment, property tax rates, and off-site levies for a private developer contemplating an investment in the Calgary area;
- co-authoring The City of Edmonton Socio-Economic Outlook (2009-2014) which included an analysis of historical growth patterns and a forecast of future socio-economic trends;
- working with the Alberta Foundation for the Arts to estimate the direct, indirect, and induced economic contribution of Alberta's arts sector to the provincial economy;
- developing supply of and demand forecasts for licensed child care spaces on behalf of Alberta Human Services, including generating population forecasts of school-aged children for service regions across the province.

As part of his work for regulatory purposes, he has appeared as an expert witness in socio-economic impact assessments, economic growth and development, and econometric analysis in front of the Alberta Energy Regulator, the Municipal Government Board (Alberta), and in the Provincial Courts of Alberta and Saskatchewan.

In addition to his work with Nichols Applied Management, he teaches agricultural production economics, cost-benefit analysis, and economic impact assessment to undergraduate and graduate students in the Department of Natural Resource Economics and Environmental Sociology at the University of Alberta.



## David Schaaf

Principal, Nichols Applied Management Inc.

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Mr. Schaaf has been providing management consulting services to a broad range of public and private sector clients for over 13 years. Assignments have included socio-economic analysis, economic analysis, population modeling, program evaluation, facilitation, and strategic planning.

For this particular assignment, Mr. Schaaf offers his extensive socio-economic assessment expertise. Mr. Schaaf has direct experience in socio-economic assessments of major projects including:

### Core Specializations:

- Socio-economic analysis
- Qualitative analysis
- Policy development

### Education:

- B.A., University of Alberta
- M.A., Uppsala University (Sweden)
- Associated with firm since: 2005

### Previous Experience:

- Health policy and research
- Legislative affairs
- Qualitative analysis

- Pembina's Two Lakes Sour Gas Processing Facility
- TransCanada's Energy East Pipeline (EEP)
- TransCanada's Mainline Abandonment
- NOVA Gas Transmission Ltd. (NGTL) Medicine Hat Compressor Station
- NGTL's Meikle and Goodfish Compressor Stations
- NGTL's Woodenhouse Compressor Station C3 Addition
- Shell's Jackpine Mine Expansion and Pierre River Mine
- Southern Pacific's McKay Thermal Expansions Project
- Teck's Frontier Project
- Total E&P's Heartland Upgrader
- Petro Canada's Fort Hills Upgrader
- Shell's Scotford Upgrader 2
- Connacher's Algar Project
- Canadian Natural's Primrose East In-Situ Oil Sands Project
- Canadian Hydro's Dunvegan Hydroelectric Project
- Parsons Creek Aggregates Limestone Quarry Project
- Conoco-Phillips Surmont SAGD Oil Sands Project (Project Update)
- Synenco Northern Lights Mine and Extraction Project (Project Update)
- Total E&P's Joslyn Mine (Project Update)

He also assisted with an assessment of the socio-economic impacts of linear development on fishing activities in the Northwest Territories on behalf of Fisheries and Oceans Canada. As well, Mr. Schaaf has been involved in socio-economic impact analysis work in support of caribou range planning for Alberta Environment and Parks (ongoing).

Mr. Schaaf has appeared as an expert witness on socio-economic issues on two separate occasions: before the Alberta Energy and Utilities Board (AEUB) in 2006 with respect to the Suncor Voyageur Upgrader application; and, before a Joint Federal/Provincial Review Panel in 2012 with respect to the Shell Jackpine Mine Expansion Project.

Mr. Schaaf also has expert knowledge of socio-economic conditions in northern Alberta as a result of his involvement in numerous assignments in the region over the past decade. Along with many of the previous mentioned socio-economic assessments which are located in northern Alberta, Mr. Schaaf has been involved in the following assignments:

**A survey of operations-related rotational workers in the Wood Buffalo region on behalf of the Oil Sands Community Alliance (OSCA) (2017-2018).** This survey was administered at workcamp sites related to seven operating oil sands projects and also made available online to workers at these and other sites. The survey collected information on the size and nature of the rotational workers, including the economic and social effects of these workers on the region. Over 2,200 surveys were completed. Mr. Schaaf was co-lead for this project and oversaw or carried out many project tasks including development of the survey instrument, survey administration (including visits to oil sands facilities in the region), survey results analysis, and final report preparation.

**Development of Population Projections for the Regional Municipality of Wood Buffalo (RMWB) (2016-17).** Nichols Applied Management developed and maintains the OSCA population model for estimating population in the RMWB. Mr. Schaaf recently undertook an update to this model to reflect impacts related to the 2016 Fort McMurray wildfire and changes in regional workforce requirements as a result of recent economic conditions brought on by the 2015 economic recession. These projections were developed in collaboration with the RMWB, and then presented to and adopted by City Council on May 8th, 2017.

**Updates to the Wood Buffalo Sustainable Community Indicators (2011 and 2014).** In early 2006, a set of 21 sustainable community indicators for Fort McMurray/Wood Buffalo were published. These indicators were developed by means of an iterative, multi-stakeholder process and were intended to measure key aspects of community life, identify community stresses, and track progress toward sustainable community well-being. Nichols carried out this work in 2006. Mr. Schaaf carried out updates on these indicators in both 2011 and 2014 on behalf of the Oil Sands Community Alliance (OSCA).



## Dana Harper

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Dana Harper has over seven years of experience coordinating and authoring socio-economic and land use assessments in support of regulatory applications, primarily in the northeastern portion of Alberta. Some examples of her direct experience include:

### Core Specializations:

- Socio-economic analysis, including cost-benefit analysis
- Growth and fiscal analysis
- Economic and demographic modeling
- Data interpretation and analysis
- Valuation research
- Econometric and policy analysis
- Socio-economic and land use assessments

### Education:

- B.Sc. (distinction) Environmental and Conservation Sciences, Economics and Policy Major, University of Alberta
- M.Sc. Natural Resource Economics, University of Alberta
- Associated with firm since: 2015

### Previous Experience:

- Environmental science
- Economic research

- **TransCanada's** Energy East Project, NOVA System Expansion, Cutbank River Loop, Suffield;
- **Pengrowth's** Selina;
- **Teck's** Frontier Project;
- **Peace River's** Mainline Abandonment;
- **Athabasca Oil Corporation's** Hangingstone Project;
- **ConocoPhillips** Canada Resource Corporation's Surmont 3 Project;
- **Grizzly Oil Sands** May River Project;
- **Osum Oil Sands Corporation's** Sepiko Kesik Project;
- **MEG Energy Corporation's** Surmont Project;
- **Reenergy Petroleum (Canada) Company's** Muskwa Project;
- **Koch Exploration Canada Corporation's** Dunkirk Project;
- **Shell's** Waterton Closure Project;
- **Value Creation Inc.** TriStar Pilot Project;
- **Southern Pacific Resources Corp.**
- **Benga Coal's** Grassy Mountain Project.

Each of these assessments involved quantitative and qualitative analysis of socio-economic impacts across various demographic groups, the findings of which were synthesized in public-facing reports and, in some cases, subject to regulatory hearings.

Some recent examples of her work outside of socio-economic analysis includes contributions to:

- A socio-economic impact analysis and cost-benefit analysis in support of caribou range planning for Alberta Environment and Parks (ongoing). This assessment involves stakeholder discussions with all levels of government, industry as well as members of the general public.

- A cost-benefit analysis and economic impact assessment of a proposed road in Saddle Hills County (ongoing). This project aims to provide better access to service centres for both residential and industrial users in the western portion of the County.
- A cost-benefit analysis of a proposed wildland provincial park in the Bighorn region of the province.
- A cost-benefit analysis and economic impact assessment of road upgrades to the Mackenzie Valley Highway in the Northwest Territories that were contemplated, in part, to encourage and facilitate the recovery of oil and gas resources.
- The quantification of the economic contribution of rural Alberta to the provincial economy. This work involved quantifying the current and future GDP, capital investment, employment, income, municipal fiscal conditions, barriers, and opportunities to economic growth in 69 rural communities across Alberta.
- A growth study and fiscal impact assessment in support of the City of Edmonton's bid to annex land from Leduc County and the Town of Beaumont.
- Expert materials related to inter-municipal dispute between Rocky View County and Chestermere. This dispute focused on economic growth and development in small urban and rural communities.
- A growth study and fiscal impact assessment of select industrial, commercial, and residential development areas in the Town of Rocky Mountain House and the adjacent Clearwater County.
- A user-friendly excel-based economic model delivered to the Government of Yukon to assist in the understanding of the growth and development potential of the Liard Basin. The model included a graphical interface that allowed users to select various growth scenarios and economic parameters and generated key financial outputs such as taxes and royalties payable to the territorial government.

She has also worked on a number of projects related to the economic and fiscal impact of public infrastructure including the economic benefit associated with highway upgrades and extension, improved access to natural resource deposits, and the identification of barriers to economic growth in remote rural communities.



**Nichols Applied Management Inc.**

Management and Economic Consultants  
Suite 2401, 10104 – 103 Avenue NW  
Edmonton, Alberta T5J 0H8

Main Contact: Pearce Shewchuk, Principal  
Office: (780) 424-0091 / Direct: (780) 409-1759  
Email: [p.shewchuk@nicholsappliedmanagement.com](mailto:p.shewchuk@nicholsappliedmanagement.com)  
[www.nicholsappliedmanagement.com](http://www.nicholsappliedmanagement.com)

**MANAGEMENT & ECONOMIC CONSULTANTS**



# REQUEST FOR DECISION

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**SUBJECT: QEII Hospital Foundation - Grant Request**  
**SUBMISSION TO: REGULAR COUNCIL MEETING**      **REVIEWED AND APPROVED FOR SUBMISSION**  
**MEETING DATE: January 14, 2019**      **ACAO: RO**      **MANAGER:**  
**DEPARTMENT: COMMUNITY SERVICES**      **GM: SW**      **PRESENTER: SW**  
**STRATEGIC PLAN: Level of Service**

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**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – N/A**

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**RECOMMENDED ACTION:**

**MOTION: That Council accept the Grande Prairie Regional Hospital Foundation report as presented, for information.**

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**BACKGROUND/PROPOSAL:**

The Grande Prairie Regional Hospital Foundation is a charitable organization whose primary goal is to enhance patient care for residents in Grande Prairie and the surrounding region.

At the July 23, 2018 Council Meeting the Foundation’s “Key to Care Capital Campaign” was presented with a funding request of \$800,000.00 from Greenview, to be considered in the 2019 Budget. The Foundation’s total goal from this campaign is \$20,000,000.00, at the time of the meeting, \$10,000,000.00 had been secured for the Key to Care Capital Campaign. Upon deliberations at the July 23, 2018 Council Meeting the report was accepted for information with no further direction stated to Administration. Councillor Dale Gervais, an appointed member on the Grande Prairie Hospital Foundation, contacted Administration in December requesting that the funding request be revisited.

There are four individual key components of the campaign by which the funds can be allocated, or the funds can be allocated to a combination of them. The four components include:

**Key Innovations –** This is the largest component of the campaign with a goal of up to \$9,000,000.00 and is intended to provide funds for the purchase of specialized medical equipment for the new Grande Prairie Regional Hospital and the existing QE II Hospital.

**Key Equipment for Life Legacy Fund –** This component has a financial goal of \$6,000,000.00 and is being created as an endowment fund that will be utilized to purchase specialized medical equipment using the annual financial returns of the fund. This component also has the potential for donations to be made over a period of time up to a maximum of ten (10) years.

Key to the Art of Healing – With a goal of \$3,000,000.00, the funds raised in this component will be used to beautify the hospital, its grounds and explore the emotional healing of music. The arts have been proven to be highly beneficial to patient recovery and emotional healing.

Key to Knowledge – This component has a goal of \$2,000,000.00 and is designed to purchase the health care Bedside Engagement System which is used to educate patients and families on healthcare while in the hospital and when they return to home.

Greenview has contributed \$200,000.00 to the Queen Elizabeth II Hospital Foundation to-date for the Capital Campaign.

The Community Service Miscellaneous Grant Budget has a balance of \$1,500,000.00 as of January 13, 2019. The Committee of the Whole is recommending Council approve the grants as presented in the amount of \$367,567.68. If these grants are approved as presented the balance remaining will be \$1,132,432.32.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Council will have an opportunity to revisit the grant request with any additional information that the appointed Grande Prairie Hospital Foundation member Councillor Dale Gervais, presents for Council’s consideration.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to not accept the recommended motion for information and provide funding in the amount requested or an alternate amount.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion, however if Council does choose to provide funding to the Grande Prairie Regional Hospital Foundation, Administration will follow-up accordingly.

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**ATTACHMENT(S):**

- Bedside Engagement System PowerPoint
- Grande Prairie Regional Hospital Foundation Capital Campaign Synopsis
- AHS world ranking article
- Grande Prairie Regional Hospital Foundation Key to Care Capital Campaign Request
- Patient Beside Engagement System Information Sheet

# Bedside Engagement System

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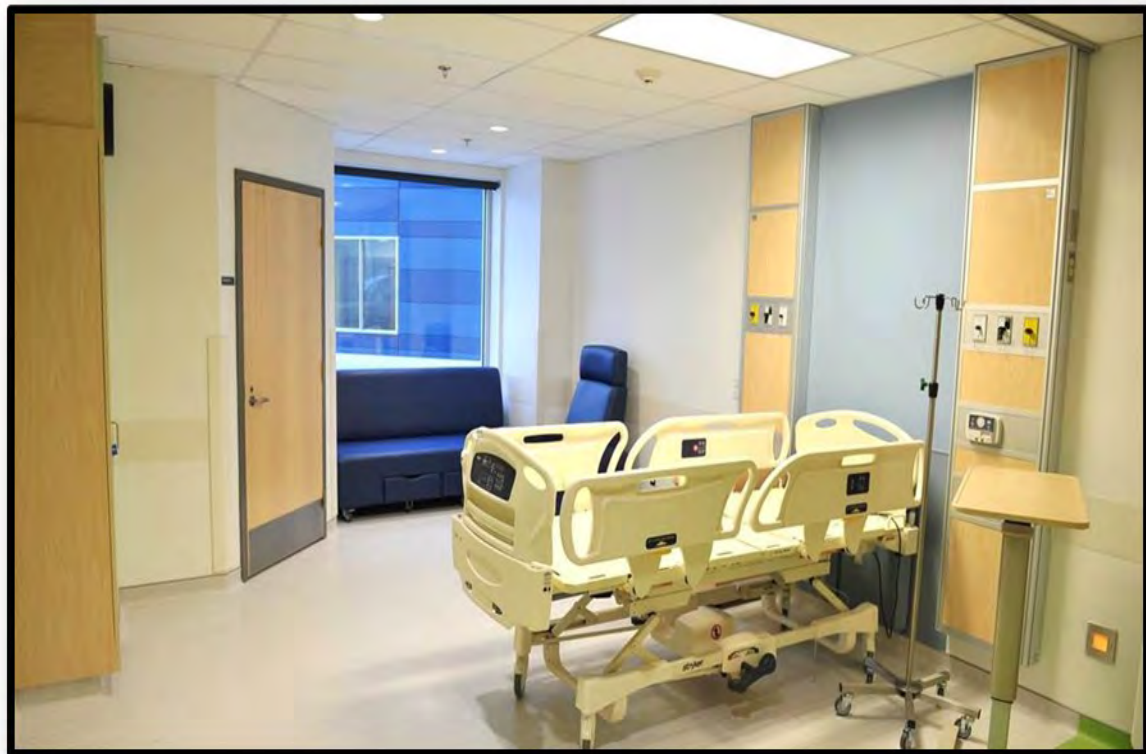
Grande Prairie Regional Hospital Foundation

## What is a **Bedside Engagement System**?

An interactive patient care system to provide patient and families with information, training, entertainment and to communicate with healthcare professionals.

The Bedside Engagement System will assist healthcare providers in the delivery of the patient and family centered care model.

This system will work along side AHS Connect Care and Telehealth systems. A new model of healthcare across the province.



# Patient & Family Centered Care Model

What does this mean  
for patients and families?

# AHS Telehealth System





# AHS Connect Care

AHS recently was ranked number 2 in the world for integration of care. The integration of this system will bring together acute care, continuing care, homecare, public health, addictions and mental health, emergency medical services and cancer care.

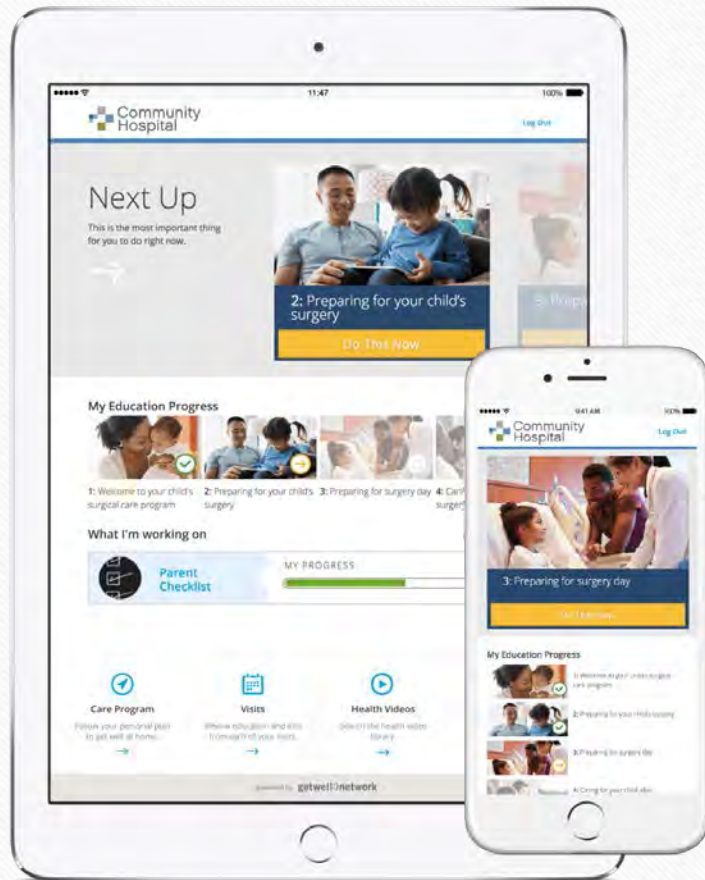
Additionally, Primary Health Care Integration Care supports better integration of primary care with acute, emergency and specialty care. Meanwhile AHS Connect Care will enable greater integration of provincial electronic medical records and lab records.

## AHS Connect Care, AHS Telehealth and Bedside Engagement System working together.

All three systems will be integrated into one seamless system of advanced health care for our region.

Connecting families and healthcare providers in our vast region.

Providing the knowledge and information that the patient and families require.



The bedside engagement system is Available through either a smart TV, Tablet or bedside TV.

Patients can access system through a keyboard, tablet, mobile devices, or pillow speaker which is voice activated.

All from the comfort of their hospital beds.



## Understanding Heart Failure

Patients and families  
will have access to over  
11,000 videos covering  
virtually every  
condition

**A fall is serious.  
Do any of these apply to you?**

- Falling at home or in the hospital before
- Using a cane, walker, or crutches
- Getting dizzy or lightheaded when walking
- Getting up to use the bathroom often
- Taking medicines to fall asleep

---

**Learn how to stay safe while you are here.**

[Watch video](#)





Good Morning John

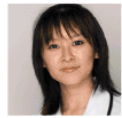
Fri, May 3 | 11:15:08 am

The Quality of Excellence. The Quality of Community.



Home

My Team



**Doctor**  
Ester Nguyen  
M.D.



**Nurse**  
Vicky Wilson  
R.N.



**Technician**  
Jarret Barrios



Ask a Question

Hide

My Day

Morning: MRI  
Afternoon: Lunch

**Before I go home I need to...**

Work on my Heart Failure  
Program



Hide

About Me



**My hope is to...**

To see my daughter perform  
in her ballet recital next  
month. ...

5/2/13 2:15pm

Hi John,  
We stopped in but you were  
getting a test. We're waiting  
in the cafeteria and will ...



Write a Note

Hide

powered by  
getwell:)network

Room: 123 Unit: 2E Phone: (555) 555-5555



# Pediatrics

Personalized with patient's first name

GetWell: Town  
HELLO EMILY

Tell Us!  
We would love to hear from you!  
Click here

Community Hospital

NOW PLAYING

3:34:19 pm

GetWell: Town  
Population: 154  
Wednesday, June 24th  
Doctor: Dr. John Miller  
Nurse: Nancy Smith

Parents  
Staff  
Español

Promotion space for hospital services, events and key messages

Customized with your hospital logo

Personalized with care team information, room number and daytime

When patients participate in their care they recover faster and experience better outcomes.

Until now healthcare providers and care managers lacked a reliable tool for obtaining consistent insight into factors influencing a patients capacity to engage.

The Peace Region can be on the leading edge of innovation with the Bedside Engagement System.





## Capital Campaign Synopsis

### About the Foundation

The primary purpose of the Grande Prairie Regional Hospital Foundation is to work with the community to raise and manage funds to enhance patient care and further education at the QE II Regional Hospital and the new Grande Prairie Regional Hospital. The Foundation plays a critical role in funding for essential specialized medical equipment, major projects, patient care programs and education.

The Foundation makes every effort to help our hospital meet the growing needs of our community as well as the needs of our regional residents. Donors who invest in our Hospital can be assured that the Foundation is dedicated solely to improving patient care and works directly with Alberta Health Services and the community to ensure the best quality health care is provided.

The Grande Prairie Regional Hospital Foundation is led by a 12 member volunteer Board of Trustees made up of community leaders that lend governance and direction to the needs of the organization, the hospital and this region. The Foundation is committed to raising funds for priority and specialized equipment and needs of our Regional Hospitals and is honored to work with our donors to make a real difference.

This Capital Campaign is supported by a Capital Campaign Cabinet of 20 community members all working to support the needs of the patients and engage with the community to meet campaign goals. 100% of your donation goes to the Key to Care Capital Campaign.

The Grande Prairie Regional Hospital Foundation is a Registered Canadian Charitable Organization, Charitable Number CRA 119107175RR0001. Donors will receive an official tax receipt for their charitable gifts. As an organization entrusted with the stewardship of donor contributions, we strive to match the wishes of our donors with the needs of our Hospital.

## Background of the Project

The Grande Prairie Regional Hospital project began several years ago with the help of local healthcare advocates, community involvement and provincial bodies working collectively together to meet the healthcare needs of our growing community. An announcement commemorating the project was made in 2012 shortly after the Grande Prairie Regional College partnered with Alberta Infrastructure offering 30 acres of donated land to the project. This innovative partnership not only introduced a new Hospital project, it also presented an opportunity for healthcare and post-secondary education advancement in our region. The new Grande Prairie Regional Hospital Project will include an educational campus component. The recent announcement by the Grande Prairie Regional College that they will be granting Degrees in the near future is also exciting news for our region.

This 1 Billion dollar project features a state-of-the-art facility that will handle the needs of today as well as allow for potential expansion opportunities. What makes this hospital different from the QE II Regional Hospital is the focus on Patient and Family Centered Care. This model of care encourages family involvement with patient care in addition to healthcare providers. Family involvement will not only enhance the patient experience it also allows families the opportunity to spend time with their loved ones.

By building on the principles of patient and family-centered care (dignity and respect, information sharing, participation, and collaboration), we will enable patients and families to navigate all clinical decisions, resulting in a better patient outcome. All 243 patient rooms are private rooms due to infection control standards and will allow the family member to stay overnight with their loved one. This approach has proven to show greater health outcomes, improved patient safety, reduced healthcare cost, reduced wait times, better communication, teamwork and overall satisfaction.

Aspects of Patient and Family Centered Care are reflected in the design of the Grande Prairie Regional Hospital. From the community consultations it was identified that patients and their families would like to see details that would make their stay more comfortable. These design features can be seen throughout the hospital and include but not limited to the ability to open a small window for fresh air, large bank of windows for sunlight benefitting patients and staff, and more seating in the walkways. Patient private rooms will be furnished with a couch that will convert into a bed, storage under the couch for family personal items, family members will have access to the shower and washroom in patient's room to make them comfortable during an overnight stay. Wi-Fi will be available and a desk will allow family members to keep in touch with work. Taking some of the stresses away during their stay.

## Project Facts

- The new acute care hospital is nearly 689,000 square feet (64,000 sq m), nearly twice the size of the current QE II Reginal Hospital with a foot print of approx. 2 football fields.
- Services that will be available include; out-patient services, specialized diagnostic procedures, respiratory services, surgical procedures, emergency care, rehabilitation, intensive care, cardiac care, obstetrics, neonatal intensive care, pediatric, youth mental health and adult mental health services.
- It will also include a state-of-the-art cancer centre with two new radiation vaults, bringing new radiation therapy services to Alberta northwest and BC northeast regions.
- The new hospital will have a Leeds Environmental Silver Certification when complete. This includes sourcing materials within an 800Km radius, must recycle and reuse products when possible, no products that contain formaldehyde and a focus on water efficiency.
- Each room will also have windows to the outside to embrace natural sunlight to promote healing. The view will either be overlooking the beautiful courtyards or the natural environment of Bear Creek.
- Air handling units. There are 27 air handling units and 26 draw 100% exterior air, never mixing with interior air. The air is exhausted outside, this means that the patient's air is never mixed.
- The Emergency Department is being built to serve more than 75,000 patients annually.
- The Obstetrics Department will have space for an anticipated 2,150 annual births in modern family centered care rooms.
- 10 state-of-the-art operating rooms (9 will be open in 2019 with 1 shelled in for future use as a Robotic suite).
- Plus an 1100 stall parking structure. This will also include a pedway to the second floor of the hospital making it the best parking solution in a concentrated space. Some surface parking will also be available around the Emergency Department and front doors.

Logistically, every inch of space is utilized and carefully planned for staff efficiencies allowing prompt care and easy access.

This facility will also include a health care training facility in partnership with the GPRC, which will help add skilled medical professionals and staff to the new facility. The GPRC health care training facility will include nearly 43,000 sq ft (4000 sq m) of learning space, administration and instructor space. Having this right in the hospital will encourage students near and far to gain expertise in a teaching hospital.

## Scope of Capital Campaign

Grande Prairie Regional Hospital Foundation has launched the Key to Care Capital Campaign aimed at raising 20 million. This campaign has a 4 prong approach outlined as follows:

1. **Key to Innovations (Specialized Medical Equipment) - \$9 million**
2. **Key Equipment for Life Legacy Fund (Endowment Fund) - \$6 million**
3. **Key to the Art of Healing - \$3 million**
4. **Key to Knowledge - \$2 million**

1. **Key to Innovations** encompasses the specialized equipment purchases that will help to provide specific care and services to our patients, which may not otherwise be available in this region. Specifically, the Foundation is looking at providing state-of-the-art equipment which will enable surgeons to perform procedures that require precision and noninvasive techniques. This specialized equipment will mean reduced patient's recovery time, fewer post surgical complications and greater overall comfort. In addition by reducing recovery times, wait times will improve. Specialized high-tech equipment will also encourage new surgeons to move to our community to start their own practice as training generally encompasses the use of this type of specialized equipment.

This is our opportunity to help offer our region a specialized service through the generosity of our donors.

2. **Key Equipment For Life Legacy Fund** offers the opportunity to donors to contribute towards a Legacy Fund that will be used to purchase specialized equipment for our local hospital in perpetuity. When donors contribute towards this fund, they are ensuring that the needs of the future are being met. Years from now, your family and friends could be benefitting from the funds you contributed to ensure that your hospital has the advanced equipment to enhance patient care. Essentially, you are leaving a legacy of care to your community and family that lasts lifetimes.

3. **Key to the Art of Healing** refers to the fine arts component for the hospital that will help healing and improve the overall experience of the hospital stay for patients and their families. This component will include things that beautify the new hospital such as courtyards, flower gardens, artwork, sculptures, murals, and other unique design features that help enhance the look and feel of the hospital. This may also include a musical healing component and other artistic expressions. Donors have an opportunity to help provide an artistic healing atmosphere for our patients and their families.
  
4. **Key to Knowledge** refers to Patient Bedside Engagement System. This is a point of care patient bedside interactive engagement system that will be in all patient rooms. This system will help the patient, family and healthcare providers to provide a higher level of care through knowledge. Patients can read books, watch movies, play games, phone home or Skype. Additionally the system can provide patient teaching videos and information, surveys, etc. Healthcare professionals can review patient charts, scans, test results, share information and educate patients on their care plan without ever leaving the hospital room. This system will utilize the most current technologies available to enhance all aspects of quality care delivery, improving efficiency, accuracy, reliability and safety.

## **Key to Care Capital Campaign**

### **Gift Plans**

#### **Key to the Future**

Gift Level: \$1,000,000  
Five Annual Gifts: \$200,000  
Ten Annual Gifts: \$100,000

#### **Key to the Dream**

Gift Level: \$500,000 - \$999,999  
Five Annual Gifts: \$100,000 - \$199,999  
Ten Annual Gifts: \$50,000 - \$99,999

#### **Key to Compassion**

Gift Level: \$200,000 - \$499,999  
Five Annual Gifts: \$40,000 - \$99,999

#### **Key to Healing**

Gift Level: \$100,000 - \$199,999  
Five Annual Gifts: \$20,000 - \$39,999

#### **Key to Innovation**

Gift Level: \$50,000 - \$99,999  
Five Annual Gifts: \$10,000 - \$19,999

#### **Key to Excellence**

Gift Level: \$25,000 - \$49,999  
Five Annual Gifts: \$5,000 - \$9,999

#### **Key to Hope**

Gift Level: \$10,000 - \$24,999  
Five Annual Gifts: \$2,000 - \$4,999

#### **Key to Your Community**

Gift Level: \$5,000 - \$9,999

#### **Key to Care**

Gift Level: \$1000 - \$4,999

Terms and Agreements to be discussed at length with contributors



Home > News & Advisories > News Releases  
> AHS ranked among best in world for integration of care

# AHS ranked among best in world for integration of care

June 8, 2018

EDMONTON – Alberta Health Services (AHS) has been identified as being one of the top five most integrated health systems in the world.

The 18th International Congress on Integrated Care held in Utrecht, Netherlands, recently identified AHS as a global leader in the area from more than 200 submissions from around the world.

“That is great news for Albertans and an important achievement for Canada,” says Dr. Verna Yiu, AHS President and CEO. “We are doing exceptional work in this area — and although there is still more work to be done we are very proud of this recognition for AHS.”

The Congress, held May 23-25, brought together healthcare leaders from 43 countries and numerous health systems from within those countries.

“Congratulations to AHS and all of its hardworking staff for this outstanding achievement,” says Sarah Hoffman, Minister of Health. “Alberta is in a unique position to have one health authority that works collaboratively with its partners to support the health needs of all Albertans. We know there’s more work to do to build a truly integrated health-care system, but this recognition tells us we’re making significant progress and we should be proud of our accomplishments so far.”

Prior to the meeting, submissions on accomplishments related to health systems were requested from delegates. The Netherlands received the Integrated Care Prize for having the most integrated health system in the world, as chosen from a short list of five – which included Alberta.

“International delegates were very impressed with what’s happening in our province in terms of integration and ensuring all

**For media inquiries,  
contact:**

Bruce Conway  
Alberta Health Services  
403-943-1212

parts of the health system, and all teams, work together to provide seamless care for patients and families,” says Dr. Richard Lewanczuk, AHS Senior Medical Director of Primary Health Care, who attended the Congress and presented on behalf of AHS.

“We have lots to be proud of at AHS,” he adds. “During a real-time poll of delegates at the Congress, Alberta was ranked second in the world, just behind the world leader, Netherlands, as the national health system from which the most could be learned.”

Representatives from Australia, New Zealand, the Netherlands and Belgium all expressed interest in learning more about what’s being done in Alberta to integrate care.

Dr. Yiu says the interest from abroad is welcome. “I was pleased to hear of this but I was not entirely surprised because I have encountered similar reactions when I have travelled nationally and internationally to talk about the work of Alberta Health Services,” she says.

Alberta’s single healthcare system is unique in that it brings together acute care, continuing care, home care, public health, addictions and mental health, emergency medical services and cancer care under a single authority.

Additionally, the Primary Health Care Integration Network was launched just last year to support better integration of primary care with acute, emergency and specialty care as well as with social care organizations and other key services and programs.

Meanwhile, Connect Care, the provincial electronic medical records system, and the new provincialized lab model, will enable greater integration when they come on stream in the next few years.

Alberta Health Services is the provincial health authority responsible for planning and delivering health supports and services for more than four million adults and children living in Alberta. Its mission is to provide a patient-focused, quality health system that is accessible and sustainable for all Albertans.

- 30 -





Grande Prairie Regional Hospital Foundation  
10409 98 Street  
Grande Prairie, AB T8V 2E8

June 6th, 2018

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

Attention: Reeve and Councillors

Re: Key to Care Capital Campaign Funding Request

The Grande Prairie Regional Hospital Foundation is a charitable organization entrusted with fundraising for the QE II Hospital and the new Grande Prairie Regional Hospital that is currently under construction. Funds raised through individuals, organizations and business in the community provide a vital link to service thousands of individuals and their families in the region. In a city with a population of 68,000, and a regional outreach of nearly 300,000, medical needs of our patients continues to increase. By partnering, you will positively impact health care services for residents in the entire Peace Region.

Our Foundation is entrusted with the stewardship and management of donor funds with the primary goal of enhancing patient care for our residents in this region. Our 12 member volunteer Board of Trustees is made up of community leaders who work directly with Alberta Health Services and the community to bring highly specialized medical services and programs to our regional hospital. By doing so, we are able to bring new doctors, new services and new technologies to our hospital thereby reducing the need to travel to Edmonton and Calgary while improving patient health outcomes. This campaign not only looks at the health care needs of today, it also encompasses the opportunity to make a difference for the future. Being able to adapt to new innovations in technology and modern medical advancements is vital in providing a high quality health care system that would not normally be funded or accessible locally or within the region. Bringing these services here immediately impacts our population and ensures positive health outcomes.

Your donation does not go to operating costs, replacement of existing equipment or basic health care services already provided by Alberta Health Services. Your gift helps to initiate new and innovative medical advancements, new programs and educational supports that our region currently does not offer. In addition, 100% of every dollar donated will go to fund the Key to Care Capital Campaign with no administration costs associated.



PH: 780-538-7583 FAX: 780-538-7597 TOLL FREE: 866-373-2601  
[www.supportyourhospital.ca](http://www.supportyourhospital.ca)





Grande Prairie Regional Hospital Foundation  
10409 98 Street  
Grande Prairie, AB T8V 2E8

**Funding Request Amount:** \$800,000.00

**What are the monies used for:**

Our Capital Campaign goal is to raise 20 Million. Your contribution can be allocated to any of the four components or multiple components of the Capital Campaign.

1. **Key Innovations (up to 9 Million)**
2. **Key Equipment for Life Legacy Fund – Naming Opportunities (6 Million)**
3. **The Key to the Art of Healing – Arts Component (3 Million)**
4. **The Key to Knowledge – Educational Component (2 Million)**

**Key Innovations** – this component of the campaign is the largest segment and will allow us to purchase specialized medical equipment for the new Grande Prairie Regional Hospital and the existing QE II Hospital. This lofty goal will provide funding for the purchase of new and exciting technological enhancements that health care in our Region has not seen before.

**Key Equipment for Life Legacy Fund** – this component is being created as an Endowment fund and will be utilized to purchase specialized medical equipment using the annual financial returns of the fund. This fund allows us to not only purchase specialized medical equipment today, it will allow us to purchase equipment for generations to come. This legacy fund truly commits to the long term needs of our community and will provide consistent financial opportunities for enhancing patient care for this community and region. Depending on the area selected, donations in this component can be made up to a maximum of 10 years.

**Key to the Art of Healing** – this component of the campaign enriches healing in ways outside of the medical technologies and supports. With funds raised in this component we plan to beautify the Hospital, the grounds and warm the hearts of our patients and their families. The funds will provide the opportunity to purchase art works, sculptures and designs. We will also be able to develop beautiful gardens and will even explore the emotional healing of music. The arts have been proven to be highly beneficial to patient recovery and emotional healing.

**Key to Knowledge** – this component is designed to purchase the health care bedside engagement system. This system will be used through-out all patient rooms and will be used to facilitate in the patient and family centered care model. This system provides a means to educate the patient and family on healthcare while in the hospital and when they return home. This is the future of the Patient & Family Centred Care Model.

**Who will benefit from this project?**

The most fantastic part about this project is that the funds raised **will help the entire population** of Grande Prairie and the Peace Country Region. This includes the babies who are born in our hospitals, the people who spend their last days in our hospital and all the health related experiences in-between. We serve the people who are most at risk and vulnerable to the most fortunate and wealthy.



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Grande Prairie Regional Hospital Foundation  
10409 98 Street  
Grande Prairie, AB T8V 2E8

### **Who is this important to in our community?**

Our hospital is the heart of our community and our health care system is critical to keeping our community healthy. By working with the Grande Prairie Regional Hospital Foundation you will be a part of advancing health care that will make an impact today. These include:

**Reduced Travel** – Patients and their families will not have to travel long distances for medical examinations and treatments.

**Alleviate Financial Burden** – With travel, families often have to take time off work while incurring expenses for lodging, fuel, meal costs and even additional child care costs. This can be very stressful in an already difficult time.

**Reduced Wait Times** – Patients will be able to receive services locally instead of waiting in the cue for hospitals in major city centres.

**Save Lives** – Having immediate access to life saving equipment and professionals improves patient health outcomes.

**Improved Patient Recovery** - It has been proven that patients heal better when supported by friends and family who can be near.

**Community Support** – Patients can be surrounded by a community they know and people who know them.

**Reliability** – Once the new service is part of our local hospital system, it is funded and supported by Alberta Health Services long term.

**Attracting New Professionals** – Bringing a new service to our hospital brings new medical professionals, ensuring local health care needs are always addressed.

**Teaching Hospital** – Integrating students locally to become health care professionals increase the likelihood these new professionals will stay in the Peace Region.

### **Introducing the Patient & Family Centered Care Model**

What makes this hospital different than the current QE II Hospital is the focus on patient and family centered care. This model of care encourages family involvement with patient care instead of relying on the healthcare system alone. The welcoming of family will not only enhance the patient experience, it will also ensure families get the opportunity to be with their loved ones. This approach has been proven to show greater health outcomes, improved patient safety, reduced healthcare costs, reduced wait times, improve communication, teamwork and overall patient satisfaction.

Due to improved infection control standards, each of the 240 in-patient rooms will be private stay with private washrooms. In Addition, with the focus on patient and family centered care, each room will contain furniture so a family member can stay with the patient overnight if desired.



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Member of



Grande Prairie Regional Hospital Foundation  
10409 98 Street  
Grande Prairie, AB T8V 2E8

### **Other Funding Information**

Approximately 10 Million has been secured to this date.

### **Recognition**

There are a multitude of naming opportunities under each of the components. The amount can be specific to one area or divided into all four components. We would be happy to personally discuss recognition opportunities with your organization. Here is some information:

**Key Innovations:** Signage outside the area of where the equipment is to be placed.

**Key Equipment for Life Legacy Fund:** Signage within a particular area or unit.

**Key to the Art of Healing:** Signage throughout the inside or outside of the Hospital – locations can be selected by the donor.

**Key to Knowledge:** Signage outside the area donated to.

As well as donor wall recognition (etched and digital), possibility of sculptures or other art pieces at certain levels, print media, public announcements, website, social media, digital and print signage.

We strive to create the best recognition package for the donor and would be happy to discuss further.

Thank you for taking the time to review our funding request and should you have any question please feel free to contact me at the numbers on the enclosed business card.

Sincerely yours,

Dawn Miller  
Senior Development Officer



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Grande Prairie Regional Hospital Foundation  
10409 98 Street  
Grande Prairie, AB T8V 2E8

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**PH: 780-538-7583 FAX: 780-538-7597 TOLL FREE: 866-373-2601**  
[www.supportyourhospital.ca](http://www.supportyourhospital.ca)



# Grande Prairie Regional Hospital Capital Project Submission

## Prepared for GPRH Foundation

### November 2015

#### 1. Patient Bedside Engagement System (total)

Approx. price 2,500,000

#### Quantity Required: 250 patient rooms

- Point of care patient bedside interactive engagement system
- Patients can read books, watch movies, play games, phone home, Skype. Additionally, system -can provide patient teaching videos and information, surveys, etc.
- Health care professionals can review patient charts, scans, test results, share information and educate patients on their care plan without ever leaving the hospital room
- Utilizes the most current technologies available to enhance all aspects of quality care delivery, improving efficiency, accuracy, reliability, and safety.
- Can be wall mounted or at the bedside





# REQUEST FOR DECISION

---

**SUBJECT:** **New Fish Creek Community Association**  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      ACAO: RO      MANAGER:  
**DEPARTMENT:** COMMUNITY SERVICES      GM: SW      PRESENTER: SW  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council approve a capital grant in the amount of \$13,195.68 to the New Fish Creek Community Association, with funds to come from 2019 Community Service Miscellaneous Grant.**

---

**BACKGROUND/PROPOSAL:**

The New Fish Creek Community Association delivered their grant application in mid-December missing the initial grant listing review that was conducted at the Committee of the Whole Meeting on December 17<sup>th</sup>.

The Association is requesting capital funds in the amount of \$13,195.68 to restore the New Fish Creek outdoor arena. A line item in the Community Service Budget includes \$15,000.00 to the New Fish Creek Community Association for operating their hall facility.

The New Fish Creek Community Association received a capital grant in the amount of \$11,000.00 for the men’s washroom renovation project in the 2017 calendar year.

Administration recommends supporting the New Fish Creek Community Association’s capital grant funding request for the arena project as presented.

The Community Service Miscellaneous Grant Budget has a balance of \$1,500,000.00 as of January 13, 2019. The Committee of the Whole is recommending Council approve the grants as presented in the amount of \$367,567.68. If these grants are approved as presented the balance remaining will be \$1,132,432.32.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that the funds will assist in sustaining a recreation source for the community.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to deny the disbursement of the 2019 Approved Grant Listing as presented or make alterations accordingly.

---

FINANCIAL IMPLICATION:

**Direct Costs: \$13,195.68**

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will notify the grant applicant accordingly with Council's decision.

---

ATTACHMENT(S):

- New Fish Creek Community Association Grant Application



Hand delivered  
December 14, 2018



## GRANT APPLICATION INSTRUCTIONS

### **Overview**

Grant requests directed to the MD of Greenview must meet a number of criteria in order to be successful. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to specified deadline.

The MD is committed to supporting sustainable activities that positively impact the ratepayers of the MD, and is faced with allocating a limited amount of resources among an ever growing list of applicants. This process is intended to help make the best use of limited funds.

You are **ineligible** to receive a grant if any of the following conditions exist:

- 1) You are not a registered charity or a registered not for profit society in active status.
- 2) The grant application is not complete.
- 3) A current financial statement is not included.
- 4) A detailed budget for the grant expenditure is not included.
- 5) A final report remains outstanding from a previous grant application.

### **Name of Organization**

Full legal name of the organization as registered under Corporate Registries or the Societies Act. Organizations not registered or currently listed as inactive are ineligible for grants.

### **Mailing Address of Organization**

This should include full address and postal code.

### **Contact Name(s)**

First and last name of contact(s).

### **Contact Telephone Number(s)**

Please include a phone with message capabilities, cell phone or work number if possible since most calls from the MD will come during the day.

### ***Position Held***

The person making the application should normally be a member of the executive of the organization or be specially appointed by way of motion.

### ***Purpose of the Organization***

Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next year of operations.

### ***Purpose of the Application***

Outline in a few sentences what these specific funds would be used for and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied.

### ***Past Financial Statements***

Provide an approved copy of your most recent financial statements. Approval can be via signatures of two board members or as prepared by an accountant, based on your organizations legislated requirements.

### ***Funding Sources that Denied this Application***

List other funding sources applied to that denied this application.

### ***Previous Grant and Reporting History (if applicable)***

List the last two grants received from the MD, including purpose and amount. Please note that starting with the October 2010 application process, final reports **MUST** be filed with the MD within 90 days of completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

### ***Final Report Content***

Within 90 days of the completion of the grant expenditure, a report must be filed with the MD verifying expenditure of the grant. This report should include:

- 1) Name of Organization
- 2) A summary of actual expenditures of grant funds compared to submitted budget
- 3) A short written description of activities, number of participants, successes etc.
- 4) Signatures of two members of the organization's executive



## Municipal District of Greenview Grant Application Checklist

- 1) Have all final reports from previous grant applications been filed?
- 2) Has the application been fully completed and signed?
- C.Y. 3) Have you attached an overall budget for your organization for the next year?
- 4) Have you attached a detailed budget for the grant application?
- C.Y. 5) Have you attached your approved financial statements for the last year available?
- 6) Have you attached other supporting documentation if applicable?
- 7) Is everything you provided clearly written and easy to understand?

~~Audit Form.~~

~~ASSETS  
&  
LIABILITY~~



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

## GRANT APPLICATION

### Organization Information:

Name of Organization:

New Fish Creek Community Association

Address of Organization:

Box 1656 Valleyview, AB T0H 3N0

Contact Name and Phone Number:

Jocelyn Claggett 780-524-8496

Position of Contact Person:

Secretary

Purpose of organization:

Oversee the use and maintenance of the NFC  
Community Center.

What act are you registered under?

Societies Act

Registration No.

500043393

### Grant Information:

Total Amount Requested

\$15,000

Operating

\$13,195.68

~~\$11,056.11~~

Capital

Proposed Project:

To start utilizing the New Fish Creek (NFC)  
outdoor arena.

The arena has not been upkeep or used for  
several years and therefore, requires some  
upgrades and maintenance.

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

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

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



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

**Additional Information:**

Have you previously applied for grant from the M. D. of Greenview?

Yes  No

List the last two grants your organization has received from the M.D. of Greenview

1. Amount \$ 11,000 Year 2017

Purpose: Men's washroom renovation project

2. Amount \$ 8760 Year 2016

Purpose: Women's washroom renovation project

Have you provided the M.D. of Greenview with a final completion report for grant funds received?

Yes  No

If no, why has the report not been filed?

\_\_\_\_\_  
\_\_\_\_\_

Have you applied for grant funds from sources **other** than the M.D. of Greenview?

Yes  No

Have you received grant funds from sources **other** than the M.D. of Greenview?

If yes; who, purpose and amount?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you performed any **other** fund raising projects? If yes; what and how much was raised?

See Attached Financial Statement



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

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

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

**Applicant Information:**

Name: New Fish Creek Community Association  
Signature: [Handwritten Signature]  
Address: Box 1656 Valleyview, AB T0H3N0  
Telephone Number: 780-524-8496  
Date: Oct 31, 2018



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

APPLICATION FOR GRANT  
 FORM A - OPERATING

REVENUE		Previous Year Actual 2017	Current Year Estimates 2018	Next Year Proposal 2019
1.	Fees	142.50	50.00	50.00
2.	Memberships			
3.	Other income (please list)	845.00 604.75	1330.00 764.00	1000.00 675.00
4.	Grants (please list)			
	Operating	15000.00	=	15,000.00
	Capital	11,000.00	=	13,195.68
	outlyng Comm. Grant	561.79		
5.	Donations (please list)	1180.00	305.00	200.00
	Sold down Tractor	550.00		
6.	Interest Earned	21.53	1226	10.00
7.	Miscellaneous Income			
	Dance (Bar & Adm.)	514.93	-	-
	<b>TOTAL REVENUE</b> (add up items 1-7)	30,420.52	2461.20	30,130.68
<b>EXPENSES</b>				
8.	Honourariums/Wages/Benefits			
9.	Travel Expenses		10,217.56	
10.	Professional Development		1995.00	13195.68
11.	Conferences		1961.33	
12.	Cleaning & Maintenance	11,243.40		500.00
13.	Licensing Fees	1007.63	618.40	780.00
14.	Office Supplies	4916.79	1869.94	2000.00
15.	Utilities (phone, power, etc.)	4330.82	4489.35	4500.00
16.	Rent	81.22	200.00	100.00
17.	Bank/Accounting Charges			
18.	Advertising	66.71	53.66	55.00
19.	Miscellaneous		32.49	
	Ground maint	573.09	1073.02	1200.00
20.	Capital Purchases (please list)			
	Dance (permits)	514.55		
	Insurance	2873.19	2723.45	2800.00
	<b>TOTAL EXPENSES</b> (add up lines 8-20)	25,607.40	25,234.20	25,130.68
	<b>NET BALANCE</b> (subtract Total Expenses from Total Revenue)	4813.12	22,772.80	5000.00

Cash on Hand	\$	0	Operating Loans	\$	0
Current Account Balance	\$	324,095.00	Other Loans	\$	0
Savings Account Balance	\$		Accounts Payable	\$	
Accounts Receivable	\$	0			
Inventory to Dec 31, 20	\$				
Buildings	\$	1,172,051.00			
Furniture/Fixtures	\$	29,767.00			
Land	\$	30,000.00			
Equipment	\$	35,000.00			

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



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

APPLICATION FOR GRANT  
FORM B - CAPITAL

Purpose for Grant (please provide full description and detailed project budget):

Attached are details as to what upgrades we hope to complete in order to get the NFC outdoor arena up and running.

Incl. Warm up shack, with benches.  
Flood lights (6)  
Liner for ice surface  
Water hose for flooding  
Hockey nets, shovels  
Labour.

Estimated Completion Date: Dec 31, 2018

Quotes for Project (minimum of three quotes if available. Attach additional quotes if required):

1. \_\_\_\_\_

Amount \$ \_\_\_\_\_

2. \_\_\_\_\_

Amount \$ \_\_\_\_\_

3. \_\_\_\_\_

Amount \$ \_\_\_\_\_

SEE  
ATTACHED.

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



NEW FISH CREEK ASSOCIATION  
Grant Application

**Proposed Project:** NFC Outdoor Arena (start-up costs)

Below you will find the projected costs associated with getting the arena up and running again.

**Expected Costs:**

---

Electrical - Flood Lights (6)	\$6,510.00
Liner - for ice surface	\$1,049.90
Hoses - water (150ft)	\$220.47
Warm up shack	\$1,995.00
Rubber flooring for shack (4)	\$293.96
Nets (2)	\$482.98
Shovels (4)	\$142.76
Miscellaneous Supplies/Labour (tin roofing & siding of shack)	\$2,500.00
<b>Total</b>	<b>\$13,195.68</b>

**Supporting Quotes and/or Estimates:**

Electrical (flood lights & labour)  
Shelter (warm up shack)  
Silage Plastic (liner for ice surface)  
Hoses (150ft)  
Nets (2)  
Shovels (4)  
Mats (4)

NEW FISH CREEK ASSOCIATION  
Grant Application

**Proposed Project:** NFC Outdoor Arena (start-up costs)

Below you will find the projected costs associated with getting the arena up and running again.

**Expected Costs:**

Electrical - Flood Lights (6)	\$6,510.00
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Warm up shack	\$1,995.00
Rubber flooring for shack (4)	\$293.96
Nets (2)	\$482.98
Shovels (4)	\$142.76
<u>Miscellaneous Supplies/Labour (tin roofing &amp; siding of shack)</u>	<u>\$2,500.00</u>
<b>Total</b>	<b>\$13,195.68</b>

**Supporting Quotes and/or Estimates:**

- Electrical (flood lights & labour)
- Shelter (warm up shack)
- Silage Plastic (liner for ice surface)
- Hoses (150ft)
- Nets (2)
- Shovels (4)
- Mats (4)

Antler Ridge Services  
 Box 2062  
 Valleyview, Alberta T0H 3N0  
[antlerridgeservices@gmail.com](mailto:antlerridgeservices@gmail.com)  
 GST Registration No.: 725402291 RT0001



## QUOTE

### QUOTE TO

**NAME** New Fish Creek Community Association  
 Box 1656  
 Valleyview, AB T0H 3N0

**QUOTE #** 1

**DATE** Oct 1 2018

**PROJECTED PROJECT DATE** Dec 2018

ACTIVITY	AMOUNT	
Flood Lights (six)	\$ 3,600.00	
Supplies	\$ 2,000.00	
Labour	\$ 600.00	
	SUBTOTAL	\$ 6,200.00
	GST @ 5%	\$ 310.00
	TOTAL	\$ 6,510.00

John Desfosses

September 22, 2015

John Desfosses GP Equine Info, Buy, Sell and Trade  
September 21, 2015  
*of Ryecroft*

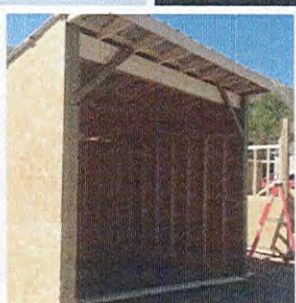
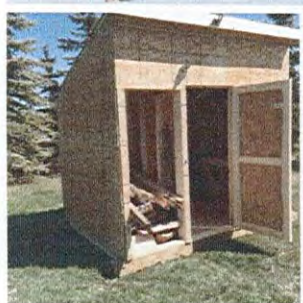
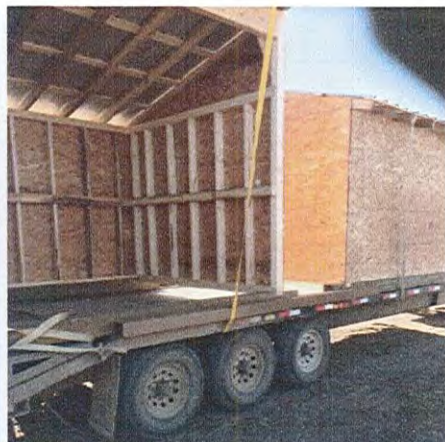
(SOLD) Shelters

\$1,550

Message

Fairview

All types of shelters, wood sheds, storage sheds, hunting blinds. You name it or if you have any ideas give me a call **7808351908**  
Over 80 sheds built this past year.  
Booking for Jan and spring.



#1

(Horse shelters)  
8' x 12' - 1500.<sup>00</sup>  
8' x 15' - 1750.<sup>00</sup>  
delivered - **1900.<sup>00</sup>** **+GST**  
to our club. **\$1995**  
with benches  
on 6" x 6" skids  
16" studs  
tin roof with spiral nails  
OSB

#2

[UFA Offers \(/Pages/flyers-offers.aspx\)](#)
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## 10' x 16' Cattle Shelter (8' Front 6' Back)

[Livestock \(/products/Livestock\)](#) [Shelters and Sheds \(/products/Livestock+Shelters-and-Sheds\)](#) [Livestock Shelters](#)



\$1,699.00 +65T

Item #

### Benefits:

- Metal roof
- Finished roof trims for the safety of your livestock
- Rub planks to strengthen the structure preventing wall damage and increasing the life span
- Hurricane ties used on the roof truss to ensure the roof is secure

### Availability

Please contact your local UFA for availability.



Click or tap on image to view

✱ Does not include:

- benches
- delivery

1-877-258-4500

[View Contact directory.](#)  
<http://www.ufa.com/Pages/contact-us.aspx>

E-mail us

<http://www.ufa.com/Pages/EmailUs.aspx>

We want to hear from you!

Search the site

<http://www.ufa.com/search/Pages/default.aspx>  
 Use the search tool to find what you are looking for.

<http://twitter.com/UFAcooperative>

<http://www.linkedin.com/company/uoperative-ltd>

<https://www.facebook.com/U>

Co-operative-Limited-22381090443:

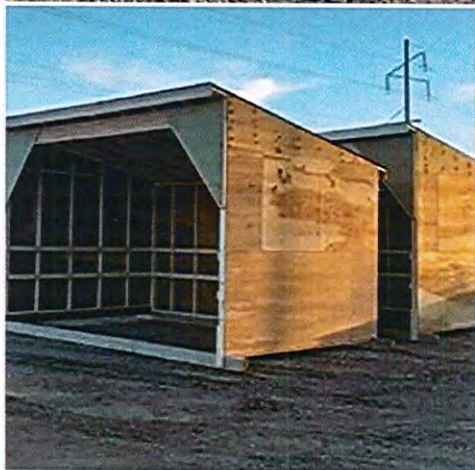
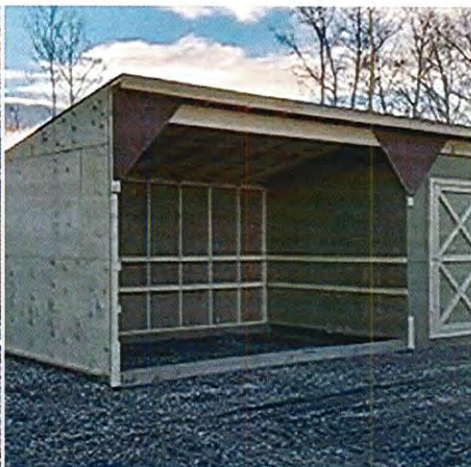


**Parlee Sheds & Shelters Ltd.**

October 18 at 9:18 AM ·

- Based out of GP

Shelters available. Horse, cattle and calf. Call Darrel at 780 402 1009



Darrel  
8x16 - calf shelter  
\$1150 (open front)

Does not include  
- benches  
- delivery

8

1 Comment 1 Share

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Oldest

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[Sign in >](#)  
[Crop \(/crop/Pages/default.aspx\)](#)
[Livestock \(/livestock/Pages/default.aspx\)](#)
[Petroleum \(/petroleum/Pa](#)

# Polyethylene Black & White Sheeting

[Crop \(/products/Crop\)](#)
[Hay and Silage \(/products/Crop+Hay-and-Silage\)](#)
[Hay Covers](#)



Click or tap on image to view

Save 15%

Item #

**Sale: \$161.49** Reg. \$189.99

Price in effect until 07/11/2018

- UV stabilized film for silage pits or bunkers, hay stacks or utility covers
- Tri-extruded with two layers of white film on the outside to reflect heat and one layer of black film on the inside to provide up to 100% opacity

## Select an option

32' x 100' - Item #598507	<b>Sale: \$161.49</b> Reg. \$189.99
32' x 100' - Item #598507	<b>Sale: \$161.49</b> Reg. \$189.99
40' x 100' - Item #598419	<b>Sale: \$195.49</b> Reg. \$229.99
50' x 100' - Item #598348	<b>Sale: \$246.49</b> Reg. \$289.99
40' x 150' - Item #539402	<b>Sale: \$280.49</b> Reg. \$329.99
60' x 100' - Item #598366	<b>Sale: \$288.99</b> Reg. \$339.99
50' x 150' - Item #805436	<b>Sale: \$356.99</b> Reg. \$419.99
60' x 150' - Item #598339	<b>Sale: \$424.99</b> Reg. \$499.99
50' x 200' - Item #805445	<b>Sale: \$467.49</b> Reg. \$549.99
60' x 200' - Item #598516	<b>Sale: \$552.49</b> Reg. \$649.99
80' x 200' - Item #1126532	<b>Sale: \$849.99</b> Reg. \$999.99

## Availability

Region: Central Alberta

Camrose UFA Farm & Ranch Supply Store  
 (/Pages/Locations.aspx#Istore/3008)

[Back to Results](#) | [Home Page](#) › [Playing](#) › [Hockey](#) › [Nets & Training Aids](#) › [Ice Hockey Nets](#) ›

# WinnWell Proform Heavy Duty Hockey Net, 72-in

★★★★★ (0)



**Regular Price: \$229.99**

Triangle™ Mastercard® Benefits  
24 equal monthly payments\*: 9.58/month > (https://i  
4%† back in CT Money®: 9.20 cards.hti

Product #074-4100-2

Online inventory available.

Add to Cart and we'll ship it to your store in **11 - 15 days**

AVAILABLE FOR:

PAY & PICK UP - FREE

Buy online, pick it up at your local store by **November 18**

QUANTITY:

**ADD TO CART**

Buy online, pick it up at your local store by **November 18**

[ADD TO MY LIST](#) |

[ADD SALE ALERT](#)



Full size

[DETAILS](#)

\$229.99  
x 2  
GST (5%)  
-----  
**\$482.98**



**FEATURES**



- WinnWell Proform Heavy Duty Hockey Net features 2" (5 cm) diameter steel pipe posts
- 25,000 Denier heavy duty polyester mesh
- Designed with a snap-clip plus screw and bold construction for easy assembly
- Engineered for use with ice hockey pucks
- Dimensions: 72 L x 48 D x 32" H (183 x 122 x 81.3 cm)

**WARRANTY**

*This product carries a 1 year exchange warranty redeemable at any Canadian Tire store.*

**OUR RETURN POLICY**

*View policy (</en/customer-service/returns.html>)*

RATINGS & REVIEWS

Reviews Questions

☆☆☆☆☆ **0 Reviews**

WRITE A REVIEW ASK A QUESTION

**Reviews**

☆☆☆☆☆ No reviews have been submitted yet.

Home Page › Outdoor Living › Snow Removal › Snow Shovels & Tools ›

# Yardworks Rink Shovel with Oversized Grip, 30-in

★ (10)

YARDWORKS (/en/yardworks.html)



Full size

Regular Price: \$33.99

Product #059-7976-8

31 IN STOCK (availability.html?sku=059-7976-8) ~~SEE OTHER STORES~~  
GRANDE PRAIRIE, AB (as of 2:04 PM)

AVAILABLE FOR:

PAY & PICK UP - FREE

Buy online, pick it up at your local store on November 3 at 8:00pm

QUANTITY: 1

ADD TO CART

Buy online, pick it up at your local store on November 3 at 8:00pm

ADD TO MY LIST |

ADD SALE ALERT

\$33.99  
x 4  
+ GST (5%)  
\$142.76

DETAILS

## FEATURES

- Yardworks Rink Shovel with Oversized Grip features a 30" blade and oversized grip makes it easy to shovel more snow
- Large Versa grip allows you to use both hands for a steady grip when pushing large amounts of snow
- Premium Ash hardwood handle and large polyethylene blade
- Size: 30" (76.2 cm) head

YARDWORKS



Horse Stall Mat 4' x 6' x 3/4"

★★★★★ 0 Review | [Write a Review](#)

SKU # 280010

\$69.99

X 4 + GST (5%) = \$293.96

**ORDER ONLINE** **SHIP TO STORE**

40 Online Availability

1 Add To Cart



Click on thumbnails to zoom or play videos.



Add On Sale Alert



Add to Wishlist

**Need additional quantities or have a question about store availability?**

[Click here](#) to email us for more information.

**Order ships to store within 12-14 days.**

[Click here](#) to learn more about Order Online Ship to Store.

**SPECIFICATIONS**



**FEATURES**



**Horse Stall Mat 4' x 6' x 3/4"**

Reversible, maintenance free stall floor, no more puddles. A flat, nonabsorbent side provides superior traction, with an easy to clean surface.

A large button side allows for true multidirectional drainage while providing cushion and comfort. 100% recycled and vulcanized rubber.

**Customer Reviews**

**Ratings in Detail**

- 5 Stars  (0)
- 4 Stars  (0)
- 3 Stars  (0)
- 2 Stars  (0)
- 1 Stars  (0)

Interested in purchasing this item? Check out the Customer Reviews to help you make an informed decision.

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PVC Lay-Flat Discharge Hose 2" x 50'

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SKU # 235123

\$69.99

**ORDER ONLINE** **SHIP TO STORE**

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69.99  
x 3 (150ft)  
bst 5%  
**\$220.47**



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**SPECIFICATIONS**

+

**FEATURES**

-

**PVC Lay-Flat Discharge Hose 2" x 50'**

Features:

- PVC tube/cover reinforced with 3 ply polyester yarns (one longitudinal and two spiral plies), extruded simultaneously to obtain maximum bonding
- Resistant to oils, grease, many chemicals and acids
- Strong, lightweight non water-absorbing and mildew-proof hose that rolls up flat for easy storage
- Coupled with Male x Female CxE polypropylene Cam & Groove fittings with Band-It® clamps

**Customer Reviews**

**Ratings in Detail**

5 Stars  (0)

4 Stars  (0)

3 Stars  (0)

2 Stars  (0)

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**NEW FISH CREEK ASSOCIATION**  
**Profit & Loss**  
 January through December 2017

Jan - Dec 17

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
BAR income	214.95
CONCESSION INC	604.75
Donation	1,180.00
GRANT (CAPITAL)	11,000.00
GRANT (OPERATING)	15,000.00
Over Payment	250.00
<b>Total Income</b>	<b>28,249.70</b>
<b>Expense</b>	
Admission Income	-300.00
Advertising and Promotion	66.71
Bank Interest Recieved	-21.53
BAR	87.45
Damage Deposite Back	800.00
Deposit on hall	-1,600.00
Groceries & Concession	208.04
GROCERIES CATERING	194.47
groceries for dance	266.89
gROCERIES FOR MEMORIAL	338.23
INSURANCE	2,425.94
Kitchen supplies	561.72
Lawn Tractor	11,243.40
Maintenance of grounds	573.09
Membership Insurance	204.75
MUSIC	400.00
Outlying Community Grant	-561.79
Permit for bar	27.10
Rent Expense	81.22
REPAIR & MAINT	4,916.79
sale of lawn tractor	-550.00
Utilities	4,756.03
Volunteer Insurance	250.00
<b>Total Expense</b>	<b>24,368.51</b>
<b>Net Ordinary Income</b>	<b>3,881.19</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Memb, dues and fees (non-rec'd)	142.50
Rental Income (land and bldgs)	845.00
<b>Total Other Income</b>	<b>987.50</b>
<b>Net Other Income</b>	<b>987.50</b>
<b>Net Income</b>	<b>4,868.69</b>

## NEW FISH CREEK ASSOCIATION Profit & Loss Detail January through December 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>BAR income</b>								
Deposit	13/04/2017		BAR SALES	Deposit		ATB CHEQUI...	214.95	214.95
Total BAR income							214.95	214.95
<b>CONCESSION INC</b>								
Deposit	09/01/2017		CONCESSION	Deposit		ATB CHEQUI...	119.00	119.00
Deposit	09/02/2017		CONCESSION	Deposit		ATB CHEQUI...	100.00	219.00
Deposit	08/03/2017		CONCESSION	Deposit		ATB CHEQUI...	145.00	364.00
Deposit	13/04/2017		CONCESSION	Deposit		ATB CHEQUI...	140.50	504.50
Deposit	28/11/2017		CONCESSION	Deposit		ATB CHEQUI...	100.25	604.75
Total CONCESSION INC							604.75	604.75
<b>Donation</b>								
Deposit	06/06/2017		Donation for Memor...	Deposit		ATB CHEQUI...	600.00	600.00
Deposit	06/06/2017		WILMA MARCOTTE	Deposit		ATB CHEQUI...	180.00	780.00
Deposit	28/11/2017		Donation for Memor...	Deposit		ATB CHEQUI...	400.00	1,180.00
Total Donation							1,180.00	1,180.00
<b>GRANT (CAPITAL)</b>								
Deposit	08/03/2017		MD of Greenview #16	Deposit		ATB CHEQUI...	11,000.00	11,000.00
Total GRANT (CAPITAL)							11,000.00	11,000.00
<b>GRANT (OPERATING)</b>								
Deposit	08/03/2017		MD of Greenview #16	Deposit		ATB CHEQUI...	15,000.00	15,000.00
Total GRANT (OPERATING)							15,000.00	15,000.00
<b>Over Payment</b>								
Deposit	09/02/2017		JUBILEE INS	Deposit		ATB CHEQUI...	250.00	250.00
Total Over Payment							250.00	250.00
Total Income							28,249.70	28,249.70
<b>Expense</b>								
<b>Admission Income</b>								
Deposit	13/04/2017		DANCE	Deposit		ATB CHEQUI...	-300.00	-300.00
Total Admission Income							-300.00	-300.00
<b>Advertising and Promotion</b>								
Cheque	24/02/2017	3294	The Valleyview Tow...			ATB CHEQUI...	30.71	30.71
Cheque	04/10/2017	3317	BACK PAGE			ATB CHEQUI...	36.00	66.71
Total Advertising and Promotion							66.71	66.71

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09/12/18

Accrual Basis

## NEW FISH CREEK ASSOCIATION Profit & Loss Detail January through December 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Bank Interest Recieved</b>								
Deposit	31/01/2017		bank	Deposit		ATB CHEQUI...	-1.36	-1.36
Deposit	28/02/2017		bank	Deposit		ATB CHEQUI...	-1.15	-2.51
Deposit	31/03/2017		bank	Deposit		ATB CHEQUI...	-2.03	-4.54
Deposit	30/04/2017		bank interest	Deposit		ATB CHEQUI...	-2.23	-6.77
Deposit	12/05/2017		bank interest	Deposit		ATB CHEQUI...	-2.28	-9.05
Deposit	06/06/2017		bank interest	Deposit		ATB CHEQUI...	-2.13	-11.18
Deposit	11/07/2017		bank interest	Deposit		ATB CHEQUI...	-2.02	-13.20
Deposit	03/08/2017		bank interest	Deposit		ATB CHEQUI...	-1.75	-14.95
Deposit	30/09/2017		bank interest	Deposit		ATB CHEQUI...	-1.68	-16.63
Deposit	31/10/2017		bank interest	Deposit		ATB CHEQUI...	-1.69	-18.32
Deposit	28/11/2017		bank interest	Deposit		ATB CHEQUI...	-1.64	-19.96
Deposit	30/12/2017		bank	Deposit		ATB CHEQUI...	-1.57	-21.53
<b>Total Bank Interest Recieved</b>							-21.53	-21.53
<b>BAR</b>								
Cheque	24/02/2017		DJ'S LIQUOR			ATB CHEQUI...	87.45	87.45
<b>Total BAR</b>							87.45	87.45
<b>Damage Deposite Back</b>								
Cheque	15/06/2017	3306	Kristal Barks			ATB CHEQUI...	200.00	200.00
Cheque	11/08/2017	3311	damage deposit			ATB CHEQUI...	200.00	400.00
Cheque	24/08/2017	3313	damage deposit			ATB CHEQUI...	200.00	600.00
Cheque	24/09/2017	3314	damage deposit			ATB CHEQUI...	200.00	800.00
<b>Total Damage Deposite Back</b>							800.00	800.00
<b>Deposit on hall</b>								
Deposit	12/05/2017		damage deposit	Deposit		ATB CHEQUI...	-200.00	-200.00
Deposit	03/08/2017		damage deposit	Deposit		ATB CHEQUI...	-200.00	-400.00
Deposit	03/08/2017		damage deposit	Deposit		ATB CHEQUI...	-200.00	-600.00
Deposit	03/08/2017		damage deposit	Deposit		ATB CHEQUI...	-200.00	-800.00
Deposit	03/08/2017		HALL RENT	Deposit		ATB CHEQUI...	-600.00	-1,400.00
Deposit	03/08/2017		damage deposit	Deposit		ATB CHEQUI...	-200.00	-1,600.00
<b>Total Deposit on hall</b>							-1,600.00	-1,600.00
<b>Groceries &amp; Concession</b>								
Cheque	10/03/2017	3296	FRESON IGA			ATB CHEQUI...	120.20	120.20
Cheque	15/06/2017	3308	CO-OP GROCERY			ATB CHEQUI...	34.19	154.39
Cheque	16/11/2017	3324	CO-OP GROCERY			ATB CHEQUI...	53.65	208.04
<b>Total Groceries &amp; Concession</b>							208.04	208.04
<b>GROCERIES CATERING</b>								
Cheque	15/06/2017	3304	TERESA GORDON...			ATB CHEQUI...	155.80	155.80
Cheque	15/06/2017	3307	FRESON IGA			ATB CHEQUI...	38.67	194.47
<b>Total GROCERIES CATERING</b>							194.47	194.47

**NEW FISH CREEK ASSOCIATION**  
**Profit & Loss Detail**  
 January through December 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>groceries for dance</b>								
Cheque	21/02/2017	3291	FRESON IGA			ATB CHEQUI...	105.10	105.10
Cheque	08/03/2017	3297	CO-OP GROCERY			ATB CHEQUI...	151.84	256.94
Cheque	13/04/2017		ALESHIA BEAUNY...			ATB CHEQUI...	9.95	266.89
Total groceries for dance							266.89	266.89
<b>gROCERIES FOR MEMORIAL</b>								
Cheque	03/11/2017	3323	ALESHIA BEAUNY...			ATB CHEQUI...	338.23	338.23
Total gROCERIES FOR MEMORIAL							338.23	338.23
<b>INSURANCE</b>								
Cheque	28/11/2017	3325	MD of Greenview #16			ATB CHEQUI...	2,418.44	2,418.44
Cheque	08/12/2017	3326	JUBILEE INS			ATB CHEQUI...	7.50	2,425.94
Total INSURANCE							2,425.94	2,425.94
<b>Kitchen supplies</b>								
Cheque	03/12/2017	3320	ALESHIA BEAUNY...			ATB CHEQUI...	561.72	561.72
Total Kitchen supplies							561.72	561.72
<b>Lawn Tractor</b>								
Cheque	11/07/2017	3312	TOM GORDON			ATB CHEQUI...	11,243.40	11,243.40
Total Lawn Tractor							11,243.40	11,243.40
<b>Maintenance of grounds</b>								
Cheque	29/05/2017	3302	Terryl Young			ATB CHEQUI...	240.47	240.47
Cheque	15/06/2017	3303	Blayne Jackson			ATB CHEQUI...	75.00	315.47
Cheque	15/06/2017	3305	Terryl Young			ATB CHEQUI...	257.62	573.09
Total Maintenance of grounds							573.09	573.09
<b>Membership Insurance</b>								
Cheque	04/10/2017	3319	JUBILEE INS			ATB CHEQUI...	204.75	204.75
Total Membership Insurance							204.75	204.75
<b>MUSIC</b>								
Cheque	21/02/2017	3292	Len Bosiak			ATB CHEQUI...	400.00	400.00
Total MUSIC							400.00	400.00
<b>Outlying Community Grant</b>								
Deposit	06/06/2017		M.D GREENVIEW	Deposit		ATB CHEQUI...	-561.79	-561.79
Total Outlying Community Grant							-561.79	-561.79
<b>Permit for bar</b>								
Cheque	24/02/2017	3295	DJ'S LIQUOR			ATB CHEQUI...	27.10	27.10
Total Permit for bar							27.10	27.10



## NEW FISH CREEK ASSOCIATION Profit & Loss Detail January through December 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Rent Expense</b>								
Cheque	12/01/2017	3287	Cinpat			ATB CHEQUI...	81.22	81.22
Total Rent Expense							81.22	81.22
<b>REPAIR &amp; MAINT</b>								
Cheque	20/01/2017	3289	Capital Power Vac			ATB CHEQUI...	1,130.85	1,130.85
Cheque	27/01/2017		VALLEYVIEW BUIL...			ATB CHEQUI...	171.80	1,302.65
Cheque	30/01/2017	3288	Brad Reimer			ATB CHEQUI...	935.00	2,237.65
Cheque	27/02/2017	3293	VALLEYVIEW BUIL...			ATB CHEQUI...	188.53	2,426.18
Cheque	03/04/2017	3299	VALLEYVIEW BUIL...			ATB CHEQUI...	83.44	2,509.62
Cheque	05/05/2017		Armstrong Commu...			ATB CHEQUI...	300.00	2,809.62
Cheque	06/05/2017	3298	New Fish Creek Ma...			ATB CHEQUI...	551.25	3,360.87
Cheque	09/05/2017	3300	Jim Young			ATB CHEQUI...	81.39	3,442.26
Cheque	15/06/2017	3301	VALLEYVIEW BUIL...			ATB CHEQUI...	270.91	3,713.17
Cheque	15/06/2017	3309	home hardware			ATB CHEQUI...	178.49	3,891.66
Cheque	17/07/2017	3310	VALLEYVIEW BUIL...			ATB CHEQUI...	42.34	3,934.00
Cheque	06/09/2017	3315	TIN MAN			ATB CHEQUI...	945.00	4,879.00
Cheque	14/09/2017	3316	home hardware			ATB CHEQUI...	37.79	4,916.79
Total REPAIR & MAINT							4,916.79	4,916.79
<b>sale of lawn tractor</b>								
Deposit	28/11/2017		TOM GORDON	Deposit		ATB CHEQUI...	-550.00	-550.00
Total sale of lawn tractor							-550.00	-550.00
<b>Utilities</b>								
Cheque	09/01/2017		DIRECT ENERGY			ATB CHEQUI...	19.00	19.00
Cheque	12/01/2017		TELUS			ATB CHEQUI...	59.64	78.64
Cheque	26/01/2017		EAST SMOKY GAS			ATB CHEQUI...	248.63	327.27
Cheque	09/02/2017		DIRECT ENERGY			ATB CHEQUI...	196.24	523.51
Cheque	09/02/2017		EAST SMOKY GAS			ATB CHEQUI...	188.26	711.77
Cheque	14/02/2017		TELUS			ATB CHEQUI...	57.01	768.78
Cheque	08/03/2017		DIRECT ENERGY			ATB CHEQUI...	204.11	972.89
Cheque	08/03/2017		EAST SMOKY GAS			ATB CHEQUI...	545.75	1,518.64
Cheque	08/03/2017		TELUS			ATB CHEQUI...	57.01	1,575.65
Cheque	14/04/2017		DIRECT ENERGY			ATB CHEQUI...	206.71	1,782.36
Cheque	14/04/2017		EAST SMOKY GAS			ATB CHEQUI...	260.75	2,043.11
Cheque	14/04/2017		TELUS			ATB CHEQUI...	57.01	2,100.12
Cheque	29/05/2017		TELUS			ATB CHEQUI...	57.01	2,157.13
Cheque	29/05/2017		DIRECT ENERGY			ATB CHEQUI...	194.86	2,351.99
Cheque	15/06/2017		TELUS			ATB CHEQUI...	57.01	2,409.00
Cheque	15/06/2017		DIRECT ENERGY			ATB CHEQUI...	186.69	2,595.69
Cheque	15/06/2017		EAST SMOKY GAS			ATB CHEQUI...	157.29	2,752.98
Cheque	03/07/2017		TELUS			ATB CHEQUI...	57.01	2,809.99
Cheque	11/07/2017		DIRECT ENERGY			ATB CHEQUI...	228.14	3,038.13
Cheque	11/07/2017		EAST SMOKY GAS			ATB CHEQUI...	25.04	3,063.17
Cheque	15/08/2017		TELUS			ATB CHEQUI...	57.01	3,120.18
Cheque	24/08/2017		EAST SMOKY GAS			ATB CHEQUI...	55.53	3,175.71
Cheque	24/08/2017		DIRECT ENERGY			ATB CHEQUI...	210.27	3,385.98
Cheque	14/09/2017		DIRECT ENERGY			ATB CHEQUI...	231.09	3,617.07

**NEW FISH CREEK ASSOCIATION**  
**Profit & Loss Detail**  
 January through December 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Cheque	14/09/2017		TELUS			ATB CHEQUI...	57.01	3,674.08
Cheque	04/10/2017		DIRECT ENERGY			ATB CHEQUI...	222.09	3,896.17
Cheque	04/10/2017		TELUS			ATB CHEQUI...	57.01	3,953.18
Cheque	04/10/2017		EAST SMOKY GAS			ATB CHEQUI...	111.02	4,064.20
Cheque	04/10/2017		EAST SMOKY GAS			ATB CHEQUI...	25.44	4,089.64
Cheque	28/11/2017		DIRECT ENERGY			ATB CHEQUI...	175.24	4,264.88
Cheque	28/11/2017		EAST SMOKY GAS			ATB CHEQUI...	8.93	4,273.81
Cheque	28/11/2017		TELUS			ATB CHEQUI...	57.01	4,330.82
Cheque	04/12/2017		DIRECT ENERGY			ATB CHEQUI...	190.85	4,521.67
Cheque	04/12/2017		EAST SMOKY GAS			ATB CHEQUI...	177.35	4,699.02
Cheque	04/12/2017		TELUS			ATB CHEQUI...	57.01	4,756.03
Total Utilities							4,756.03	4,756.03
<b>Volunteer Insurance</b>								
Cheque	03/11/2017	3321	JUBILEE INS			ATB CHEQUI...	250.00	250.00
Total Volunteer Insurance							250.00	250.00
Total Expense							24,368.51	24,368.51
Net Ordinary Income							3,881.19	3,881.19
<b>Other Income/Expense</b>								
<b>Other Income</b>								
<b>Memb, dues and fees (non-rec'd)</b>								
Deposit	09/02/2017		membership	Deposit		ATB CHEQUI...	22.50	22.50
Deposit	08/03/2017		Membership	Deposit		ATB CHEQUI...	7.50	30.00
Deposit	13/04/2017		membership	Deposit		ATB CHEQUI...	105.00	135.00
Deposit	12/05/2017		membership	Deposit		ATB CHEQUI...	5.00	140.00
Deposit	06/06/2017		membership	Deposit		ATB CHEQUI...	2.50	142.50
Total Memb, dues and fees (non-rec'd)							142.50	142.50
<b>Rental Income (land and bldgs)</b>								
Deposit	03/08/2017		HALL RENT	Deposit		ATB CHEQUI...	500.00	500.00
Deposit	03/08/2017		HALL RENT	Deposit		ATB CHEQUI...	345.00	845.00
Total Rental Income (land and bldgs)							845.00	845.00
Total Other Income							987.50	987.50
Net Other Income							987.50	987.50
<b>Net Income</b>							<b>4,868.69</b>	<b>4,868.69</b>

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09/12/18  
Accrual Basis

**NEW FISH CREEK ASSOCIATION**  
**Profit & Loss**  
January through December 2018

	<u>Jan - Dec 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Concession Income	764.00
Donation	305.00
<b>Total Income</b>	<u>1,069.00</u>
<b>Expense</b>	
Administration Fee	15.45
Advertising and Promotion	53.66
Bank Interest Received	-12.26
Bathroom Renovations	10,217.56
Damage Deposite Back	200.00
Deposit on hall	-800.00
Groceries & Concession	618.40
INSURANCE	2,253.00
Kitchen coolerappliance	1,961.33
Maintenance of grounds	1,073.02
Rent Expense (return)	200.00
REPAIR & MAINT	1,869.94
Rink Renovations	1,995.00
Utilities	4,489.35
Volunteer Insurance	250.00
Well Wishes	32.49
<b>Total Expense</b>	<u>24,416.94</u>
<b>Net Ordinary Income</b>	-23,347.94
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Memb, dues and fees (non-rec'd)	50.00
Rental Income (land and bldgs)	1,330.00
<b>Total Other Income</b>	<u>1,380.00</u>
<b>Net Other Income</b>	<u>1,380.00</u>
<b>Net Income</b>	<u><u>-21,967.94</u></u>

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 09/12/18  
 Accrual Basis

**NEW FISH CREEK ASSOCIATION**  
**Profit & Loss Detail**  
 January through December 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>Concession Income</b>								
Deposit	11/01/2018		CONCESSION	Deposit		ATB CHEQUI...	101.75	101.75
Deposit	11/01/2018		CONCESSION	Deposit		ATB CHEQUI...	10.00	111.75
Deposit	13/03/2018		CONCESSION	Deposit		ATB CHEQUI...	95.75	207.50
Deposit	13/03/2018		CONCESSION	Deposit		ATB CHEQUI...	90.00	297.50
Deposit	09/04/2018		CONCESSION	Deposit		ATB CHEQUI...	126.50	424.00
Deposit	05/11/2018		CONCESSION	Deposit		ATB CHEQUI...	32.00	456.00
Deposit	05/11/2018		CONCESSION	Deposit		ATB CHEQUI...	128.00	584.00
Deposit	07/12/2018		CONCESSION	Deposit		ATB CHEQUI...	180.00	764.00
<b>Total Concession Income</b>							764.00	764.00
<b>Donation</b>								
Deposit	11/01/2018		Donation for Memor...	Deposit		ATB CHEQUI...	285.00	285.00
Deposit	22/06/2018		Donation	Deposit		ATB CHEQUI...	20.00	305.00
<b>Total Donation</b>							305.00	305.00
<b>Total Income</b>							1,069.00	1,069.00
<b>Expense</b>								
<b>Administration Fee</b>								
Cheque	22/02/2018	3333	MD of Greenview #16			ATB CHEQUI...	15.45	15.45
<b>Total Administration Fee</b>							15.45	15.45
<b>Advertising and Promotion</b>								
Cheque	28/02/2018	3334	The Valleyview Tow...			ATB CHEQUI...	31.66	31.66
Cheque	28/05/2018	3341	BACK PAGE			ATB CHEQUI...	22.00	53.66
<b>Total Advertising and Promotion</b>							53.66	53.66
<b>Bank Interest Recieved</b>								
Deposit	31/01/2018		bank	Deposit		ATB CHEQUI...	-1.54	-1.54
Deposit	28/02/2018		bank	Deposit		ATB CHEQUI...	-1.36	-2.90
Deposit	31/03/2018		bank	Deposit		ATB CHEQUI...	-1.48	-4.38
Deposit	30/04/2018		bank	Deposit		ATB CHEQUI...	-1.41	-5.79
Deposit	31/05/2018		bank	Deposit		ATB CHEQUI...	-1.40	-7.19
Deposit	30/06/2018		bank	Deposit		ATB CHEQUI...	-1.13	-8.32
Deposit	30/07/2018		bank	Deposit		ATB CHEQUI...	-1.06	-9.38
Deposit	31/08/2018		bank	Deposit		ATB CHEQUI...	-1.06	-10.44
Deposit	30/09/2018		bank	Deposit		ATB CHEQUI...	-0.92	-11.36
Deposit	31/10/2018		bank	Deposit		ATB CHEQUI...	-0.90	-12.26
<b>Total Bank Interest Recieved</b>							-12.26	-12.26

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 09/12/18  
 Accrual Basis

**NEW FISH CREEK ASSOCIATION**  
**Profit & Loss Detail**  
 January through December 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Bathroom Renovations</b>								
Cheque	03/05/2018	3337	TERESA GORDON...			ATB CHEQUI...	513.30	513.30
Cheque	31/05/2018	3343	VALLEYVIEW BUIL...			ATB CHEQUI...	1,119.75	1,633.05
Cheque	08/06/2018	3340	TERESA GORDON...			ATB CHEQUI...	1,632.71	3,265.76
Cheque	11/06/2018	3339	Dan Gordon			ATB CHEQUI...	4,300.00	7,565.76
Cheque	25/06/2018	3347	VALLEYVIEW BUIL...			ATB CHEQUI...	331.97	7,897.73
Cheque	21/08/2018	3353	VALLEYVIEW BUIL...			ATB CHEQUI...	19.83	7,917.56
Cheque	12/10/2018	3358	TERESA GORDON...			ATB CHEQUI...	1,000.00	8,917.56
Cheque	22/10/2018	3357	Ryan Claggett			ATB CHEQUI...	300.00	9,217.56
Cheque	05/11/2018	3359	ALESHIA BEAUNY...			ATB CHEQUI...	1,000.00	10,217.56
<b>Total Bathroom Renovations</b>							10,217.56	10,217.56
<b>Damage Deposite Back</b>								
Cheque	08/08/2018	3351	damage deposit			ATB CHEQUI...	200.00	200.00
<b>Total Damage Deposite Back</b>							200.00	200.00
<b>Deposit on hall</b>								
Deposit	13/03/2018		damage deposit	Deposit		ATB CHEQUI...	-200.00	-200.00
Deposit	22/06/2018		damage deposit	Deposit		ATB CHEQUI...	-200.00	-400.00
Deposit	30/07/2018		damage deposit	Deposit		ATB CHEQUI...	-200.00	-600.00
Deposit	30/07/2018		damage deposit	Deposit		ATB CHEQUI...	-200.00	-800.00
<b>Total Deposit on hall</b>							-800.00	-800.00
<b>Groceries &amp; Concession</b>								
Cheque	10/01/2018	3328	FRESON IGA			ATB CHEQUI...	94.43	94.43
Cheque	22/01/2018	3329	FRESON IGA			ATB CHEQUI...	42.00	136.43
Cheque	22/02/2018	3332	CO-OP GROCERY			ATB CHEQUI...	26.92	163.35
Cheque	22/03/2018	3335	FRESON IGA			ATB CHEQUI...	70.84	234.19
Cheque	22/05/2018	3342	FRESON IGA			ATB CHEQUI...	55.14	289.33
Cheque	18/09/2018	3356	CO-OP GROCERY			ATB CHEQUI...	24.14	313.47
Cheque	05/11/2018	3360	Kendra Elzinga			ATB CHEQUI...	304.93	618.40
<b>Total Groceries &amp; Concession</b>							618.40	618.40
<b>INSURANCE</b>								
Cheque	09/12/2018	3363	MD of Greenview #16			ATB CHEQUI...	2,253.00	2,253.00
<b>Total INSURANCE</b>							2,253.00	2,253.00
<b>Kitchen coolerappliance</b>								
Cheque	20/08/2018	3354	TERESA GORDON...			ATB CHEQUI...	1,961.33	1,961.33
<b>Total Kitchen coolerappliance</b>							1,961.33	1,961.33
<b>Maintenance of grounds</b>								
Cheque	08/06/2018	3345	Andy Labrecque			ATB CHEQUI...	173.02	173.02
Cheque	07/09/2018	3355	Andy Labrecque			ATB CHEQUI...	900.00	1,073.02
<b>Total Maintenance of grounds</b>							1,073.02	1,073.02

**NEW FISH CREEK ASSOCIATION**  
**Profit & Loss Detail**  
 January through December 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Rent Expense (return)</b>								
Cheque	15/08/2018	3352	amber bowman			ATB CHEQUI...	200.00	200.00
<b>Total Rent Expense (return)</b>							200.00	200.00
<b>REPAIR &amp; MAINT</b>								
Cheque	16/01/2018	3330	home hardware			ATB CHEQUI...	66.10	66.10
Cheque	08/02/2018	3331	Caplan Environmen...			ATB CHEQUI...	640.50	706.60
Cheque	13/04/2018	3336	The Surveyance S...			ATB CHEQUI...	473.34	1,179.94
Cheque	04/05/2018		Armstrong Commu...			ATB CHEQUI...	300.00	1,479.94
Cheque	08/06/2018	3346	Andy Labrecque			ATB CHEQUI...	180.00	1,659.94
Cheque	08/08/2018	3350	Vertex			ATB CHEQUI...	210.00	1,869.94
<b>Total REPAIR &amp; MAINT</b>							1,869.94	1,869.94
<b>Rink Renovations</b>								
Cheque	05/11/2018	3361	John Desfosses			ATB CHEQUI...	1,995.00	1,995.00
<b>Total Rink Renovations</b>							1,995.00	1,995.00
<b>Utilities</b>								
Cheque	11/01/2018		DIRECT ENERGY			ATB CHEQUI...	164.43	164.43
Cheque	12/01/2018		TELUS			ATB CHEQUI...	57.01	221.44
Cheque	12/02/2018		TELUS			ATB CHEQUI...	57.01	278.45
Cheque	15/02/2018		DIRECT ENERGY			ATB CHEQUI...	221.38	499.83
Cheque	15/02/2018		EAST SMOKY GAS			ATB CHEQUI...	537.55	1,037.38
Cheque	13/03/2018		DIRECT ENERGY			ATB CHEQUI...	199.26	1,236.64
Cheque	15/03/2018		TELUS			ATB CHEQUI...	57.01	1,293.65
Cheque	22/03/2018		EAST SMOKY GAS			ATB CHEQUI...	282.77	1,576.42
Cheque	09/04/2018		DIRECT ENERGY			ATB CHEQUI...	162.15	1,738.57
Cheque	09/04/2018		TELUS			ATB CHEQUI...	57.04	1,795.61
Cheque	04/05/2018		DIRECT ENERGY			ATB CHEQUI...	183.94	1,979.55
Cheque	04/05/2018		EAST SMOKY GAS			ATB CHEQUI...	240.06	2,219.61
Cheque	14/05/2018		TELUS			ATB CHEQUI...	57.04	2,276.65
Cheque	12/06/2018		TELUS			ATB CHEQUI...	57.04	2,333.69
Cheque	22/06/2018		DIRECT ENERGY			ATB CHEQUI...	171.16	2,504.85
Cheque	22/06/2018		EAST SMOKY GAS			ATB CHEQUI...	147.71	2,652.56
Cheque	09/07/2018		DIRECT ENERGY			ATB CHEQUI...	340.92	2,993.48
Cheque	13/07/2018		TELUS			ATB CHEQUI...	57.04	3,050.52
Cheque	25/07/2018		EAST SMOKY GAS			ATB CHEQUI...	23.10	3,073.62
Cheque	13/08/2018		TELUS			ATB CHEQUI...	57.04	3,130.66
Cheque	17/08/2018		DIRECT ENERGY			ATB CHEQUI...	2.59	3,133.25
Cheque	20/08/2018		EAST SMOKY GAS			ATB CHEQUI...	31.88	3,165.13
Cheque	07/09/2018		TELUS			ATB CHEQUI...	57.04	3,222.17
Cheque	14/09/2018		EAST SMOKY GAS			ATB CHEQUI...	34.17	3,256.34
Cheque	14/09/2018		DIRECT ENERGY			ATB CHEQUI...	341.34	3,597.68
Cheque	02/10/2018		DIRECT ENERGY			ATB CHEQUI...	217.96	3,815.64
Cheque	15/10/2018		EAST SMOKY GAS			ATB CHEQUI...	59.73	3,875.37
Cheque	15/10/2018		TELUS			ATB CHEQUI...	57.04	3,932.41
Cheque	05/11/2018		DIRECT ENERGY			ATB CHEQUI...	204.83	4,137.24
Cheque	05/11/2018		TELUS			ATB CHEQUI...	57.04	4,194.28

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 09/12/18  
 Accrual Basis

**NEW FISH CREEK ASSOCIATION**  
**Profit & Loss Detail**  
 January through December 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Cheque	05/11/2018		EAST SMOKY GAS			ATB CHEQUI...	85.95	4,280.23
Cheque	07/12/2018		DIRECT ENERGY			ATB CHEQUI...	209.12	4,489.35
Total Utilities							4,489.35	4,489.35
<b>Volunteer Insurance</b>								
Cheque	07/12/2018		RMA Insurance			ATB CHEQUI...	250.00	250.00
Total Volunteer Insurance							250.00	250.00
<b>Well Wishes</b>								
Cheque	07/12/2018	3365	colleen young			ATB CHEQUI...	32.49	32.49
Total Well Wishes							32.49	32.49
Total Expense							24,416.94	24,416.94
Net Ordinary Income							-23,347.94	-23,347.94
<b>Other Income/Expense</b>								
<b>Other Income</b>								
<b>Memb, dues and fees (non-rec'd)</b>								
Deposit	13/03/2018		membership	Deposit		ATB CHEQUI...	47.50	47.50
Deposit	09/04/2018		membership	Deposit		ATB CHEQUI...	2.50	50.00
Total Memb, dues and fees (non-rec'd)							50.00	50.00
<b>Rental Income (land and bldgs)</b>								
Deposit	04/05/2018		Rental	Deposit		ATB CHEQUI...	30.00	30.00
Deposit	22/06/2018		HALL RENT	Deposit		ATB CHEQUI...	200.00	230.00
Deposit	22/06/2018		HALL RENT	Deposit		ATB CHEQUI...	100.00	330.00
Deposit	30/07/2018		HALL RENT	Deposit		ATB CHEQUI...	550.00	880.00
Deposit	30/07/2018		HALL RENT	Deposit		ATB CHEQUI...	450.00	1,330.00
Total Rental Income (land and bldgs)							1,330.00	1,330.00
Total Other Income							1,380.00	1,380.00
Net Other Income							1,380.00	1,380.00
<b>Net Income</b>							<b>-21,967.94</b>	<b>-21,967.94</b>

Oct 31, 2018  
Date

New Fish Creek Association  
Box 1656  
Valleyview, AB T0H 3N0

**RE: Year End Audit for 2017**

To Whom it May Concern:

The audit for 2017 was done on Jan 28/18. No errors or omissions. All data and information was filed as required.

Signed Auditors:

Luella Vetsch  
Luella Vetsch

Steve Vetsch  
Steve Vetsch

Oct 31/18  
Date

Oct 31/18  
Date





# REQUEST FOR DECISION

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**SUBJECT:** STARS Foundation – Sponsorship Request  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** January 14, 2019      CAO: MH      MANAGER:  
**DEPARTMENT:** COMMUNITY SERVICES      GM:      PRESENTER: SW  
**STRATEGIC PLAN:** Quality of Life

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**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – N/A**

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**RECOMMENDED ACTION:**

**MOTION: That Council accept the STARS Foundation 9<sup>th</sup> Annual Grande Prairie Petroleum Association Hangar Dance sponsorship request for information, as presented.**

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**BACKGROUND/PROPOSAL:**

The STARS Foundation is hosting the 9<sup>th</sup> Annual Grande Prairie Petroleum Association Hangar Dance, January 26, 2019 at Evergreen Park. The event is an annual fundraising event for STARS to ensure that the service is available for the safety and care of the communities.

Greenview has not provided sponsorship to this fundraising event in the past five years, however, Greenview has provided annual grant funding to STARS: \$200,000.00 for 2018 and \$150,000.00 in 2017.

The Community Service Miscellaneous Grant Budget has a balance of \$1,500,000.00 as of January 13, 2019. The Committee of the Whole is recommending Council approve the grants as presented in the amount of \$367,567.68. If these grants are approved as presented the balance remaining will be \$1,132,432.32.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the sponsorship request for information is that Council will be informed of the STARS Foundation fundraising event and the sponsorship opportunities presented.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to not accept the recommended motion for information and provide sponsorship of this event, however Greenview is currently providing an annual grant to STARS directly.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will inform the organizer requesting sponsorship of Council's decision.

---

**ATTACHMENT(S):**

- Sponsor Package
- Sponsor Agreement Form



IN SUPPORT OF **STARS**<sup>®</sup>

*9th Annual Grande Prairie Petroleum Association's Hangar Dance*  
*January 26th, 2019*  
*Evergreen Park*

*Sponsorship Opportunities*

## PRESENTING SPONSOR



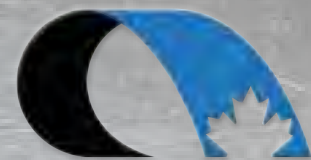
**“Our goal is to support this vital service within our region, to help ensure the safety and care to our communities, and to build stronger relationships with colleagues and friends”**

**Grande Prairie Petroleum Association**



## 2018 TITANIUM SPONSORS

**CR CHALLENGER  
RIG RENTALS**



**Canadian Natural**

**ATB Financial**

# *Tickets and Tables*

## **PREFERRED TABLES**

- Best available seating
- Recognition on event signage
- Recognition in event program
- Company name placement on table

**PREFERRED TABLE FOR TEN**  
**\$2,700.00**

**PREFERRED TABLE FOR EIGHT**  
**\$2,400.00**

## **TABLES**

- Mention in event program
- Company name placement on table

**TABLE FOR TEN**  
**\$2,200.00**

**TABLE FOR EIGHT**  
**\$1,900.00**

**INDIVIDUAL TICKETS \$175.00 each**

**PRESENTING SPONSOR**

Partnership with exclusive event naming benefits

**SOLD**

*Sponsor Opportunities*

**HANGAR DANCE PHOTOS**  
**SOLD**  
\$1,000.00

**ENTERTAINMENT SPONSOR \$8,000.00**

Presenter of live entertainment

**DINNER SPONSOR \$10,000.00**

Provide an abundant and flavourful dinner sure to please all event attendees.

Co-sponsorship with three opportunities available.

**RECEPTION SPONSOR \$6,000.00**

Event guests will enjoy a selection of hors d'oeuvres served early in the evening

**WINE SPONSOR \$6,000.00**

Dinner wine on every table featuring your name & logo

**MULTIMEDIA AUCTION \$8,000.00**

Empower event attendees to bid on auction items using interactive software, tablets, and event big screens

**SOLD**

**WARM WELCOME \$2,500.00**

Complimentary cocktails upon arrival

**SOLD**

**STARS CREW & HELICOPTER \$5,000.00**

Onsite for photographs and tours

**SOLD**

**CENTERPIECE AUCTION \$6,000.00**

Recognition on each centerpiece, also a takeaway for event guests



**HOSPITALITY SPONSOR \$12,000.00**

Give guests an ultimate event experience and be featured in partnership with the event presenting sponsor

**TICKET SPONSOR \$6,000.00**

Company logo featured on event tickets

**DESSERT SPONSOR \$6,000.00**

Indulge attendees with decadent dessert served to enjoy during the program

**VERY IMPORTANT PATIENT, STARS VIP \$5,000.00**

Be recognized as the sponsor of this guest speaker and as the host to our Very Important Patient and their seven guests

**PLEDGE DRIVE \$5,000.00**

Be recognized for matching all contributions up to \$5000.00

**LIVE AUCTION \$5,000.00**

Presented by your company, the most sought after portion of the event. A prize package will be supplied on your behalf

**LATE NIGHT LUNCH \$2,500.00**

Light but savory meal to top off the evening



**RAFFLE SPONSOR \$5,000.00**

Sponsor one of the event's luxurious raffles

**VOLUNTEER HOSPITALITY \$1,000.00**

*Titanium Sponsors*      *\$12,000.00 and above*

- One table for ten situated front & center, with name & logo placement
- Distinct sponsor lighting display in the venue
- Opportunity to address event guests or present a short video
- Verbal recognition throughout the event
- Logo placement on event signage
- Logo recognition in event program
- Recognition in thank you announcements
- Recognition in 2020 sponsor invitation

*Platinum Sponsors*      *\$8,000.00 and above*

- One table for eight in premium location
- Opportunity to add company profile in sponsor slideshow
- Verbal recognition during the event
- Featured signage on display in sponsorship opportunity of choice
- Logo placement on event signage
- Logo recognition in event program
- Name and logo placement on table
- Recognition in thank you announcements

*Gold Sponsors*      *\$6,000.00 and above*

- One table for eight in prime location
- Verbal recognition during the event
- Recognition featured in sponsorship opportunity of choice
- Logo placement on event signage
- Logo recognition in the event program
- Recognition in thank you announcements



# Sponsor Benefits

## *Silver Sponsors \$5,000.00 and above*

One table for eight in preferred location  
Verbal recognition during the event  
Recognition featured in sponsorship opportunity of choice  
Recognition on event signage  
Recognition in the event program

## *Bronze Sponsors \$2,500.00 and above*

Featured signage on display  
Recognition on event signage  
Recognition in the event program

## *Friends Sponsors \$1,000.00 and above*

Recognition on event signage  
Recognition in the event program

## *Gift In Kind Donations*

Gift in kind donations in support of the Hanar Dance can include; raffle prizes, live and silent auction items, donations of services, and more.

Gift In kind donations are eligible for recognition on event signage, and in the event program. Additional benefits can be made available, and shall be determined on an individual basis.



IN SUPPORT OF **STARS**<sup>®</sup>

**FOR TICKET PURCHASES AND  
SPONSORSHIP INQUIRIES**

**PHONE: 780.830.7000**

**EMAIL: [HANGARDANCE@STARS.CA](mailto:HANGARDANCE@STARS.CA)**

# Sponsor Agreement Form

## Event Sponsorship

I would like to be acknowledged as a

Titanium Sponsor   
\$12,000.00

Gold Sponsor   
\$6,000.00

Bronze Sponsor   
\$2,500.00

Platinum Sponsor   
\$8,000.00

Silver Sponsor   
\$5,000.00

Friends Sponsor   
\$1,000.00

My sponsorship opportunity of choice is \_\_\_\_\_

Event Sponsorship Total \$ \_\_\_\_\_

## Table & Ticket Purchases

Alternatively, or in addition to the sponsorship above, I would like to purchase

Preferred Table(s) for 10 at \$2,700.00 each, for a total of \$ \_\_\_\_\_

Preferred Table(s) for 8 at \$2,400.00 each, for a total of \$ \_\_\_\_\_

Table(s) for 10 at \$2,200.00 each, for a total of \$ \_\_\_\_\_

Table(s) for 8 at \$1,900.00 each, for a total of \$ \_\_\_\_\_

Individual ticket(s) at \$175.00 each, for a total of \$ \_\_\_\_\_

Table & Ticket Purchase Total \$ \_\_\_\_\_

## Gift In Kind Donations

I would like to donate a(n) \_\_\_\_\_

valued at \$ \_\_\_\_\_

Please arrange pickup for my donation.

I will drop off this item to STARS at 10911 123 St in Grande Prairie, AB

I have included a purchase receipt, or an invoice showing the value of the item with a balance of zero dollars owing. I want to receive an official receipt for my gift in kind donation.

Additional details about my donation

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## Required Information

Business Name \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_  
Postal Code \_\_\_\_\_ Preferred Email \_\_\_\_\_  
Phone (Office) \_\_\_\_\_ Phone (Mobile) \_\_\_\_\_  
Additional Contact Information \_\_\_\_\_

## Payment Information

- Please invoice me for the amount owing.  
 Payment is included in the amount of \$ \_\_\_\_\_  
 I have enclosed a cheque payable to STARS.  
 Please charge my VISA or Mastercard.

Card number \_\_\_\_\_ Expiry \_\_\_\_\_  
Name on card \_\_\_\_\_

Please submit logo files to the Stars foundation with all sponsorship commitments.  
All print recognition is subject to printing deadlines.

Guest lists will be requested at a later date and ticket information will be sent 3 to 4 weeks prior to the event date.

**Please forward completed sponsor agreement forms along with payment to**

**Stars Foundation**  
**Attn: Jamie Querin**  
**10911 123 Street**  
**Grande Prairie, AB**  
**T8V 7Z3**

**Email**  
**jquerin@stars.ca**  
**Phone**  
**(780)830-7000**

*Thank you for your continued support of the Grande Prairie  
Petroleum Association's Hangar Dance in support of Stars*



# REQUEST FOR DECISION

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**SUBJECT:** Town of Whitecourt Regional Support  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** January 14, 2019  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:** MH  
**GM:**

**MANAGER:**  
**PRESENTER:**

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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**RECOMMENDED ACTION:**

**MOTION:** That Council direct Administration to write a letter of support to endorse the request for an opportunity to have a delegation speak at public hearings on Bill C69.

---

**BACKGROUND/PROPOSAL:**

Reeve Gervais received a request from the Town of Whitecourt asking that Greenview support and endorse the town in writing a letter requesting the opportunity to have a delegation speak at their upcoming public hearings on Bill C69. See correspondence below;

*Further to our telephone conversation this morning, I am writing to ask if the MD of Greenview would support and endorse the Town of Whitecourt writing a letter requesting the opportunity to have a delegation speak at their upcoming public hearings on Bill C69. I am willing to complete the background information (from CAPP and the energy sector) to ensure that we support the changes they are lobbying for in the Bill and to also ensure the Senate knows the repercussions to our area if the Bill stays status quo.*

*I will also be reaching out to other municipalities in the region as well, as there is strength in numbers. I believe this letter requesting an appearance needs to be sent in as soon as possible. Formal endorsement from our Council at our next meeting that will take place on Monday, January 14th.*

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council writing a letter to support the Town of Whitecourt is that Greenview will demonstrate their support to the oil and gas industry.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to deny the request from the Town of Whitecourt.

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

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ATTACHMENT(S):

- None



# REQUEST FOR DECISION

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SUBJECT: **Grande Cache Update – January 14<sup>th</sup>, 2019**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2019 CAO: MH MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER: MH  
STRATEGIC PLAN: Level of Service

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RELEVANT LEGISLATION:

**Provincial** (cite) – NA

**Council Bylaw/Policy** (cite) – NA

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RECOMMENDED ACTION:

**MOTION: That Council accept the Grande Cache Update Report – January 14<sup>th</sup>, 2019 for information, as presented.**

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BACKGROUND/PROPOSAL:

As the process for absorbing Grande Cache continues, Council has directed that a report be provided at Regular Council Meetings. The following are items of note for January 14<sup>th</sup>, 2019.

As per prior email correspondence to and discussion with Council, operations in Grande Cache are generally running status quo. We have adopted this strategy in order to ensure that the transition is done smoothly with as little disruption as possible.

I spent January 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> on site in Grande Cache. During this time I was able to meet with most of the staff members and spent two to three hours with each department. This afforded the opportunity for introductions and to directly answer questions posed by staff. There is a combination of fear and excitement within the organization which is to be expected. Greenview Managers are making trips to Grande Cache and will continue to do so.

In addition to the meetings, there are a number of items of note for Council.

**Planning**

The Town currently contracts a third party planner to perform planning services. This is a significant contract that is in place for several years. The contract has a 180 day termination clause which Greenview will be exercising. We are currently in the process of determining what functions the retainer fee may allow for during the contract's duration (a number of projects may be extras and Greenview is not looking to incur additional fees). At this time it is unknown whether or not an earlier termination could be negotiated.

**Library**

Council is generally up to date regarding the library. Once Third Reading has been given, board members can be appointed. This Board will then commence returning the library to public operations while Peace Regional Library Systems continues the transition at their level.

### **Public Communication**

Staff in Grande Cache are developing the public communication model which should be done this week. As part of this, a transition specific area of the Grande Cache website is being created. This will be the main point of information for the public of Grande Cache.

Tara Zeller will be assisting with this process to ensure that communications with the Co-ops and Enterprises is maintained.

### **Services**

Residents of Grande Cache are still accessing services as they did prior to becoming a Hamlet. Bookings, payments, etc. are still handled through the Town Office or other sites such as the Recreation Centre. Tara Zeller is communicating with the Coops and Enterprises that they will still access services through the Eagle's Nest and will be notified if this changes.

### **Environmental Services**

Utility operations (water and sewer) are now being maintained by Greenview. Residents will still pay their bills as they did before, but actual operations are now being overseen by Greenview. There will still be inter-department assistance as existed before (if a line needs to be dug up, Operations will still be doing this).

### **Organizational Chart**

An overall chart is being put together and will be shown to Council for information. A finalized version has not yet been completed as there are still a few positions/functions that are still being decided upon.

### **Bylaw Services**

This is a prominent issue in Grande Cache and Greenview is contacting the County of Grande Prairie around options for providing Bylaw Enforcement. This would be accompanied by a communications program and the presence of County of Grande Prairie (or any other municipal logo other than Greenview) will spark questions. The County will not have the ability to conduct daily trips and hours would be taken from the currently contracted 40 hours per month. Other options will also be explored.

Administration will be bringing forward a Request for Decision recommending that Greenview make application to the Solicitor General for a Peace Officer program. This would allow Greenview to staff the existing Grande Cache position (which is currently vacant).

### **Logos**

A number of Town of Grande Cache logos exist around the former Town. Some of these will be replaced relatively soon and others will be replaced as makes sense depending upon location and cost (unless otherwise directed by Council). It is likely that residents will continue to see the Town logo on various pieces of equipment and in other areas for a while yet. Administration is also cognizant that Greenview is slated to conduct a rebranding project in the near future and that this may impact MD signage.



### **Franchise Agreements**

Franchise agreements are generally found in urban centres. Most of the time, the agreement is with a utility provider (gas, electric, etc.) and for a yearly fee entitles that operator to a monopoly within the urban area. While this is a revenue source for the municipality, the primary benefit is that there not competing private infrastructure providers installing services (under roads, in ditches, etc.). The Town has some existing franchise agreements that Council will have to make decisions upon keeping.

### **Boards and Committees**

Council will have to make several decisions regarding Boards and Committees in Grande Cache. A number will not be needed and others will be a decision of Council. Examples of the latter are the Transportation Committee and Environmental Committees. Council will have to determine if these committees serve a purpose and if not, how some of the functions will be fulfilled.

### **Email/Payroll/Etc.**

Email and payroll accounts were established for all Grande Cache staff and are in operation. Some final details still need to be loaded into the system, but they are functional. Some concerns around benefits cards (the card proving that a person is part of a plan) were raised as these has not been received. We have confirmed with Equitable Life that they are on their way and Tisha has made arrangements to allow Grande Cache staff access to benefits in the interim.

### **Licensing**

Licensing requirements such as those for Dogs, Businesses, etc. are still in place in Grande Cache. Business Licenses have been issued under Greenview. Persons in Grande Cache still access these from the former Town Office as they did before.

### **Eagle's Nest**

While not a critical issue now, Council will have decisions to make regarding the future of the Eagle's Nest Hall. Specifically whether or not it is a facility that Council wishes to keep. This will likely be influenced by other decisions regarding community hall space within the hamlet.

### **Fitness Centre**

This item was a continually raised as an issue in the community. Administration is currently reviewing the Recreation Centre Facility Enhancement Plan provided by the Town. Once reviewed, Administration will provide copies and recommendations to Council.

It is my opinion that moving forward with upgrades (relocation of the fitness centre to a more suitable space) to the fitness centre in the near future would constitute a highly visible win for the community and Greenview.

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#### **BENEFITS OF THE RECOMMENDED ACTION:**

1. Accepting the report for information officially acknowledges Council's receipt of the information.

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#### **DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

ALTERNATIVES CONSIDERED:

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

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

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ATTACHMENT(S):

- None



# Manager's Report

**Function:** Infrastructure & Planning

**Submitted by:** Grant Gyurkovits, General Manager Infrastructure & Planning

**Date:** 1/4/2019

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### **General Manager, Infrastructure & Planning, Grant Gyurkovits**

- Manager, Construction & Engineering position has been filled with a start date of January 7<sup>th</sup>.

### **Assistant General Manager, Infrastructure & Planning, Roger Autio**

#### Facility Maintenance

- One month extension to the janitorial contracts- the 2019 contracts are currently being reviewed.

### **Manager Construction & Maintenance, (Acting-Grant Gyurkovits)**

- Municipal District of Smoky River Bridge Assessment Report on the Old High Prairie road will be presented to the Committee of the Whole on January 21, 2019.

### **Manager Operations, Gord Meaney**

#### East

- Winter maintenance operations.
- Monitoring all roads in every ward.
- Had additional salt brought in due to freezing rain and warm weather.
- Monitoring log haul routes.
- Administration went to Grande Cache to evaluate staff.
- Various sign install and repairs ongoing.
- Developed proposed Org chart with Grande Cache staff coming to Operations.

- East Coordinator has added Grader beats to MuniSight.
- East Coordinator is updating Geomedia with culvert assets.
- Discussing potential additional road maintenance with Ledcor.

#### **West**

- Winter maintenance operations.
- Monitor all roads in every ward including the FTR.
- Cross training staff and training new staff in winter maintenance.
- Various sign installs and repairs ongoing.
- Additional clean up in Victor Lake brushing as trees were left to long.
- Signs washed on FTR.
- Deliver Gravel to Puskwaskau transfer site for Environmental services.
- Install Wanyandie west sign along Hwy 40.
- Goodwin Crushing complete
- Began installing new signage on FTR regarding trailer and Jeep parking.

#### **Shop**

- Grovedale shop has passed CVIP inspection.
- Finished employee Performance Evaluations
- Looking into integration of Grande Cache fleet into Greenview and utilizing identifier codes for area, EG. GC designation for number and letter combination.
- Looking into Worktech software setup for reporting and costing and still report total figures tom Admin for financial auditing.
- Grande Cache CVIP licensing may need changed to Greenview license, contacting transportation for confirmation.
- Compiled light truck list for Enterprise fleet.

#### **Manager Environmental Services, Gary Couch**

- Grande Cache Staff Transition

#### **Manager Planning & Development, Sally Rosson**

- Development Permit D18-327 - Paradox Access Solutions Inc was received on Plan 1024120, Block 1, Lot 1 within SW 5-70-6-W6 - 71 acre, A-2 District, in Grovedale on December 18, 2018. The application circulated to 29 adjacent landowners and referral agencies for development of a single family dwelling, major home occupation for rental sales and transport of mats, road building materials (geotextiles) and construction of large burrow pit to upgrade the storage area. On site equipment will include a skid steer and backhoe. The application will be reviewed at the MPC meeting on January 15, 2019 and requires a variance due to the sale of the operation.

- Reminder of SLASP Review meeting to be held immediately following the MPC meeting on January 15, 2019 whereby direction is required from Council in light of citizens' panel discussions wanting background or studies to determine current water quality and effects from the watershed area, blue-green algae and weed removal, lack of maintenance on septic tanks and capacity of the lake for existing and future lakeside development to determine density.
- As per Greenview's request, ATCO Electric has installed a street light at the intersection (RGE 262 & TWP 713) immediately south of the Ridgevalley School. The street light needs to be activated by ATCO.
- The application is complete and has been submitted by Beairsto on behalf of Greenview for Private Land Sale (PLS) in Grovedale NE 35 & NW 36-68-6-W6. We are awaiting the confirmation letter from AEP.
- Big Lakes Intermunicipal Collaboration Framework (ICF) meeting was held at County of Big Lakes Office in High Prairie on December 4, 2018 to discuss the proposed Intermunicipal Development Plan (IDP) addressing how development will proceed for a portion of Sunset House along the two municipal boundaries. Planning Staff are coordinating work with Big Lakes Staff on the proposed IDP with plans for an Open House to be held at the Sunset House Hall sometime in January/February 2019.
- Subdivision and Development Appeal Board Hearing was held to hear the appeal made by CNRL and Shell Canada for a Development Permit D18-257 Horizon North's work camp. The Development Authority approval was upheld as the Board dismissed the appeal which allows the Horizon North work camp to remain in the Crown Land / Gold Creek area.
- January 28, 2019 Council Agenda:
  - Planning & Development Policies to be presented to include the following:
    - Development Enforcement
    - Subdivision Process Policy and
    - Access to Subdivision and Development.
  - First Reading for Land Use Amendment Applications A18-006 & 007 to rezone the Ridgevalley trail head and parking lot from Agriculture One to Municipal Reserve, and the lot being transferred to Toews from Municipal Reserve to Hamlet Residential District.
- The following information provides a breakdown of the new applications received in the various development categories:

<b>Monthly Summary of Activity in December 2018</b>	
<b>TYPE OF PLANNING &amp; DEVELOPMENT ACTIVITY</b>	<b>NUMBER OF APPLICATIONS</b>
<b>BUSINESS LICENSES:</b>	0
<b>DEVELOPMENT PERMIT APPLICATIONS:</b>	25
<b>LEASE REFERRALS:</b>	4
<b>LAND USE AMENDMENTS (RE-DESIGNATION):</b>	0
<b>SUBDIVISION APPLICATIONS:</b>	0
<b>APPROACH APPLICATIONS:</b>	1 Gravel

Even though there were no new Business Licenses issued for December, work is still proceeding for annual renewals and to obtain landowner consent for updates to the Greenview Website - Business Directory. The Annual Business License certificates will be mailed out within the next week. Also, reminder letters were sent out for the Work Camp renewals. Inquiries were received for various subdivision proposals and will be coming forward to MPC at a future date.

Development permits received for **major projects in December 2018** were:

- D18-330 / Murphy Oil Company Ltd. / Oil & Gas Facility & 400 HP Compressor / \$3,700,000.00 / 8-3—64-24-W5 / Crooked Creek
- D18-335 / Envolve Energy Services Corp. / Oil & Gas Facility Additions / \$7,000,000.00 / 15-7-70-5-W6 / Grovedale
- D18-340 / Peace Country Land Ltd – Seven Generations Energy Ltd. / Water Reservoir / \$1,000,000.00 / NE-4-65-5-W6 / Grovedale
- D18-334 / Peace Country Land Ltd – Seven Generations Energy Ltd. / Water Reservoir / \$3,000,000.00 / NW-22-63-5-W6 / Grovedale
- D18-346 / Peace Country Land Ltd – Seven Generations Energy Ltd. / Water Reservoir / \$2,500,000.00 / SW-16-63-4-W6 / Grovedale
- D18-352 / Peace Country Land Ltd – Seven Generations Energy Ltd. / Water Reservoir / \$16,530,000.00 / 16-6-64-4-W6 / Grovedale
- D18-353 / MD of Greenview / Bulk Water Station & Truck Fill / \$1,500,000.00 / SW-29-70-24-W5, Lot 1, Blk 1, Plan 1025059 / Crooked Creek





# Manager's Report

**Function:** Community Services

**Submitted by:** Stacey Wabick, General Manager

**Date:** 1/7/2019

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### **General Manager Community Services, Stacey Wabick**

#### **Cranberry Rodeo Association – Grant Request**

The Cranberry Rodeo Association had submitted a grant application after the community grant fall deadline and therefore was not included with the grant applications reviewed at the December 17<sup>th</sup> Committee of the Whole Meeting. In reviewing the Cranberry Rodeo Association grant application with the Development Department, it was determined that permits would be required for building and development. In addition, a public building as proposed in their application, would require engineered prints. Administration contacted the Cranberry Rodeo Association representative with the aforementioned information to assess if these factors were considered in their grant application. The Association representative had not considered these cost factors and asked that the grant application be held until the additional costs could be determined and the revised amount submitted for consideration.

#### **Sturgeon Heights Cemetery Agreement**

Administration has forwarded a draft agreement for the operation and maintenance of the Sturgeon Heights Cemetery to the owner, Synod of the Diocese of Athabasca, Anglican Church of Canada. The agreement will be endorsed by the Sturgeon Heights Community Club who will perform the operation and maintenance of the cemetery and by Greenview who will provide the grant funding. The receipt of the signed agreement will permit the release of the grant funds to the Sturgeon Heights Community Club to proceed with their proposed plans.

#### **Senior Bus Service**

The senior bus service has been secured for another year. The Greenview complimentary bus service provides seniors (55+) with bi-monthly return transportation from Valleyview to Grande Prairie. The schedule has been distributed to the Red Willow Lodge, Green View FCSS and to the Greenview reception staff.



## **Agricultural Services Manager, Quentin Bochar**

### **Workshops and Seminars**

Workshops and seminars that are coming up:

- 'Think Like a Wolf,' January 14<sup>th</sup> – 15<sup>th</sup>, 2019 at the Valleyview Gun Range
- 'Predator Calling Workshop,' February 7<sup>th</sup>, 2019 at the Valleyview, Gun Range
- Advertisements have been put out for people to apply for sponsorship to attend Farm Tech and the Albert Beef Industry Conferences.

### **Rental Program**

The rental program has slowed down, the items that have gone out the most are the grain vacuum, the bag roller, and the cattle equipment. The bale wagon unit in Valleyview is out of service until such time that the wheel bearing can be replaced. In addition, the chute and hitch will be repaired as soon as possible.

### **Problem Wildlife Officer**

The Problem Wildlife Officer is working cooperatively with the Alberta Conservation Association (ACA) to remove beavers by trapping them through the ice from East Dollar Lake over the winter to help alleviate some concerns or problems.

### **Valleyview Seed Cleaning Plant**

The Seed Cleaning Plant and property will be listed with a local real estate agent as soon as possible. Administration is compiling all of the required documentation to facilitate the listing of the property.

## **Economic Development Manager, Kevin Keller**

### **Sharing Best Practices**

Administration attended a meeting at the County of Grande Prairie office with most of the County's Council in attendance to share best practices in establishing a Business Support Network (BSN). Greenview has been an active committee member in the Fox Creek BSN since 2016. The County of GP is establishing a new BSN to support businesses in their region and requested Greenview to provide them with a learning session to discuss the experience and insights.

### **Premier's Highway 40 Announcement**

Greenview Councillors Bill Smith, Roxie Rutt, Shawn Acton and Administration attended the Premier's announcement in Grande Prairie on December 14th, 2018. The announcement focused on the development of highway 40, south from the City of Grande Prairie city limits across the Wapiti River and south to Township Road 700 south of Norbord. Councillor Smith provided a response to the Premier's announcement on behalf of Greenview.

### **Safer Highway 40 Coalition**

During the first quarter of 2019, Administration will be meeting with the Executive Director of the Safer Roads for Alberta (formerly known as Highway 40 Coalition) on activities that can be conducted to promote highway safety. Additionally, the coalition's Executive Director made an "awareness" presentation to the Tri-Municipal Industrial Partnership (TMIP) Committee at the November meeting.

### **Tri-Municipal Industrial Partnership (TMIP)**

Administration met with local officials from the Ministry of Transportation regarding the potential increase in traffic flows on Highway 40 due to TMIP area development. The majority of the conversation surrounded information gathering for the soon to be completed Area Structure Plan.

Coordinated a meeting between Chiefs represented by the Western Cree Tribal Nation, the TMIP Chair and Co-Chairs. Discussions included the scope of the TMIP project and how potential win-win scenarios can be developed for all parties.

TMIP Area Structure Plan Technical Working Group (representatives of multiple provincial ministries) met with Administration in late November 2018 (including representation from Alberta Energy Regulator). An additional meeting will be held January 29<sup>th</sup> to address concerns and receive inputs prior to the completion of the area structure plan.

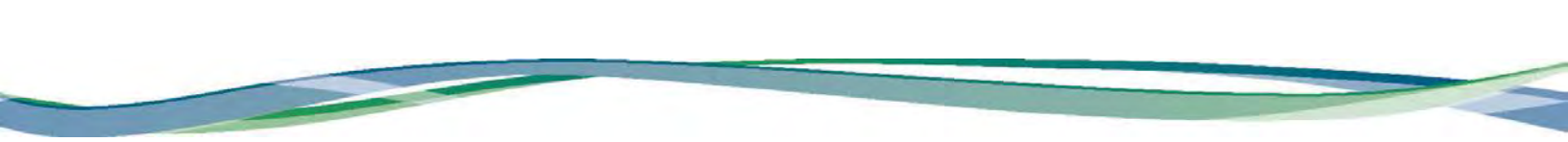
On November 30<sup>th</sup>, senior administration and senior elected officials from all three partner municipalities met to discuss future activities and timelines for the 2019 calendar year to make the TMIP project marketable and of interest to international entities.

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

#### **Overview of FCSS Costs**

On November 26<sup>th</sup>, FCSS Administration provided Council with a report that included an overview of FCSS costs, Town of Valleyview resident participation in FCSS programs and the respective costs associated, and the Town's financial contribution. Council directed administration to inform the Town Administration of the intent to set up a meeting between both Councils to review the agreement and funding terms in the hopes of negotiating a more equitable outcome. The initial meeting between respective administrations took place on December 6<sup>th</sup>, 2018. Administration is organizing a meeting between the two Councils to take place early in the New Year.

### **Courses and Training**



A Mental Health First Aid Seniors course was offered to the community on December 6<sup>th</sup> and 7<sup>th</sup>. This is the first workshop of a series of mental health education that FCSS will deliver at the Community Resource Centre. While this course focussed on seniors and dementia, a second mental health first aider basic course covering all age groups will take place February 28<sup>th</sup> and March 1<sup>st</sup>.

An additional training offered out of the Community Resource Centre took place on December 13<sup>th</sup> focussing on healthy relationships. Content included characteristics that make up an abuser, creating boundaries, consent, and positive aspects of relationships, 10 people attended the training.

### **Walk in Mental Health Services**

We have been informed that the Mental Health therapist from Alberta Health Services will be limiting walk in mental health services offered out of the Community Resource Centre to the last Tuesday morning of every month. This is a reduction in services from two times per month, and is based upon the limited availability of the therapist.

### **Meetings**

An Interagency Meeting is scheduled for January 8<sup>th</sup>. The intent of the monthly meeting is to share programs offered by the myriad of social service agencies in the area. This information sharing and networking opportunity ensures all agencies have a good understanding of the programs and services available to residents in the area.

A HEART Meeting is scheduled January 8<sup>th</sup>. The provincial government has distributed a new round of grant funding under the Family Community Safety Grant and HEART has been successful in the past three years to obtain this grant. The team has submitted a new grant proposal for the 2019 year. The focus of this new grant will be to continue the services of an Odyssey House Outreach worker to visit clients two times per month out of Valleyview, as well as providing the services of a trauma informed counselor one time per month.

The next FCSS Board Meeting is scheduled for January 16<sup>th</sup>, this will include the organizational meeting followed by the regular meeting.

Manager of FCSS will resume duties on the Family and Community Support Services Board of Alberta (FCSSAA), with the next meeting scheduled for January 25<sup>th</sup>.

The FCSSAA has distributed some key messages to advocate for the program that has surpassed its 50<sup>th</sup> year anniversary in the province, these include:

1. FCSS changes lives and communities, however it needs steady funding.

2. FCSS programs are at the center of a volunteer network that keeps Alberta communities resilient.
3. Ask, “Do you support FCSS funding?”
4. Ask your candidate to promise budget dollars for FCSS.

### **Homelessness Estimation**

The Homelessness estimation, in partnership with FCSS and the Alberta Rural Development Network is complete. There were 85 respondents that completed the Rural Homelessness survey and 61% of survey respondents indicated housing was either unstable or they were unsure of their housing stability and 39% reported housing stability. The top three reasons for housing instability was “job loss” 32%, “low income” 21% and “unable to pay rent or mortgage” 11%. A complete report detailing survey analysis is available for anyone requiring further information.

### **Grande Cache Dissolution**

The Family and Community Support Services and Services ministry have been informed of the dissolution of Grande Cache, and steps have been taken to revise the funding agreement and ensure allotted provincial funding to Grande Cache is redistributed to the M.D. of Greenview.

On a final note, Green View FCSS is poised to oversee FCSS operations in Grande Cache at the beginning of the New Year.

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

#### **Policing**

Over the last months, Protective Services has been working closely with our contract enforcement partners at the County of Grande Prairie to accomplish significant results with activity conducted on the Forestry Trunk Road. The Forestry Trunk Road traffic has been slowed down significantly by adding extra enforcement hours to the road. As a result of this enforcement, a number of violations have been issued including a significant transport vehicle over weight fine.

During the Christmas season, County Enforcement in partnership with the RCMP conducted a number of check stops in which over 90 vehicles were stopped in Grovedale and DeBolt. The check stop resulted in one warrant executed and one criminal charge laid.

### **Grande Cache**

Administration is working with the Grande Cache Fire Department to discuss the transition of Grande Cache into Greenview.

## **Recreation Services Manager, Matthew Norburn**

### **Landry Estate's**

Administration has prepared a Memorandum of Understanding for Landry Estate's for the maintenance of a Municipal Reserve within the subdivision. Administration will meet with representatives from the Homeowner's Association to sign and complete the process this week.

### **Alberta Conservation Association (ACA)**

Administration met with the ACA Northwest Region Manager to discuss future partnership opportunities with Greenview and ACA. Currently a RFD is being finalized for presentation to Council.

### **Signage**

Administration has been finalizing the application for highway signs through Alberta Transportation for all Greenview Recreation locations ie. Swan Lake Recreation, Johnston Park Recreation etc.

### **GPRRC**

Administration attended the monthly meeting with the working group of Grande Prairie Regional Recreation Committee (GPRRC). Administration is interested to learn more about the county's plans in regards to developing a park located along Highway 40. This is an area where both municipalities could share outdoor recreation information and processes.

### **Walking Trails**

Administration continues to clear walkways for winter use while evaluating the current equipment utilized to determine if improvements in equipment are needed. Administration ordered user counters for placement in parks to track the amount of pedestrians and vehicles that are using our parks. We can rotate these throughout the various parks within Greenview. Additional garbage bins have been ordered and will be placed on site in the spring.

### **In House**

Administration completed all Performance Reviews in the Recreation Department. Administration is also reviewing all Job Hazard Assessments and making adjustments as needed. The Recreation department is in the planning stage for preparing all upcoming Tenders and Open Houses required for the Tender Bidding Process.

### **Highway 669**

Highway 669 recreation area is still in progress, Administration is actively working with this project and are aiming for construction to be completed in the 2019 calendar year. The First Nations Consultation is still ongoing for the project. A letter of support was obtained from Peavine Metis Settlement in December 2018.



# Manager's Report

**Function:** Corporate Services

**Submitted by:** Rosemary Offrey, General Manager, Corporate Services

**Date:** 12/31/2018

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### General Manager Corporate Services, Rosemary Offrey

During the month of December Administration completed the 2019 Greenview Budget Presentations to Council. Wanda continues to complete the changes to the budget during presentations in the Questica Budgeting Software. We hope to complete the final budget presentations to Council by March 11, 2019.

With the addition of Grande Cache, Administration may need to amend areas of the 2019 proposed budget. If Administration makes any changes to the 2019 budget, those changes must be noted so that Council will be aware of the changes and can provide direction to Administration prior to the 2019 budget approval.

With Greenview assuming the administrative responsibilities for the Town of Grande Cache, I am arranging with the Grande Cache staff that created the Grande Cache 2019 Budget, to do a presentation to Greenview's Council. The outgoing Grande Cache Council approved the Grande Cache 2019 Budget; however, Administration has requested that the 2019 Budget for the Grande Cache area be presented to Greenview's Council for information purposes.

The work on entering Greenview's Tangible Capital Assets in the WorkTech Capital Assets Module continues. We will finalize this project during the 2018 audit process.

Donna and I have nearly completed the mapping of the Grande Cache GLs to the new Greenview – Diamond GLs. These will be completed within the next couple of weeks.

Administration managed to move the ownership of the Town of Grande Cache – Servus Credit Union bank account to the MD of Greenview by December 21, to be effective January 1, 2019.

As noted in the Council's Heads Up for November 9<sup>th</sup>, Administration has arranged to host the 2019 All Staff Day at Evergreen Park on May 7<sup>th</sup>, 2019. Council members, please ensure to mark your calendars for this event.

Administration (Tisha) entered eighty new employees in Greenview's payroll systems. She will process the first payroll that includes the new employees on January 9<sup>th</sup>.

All Town of Grande Cache employees were laid off from the Town as of December 31, 2018. The Grande Cache employees received offer letters from Greenview to formalize the contract between the employees and Greenview.

As per Council's directions, the Grande Cache Office will be open the same hours as the Valleyview Office.

For January 2019, Grande Cache will process the 2018 accounts payables invoices in the financial system that they have used in the past and will be signed off by the signing authorities that we have in place for the Town. During this month, Administration will begin training the Grande Cache Finance employees in the Diamond GP and related modules so that they can start processing the utility invoices etc. in Diamond late January or early February. Administration will provide a heads up to the Grande Cache residents if we are going to be delayed issuing the January utility bills which are due to be released early February.

The Manager of Finance and Administration, and I are planning to be in Grande Cache on January 15 and 16.

Administration will continue to work out the plan to incorporate Grande Cache into Greenview. There are many decisions needed to ensure that we get the transfer of responsibility right.

The Greenview auditors will be on site the week of February 19<sup>th</sup>, 2019. Council members should have received a pre-audit meeting invite for February 20<sup>th</sup>. This meeting is between Council members and the auditors only. Please ensure that you reply to Wanda to advise your availability to attend this meeting.

As noted in the past the Town of Grande Cache 2018 audit will be completed by the audit firm that the Town had contracted. The firm will be responsible to present the Town of Grande Cache Audited Financial Statements to Greenview's Council. This is tentatively scheduled for early April.

### **Finance & Administration Manager, Donna Ducharme**

Donna is preparing for month end along with yearend and audit. Like so many other Greenview staff members, Donna is spending a great amount of time on the preparation of the Grande Cache merge.

### **Human Resources Manager – Recruitment Report**

#### **Position filled:**

1. Manager, Construction & Engineering – I & P,

#### **Open positions:**

1. Development Officer, Planning & Development,
2. GRWMC Scale House Attendant,
3. Information Systems Technician, CAO & Corporate Services

- 
4. Apprentice Heavy Equipment Technician – Grovedale, Operations
  5. Equipment Operator – DeBolt, Operations
  6. Administrative Support - EOI Book, Operations
  7. Heavy Equipment Technician – Valleyview, Operations
  8. Economic Development Coordinator, Economic Development
  9. Administrative Support, Economic Development
  10. Recreation Inventory Assistant - increase to full-time hours, Recreation
  11. Home Support Worker - increase to an equivalent of full-time position, FCSS
  12. ALUS/Water Shed Coordinator, Agricultural Services

**Resignations:**

No resignations to report this period.

**Information Systems, Shane Goalder**

The installation of the Nutanix Disaster Recovery Server System at the DeBolt Public Service Building has been completed. Worked with Human Resources to create email address and access for Grande Cache staff prior to their start on January 1st, 2019.

Setup new users, Manager of Construction and Engineering, Safety Officer – Grande Cache and Labourer – Grande Cache. Attended the bi-monthly Corporate Services Department Meeting, created an RFD for Public Meeting Live Streaming as well as all other IT support tasks required and requested.





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 2 Reeve Dale Gervais		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
12/17/2018	Committee of the Whole	
12/20/2018	Other	Met with Western Cree Tribal Council
12/20/2018	Tri Municipal Industrial Partnership	
12/20/2018	Other	Servus Canada – Grande Cache Signing Authority
01/11/2019	Special Council Meeting	



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
12/17/2018	Committee of the Whole	
1/8/2019	Valleyview & District Recreation Board	



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Deputy Reeve Tom Burton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
December 20 2018	Tri-Municipal Industrial Development Partnership Meeting	Presentation from <ul style="list-style-type: none"> <li>- Geoff Bury, President Northern Petrochemical Corporation</li> <li>- Mr. Chris Deidun – Relationship Director PTAG Project update and future opportunities, topics included future relationships, staffing, local contractors, 2019 Budget and renewed contractual Project Management</li> <li>- PTAG Monthly Reports and Updates, Project Manager’s update on project and recent activities.</li> <li>- Area Structure Plan, First Nation Consultation &amp; Stakeholder Working Group update</li> </ul>
January 8 2019	Fox Creek Greenview Multi-Plex Recreation Committee Meeting	Discussion on the grand opening events
January 9 2019	Reeve, Deputy Reeve & CAO Meeting	Personnel Matters
January 9 2019	DeBolt Library Board Meeting	Monthly meeting
January 10 2019	Special Council Meeting	



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 7 Councillor Roxie Rutt		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
12/10/2018	Other	Regular Council Meeting and Photo Contest Lunch
12/11/2018	Municipal Planning Commission	Minutes posted on MD Website
12/10/2018	Crooked Creek Recreation Club	
12/13/2018	P.A.C.E. Board of Directors	Attended PACE Open House and Christmas Lunch
12/14/2018	Other	Attended News Conference: Premier Notley announced HW 40 upgrades south of Grande Prairie
12/17/2018	Other	C.O.W.
12/20/2018	Other	Attended Staff Christmas Lunch
1/8/2019	Grande Prairie Library Board	<ul style="list-style-type: none"> <li>Budget discussions, negotiated with the City of GP for 1.65M</li> <li>New Library Director is Deb Cryderman</li> <li>In the process of creating OHS Policies</li> <li>Board approved up to \$10,000 for Network upgrades</li> </ul>
1/9/2019	P.A.C.E. Board of Directors	<ul style="list-style-type: none"> <li>* PACE came through the accreditation process with zero non-compliance.</li> <li>* Board Evaluations are completed, went very well</li> <li>* Archer, the newly acquired dog begins work as a companion to traumatized children</li> <li>* The Child Advocacy Director has resigned and the process of hiring a replacement has begun</li> <li>* A 12 day training session for staff will be offered in June. Facilitated by 'Internal Family Systems' out of the United States, this is world wide cutting edge training in trauma processing.               <ul style="list-style-type: none"> <li>All Funding is in place with programs having a 3 or 4 year continuance</li> </ul> </li> </ul>
1/10/2019	Other	Met with a ratepayer at his request to discuss the Narrows becoming a Hamlet
1/11/2019	Other	Special Council Meeting





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 8 Councillor Bill Smith

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
12/17/2018	Committee of the Whole	
12/17/2018	Emergency Management Committee	
12/20/2018	Tri Municipal Industrial Partnership	
1/10/2019	Community Futures Grande Prairie & Region	Strategic Planning
12/14/2018	Other	Premier Notley News Conference
12/11/2018	Municipal Planning Commission	