



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Monday February 25, 2019

9:00 AM

Council Chambers  
Administration Building

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#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Regular Council Meeting minutes held Monday, February 11, 2019 to be adopted.	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	4.1 Bylaw 18-806	11
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 19-806 Re-Designate from Agriculture One District to Country Residential One District	15
		6.2 Bylaw 19-807 2019 Operating Credit – Borrowing	23
		6.3 Bylaw 19-808 Road Ban	30
#7	OLD BUSINESS		
#8	NEW BUSINESS	8.1 Grande Cache Tax & Assessment Notices	37
		8.2 Policy 1029 Records and Information Management	41
		8.3 Birch Hills County ICF Exemption	49
		8.4 Woodlands County IDP Exemption	51
		8.5 2019 Block Funding Invoices	53

	8.6 BF75356 Tender Results	55
	8.7 Foothills Forest Products Letter of Support	60
	8.8 Grande Prairie Ski Patrol Association – Grant Request	64
	8.9 Grande Prairie Royal Canadian Legion No. 54 – Grant Funding Request	80
	8.10 Valleyview Band Parents	110
#9	MEMBERS BUSINESS REPORTS	
	Ward 3 Les Urness	119
	Ward 4 Councillor Shawn Acton	120
	Division 9 Councillor Duane Didow	122
	Division 9 Councillor Tyler Olsen	122
#10	CORRESPONDENCE	
	<ul style="list-style-type: none"> <li>• RMA Correspondence</li> <li>• FCM Correspondence</li> <li>• Grande Prairie Chambers Correspondence</li> <li>• Red Willow Players</li> <li>• Green Acreage Guide Workshop</li> <li>• Notification for Gold Creek Receipt Meter Station</li> <li>• Notification for Wilson Ridge Receipt Meter Station</li> <li>• Tri Municipal Partnership Update</li> <li>• Water North Coalition Water-Wastewater</li> </ul>	
#11	CLOSED SESSION	
	11.1 Disclosure Harmful to Personal Privacy <i>(FOPP; Section 17)</i>	
#12	ADJOURNMENT	

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta, on Monday, February 11, 2019

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

**PRESENT**

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

**ATTENDING**

Interim Chief Administrative Officer	Denise Thompson
General Manager, Corporate Services	Rosemary Offrey
General Manager, Community Services	Stacey Wabick
Acting General Manager, Infrastructure & Planning	Roger Autio
Communications Officer	Diane Carter
Communications Officer	Bill Duncan
Recording Secretary	Lianne Kruger

**ABSENT**

**#2:** MOTION: 19.02.150. Moved by: COUNCILLOR ROXIE RUTT  
**AGENDA** That Council adopt the February 11, 2019 Regular Council Meeting Agenda with additions:

- 8.13 Delegation Discussion
- 8.14 Municipal Library Board Appointment
- 11.1 Privileged Information

CARRIED

**#3.1** MOTION: 19.02.151. Moved by: COUNCILLOR SHAWN ACTON  
**REGULAR COUNCIL** That Council adopt the minutes of the Regular Council Meeting held on Monday  
**MEETING MINUTES** January 28, 2019 as presented.

CARRIED

**#3.2  
BUSINESS ARISING  
FROM MINUTES**

**3.2 BUSINESS ARISING FROM MINUTES:**

Council discussed the timeline in which a delegation from the New West Trade Agreement will be speaking with Council. Administration will arrange to have a delegation at an upcoming meeting.

**#4.0  
PUBLIC HEARING**

**4.0 PUBLIC HEARING**

There were no Public Hearings.

**#5  
DELEGATIONS**

**5.0 DELEGATIONS**

There were no Delegation Presentations.

**#6  
BYLAWS**

**6.0 BYLAWS**

**6.1 BYLAW 19-808 Road Ban**

**BYLAW 19-808  
FIRST READING**

MOTION: 19.02.152. Moved by: COUNCILLOR TOM BURTON  
That Council give first reading to Bylaw 19-808 Road Ban Bylaw.

CARRIED

**BYLAW 19-808  
SECOND READING**

MOTION: 19.02.153. Moved by: COUNCILLOR ROXIE RUTT  
That Council give second reading to Bylaw 19-808 Road Ban Bylaw.

CARRIED

**6.2 BYLAW 19-807 2019 OPERATING CREDIT – BORROWING BYLAW**

**BYLAW 19-807  
FIRST READING**

MOTION: 19.02.154. Moved by: COUNCILLOR BILL SMITH  
That Council give First Reading of Bylaw 19-807 - 2019 Operating Line of Credit Borrowing Bylaw.

CARRIED

**BYLAW 18-804  
SECOND READING**

MOTION: 19.02.155. Moved by: COUNCILLOR BILL SMITH  
That Council give Second Reading of Bylaw 19-807 - 2019 Operating Line of Credit Borrowing Bylaw as amended to one million dollars.

CARRIED

**BYLAW 19-807  
UNANIMOUS  
CONSENT**

MOTION: 19.02.156. Moved by: DEPUTY REEVE WINSTON DELORME  
That Bylaw 19-807 for the 2019 Operating Line of Credit Borrowing Bylaw be given unanimous consent for third and final reading.

DEFEATED

#7  
OLD BUSINESS

## 7.0 OLD BUSINESS

There was no Old Business presented.

#8  
NEW BUSINESS

## 8.0 NEW BUSINESS

### 8.1 REC LEASE FOR THE JASON DELORME MEMORIAL SITE

JASON DELORME  
MEMORIAL

MOTION: 19.02.157. Moved by: DEPUTY REEVE WINSTON DELORME  
That Council direct Administration to proceed with the Recreation (REC) Lease application process to Alberta Environment and Parks (AEP) for the Jason Delorme Memorial site.

CARRIED

### 8.2 OPERATIONS – GRANDE CACHE CAPITAL BUDGET – OPERATIONS - HDET

GRANDE CACHE  
OPERATIONS –  
CAPITAL BUDGET

MOTION: 19.02.158. Moved by: COUNCILLOR ROXIE RUTT  
That Council approve Administration to add the List of Equipment to the Grande Cache Operations – Capital Budget.

CARRIED

HEAVY DUTY  
EQUIPMENT  
APPRENTICE –  
GRANDE CACHE

MOTION: 19.02.159. Moved by: COUNCILLOR DUANE DIDOW  
That Council approve Administration adding a Heavy Duty Equipment Apprentice to the Grande Cache Fleet Services Budget.

CARRIED

Reeve Gervais recessed the meeting at 10:001 a.m.  
Reeve Gervais reconvened the meeting at 10:12 a.m.

### 8.3 LOADRITE WEIGHING SYSTEM & SOFTWARE

LOADRITE  
WEIGHING SYSTEM  
& SOFTWARE

MOTION: 19.02.160. Moved by: COUNCILLOR TOM BURTON  
That Council approve the purchase of Loadrite MMS and scale system and components in the amount of \$30,000.00 with funds to come from the Operating Contingency Reserve.

CARRIED

**8.4 SUBSIDIZED SNOW REMOVAL IN CONJUNCTION WITH THE HOME SUPPORT PROGRAM**

SNOW REMOVAL

MOTION: 19.02.161. Moved by: DEPUTY REEVE WINSTON DELORME  
That Council accept the report on the feasibility of a subsidized snow removal program in conjunction with the Home Support Program for information, as presented.

CARRIED

**8.5 REQUEST TO ADJUST UTILITY ACCOUNT 80100.04**

UTILITY ACCOUNT

MOTION: 19.02.162. Moved by: COUNCILLOR ROXIE RUTT  
That Council authorize Administration to reduce the balance on Utility Account# 80100.04 by \$500.00 due to an Administration oversight.

CARRIED

**8.6 2019 ALL STAFF DAY EVENT BUDGET**

ALL STAFF DAY

MOTION: 19.02.163. Moved by: COUNCILLOR ROXIE RUTT  
That Council allocate \$41,300.00 in the 2019 Operational Budget to cover the cost of the All Staff Day event at Evergreen Park, Grande Prairie.

CARRIED

**8.7 CONDITIONAL GRANT AGREEMENT – TRANSITIONAL RESTRUCTURING FUNDS – GRANDE CACHE**

CONDITIONAL GRANT AGREEMENT

MOTION: 19.02.164. Moved by: COUNCILLOR DALE SMITH  
That Council grant approval to Reeve Dale Gervais and Interim Chief Administrative Officer, Denise Thompson; to sign the 2018/19 Alberta Community Partnership Agreement on behalf of Greenview

CARRIED

**8.8 ANNUAL POND HOCKEY TOURNAMENT**

ANNUAL POND HOCKEY TOURNAMENT

MOTION: 19.02.165. Moved by: DEPUTY REEVE WINSTON DELORME  
That Council approve sponsorship in the amount of \$600.00 to the Grande Cache Community Friends for the Annual Pond Hockey Tournament in Grande Cache, March 9th, 2019, with funds to come from Community Service Miscellaneous Grant.

CARRIED

MOTION: 19.02.166. Moved by: REEVE DALE GERVAIS  
That Council direct Administration to investigate new guidelines for grant applications for Greenview.

CARRIED

### **8.9 RISING ABOVE – 11<sup>TH</sup> ANNUAL “HOPE LIVES”**

RISING ABOVE

MOTION: 19.02.167. Moved by: COUNCILLOR DALE SMITH  
That Council approve a sponsorship of \$3500.00 to the Rising Above 11<sup>th</sup> Annual “Hope Lives”.

CARRIED

### **8.10 CONNECTIVITY NETWORK VALLEYVIEW ADMIN TO GRANDE CACHE SITES**

CONNECTIVITY NETWORK

MOTION: 19.02.168. Moved by: DEPUTY REEVE WINSTON DELORME  
That Council grant approval to Administration to proceed with the installation of network connectivity infrastructure between Valleyview Administration Office and Grande Cache sites as listed on the attached.

CARRIED

Reeve Gervais recessed the meeting at 12:00 p.m.  
Reeve Gervais reconvened the meeting at 1:05 p.m.  
Councillor Dale Smith did not return to the meeting.

### **8.11 GRANDE CACHE UPDATE**

GRANDE CACHE UPDATE

MOTION: 19.02.169. Moved by: COUNCILLOR TOM BURTON  
That Council accept the Grande Cache update for February 11, 2019 information as presented.

CARRIED

### **8.12 MANAGERS REPORT**

CAO/MANAGERS' REPORT

MOTION: 19.02.170. Moved by: COUNCILLOR BILL SMITH  
That Council accept the CAO/Managers' Report for information, as presented.

CARRIED

### **8.13 DELEGATIONS DISCUSSIONS**

DELEGATIONS

MOTION: 19.02.171. Moved by: COUNCILLOR TOM BURTON  
That Council discuss the presentations of delegations at all meetings of Council for information.

CARRIED

MOTION: 19.02.172. Moved by: COUNCILLOR TYLER OLSEN  
That Council direct Administration to schedule all delegations to Committee of the Whole meetings and incorporate this directive into the Procedural Bylaw.

CARRIED

#### **8.14 MUNICIPAL LIBRARY BOARD APPOINTMENT**

MUNICIPAL  
LIBRARY BOARD

MOTION: 19.02.173. Moved by: COUNCILLOR TOM BURTON  
That Council accept the resignation from Renee Fehr and appoint Perry Schofield and Michelle Davis to the MD of Greenview Municipal Library Board.

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

**DEPUTY REEVE WINSTON DELORME** updated Council on his recent activities, which include;  
January 28, 2019 Regular Council Meeting  
ASB Banquet

WARD 2

**REEVE DALE GERVAIS** submitted his update to Council on his recent activities, which include;  
January 28, 2019 Regular Council Meeting  
Tri-Municipal Industrial Partnership Meeting  
Alberta Health Services – Valleyview Clinic and Ambulance Building Meeting  
Pembina Open House  
Terrapin/Seven Generations Meeting

WARD 3

**COUNCILLOR LES URNESS** updated Council on his recent activities, which Include;  
January 28, 2019 Regular Council Meeting

WARD 4

**COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;  
January 28, 2019 Regular Council Meeting  
South Peace Regional Archives Meeting  
District 4 Zone Meeting



**WARD 5**            **COUNCILLOR DALE SMITH** updated Council on his recent activities, which  
Include;  
January 28, 2019 Regular Council Meeting

**WARD 6**            **COUNCILLOR TOM BURTON** submitted his update to Council on his recent  
activities, which include;  
January 28, 2019 Regular Council Meeting  
Tri-Municipal Industrial Partnership Meeting

**WARD 7**            **COUNCILLOR ROXIE RUTT** submitted her update to Council on his recent  
activities, which include;  
January 28, 2019 Regular Council Meeting  
District 4 Zone Meeting

**WARD 8**            **COUNCILLOR BILL SMITH** updated Council on his recent activities, which  
Include;  
January 28, 2019 Regular Council Meeting  
Farm Tech  
ASB Meeting

**DIVISION 9**        **COUNCILLOR DUANE DIDOW** updated Council on his recent activities, which  
Include;  
January 28, 2019 Regular Council Meeting  
Weyerhaeuser Public Advisory Group  
District 4 Zone Meeting

**DIVISION 9**        **COUNCILLOR TYLER OLSEN** updated Council on his recent activities, which  
include;  
January 28, 2019 Regular Council Meeting  
Tri-Municipal Industrial Partnership Meeting  
The River of Death & Discovery Dinosaur Museum Society

**MEMBERS  
BUSINESS**

MOTION: 19.02.174. Moved by: COUNCILLOR ROXIE RUTT  
That Council accept the Members Business for information.

CARRIED

#10  
CORRESPONDENCE

## 10.0 CORRESPONDENCE

MOTION: 19.02.175. Moved by: DEPUTY REEVE WINSTON DELORME  
That Council accept the correspondence for information, as presented.

CARRIED

#11 CLOSED  
MEETING

## 11.0 CLOSED SESSION

MOTION: 19.02.176. Moved by: DEPUTY REEVE WINSTON DELORME  
That the meeting go to Closed Session, at 2:28 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 FOIPP Section 27

MOTION: 19.02.177. Moved by: COUNCILLOR TOM BURTON  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 2:50 p.m.

CARRIED

Reeve Gervais recessed the meeting at 2:50 p.m.  
Reeve Gervais reconvened the meeting at 3:19 p.m.

MOTION: 19.02.178. Moved by: REEVE DALE GERVAIS  
That Council direct Administration draft a Letter of Intent for the purchase of three parcels Lot 7 Block 6 Plan 0525278, Lot 8 Block 6 Plan 0525278, Lot 9 Block 6 Plan 0525278 at a maximum of \$150,000.00 from the 2019 Capital Budget.

CARRIED

## 12.0 ADJOURNMENT

#12  
ADJOURNMENT

MOTION: 19.02.179. Moved by: COUNCILLOR ROXIE RUTT  
That this meeting adjourn at 3:20 p.m.

CARRIED

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INTERIM CHIEF ADMINISTRATIVE OFFICER

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REEVE



## **PROPOSAL**

The application for land use amendment A18-005 has been submitted by Michael Kovacs and Sharon Riendeau to re-designate a 4.06 hectare ± (10.03 acre) area, from Agricultural One (A-1) District to Country Residential One (CR-1) District area within NE-2-69-6-W6, in the Grovedale area, Ward 8. The proposed rezoning would allow for the subsequent subdivision of the vacant, mostly treed lot for future residential purposes.

## **BACKGROUND AND DISCUSSION**

There is no farmland assessment rating on this quarter as it is treed and no farming has occurred on any area of the lands. Access will be in place to the proposal as well as the balance of the quarter through the upgrade of Range Road 61 by Greenview. This would be the fourth subdivision on this quarter and an Area Structure Plan would be necessary before any further subdivision could occur in accordance with Greenview's Municipal Servicing Standards.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Country Residential One (CR-1) District. The application meets the requirements of the Municipal Government Act and the Municipal Development Plan. Administration does not anticipate any negative development or land use impacts from the proposal and the proposed amendment will be compatible with existing surrounding residential developments. Administration is recommending that Council give Second and Third Reading to Bylaw 18-806.

## **STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT**

On November 29 2018, a copy of the application was circulated to Greenview's internal departments. No concerns were received.

















On November 2, 2018, a copy of the application was circulated to the following referral agencies: Tri-Xcel Contracting Ltd., Alberta Culture and Tourism, Alberta Energy Regulator, Alberta Environment and Parks – Water Approvals, Alberta Environment and Parks – Jack McNaughton, Alberta Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, ATCO Electric, ATCO Gas, ATCO Pipeline, CNRL, Peace Wapiti School Division and Progress Energy. No concerns were received.

On February 4, 2019, a copy of the application was circulated to adjacent landowners within 804 metres of the property. No concerns were received.

SCHEDULE 'A'

# Proposed Land Use Amendment NE-02-69-06-W6



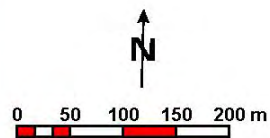
-  Proposed Amendment
-  Agricultural One (A-1)
-  Agricultural Two (A-2)
-  Crown Land (CL)
-  Country Residential One (CR-1)
-  Country Residential Two (CR-2)
-  Country Residential Three (CR-3)
-  Direct Control (DC)
-  Hamlet Commercial (HC)
-  Hamlet Industrial (HI)
-  Hamlet Residential (HR)
-  Institutional (INS)
-  Industrial Light (M-1)
-  Industrial General (M-2)
-  Manufactured Home Park (MHP)
-  Rural Commercial (RC)
-  Recreational (REC)
-  Rural Settlement (RS)



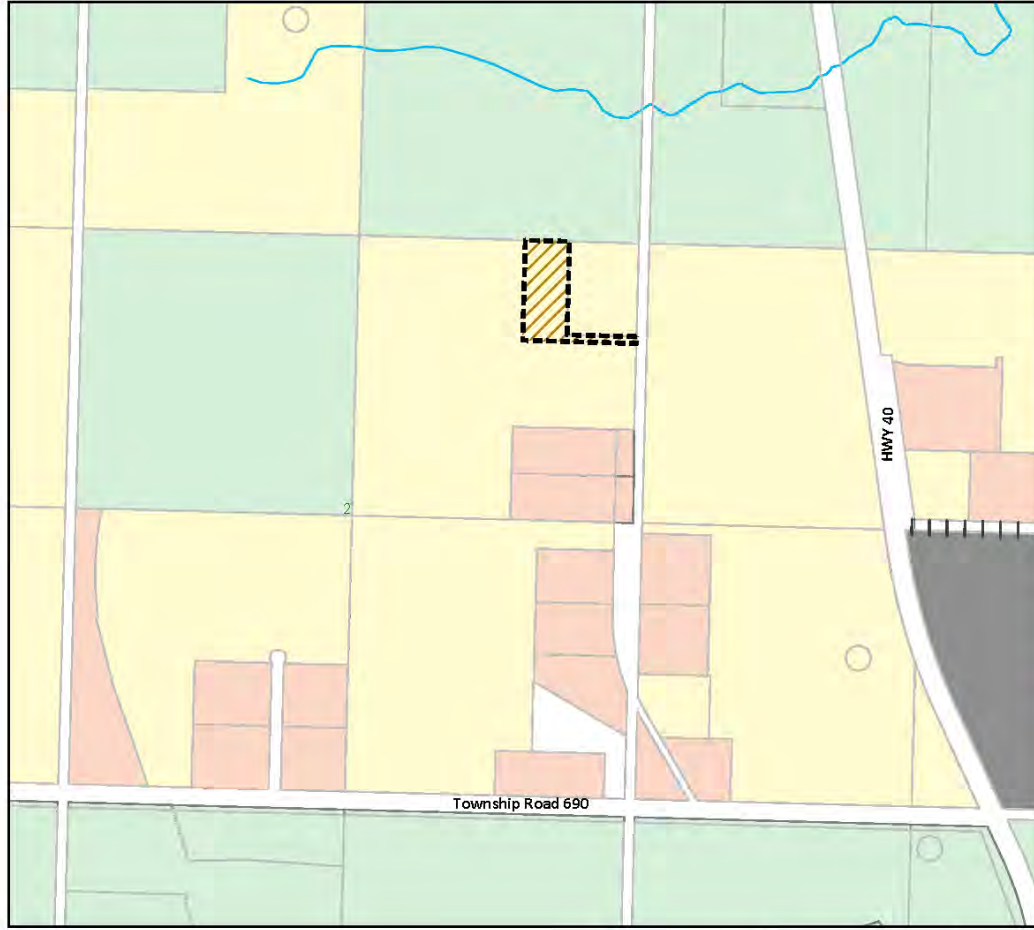
# Proposed Land Use Amendment NE-02-69-06-W6





















 Proposed Amendment



# Proposed Land Use Amendment NE-02-69-06-W6



-  Proposed Amendment
-  Agricultural One (A-1)
-  Agricultural Two (A-2)
-  Crown Land (CL)
-  Country Residential One (CR-1)
-  Country Residential Two (CR-2)
-  Country Residential Three (CR-3)
-  Direct Control (DC)
-  Hamlet Commercial (HC)
-  Hamlet Industrial (HI)
-  Hamlet Residential (HR)
-  Institutional (INS)
-  Industrial Light (M-1)
-  Industrial General (M-2)
-  Manufactured Home Park (MHP)
-  Rural Commercial (RC)
-  Recreational (REC)
-  Rural Settlement (RS)





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**SUBJECT: Bylaw No. 18-806 Re-designate from Agricultural One (A-1) District to Country Residential One (CR-) District**  
REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** February 25, 2019 ACAO RO MANAGER: SAR  
**DEPARTMENT:** PLANNING & DEVELOPMENT GM: RA PRESENTER: LD  
**STRATEGIC PLAN:** Development

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**RELEVANT LEGISLATION:**

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

**Council Bylaw/Policy (cite)** – Municipal Development Plan 15-742 and Land Use Bylaw 17-772.

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**RECOMMENDED ACTION:**

**MOTION: That Council give Second Reading to Bylaw No. 18-806, to re-designate a 4.06-hectare ± (10.03 acre) area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-2-69-6-W6.**

**MOTION: That Council give Third Reading to Bylaw No. 18-806, to re-designate a 4.06-hectare ± (10.03 acre) area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-2-69-6-W6.**

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**BACKGROUND/PROPOSAL:**

The application for land use amendment A18-005 has been submitted by Michael Kovacs and Sharon Riendeau to re-designate a 4.06 hectare ± (10.03 acre) area, from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-2-69-6-W6, in the Grovedale area, Ward 8. The proposed rezoning would allow for the subsequent subdivision of the vacant, mostly treed lot for future residential purposes.

There is no farmland assessment rating on this quarter as it is treed and no farming has occurred on any area of the lands. Access will be in place to the proposal as well as the balance of the quarter through the upgrade of Range Road 61 by Greenview. This would be the fourth subdivision on this quarter and an Area Structure Plan would be necessary before any further subdivision could occur in accordance with Greenview's Municipal Servicing Standards.

ATCO Electric, Alberta Energy Regulator, Greenview Environmental Services and Construction and Maintenance responded and have no concerns with the application.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Country Residential One (CR-1) District. The application meets the requirements of the Municipal Government Act and the Municipal Development Plan. Administration does not anticipate any negative development or land use impacts from the proposal. The proposed amendment will be compatible

with existing surrounding residential developments. Administration is recommending that Council give Second and Third Reading to Bylaw 18-806.

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**BENEFITS OF THE RECOMMENDED ACTION:**

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

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage of Council accepting the recommended motion is that rural residential is an unsustainable method of housing when Council considers costs of servicing, servicing levels, as well as service delivery.
- 

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to table Bylaw 18-806 for further discussion or information.

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

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

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

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

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**INCREASING LEVEL OF PUBLIC IMPACT**

Consult

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

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

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FOLLOW UP ACTIONS:

Administration will notify the landowner of the decision of Council and update the Land Use Bylaw.

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














ATTACHMENT(S):

- Schedule 'A' – Proposed Land Use Amendment
- Schedule 'B' – Bylaw No. 18-806

SCHEDULE 'A'

Proposed Land Use Amendment NE-02-69-06-W6




-  Proposed Amendment
-  Agricultural One (A-1)
-  Agricultural Two (A-2)
-  Crown Land (CL)
-  Country Residential One (CR-1)
-  Country Residential Two (CR-2)
-  Country Residential Three (CR-3)
-  Direct Control (DC)
-  Hamlet Commercial (HC)
-  Hamlet Industrial (HI)
-  Hamlet Residential (HR)
-  Institutional (INS)
-  Industrial Light (M-1)
-  Industrial General (M-2)
-  Manufactured Home Park (MHP)
-  Rural Commercial (RC)
-  Recreational (REC)
-  Rural Settlement (RS)



# Proposed Land Use Amendment NE-02-69-06-W6

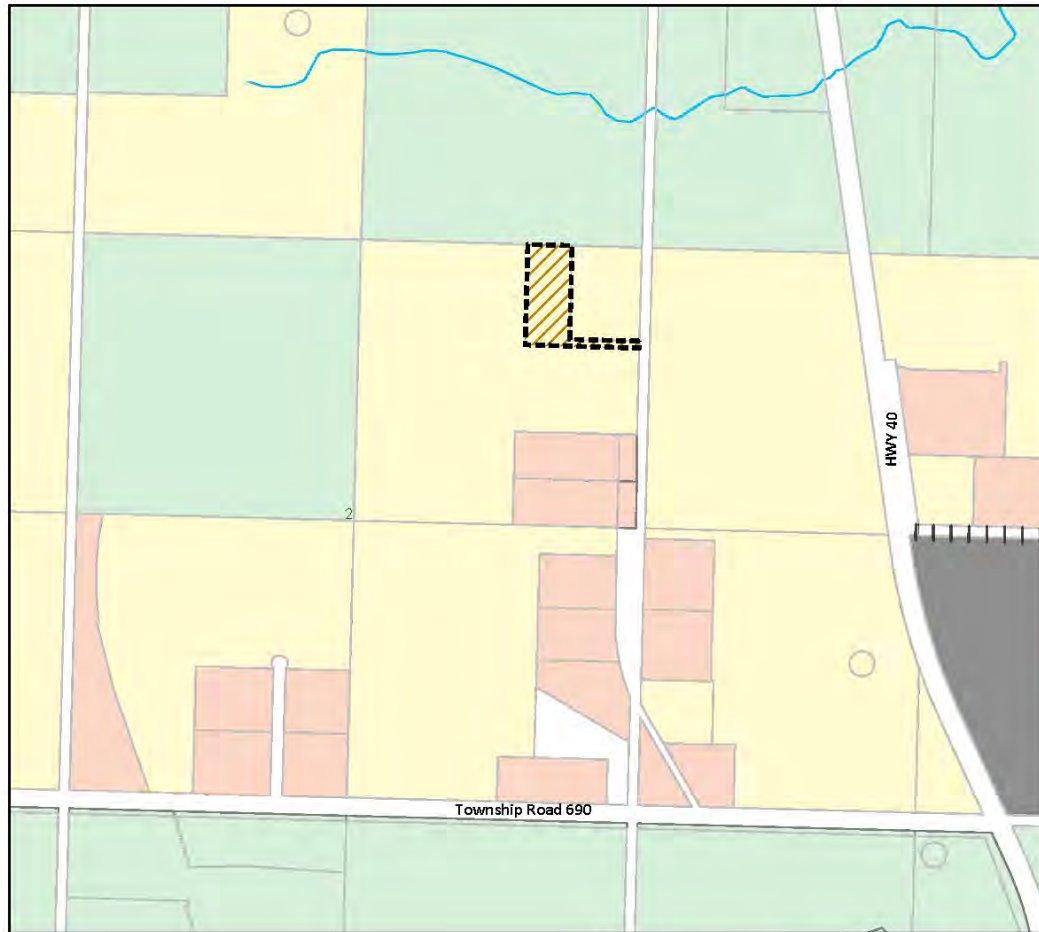








 Proposed Amendment



0 50 100 150 200 m

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



-  Proposed Amendment
-  Agricultural One (A-1)
-  Agricultural Two (A-2)
-  Crown Land (CL)
-  Country Residential One (CR-1)
-  Country Residential Two (CR-2)
-  Country Residential Three (CR-3)
-  Direct Control (DC)
-  Hamlet Commercial (HC)
-  Hamlet Industrial (HI)
-  Hamlet Residential (HR)
-  Institutional (INS)
-  Industrial Light (M-1)
-  Industrial General (M-2)
-  Manufactured Home Park (MHP)
-  Rural Commercial (RC)
-  Recreational (REC)
-  Rural Settlement (RS)



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

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

1. That Map No.18 in the Land Use Bylaw, being Bylaw No. 17-779, be amended to reclassify the following area:

All that Portion of the  
Northeast (NE) Quarter of Section Two (2)  
Within Township Sixty-Nine (69)  
Range Six (6) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

Read a first time this 28th day of January, A.D., 2019.

Read a second time this \_\_\_ day of February, A.D., 2019.

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

---

**REEVE**

---

**CHIEF ADMINISTRATIVE OFFICER**

# SCHEDULE "A"

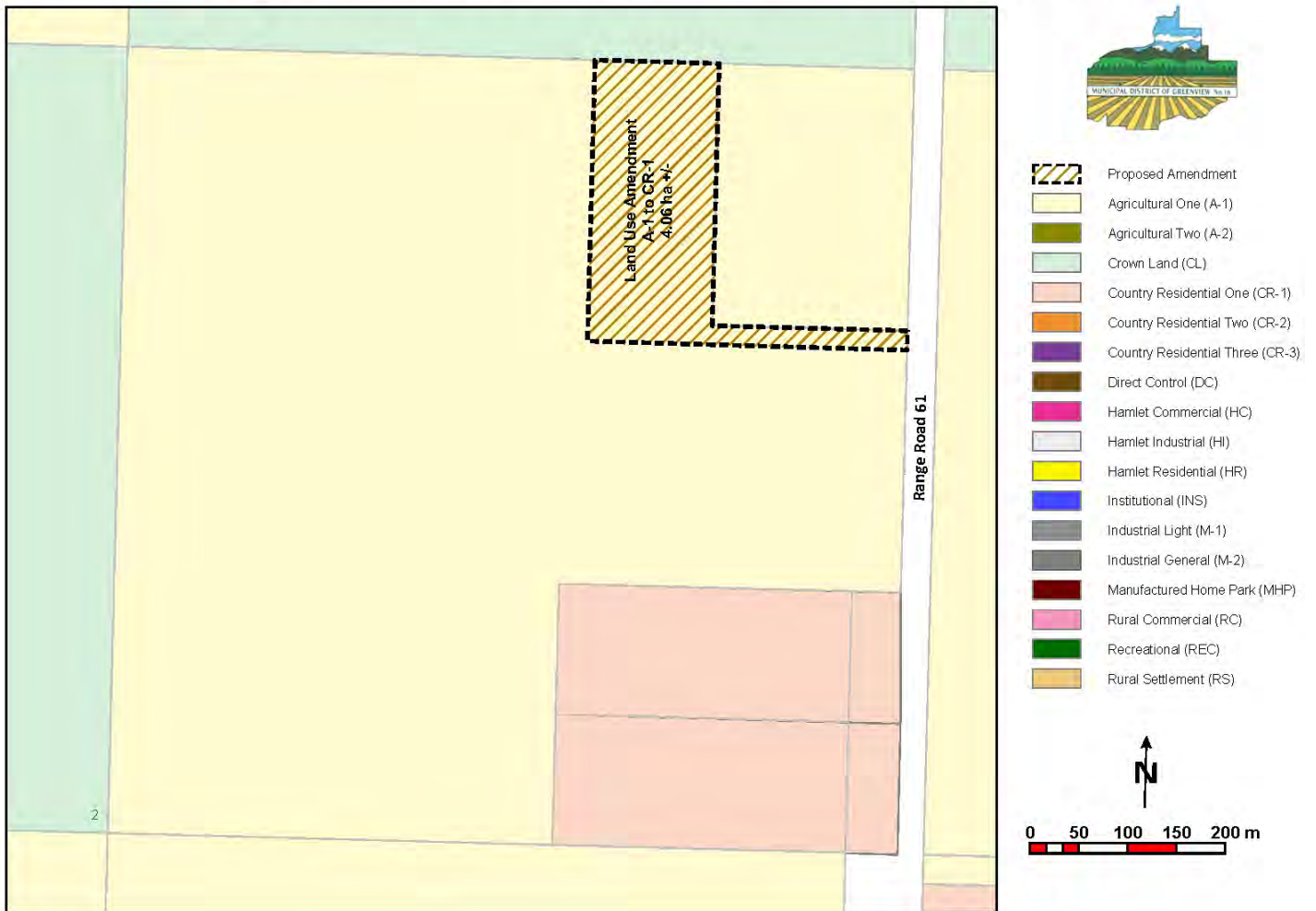
To Bylaw No. 18-806

## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the  
Northeast (NE) Quarter of Section Two (2)  
Within Township Sixty-Nine (69)  
Range Six (6) West of the Sixth Meridian (W6M)

Is reclassified from Agricultural One (A-1) District to Country Residential One (CR-1) District as identified below:

### Proposed Land Use Amendment NE-02-69-06-W6





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DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There is no perceived disadvantages.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to refuse to give third reading to Bylaw 18-788. This is not recommended by Administration, due to the fact that this decision would indeed cancel Greenview's ability to use the corporate credit cards.

---

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:

Following Council's approval of the Bylaw, Administration will arrange with ATB to present the loan documents to the Interim CAO and Reeve for signing on behalf of Greenview.

---

ATTACHMENT(S):

- Copy of Bylaw 18-788 (Repeal)
- Copy of Proposed Bylaw 19-807 (Proposed)
- Copy of MGA Section 251 (1) and Section 256 (1)





**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta,**

**Whereas**, the Council of the Municipal District of Greenview No. 16 (hereinafter called the “Corporation”) in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of current expenditures of the Corporation for its financial year commencing January 2019.

**Therefore**, pursuant to the provision of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (hereinafter called “ATB”) up to the principal sum of ONE MILLION DOLLARS (\$1,000,000.00), repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each every month.
2. The Corporation allocate \$500,000.00 of the \$1,000,000.00 Line of Credit, to the Corporation’s MasterCard Account Limit, inclusive of all Corporation issued MasterCards.
3. The Chief Elected Official and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a. to apply to ATB for the aforementioned loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to the ATB;
  - b. as security for any money borrowed from ATB
    - i. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. to give or furnish ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish ATB the security or securities required by it.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are taxes, reserves, grants, etc.

5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.

6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

7. Bylaw No. 18-788 is hereby repealed.

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

Read a first time this 11<sup>th</sup> day of February, A.D., 2019.

Read a second time this 11<sup>th</sup> day of February, A.D., 2019.

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

---

REEVE

---

INTERIM CHIEF ADMINISTRATIVE OFFICER



**BYLAW NO. 18-788**  
**of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta,**

**Whereas**, the Council of the Municipal District of Greenview No. 16 (hereinafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of current expenditures of the Corporation for its financial year commencing January 2018.

**Therefore**, pursuant to the provision of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

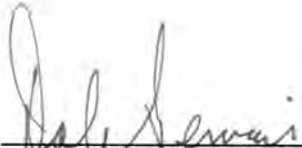
1. The Corporation borrow from Alberta Treasury Branches (hereinafter called "ATB") up to the principal sum of FIVE MILLION DOLLARS (\$5,000,000.00), repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each every month.
2. The Chief Elected Official and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a. to apply to ATB for the aforementioned loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to the ATB;
  - b. as security for any money borrowed from ATB
    - i. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. to give or furnish ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are taxes, reserves, grants, etc.

4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. Bylaw No. 16-764 is hereby repealed.
7. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 8<sup>th</sup> day of January, A.D., 2018.

Read a second time this 8<sup>th</sup> day of January, A.D., 2018.

Read a third time and passed this 22<sup>nd</sup> day of January, A.D., 2018.

  
\_\_\_\_\_  
REEVE

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

## **Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26**

**Section 251 (1)** A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

**(2)** A borrowing bylaw must set out

- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

**Section 256 (1)** This section applies to a borrowing made for the purpose of financing operating expenditures.

**(2)** The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

**(3)** A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.



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SUBJECT: **Bylaw 19-808 Road Ban**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: February 25, 2019  
DEPARTMENT: OPERATIONS  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO: RO  
GM: RA  
MANAGER:  
PRESENTER: GM

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RELEVANT LEGISLATION:

**Provincial (cite)** – WHEREAS the Council of the Municipal District of Greenview No. 16 (Greenview) in the Province of Alberta has the authority, pursuant to the provisions of S.18.1 of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to provide direction concerning the control and management of all roads within the municipality;

**WHEREAS** the Council of Greenview has the authority, pursuant to the provisions of S.152.1 of the Alberta Traffic Safety Act, to enact Bylaws for the physical preservation of a highway under its direction, control and management, including any bridge that forms part of that highway by restricting the weight of a commercial vehicle or a commercial vehicle and any goods being carried by the vehicle, to weight that is less than the weight that may be borne;

**WHEREAS** the Council of Greenview has the authority, pursuant to the provisions of S.152.3 of the Alberta Traffic Safety Act, to delegate by Bylaw to an employee of the municipality or to a committee established by the Council the power to impose road bans;

**Council Bylaw / Policy (cite)** – 94-100: Road Ban Bylaw

---

RECOMMENDED ACTION:

**MOTION: That Council give third reading to Bylaw 19-808 Road Ban Bylaw.**

---

BACKGROUND/PROPOSAL:

Administration recently discovered that Bylaw 16-774 Road Ban Bylaw had received first and second reading in 2016, but did not receive third reading. As per the MGA Section 188; *the previous readings of a proposed bylaw are rescinded if the proposed bylaw (a) does not receive third reading within 2 years after the first reading*

Therefore administration is bringing forth the Road Ban Bylaw for Council's consideration.

The proposed Bylaw 19-808 maintains the overall intent of Bylaw 94-100 (to allow for weight restrictions on municipal roads) as well as Council's direction to require the signature of a Council member to enact a ban. Updates to the Bylaw include:

- The inclusion of specific definitions;
- Updated organizational titles; and,

- The Committee established by Bylaw 94-100 is removed.

Administration does not believe that the termination of the committee represents an issue as it has not been used in practice for some time and was largely defunct. The proposed Bylaw represents a process that is already utilized in practice.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of adopting the updated Road Ban Bylaw is that Council recognizes the current organizational structure and regulatory agencies.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to alter or deny the recommended motion, however Administration does not recommend this because it could delay the road ban process resulting in extensive damage to Greenview roads.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

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ATTACHMENT(S):

- Bylaw 19-808
- Bylaw 94-100





**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to regulate and manage the implementation of Road Bans by the Municipal District of Greenview No. 16.**

**WHEREAS** the Council of the Municipal District of Greenview No. 16 (Greenview) in the Province of Alberta has the authority, pursuant to the provisions of S.18.1 of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to provide direction concerning the control and management of all roads within the municipality;

**WHEREAS** the Council of Greenview has the authority, pursuant to the provisions of S.152.1 of the Alberta Traffic Safety Act, to enact Bylaws for the physical preservation of a highway under its direction, control and management, including any bridge that forms part of that highway by restricting the weight of a commercial vehicle or a commercial vehicle and any goods being carried by the vehicle, to weight that is less than the weight that may be borne;

**WHEREAS** the Council of Greenview has the authority, pursuant to the provisions of S.152.3 of the Alberta Traffic Safety Act, to delegate by Bylaw to an employee of the municipality or to a committee established by the Council the power to impose road bans;

**THEREFORE**, it is hereby enacted by the Council of Greenview, a Bylaw that:

**1.0.** Shall be referred to as the *Road Ban Bylaw*.

**2.0. DEFINITIONS**

In this Bylaw:

- 2.1.1 COMMERCIAL VEHICLE, as defined in the Traffic Safety Act, means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle.
- 2.1.2 HIGHWAY, as defined in the Traffic Safety Act, means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes
  - (i) a sidewalk, including a boulevard adjacent to the sidewalk,
  - (ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
  - (iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be, but does not include a place declared by regulation not to be a highway.
- 2.1.3 ROAD BAN, as defined in the Traffic Safety Act, means the maximum allowable weight that may be borne on a Highway by a Commercial Vehicle pursuant to a regulation made under Sections 151 and 152 of the Traffic Safety Act.

**3.0. GENERAL**

3.1.1. Greenview and its agents, shall not be liable for loss or damage caused by anything done or omitted to be done in good faith in the performance or intended performance of their functions, duties or powers under this Bylaw.

**4.0. LEGISLATION**

4.1.1 It is understood that the most recent versions of all respective Federal, Provincial and Municipal statutes apply under this Bylaw.

**5.0. AUTHORITY & ENFORCEMENT**

5.1.1 Each section of this Bylaw shall be read and construed as being separate and severable from each other section. Furthermore, should any section of this Bylaw be found to have been improperly enacted, that section or part shall be regarded as being severable from this Bylaw and the remaining Bylaw shall be effective and enforceable.

5.1.2 One Member of Council and Greenview’s Chief Administrative Officer or designate, shall enact or cancel Road Bans and limit or increase the allowable weights of Commercial Vehicles when and where necessary so as to prevent damages to any Highway within its jurisdiction.

5.1.3 Upon enacting or cancelling a Road Ban, signage shall be placed on or removed from the respective Highway(s), identifying the allowable weight of Commercial Vehicles.

5.1.4 Violators shall be prosecuted in accordance with Traffic Safety Act, the Provincial Offences Procedure Act: Procedures Regulation, and the Commercial Vehicle Dimension and Weight Regulation.

Read a first time this 11<sup>th</sup> day of February, A.D., 2019.

Read a second time this 11<sup>th</sup> day of February, A.D., 2019.

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

This Bylaw shall come into force and effect \_\_\_\_\_.

\_\_\_\_\_  
**REEVE**

\_\_\_\_\_  
**INTERIM CHIEF ADMINISTRATIVE OFFICER**

**BY-LAW NO. 94-100**

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

A By-law of the Municipal District of Greenview No. 16, Province of Alberta, for the purpose of authorizing the implementation of road bans on highways within the Municipal District.

**WHEREAS**, the Minister of Transportation has, pursuant to Subsection 14(1) of the Motor Transport Act, being Chapter M-20 of the Revised Statutes of Alberta, 1980, as amended, authorized the Municipal Council of the Municipal District of Greenview No. 16 ("the Municipal District"), to exercise the powers specified in Section 14 of the said Motor Transport Act, including the implementation of road bans; and

**WHEREAS**, the Municipal District, in accordance with subsection 14(3) of the said Motor Transport Act, deems it advisable to establish a committee and to delegate to that committee the authority to exercise the powers specified in Section 14 of the said Motor Transport Act;

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

1. Words used in this by-law have the same meaning as words used or defined in the said Motor Transport Act.
2. There is hereby established a committee consisting of the following persons:
  - a) the Reeve of the Municipal District,
  - b) the Municipal Manager, and
  - c) the Municipal Superintendent of Public Works.
3. The Committee established herein has the full power and authority to:
  - a) prohibit the use of a secondary road, rural road or street by a traction engine or public vehicle, or by a class or classes thereof, for a period or periods that the Committee determines,
  - b) limit or restrict the speed of a traction engine or public vehicle, or of a class or classes thereof, using a secondary road, rural road or street, for a period or periods that the Committee determines, and
  - c) increase, limit or restrict the maximum gross weight that may be borne by a tire, an axle or an axle group, or any of them, or the maximum gross weight that may be borne by a vehicle or combination of vehicles on a secondary road, rural road or street for a period or periods that the Committee determines.
4. The Committee shall cause signs to be erected along the secondary road or rural road, as the Committee considers necessary to notify persons using the road of the prohibition, limitation, increase or restriction imposed.

... continued

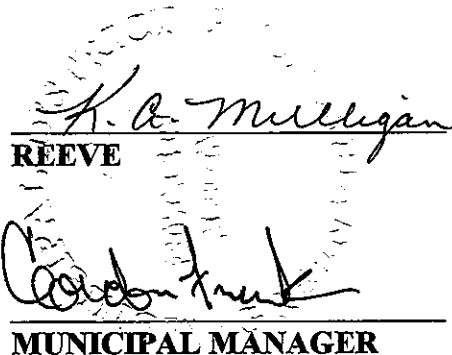
BY-LAW NO. 94-100 OF THE MUNICIPAL DISTRICT OF GREENVIEW continued ...

- 5. Administration shall notify the respective Councillor(s) of the Committee's decision(s) as soon as possible.
- 6. This by-law shall take effect as and from the date of the third and final reading.

Read a first time this 27<sup>th</sup> day of April, A.D., 1994.

Read a second time this 27<sup>th</sup> day of April, A.D., 1994.

Read a third time and finally passed this 25<sup>th</sup> day of May, A.D., 1994.

  
K. A. Mulligan  
REEVE  
[Signature]  
MUNICIPAL MANAGER



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SUBJECT: **Grande Cache Tax & Assessment Notices**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 25, 2019 ACAO RO MANAGER: DD  
DEPARTMENT: CORPORATE SERVICES GM: RO PRESENTER: DD  
STRATEGIC PLAN: Level of Service

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RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act of Alberta, Sections 333(1)(2)(3)(4) & 335(1)

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council direct Administration to mail the 2019 Assessment and Tax notices for the Hamlet of Grande Cache as one combined notice, thus maintaining uniformity throughout Greenview.**

**MOTION: That Council direct Administration to change the Property Tax due dates for the Hamlet of Grande Cache for Non-Residential Taxes to June 30<sup>th</sup> of each year and Residential Taxes to November 15<sup>th</sup> of each year to maintain uniformity amongst Greenview ratepayers.**

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BACKGROUND/PROPOSAL:

In 2008, the Municipal District of Greenview No. 16 (Greenview) instituted a dual tax deadline for the property taxes. All Non-Residential Property Taxes are due on June 30<sup>th</sup> and all Farmland and Residential Property Taxes are due on November 15<sup>th</sup>, with the notice being a combined Assessment and Tax notice.

The former Town of Grande Cache's procedure was to issue an Assessment Notice and then a Tax notice separately a couple months later, with only one tax deadline for both Non-Residential Property Tax and Residential Property Tax of June 30<sup>th</sup>.

Due to the dissolution of the Town of Grande Cache and the integration of the former town into Greenview on January 1, 2019, Administration is recommending that Council change the tax processes to one combined assessment and tax notice with the due dates of June 30<sup>th</sup> for Non-Residential Property Tax and November 15<sup>th</sup> for Farmland and Residential Property Tax.

Administration is endeavouring to integrate the former town's processes with Greenview processes to match Greenview's processes and to create efficiencies.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit to the recommended action is that all assessment and property taxes notices and due dates will be consistent within Greenview creating equality for all ratepayers.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There is no perceived disadvantages as a result of following the recommended action.
- 

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may choose to leave the Tax and Assessment notices for the Hamlet of Grande Cache separate and the due date for all taxes at June 30<sup>th</sup> as in the past. This is not recommended by Administration due to the inefficiencies that will create for Administration when preparing the notices.

**Alternative #2:** Council may choose to leave the Tax and Assessment notices for the Hamlet of Grande separate, and change the tax due dates to June 30<sup>th</sup> for all Non-Residential Property Taxes and November 15<sup>th</sup> for all Farmland and Residential Property Taxes, which will align with Greenview's tax due dates. This is not recommended by Administration due to the inefficiencies that will create for Administration when preparing the notices.

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**FINANCIAL IMPLICATION:**

The financial implication to the Municipality would be timing, but no loss for the year.

---

**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 makes a decision, Administrations follow up actions will be to implement any changes or procedures required.

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ATTACHMENT(S):

- MGA Sections 333 and 335

## **Tax notices**

**333(1)** Each municipality must annually

(a) prepare tax notices for all taxable property and businesses shown on the tax roll of the municipality, and

(b) send the tax notices to the taxpayers.

**(2)** A tax notice may include a number of taxable properties and taxable businesses if the same person is the taxpayer for all of them.

**(3)** A tax notice may consist of one notice for all taxes imposed under this Part, a separate notice for each tax or several notices showing one or more taxes.

**(4)** The assessment notice and the tax notice relating to the same property may be sent together or may be combined on one notice.

## **Sending tax notices**

**335(1)** The tax notices must be sent before the end of the year in which the taxes are imposed.

MUNICIPAL GOVERNMENT ACT  
RSA 2000  
Section 333 & 335 Chapter M-26





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**SUBJECT: Policy 1029 Records and Information Management**  
**SUBMISSION TO: REGULAR COUNCIL MEETING**                      **REVIEWED AND APPROVED FOR SUBMISSION**  
**MEETING DATE: February 25, 2019**                      **ACAO RO**                      **MANAGER: DD**  
**DEPARTMENT: CORPORATE SERVICES**                      **GM: RO**                      **PRESENTER: KC**  
**STRATEGIC PLAN: Level of Service**

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**RELEVANT LEGISLATION:**

- Municipal Government Act;
- Municipal Government Act Regulations;
- Local Authorities Election Act;
- CAN/CGSB-72.34-2017 Electronic Records as Documentary Evidence; and,
- ISO 15489-1:2016 Information and documentation - Records management - Part 1: General.

**Council Bylaw/Policy (cite) – Bylaw 10-631 Records Management Program**

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**RECOMMENDED ACTION:**

**MOTION: That Council approve new Policy 1029 “Records and Information Management” as presented.**

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**BACKGROUND/PROPOSAL:**

On February 12, 2019; this policy was reviewed by the Policy Review Committee and recommended to Council for approval. The policy will set direction for managing Greenview’s corporate information in a consistent manner throughout the organization.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefits of Council accepting the recommended motion will ensure that Greenview’s record keeping will;
  - Meet ARMA International’s Generally Accepted Recordkeeping Principles of Accountability, Transparency, Integrity, Protection, Compliance, Availability, Retention and Disposition. This generally accepted global standard is meant to provide organizations with a standard of conduct for governing information and guidelines by which to judge that conduct.
  - Provide a consistent approach to the creation, indexing, storage, retrieval, revision, archiving and disposal of records. The use of the functions and activities model, and the corporate retention schedule will allow this. This will enable this level of consistency to be achieved ultimately providing greater efficiency and better information access.
  - Establish that every employee has a duty of care to responsibly and adequately manage the records they create or use.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:**

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

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Once Council makes a decision Administration will update the Policy Binder.

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ATTACHMENT(S):

- Policy 1029 Records and Information Management
- Bylaw 10-631 Records Management Program

**Records and Information Management**

**Policy No: 1029**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: NA**

**Review Date:**



**Purpose:** The purpose of the Records and Information Management (RIM) Policy is to set the direction for managing information regardless of the format of Greenview's records; paper, digital and digital information systems.

Digital records are the official records of Greenview.

Greenview has adopted an approach to manage its records and information management program to ensure that records are created according to the business needs and business processes; adequately document the business activities in which they take part; are accurate and complete records of their activities; document policy formation and managerial decision making; provide transparency of record processes.

**DEFINITIONS**

**Audit** means the systematic review of recorded information activities for compliance with policies, procedures, and controls are established and complied with to meet all financial, operational, legal, and regulatory obligations.

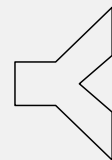
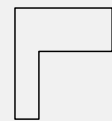
**Control** means having the power or authority to manage, restrict, regulate, or administer the use or disclosure of a record. As per FOIP Act.

**Business Records** See Records

**Destruction (Records)** means the process of expunging records beyond any possibility of reconstruction and viewing.

**Digital Information System** means one or more computers; its software, peripherals, terminals, human operations, physical processes, and information transfer, that form an autonomous whole, capable of performing information processing and/or information transfer. Includes databases, ERP systems, GIS, etc.

**Digital Record** means a record that is carried by an electrical conductor and requires the use of electronic equipment to be understood.



**Digitization** means the process of rendering a paper record into an electronic image.

**Documentary Evidence** means recorded information admitted as evidence in legal proceedings

**Electronic image** means a source document that can be used to generate an intelligible reproduction of that document. In the case of paper source document, an intelligible reproduction means that:

- The reproduction is made with the intention of standing in place of the source document;
- The interpretation of the reproduction, for the purposes for which it is being used, gives the same information as the source document; and,
- The limitations of the reproduction (e.g., resolution, tone, or hues) are well defined and do not obscure significant details.

**Electronic Records Management System (ERMS)** means an information system primarily designed to assist in managing recorded information related to recordkeeping practices from inception to disposition of records.

**Legal Hold** means a process to preserve all forms of potentially relevant records when litigation is reasonably anticipated or underway.

**Metadata** means “data about data” structured information about a record’s characteristics (context, content, and structure) which helps to identify and manage that record.

**Quality Assurance Program** means a set of procedures based on the specifications of the ERMS which allows for monitoring and assessing its quality.

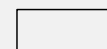
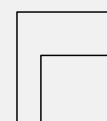
**Records** means information created, received, and maintained as evidence and as an asset, in pursuit of legal obligations or in the transaction of business.

**Records Classification** means the process of analyzing and determining the content and context of a record and selecting the function; the activity and transaction under which it will be filed and assigning the relevant metadata.

**Source Document** means an original from which a copy is made.

**Transitory Records** means copies or drafts of information retained elsewhere or records that will not be required as evidence of business activities. Have short-term value and which are:

- Not an integral part of functional classification system;
- Not required to sustain functional classification system;
- Not regularly filed under in the functional classification system;
- Not required to meet statutory obligations; and,



- Recorded only for the time required for completion of actions or ongoing records associated with them;
- Transitory records may be disposed of when they are no longer of value.

**RESPONSIBILITIES**

Records Management Coordinator Responsible for the Records and Information Management (RIM) Program records from their creation and preservation through to disposal.

**Commented [MR1]:** I use Records Officer as a generic name we should use the title in the job description

Ensure that the RIM Program and the ERMS comply with the RIM policy, practices and procedures; the law, and national and industry standards so that the system will always produce and/or store records admissible as evidence.

**Commented [MR2]:** Revised wording

Works with IT staff to integrate records management into Greenview’s usual and ordinary course of business, and to maintain that integration.

Maintain and amend the RIM Administration and Procedures manual with the support of IT staff so that it continuously reflects the exact state of the records system and can stand as evidence of the system’s compliance with the law and standards.

Identify the Records Management Coordinator responsibilities with respect to records quality assurance and for monitoring compliance with the support of IT staff.

Departments Support the implementation of the RIM Program across Greenview.

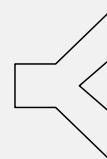
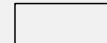
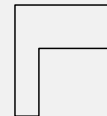
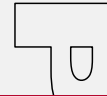
Users Ensure that all records are included in the ERMS.

**REQUIREMENTS**

The digital record is the official record of Greenview and are an integral part of its usual and ordinary course of business.

Records are managed in accordance with this policy the RIM Administration and Procedures Manual and the Records Retention and Disposition Schedule Bylaw; and complies with applicable provincial and federal laws, national and industry standards.

Greenview has adopted the Generally Accepted Recordkeeping Principles to manage its information. In addition, this policy establishes the role of ERMS in the delivery business processes at Greenview.



### **Accountability**

The RIM policy establishes the position of the Records Management Coordinator who with the support of IT staff is responsible for:

- The records and information management;
- Maintaining and amending the RIM policy, RIM Administration and Procedures manual and retention schedule;
- Integrating records and information management into the organization's usual and ordinary course of business;
- Quality assurance and for monitoring compliance and auditing for the creation, capture, management of authentic, reliable, and useable records that possess integrity, use, destruction, and preservation of records for as long as they are required;
- Maintaining the integration to continuously reflects the exact state of the digital records and digital information system so they can stand as evidence; and,
- Conduct periodic audits to verify compliance; and,
- Delivering record and information management training.

### **Transparency**

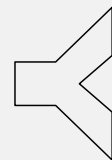
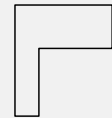
The processes and activities of the RIM Program are documented in a manner that is open and verifiable and is available to personnel and appropriate parties.

- Transparency of information processes and the adequacy of records systems are maintained throughout the active life of the information;
  - Authentic;
  - Reliable;
  - Useable records; that,
  - Protect the integrity of those records for as long as they are required.
- Records and all information created or received by employees are the property of Greenview and should be managed as assets in compliance with all applicable laws, regulations, and standards.

### **Integrity**

The RIM Program shall be constructed so the records and information generated or managed by or for Greenview have a reasonable and suitable guarantee of authenticity and reliability.

- Records are created, classified, scheduled, maintained, stored, and retrieved according to Greenview's policies and procedures and any applicable legislation.
- Employees create records, according to the business needs and processes that adequately document the business activities in which the employees are participants:
  - Supports the continuing conduct of business;
  - Complies with the regulatory environment;
  - Provides necessary accountability;



- Accurate and complete records of their activities;
- Document decisions, policy formation and business activities;
- Ensure transparency of record / business processes; and,
- Store all records in the ERMS system.

In addition, external service providers shall comply with this RIM policy and procedures and this provision shall be included in any contractual document or service standards and signs a confidentiality and privacy protection agreement or is otherwise contractually bound to protect Greenview from any breach of confidentiality or privacy.

**Protection**

The RIM Program shall be constructed to ensure a reasonable level of protection to records and information that are private, confidential, privileged, or essential to business continuity.

- Policy dictates that an appropriate level of protection to records and information that are private, confidential, privileged, or essential to business continuity;
  - The chain of custody of the records is defined, when appropriate.
- Protect information against inappropriate or inadvertent information disclosure or loss incidents; and,
- Audit information is regularly examined, and continuous improvement is undertaken.

**Compliance**

The RIM Program shall be constructed to comply with applicable laws, regulations, and other binding authorities, as well as Greenview’s policies and procedures.

The ERMS is created and maintained to comply with the procedures manual, provincial and federal laws, and national and industry standards.

Periodic audits shall be conducted to verify compliance.

**Availability**

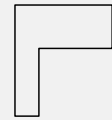
Greenview shall maintain records in a manner that ensures timely, efficient, and accurate retrieval of needed information.

Greenview backup systems are not considered records until they are used for recovery purposes.

**Retention**

Greenview shall maintain its records and information for an appropriate time, considering: administrative; legal and regulatory, fiscal, privacy, operational, and historical requirements.

The retention schedule shall be constructed in such a manner that:



- Facilitates the implementation of the retention and disposition schedule within the ERMS;
- Authorizes the disposition of source documents that have been imaged and captured in the ERMS system;
- All records and information assets destruction should be authorized by the Records Management Coordinator and business unit manager subject to the Records Retention and Disposition Schedule and the Records Legal Holds procedure.

In the event of the termination of business processes the records will be transferred to the Records Management Coordinator who will ensure their retention and disposition is in accordance with the records retention schedule.

***Disposition***

Greenview shall provide secure and appropriate disposition for records that are no longer required in accordance with the Records Retention and Disposition Schedule Bylaw.

- Records are maintained, stored, and preserved for the period of their usefulness to the organization and, if appropriate, to external stakeholders such as archival institutions and auditors;
- Electronic information is expunged, not just deleted, in accordance with retention policies.

**DESIGN OF THE SYSTEM**

Greenview has adopted a functional classification system which arranges records based upon the business functions performed by Greenview and its related work processes. This process is described in detail in the RIM Administration and Procedures Manual and also applies to digital information systems.

***Use***

The RIM Program has been adopted for use by all departments and agencies of Greenview.

***Management***

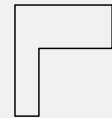
The RIM Program falls under the purview of Corporate Services.

***Training***

RIM Program and ERMS training will be provided by the Records Management Coordinator.

**REVIEW**

The RIM Policy and RIM Administration and Procedures Manual should be reviewed every three years.







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SUBJECT: **Birch Hills County ICF Exemption**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: February 25, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Intergovernmental Relations

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO RO  
GM:

MANAGER:  
PRESENTER: DL

---

RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) N/A

---

RECOMMENDED ACTION:

**MOTION: That Council agrees to apply for the exemption from Section 631 of the Municipal Government Act, under Ministerial Order MSL: 047/18, due to the boundary between Birch Hills County and the M.D of Greenview being comprised of Provincial Crown Land.**

---

BACKGROUND/PROPOSAL:

In conjunction with the ICF/IDP Extension sought by Greenview and Birch Hills County, Birch Hills County has also requested that we apply for an Exemption from creating an IDP under the Ministerial Order as the boundary between the municipalities is composed of Crown Land.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. Administration will not have to create an additional IDP and commit the time and resources to our other ICFs and IDPs.
- 

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to decline this request and the Greenview Administration will work with Birch Hills to create the IDP in addition to the ICF.

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Greenview Administration will work with Birch Hills to submit the application.

---

ATTACHMENT(S):



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**SUBJECT:** Woodlands County IDP Exemption  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** February 25, 2019  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Intergovernmental Relations

**REVIEWED AND APPROVED FOR SUBMISSION**  
**ICAO:** RO  
**GM:**

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

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – Municipal Government Act, R.S.A 2000, Chapter M-26, Section 631.

**Council Bylaw/Policy** (cite) –N/A

---

**RECOMMENDED ACTION:**

**MOTION:** That Council agrees to apply the exemption from Section 631 of the Municipal Government Act, as per Ministerial Order MSL: 047/18, due to the boundary between Woodlands County and the M.D of Greenview No. 16 being comprised of Provincial Crown Land.

---

**BACKGROUND/PROPOSAL:**

On January 3, 2019 Greenview received a request from Woodlands County to request an IDP Exemption from the Province under MSL: 047/18 as the boundary of the municipalities is comprised entirely of Provincial Crown Land.

Similar to our requests for IDP Exemptions with the County of Grande Prairie, Birch Hills County, and Yellowhead County, as well as our ICF Extension requests with the M.D of Smoky River. Greenview Administration will work with the Administration of Woodlands County to ensure the appropriate documents are filed with Municipal Affairs.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. Greenview will not have to develop an IDP with Woodlands County since there is no development along our shared boundary. This will save significant time and resources.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

---

**ALTERNATIVES CONSIDERED:**

Council has the alternative to not make the request to the Province, however this will mean that an IDP would have to be developed for an area where there is no current development.

---

**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 makes a decision Administration will follow up with Woodlands County to ensure the documents are submitted to Municipal Affairs in a timely manner.

---

**ATTACHMENT(S):**

- None



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SUBJECT: **2019 Block Funding Invoices**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: February 25, 2019  
DEPARTMENT: INFRASTRUCTURE & PLANNING  
STRATEGIC PLAN: Infrastructure

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO RO  
AGM: RA

MANAGER: OM  
PRESENTER: RA

---

RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –N/A

---

RECOMMENDED ACTION:

**MOTION: That Council accept for information the block funding invoices received prior to the 2019 Capital Budget approval.**

---

BACKGROUND/PROPOSAL:

Invoices have been received for brushing from local contractors for work completed in 2019. Invoices will be paid from the operational budget with the cost to be relocated to capital block funding upon approval of the 2019 budget.

Capital block funding is not carried over from the previous year (2018).

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be informed.
  2. The benefit of Council accepting the recommended motion will allow Administration to pay the outstanding 2019 invoices to local contractors.
- 

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage is the local contractors will be delayed payment for work completed.
- 

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not accept the recommended motion. This is not recommended by Administration, as the contractors will be delayed payment.

---

FINANCIAL IMPLICATION:

**Direct Costs:** Estimated cost of invoices received to date for capital block funding is \$40,000.

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

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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:**

No follow up action necessary based on the recommended motion.

---

**ATTACHMENT(S):**

- None



Item	Description	Cost
1	Mainline Construction Ltd. (2014)	\$637,199.69
2	1690882 AB Ltd.	\$652,655.00
3	Prairie Erectors	\$696,437.00
4	Formula	\$746,400.00
5	Cox Contractors Ltd.	\$759,999.00
6	Northern Road Builders	\$853,550.00
7	Roughriders International	\$1,339,210.00

The lowest compliant bid was submitted by Mainline Construction Ltd. (2014) for the amount of \$637,199.69. All contractors were compliant with their submissions, including signed addendum pages.

The following table is a breakdown of the budget to date for BF75356.

**Table 1: Overall Budget Update**

Description	Cost
Construction Bid (- *site occupancy days)+ Fish capture (\$637,199.69 - \$39,000.00 + \$5,000.00)	\$603,199.69
Engineering left from agreement ( Tender package, inspection	\$46,916.25
Contingency Estimate (10% of Construction and Engineering)	\$60,319.97
<b>Overall Estimate</b>	<b>\$710,435.91</b>
<b>Current MD Overall Budget</b>	<b>\$694,270.00</b>
<b>Over Budget Estimate</b>	<b>\$16,165.91</b>

- Site occupancy is a contracting strategy used to help ensure that the owner receives the lowest evaluated project cost (combination of price to construct plus the number of days to complete). The contractor estimates the number of calendar days that he requires to complete the work and includes



this amount in the tender price (i.e. number of days multiplied by a predetermined daily rate). A site occupancy is made to contractors who complete the work in less calendar days bid. If a contractor completes the work in exactly the number of days bid, there is no change in payment. Assuming this is the case, the actual contract cost is the total tender amount less the site occupancy (i.e. 26 days @ \$1,500per day = \$39,000.00).

The bid price is over the project budget and will require additional capital funding. For this project to be completed in 2019, additional funding in the amount of \$16,165.91 is required.

Administration recommends awarding BF75356 to Mainline Construction Ltd (2014) in the amount of \$637,199.69.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion will be the acquisition of a competent contractor for the construction of BF75356.
2. The benefit of Council accepting the recommended motion will be the construction of BF75356 within a timeline that meets Greenview’s overall project schedule.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage to the recommended motion is the requirement of additional Capital funding.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to not accept the recommended motion. This is not recommended as the project may run over budget.

**Alternative #2:** Council has the alternative to re-tender BF75356. This is not recommended as the bids could come in higher, and require additional funding, and would delay the project further.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** \$710,435.91 to come from Engineering and Construction Services 2019 Capital Budget.

**Ongoing / Future Costs:** Long term operating costs will include BIM inspections and maintenance.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

The follow up actions for Administration is to send a Notice of Award letter to Mainline Construction Ltd. (2014).

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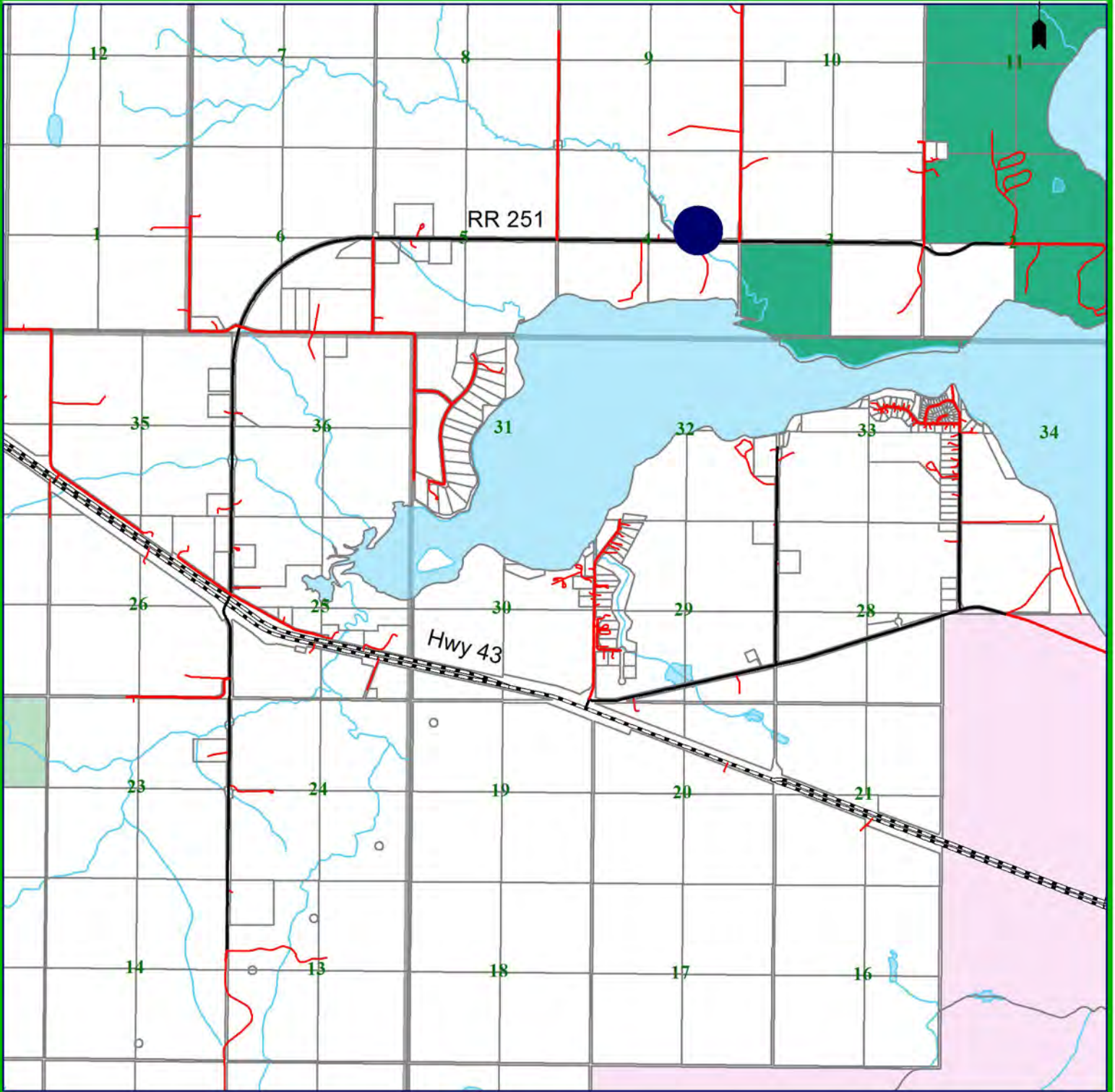
**ATTACHMENT(S):**

1. PDF of bridge file location – BF75356 Location



# Municipal District of Greenview #16

BF75356 - Young's Point Road



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SUBJECT: **Foothills Forest Products Letter of Support**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 25, 2019 ICAO: RO MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER: DT  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council direct Administration to provide a Letter of Support to Foothills Forest Products Inc. stating Greenview’s support to continue the operations of its Beehive Burner for an additional 24 months.**

---

BACKGROUND/PROPOSAL:

Foothills Forest Products Inc. (Foothills) has sent a request to Council for a letter of support to put its Beehive Burner back into operation for a limited time due to the fire on February 11, 2019 at the Entwistle Facility. Based on the information in the letter, the company is expecting that it will take many months before the Entwistle Facility is ready to take the wood waste from Foothills. Please see attached request letter.

July 2016, at the request of Foothills Forest Products Inc., and at Council’s direction, Administration wrote a letter of support for the continuation of the use of their Beehive Burner for a period of 24 months. Council had no concerns about any negative environmental effects due to the isolated location of the Foothills Beehive Burner site.

Due to the expiry of their Beehive Burner Operation Certificate from Alberta Environment & Parks, in 2018, Foothills ceased the operation of their Beehive Burner; however, the burner has not been dismantled and is still functional. Given the situation with Entwistle and the fact that the burner is still functional, Foothills has made an application to Alberta Environment & Parks for approval to operate the burner until the Entwistle facility has resumed full operations and can accept their wood waste products.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council writing a letter to support Foothills Forest Products Inc. is that Greenview will demonstrate their support to the forestry industry.
- 

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Should Council approve the recommended action, Administration will prepare the Letter of Support for Council's endorsement.

---

ATTACHMENT(S):

- Request for Letter of Support

February 18, 2019

Mr. Dale Gervais,  
Reeve, MD of Greenview  
Box 1079, 4806 – 36<sup>th</sup> Ave.  
Valleyview, Alberta  
T0H 3N0

Dear Reeve Gervais,

**Request for Letter of Support for  
Foothills Forest Products to Operate its Beehive Burner.**

Foothills Forest Products had ceased the operation of its Beehive Burner in 2018 upon the expiry of a Certificate of Approval and given the Pinnacle Renewable Energy Inc. had commenced shipment of all of Foothills wood waste to its new facility in Entwistle, Alberta.

Unfortunately, the facility at Entwistle suffered a serious fire on February 11, 2019. Pinnacle immediately ceased shipment of all wood waste. While a full assessment of the damage and time to repair has not yet been completed, it is expected to be several months before the plant can resume its full level of operation.

While Foothills had ceased operating its Beehive Burner in 2018, we had not yet demolished the Burner as we waited to see complete and consistent takeaway of our wood waste. Thus, given that we have lost our only market for wood waste for an unknown, but lengthy, period and that the Burner is available, we have applied to Alberta Environment & Parks for a Certificate of Approval to operate the burner until Pinnacle can resume full operations.

The alternative would be to continue to grow our piles of wood waste beyond the current high volumes, further exacerbating the fire risk that the current piles present. At some point, the sheer volume of wood waste and its associated risk would cause us to cease operations.

In this circumstance, we respectfully request the M.D. of Greenview to provide a letter of support for the use of our Beehive Burner to incinerate our wood waste until the Pinnacle facility has been repaired and back in full operation. If desired, I would be happy to arrange

for a presentation to your Council at your next Council meeting. I have attached a past letter of support that the M.D. of Greenview has provided in a similar situation. This may guide you in the preparation of a new one.

This request is one component of our Public Consultation initiative in which any affected party may raise its concern or objection. Given our isolated location, there is extremely low probability of any negative impacts. During our past two Public Consultation periods, no objections were raised.

If you have any questions, please contact me directly at your earliest convenience via my cell phone: 1-780-827-6976.

I thank-you in advance for your consideration of this request and look forward to your response.

Sincerely,

Mark Stevens  
General Manager



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**SUBJECT: Grande Prairie Ski Patrol Association – Grant Request**  
**SUBMISSION TO: REGULAR COUNCIL MEETING**                      **REVIEWED AND APPROVED FOR SUBMISSION**  
**MEETING DATE: February 25, 2019**                      **ACAO: RO**                      **MANAGER:**  
**DEPARTMENT: COMMUNITY SERVICES**                      **GM: SW**                      **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 approve an operational grant in the amount of \$2,500.00 to the Grande Prairie Ski Patrol Association, with funds to come from Community Service Miscellaneous Grant.**

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**BACKGROUND/PROPOSAL:**

The Grande Prairie Ski Patrol Association’s purpose is to promote safety, advanced first aid and rescue services to guests of the Nitehawk Year Round Adventure Park. As well as, promoting safety and providing advanced first aid at other community events.

The Grande Prairie Ski Patrol Association is requesting \$2,500.00 for assistance with operational expenses as required. First aid supplies must be restocked annually. The restocking items include bandages, dressings, splints, blood pressure cuffs, tourniquets, AED pads etc.

The Grande Prairie Ski Patrol Association was provided a grant of \$2,000.00 in 2018 and a grant of \$2,500.00 in 2017.

The Community Service Miscellaneous Grant has a balance of 1,027,836.64 as of February 24, 2019.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that the Grande Prairie Ski Patrol Association will be able to restock supplies required to ensure the safety of individuals that they are tasked to protect.
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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, however Administration recommends supporting the Grande Prairie Ski Patrol as they provide a beneficial service to the community.

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FINANCIAL IMPLICATION:

**Direct Cost:** \$2,500.00

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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FOLLOW UP ACTIONS:

Administration will inform the Grande Prairie Ski Patrol Association accordingly with Council's decision.

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ATTACHMENT(S):

- Grande Prairie Ski Patrol – Grant Application



Municipal District of Greenview #16  
Box 1079 Valleyview, AB T0H 3N0  
Phone: (780) 524-7600 Fax: (780) 524-4307

## GRANT APPLICATION

### Organization Information:

Name of Organization: Grande Prairie Ski Patrol Association

Address of Organization: Box 1006 Stantion Main Grande Prairie T8V 4B5

Contact Name and Phone Number: Christine Yakel 780-814-0114

Position of Contact Person: Treasurer

Purpose of organization:

- 1) Promote safety to guests of Nitehawk Year Round Adventure Park
- 2) Provide advanced first aid and rescue services to guest of Nitehawk Year Round Adventure Park who require assistance
- 3) Promote safety and provide advanced first aid for community events.

What act are you registered under? AB Societies Act Registration No. \_\_\_\_\_

### Grant Information:

Total Amount Requested	<u>\$2500</u>	_____
	Operating	Capital

Proposed Project: Assistance with operational expenses as required first aid supplies must be restocked annually- bandages, dressings, splints, blood pressure cuffs, tourniquets, AED pads,

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*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 Fax: (780) 524-4307

**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 \$ \$2500 Year 2017-18

Purpose: restocking supplies, promotional items, uniform jackets

2. Amount \$ \$5000 Year 2015

Purpose: \_\_\_\_\_

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?

Public screening of Warren Miller Movie "Face of Winter"- lost \$500  
\_\_\_\_\_  
\_\_\_\_\_



Municipal District of Greenview #16  
Box 1079 Valleyview, AB T0H 3N0  
Phone: (780) 524-7600 Fax: (780) 524-4307

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: Christine Yakel

Signature: CYakel

Address: Box 1006 STATION MAIN GRANDE PRAIRIE

Telephone Number: 780 814 0114

Date: January 31 / 19



Municipal District of Greenview #16  
 Box 1079 Valleyview, AB T0H 3N0  
 Phone: (780) 524-7600 Fax: (780) 524-4307

**APPLICATION FOR GRANT  
 FORM A - OPERATING**

REVENUE		Previous Year Actual 20 14	Current Year Estimates 20 15	Next Year Proposal 20
1	Fees			
2	Memberships	4375	4000	
3	Other income (please list)			
	Fundraisers	3900	-500	
4	Grants (please list)			
		11500		
5	Donations (please list)			
			2000	
			4000	
6	Interest Earned			
7	Miscellaneous Income			
			400	
			500	
	<b>TOTAL REVENUE</b>	19775	10400	
	(add up items 1-7)			
<b>EXPENSES</b>				
8	Honourariums/Wages/Benefits			
9	Travel Expenses	75		
10	Professional Development		700	
11	Conferences			
12	Cleaning & Maintenance	300	500	
13	Licensing Fees	600	600	
14	Office Supplies	700	700	
15	Utilities (phone, power, etc.)	300	400	
16	Rent	670	1000	
17	Bank/Accounting Charges	20	20	
18	Advertising	20	100	
19	Miscellaneous	11953	11920	
20	Capital Purchases (please list)			
	<b>TOTAL EXPENSES</b>	14640	15940	
	(add up lines 8-20)			
	<b>NET BALANCE</b>	5135	-5540	
	(subtract Total Expenses from Total Revenue)			

Cash on Hand \$ \_\_\_\_\_  
 Current Account Balance \$ 7717  
 Savings Account Balance \$ \_\_\_\_\_

Operating Loans \$ \_\_\_\_\_  
 Other Loans \$ \_\_\_\_\_  
 Accounts Payable \$ \_\_\_\_\_

Accounts Receivable \$ \_\_\_\_\_  
 Inventory to Dec 31, 20 \_\_\_\_ \$ \_\_\_\_\_  
 Buildings \$ \_\_\_\_\_  
 Furniture/Fixtures \$ \_\_\_\_\_  
 Land \$ \_\_\_\_\_  
 Equipment \$ \_\_\_\_\_

\*Please submit your organization's most recent financial statement (based on your organizations legislated requirements) with the grant application.



**Grande Prairie Ski Patrol**

**FINANCIAL STATEMENTS**

**(Unaudited)**

**March 31, 2018**

Grande Prairie Ski Patrol Association

FINANCIAL STATEMENTS

(Unaudited)

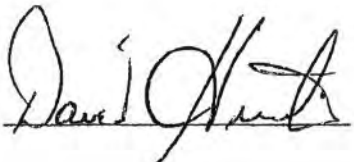
As at March 31, 2018

FINANCIAL STATEMENTS

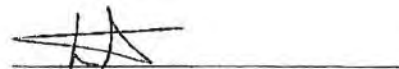
Balance Sheet	1
Statement of Income and Retained Earnings	2

Approved by the appointed auditors of the Grande Prairie Ski Patrol Association,

Date: May 6/18



Dave Hunter, Acting Patrol Lead



Loretta Schweitzer, Secretary



**Grande Prairie Ski Patrol Association**

**BALANCE SHEET**

**(Unaudited)**

**As at March 31, 2018**

**ASSETS**

**2017/2018**

**CURRENT**

Cash

**\$17949.42**

**\$17949.42**

**MEMBER'S EQUITY**

Member's equity April 1 2017

**\$12569.78**

Member's equity March 31, 2018

**\$17847.77**

## Grande Prairie Ski Patrol Association

## STATEMENT OF INCOME AND RETAINED EARNINGS

(Unaudited)

As at March 31, 2018

2017/2018

REVENUE	\$19926.16
EXPENSES	
Advertising/ appreciation	\$20.83
Awards	\$397.82
Administration	\$131
Bank Fees	
Equipment	\$1773.45
Training	\$523.58
CSPS Manuals	\$669.85
CSPS Training Instructors	
Uniforms	
Lawyers	
Medical Supplies	\$2684.23
Hut Maintenance	\$46.73
General Hut/ Office Supplies	\$235.53

Radio Replacement/ Repair	\$99.10	
Reimbursement memberships		
Radio License	\$205.00	
Room rental	\$670.25	
Scheduling Program	\$407.70	
Conference fees		
Travel Expenses	\$75.35	
Fundraiser expenses		
Zone memberships	\$6897.75	
<b>Total Expenses</b>		<b>14838.17</b>
Unused Grant Money		
Net Profit/ Loss		\$5087.99
Member's equity, beginning of the year		\$12569.78
Member's equity, end of the year		\$17847.77

**Canadian Ski Patrol**  
**General Account and Bingo Combined**  
**April 1 2017 to March 31 2018**

**REVENUE****Bingo**

Membership Fees	\$4375
Other Fundraisers	\$3901.53
Bank Interest	\$6.63
Grant Money	\$11500.00

**EXPENSES**

Advertising/ Appreciation	\$20.83
Awards	\$397.82
Administration	\$131.00
Bank Fees	
Uniform Jackets	
CSP Manuals	\$669.85
CSP Training Instructors	
Equipment	\$1773.45
Training	\$523.58

## Lawyers

Medical Supplies	\$2684.23
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Hut Maintenance	\$46.73
-----------------	---------

General Hut/ Office supplies	\$235.53
------------------------------	----------

Radio Replacement and Repair	\$99.10
------------------------------	---------

Radio License	\$205
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## Reimbursement Memberships

Room Rental	\$670.25
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Scheduling Program	\$407.70
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## Conference fees

Travel Expenses	\$75.35
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## Fundraising Expenditures

Zone Memberships	\$6897.75
------------------	-----------

Total Expenses	\$14838.17
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## Net Profit

Cash on Hand at the beginning of the year	\$12569.78
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Cash on Hand at the end of the year	\$17847.77
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## Canadian Ski Patrol

Grande Prairie

General Account

April 1 2017 to March 31 2018

DATE	VENDOR	CHQ#	Cheque for	Amount	Deposit	Balance
17-04-01			Raffle		4421.53	16991.31
17-04-01			Quilt auction		100.00	17091.31
17-04-03			Raffle		1230.00	18321.31
17-04-10	Murray Quinn	138	Raffle prize	1000.00		17321.31
17-04-18		140	Raffle Prize	500.00		16821.31
17-04-20		142		501.08		16320.23
17/04/21		139	Raffle Prize	750.00		15570.23
17-04-30	Servus		Interest		0.70	15570.93
17-05-03	RGC	141	Radio License	205.00		15365.93
17-05-31	Servus		Interest		0.66	15366.59
17-06-03	PACE		Walk a Mile event		400.00	15766.59
17-06-03	County of GP				1000.00	16766.59
17-06-03					38.00	16804.59
17-06-06	Garry Roth	144	Awards	397.82		16406.77
17-06-06	Garry Roth	143	Supplies	46.73		16360.04
17-06-07	City of GP	145	Room Rental	363.91		15996.13
17-06-30	Servus		Interest		0.66	15996.79
17-07-31	Servus		Interest		0.68	15997.47
17-09-09	ATB				500.00	16497.47
17-09-09			Registration fee revenue		500.00	16997.47
17-09-15	Heidi Gibson	150	Printing/ expenses training	669.85		16327.62
17-09-15	Heidl Gibson	149	Travel	75.35		16252.27
17-09-18	Garry Roth	146	Supplles	235.53		16016.74

17-09-19	City of Gp		147	Room rental	276.34		15740.40
17-09-21	Heidi Gibson		151	Recruitment posters	20.83		15719.57
17-09-22	Nitehawk		152		30.00		15689.57
17-09-22	Vereburn		153	first aid supplies	2033.63		13655.94
17-09-30	Servus			Interest		0.64	13656.58
17-10-04				Registration fee		125.00	13781.58
17-10-10	Swan City Rotary Club					2500	16281.58
17-10-10				Registration fees		1375	17656.58
17-10-10				Lunch collection		80	17736.58
17-10-13				Registration fees		250.00	17986.58
17-10-16				Fees		125.00	18111.58
17-10-18				Fees		125.00	18236.58
17-10-20				Fees		125.00	18361.58
17-10-20	Matt Hunt		154	first aid supplies	370.62		17990.96
17-10-21				Fees		625.00	18615.96
17-10-21				Donation		105.00	18720.96
17-11-07				Fees		500.00	19220.96
17-11-08	Heidi Gibson		157	CPR	22.50		19198.46
17-11-15	Garry Roth		155	supplies	21.00		19177.46
17-11-16	Nitehawk		156	when to help	407.70		18769.76
17-11-30				Interest		0.78	18770.54
17-12-12				Fees		125.00	18895.54
17-12-12				Fees		250.00	19145.54
17-12-13	CSP Peace		158	memberships	6897.75		12247.79
17-12-19	Canfor			Donation		1500.00	13747.79
17-12-19				Fees		125.00	13872.79
17-12-31				Interest		0.66	13873.45
18-01-03				Fees		125.00	13998.45
18-01-05	Keybo Tech		160	Randy	1773.45		12225.00
18-01-15	Dave Hunter		161	O2 supplies	279.98		11945.02
18-01-31				Interest		0.53	11945.55
18-02-17	EMS/ MD			donations		6000.00	17945.55
17-02-28				Interest		0.56	17946.11
17-03-21	Kathy Gordon		162	supplies	99.10		17847.01
17-03-31				Interest		0.76	17847.77



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SUBJECT: **Grande Prairie Royal Canadian Legion No. 54 – Grant Funding Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 25, 2019 ACAO RO MANAGER:  
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: SW  
STRATEGIC PLAN: Quality of Life

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) - N/A

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RECOMMENDED ACTION:

**MOTION: That Council accept the Grande Prairie Royal Canadian Legion No. 54 grant funding request for information, as presented.**

---

BACKGROUND/PROPOSAL:

The Grande Prairie Royal Canadian Legion Branch #54 is now into its 91<sup>st</sup> year of operation as an organization in Grande Prairie and the surrounding areas. Over the years the organization has contributed greatly to the many veterans, RCMP, seniors, youth and other community groups with funds and many volunteer hours to help the community grow and build.

The Legion is embarking on a major fundraising campaign with the goal of raising 1.5 million dollars over the next three years in order to complete renovations to their facility. The organization submitted a grant application requesting \$50,000.00 annually over the next three years. The application was presented to Council at the April 9<sup>th</sup> Council Meeting. Council requested that the Legion provide a presentation, which took place May 22<sup>nd</sup>, 2018. The presentation was accepted for information as presented with no further instruction to Administration to bring it forth to a Council Meeting.

A letter was received from the Legion stating that they believed they received a favorable response for the project “Donorwall 365” at the Committee of the Whole Meeting. They were upset that the application was accepted for information and requested the proposal be brought forth for Council’s consideration again this year.

There is no history of Greenview providing grant funding to the Grande Prairie Royal Canadian Legion #54 in the past.

The Community Service Miscellaneous Grant has a balance of 1,027,836.64 as of February 24, 2019.



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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended motion is that the Grande Prairie Royal Canadian Legion Branch #54 will have a clear message regarding their grant application.

---

**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 and provide a grant amount to the Grande Prairie Royal Canadian Legion Branch #54 for the Donorwall 365.

---

**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 contact the Grande Prairie Royal Canadian Legion #54 with Council's decision.

---

**ATTACHMENT(S):**

- Grande Prairie Royal Canadian Legion – Grant Application
- 2019 Grant Request Letter
- 2018 Grant Application
- 2018 PowerPoint Presentation

M D of Greenview  
Reeve Your Worship: Dale Gervais  
4806-36 Ave. Box 1079  
Valleyview, AB T0H-3N0

February 6, 2019

RE: R C L #54 Grant Application:

Dear Reeve Gervais:

Mr. Dan Christenson and I met with your Grant Committee in 2018 in Debolt. Our request was for \$50,000.00 per year for 3 years for our renovation program.

Our understanding is that the committee accepted the application for information only and not as a formal Grant Request. Our belief when we left the meeting that we had requested a favourable response to our overall Renovation Project "DONORWALL 365".

At this point we are requesting steps to put forward a formal proposal in this year again.

Please advise us of the necessary steps our Legion must follow to get the Grant Application back on track.

We look forward to a speedy reply as our objective have not changed in terms of our timelines.

Yours in Comradeship  
Sincerely

Barry Lazoruk  
Project Coordinator





Municipal District of Greenview #16  
Box 1079 Valleyview, AB T0H 3N0  
Phone: (780) 524-7600 Fax: (780) 524-4307

**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 \$ n/a Year \_\_\_\_\_

Purpose: \_\_\_\_\_

2. Amount \$ n/a Year \_\_\_\_\_

Purpose: \_\_\_\_\_

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?

Not Applicable  
\_\_\_\_\_  
\_\_\_\_\_

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 applied to GP Rotary but have had no reply as of yet.  
\_\_\_\_\_  
\_\_\_\_\_

Have you performed any **other** fund raising projects? If yes; what and how much was raised?

Yes, we have contacted our membership and some local businesses. So far we have received  
\$30,000.00 in donations.  
\_\_\_\_\_  
\_\_\_\_\_



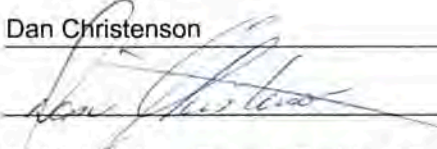
Municipal District of Greenview #16  
Box 1079 Valleyview, AB T0H 3N0  
Phone: (780) 524-7600 Fax: (780) 524-4307

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: Dan Christenson

Signature: 

Address: 9912-101 Ave. Grande Prairie, AB T8V-0X8

Telephone Number: 780-532-3110

Date: February 20th, 2018



Municipal District of Greenview #16  
 Box 1079 Valleyview, AB T0H 3N0  
 Phone: (780) 524-7600 Fax: (780) 524-4307

**APPLICATION FOR GRANT  
 FORM A - OPERATING**

REVENUE		Previous Year Actual 20	Current Year Estimates 20	Next Year Proposal 20
1.	Fees			
2.	Memberships			
3.	Other income (please list)			
4.	Grants (please list)			
5.	Donations (please list)			
6.	Interest Earned			
7.	Miscellaneous Income			
	<b>TOTAL REVENUE</b>			
	(add up items 1-7)			
<b>EXPENSES</b>				
8.	Honourariums/Wages/Benefits			
9.	Travel Expenses			
10.	Professional Development			
11.	Conferences			
12.	Cleaning & Maintenance			
13.	Licensing Fees			
14.	Office Supplies			
15.	Utilities (phone, power, etc.)			
16.	Rent			
17.	Bank/Accounting Charges			
18.	Advertising			
19.	Miscellaneous			
20.	Capital Purchases (please list)			
	<b>TOTAL EXPENSES</b>			
	(add up lines 8-20)			
	<b>NET BALANCE</b>			
	(subtract Total Expenses from Total Revenue)			

Cash on Hand \$ \_\_\_\_\_  
 Current Account Balance \$ \_\_\_\_\_  
 Savings Account Balance \$ \_\_\_\_\_

Operating Loans \$ \_\_\_\_\_  
 Other Loans \$ \_\_\_\_\_  
 Accounts Payable \$ \_\_\_\_\_

Accounts Receivable \$ \_\_\_\_\_  
 Inventory to Dec 31, 20\_\_ \$ \_\_\_\_\_  
 Buildings \$ \_\_\_\_\_  
 Furniture/Fixtures \$ \_\_\_\_\_  
 Land \$ \_\_\_\_\_  
 Equipment \$ \_\_\_\_\_

\*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 Fax: (780) 524-4307

## APPLICATION FOR GRANT FORM B - CAPITAL

Purpose for Grant (please provide full description and detailed project budget):

To modernize our facility to be able to train and develop physically challenged and handicapped individuals.

Our budget is \$1.5 million over a 3 year period with a request from Greenview of \$50,000.00 per year for 3 years. See attached appendix.

Estimated Completion Date: July 2020

Quotes for Project (minimum of three quotes if available. Attach additional quotes if required):

1. Entrance & Washrooms 6 total washrooms as well as new entrance

Amount \$ 300,000

2. Beverage & Banquet Room

Amount \$ 300,000

3. Kitchen & Dining Facility Enhancement

Amount \$ 600,000

\*Please submit your organization's most recent financial statement (based on your organizations legislated requirements) with the grant application.

**ROYAL CANADIAN LEGION BRANCH # 54**

Statement of Financial Position

December 31 2016

(Unaudited)

ASSETS	2016	2015	2014
Cash in Bank / Unrestricted	\$ (879.49)	\$ -10969.72	\$ (8,527.88)
Cash on Hand	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Accounts Receivable	\$ 225.00	\$ 225.00	\$ 225.00
Guaranteed Investment Cert.	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Inventory	\$ 11,337.00	\$ 18,856.73	\$ 25,082.56
Prepaid Expenses	\$ -	\$ -	\$ -
	\$ 38,182.51	\$ 35,612.01	\$ 44,279.68
Capital Assets / Property & Equipment	\$ 165,064.72	\$ 149,751.79	\$ 66,510.45
	\$ 203,247.23	\$ 185,363.80	\$ 110,790.13
Restricted funds/Gaming	\$ 1,229.70	\$ 8,834.79	\$ 77.35
<b>Total Assets</b>	<b>\$ 204,476.93</b>	<b>\$ 194,198.59</b>	<b>\$ 110,867.48</b>

LIABILITIES	2016	2015	2014
Accounts payable & accrued liabilities	\$ 27,222.11	\$ 10,992.35	\$ 24,156.02

NET ASSETS	2016	2015	2014
Invested in Property and equipment	\$ 165,064.72	\$ 149,751.79	\$ 66,510.45
Restricted	\$ 1,229.70	\$ 8,834.79	\$ 77.35
Unrestricted	\$ 10,960.40	\$ 24,619.66	\$ 20,123.66
	\$ 204,476.93	\$ 194,198.59	\$ 110,867.48

On Behalf of the Board

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_  
Print name



<b>SALES</b>		<b>2016</b>		<b>2015</b>		<b>2014</b>
Liq and beer	\$	152,215.58	\$	178,268.52	\$	156,681.62
Confectionary	\$	20,322.12	\$	8,457.34	\$	21,323.49
Kitchen and food	\$	17,942.12	\$	16,217.22	\$	18,172.23
	\$	190,479.82	\$	202,943.08	\$	196,177.34
<b>COST OF SALES</b>						
Liq and beer	\$	65,266.70	\$	64,485.97	\$	49,955.91
Confectionary	\$	4,901.68	\$	4,213.18	\$	4,420.81
Kitchen and food	\$	-	\$	-	\$	3,928.25
	\$	70,168.38	\$	68,699.15	\$	58,304.97
<b>GROSS PROFIT</b>	\$	120,311.44	\$	134,243.93	\$	137,872.37
<b>OTHER REVENUE</b>						
Admin Fees	\$	2,582.82	\$	2,268.91	\$	3,213.83
ATM Revenue	\$	1,596.68	\$	5,000.00	\$	2,000.00
Campsite	\$	1,510.18	\$	2,088.44	\$	1,702.94
Contributions and donations	\$	19,575.38	\$	85,492.97	\$	2,155.68
Deposit & Environmental fees	\$	4,051.60	\$	4,065.70	\$	4,659.90
Interest/cash over short	\$	5.70	\$	(85.47)	\$	(747.14)
Legion supplies	\$	1,183.79	\$	125.59	\$	716.46
Membership fees	\$	21,749.37	\$	16,320.49	\$	15,603.91
Other	\$	-	\$	60.00		
Raffles	\$	14,590.57	\$	9,475.62	\$	15,858.12
Rent	\$	7,792.29	\$	9,720.22	\$	10,647.79
Sports and special events	\$	31,326.94	\$	32,683.32	\$	49,054.51
Chase the Ace & Snowball	\$	204.00	\$	978.00	\$	502.02
Holding	\$	23,054.43	\$	50,613.47	\$	19,636.17
	\$	129,223.75	\$	218,807.26	\$	125,004.19
<b>TOTAL REVENUE</b>	\$	249,535.19	\$	353,051.19	\$	262,876.56
<b>EXPENSES (SCHEDULE 1)</b>	\$	247,881.22	\$	255,313.85	\$	255,282.50
<b>NET Profit</b>	\$	1,653.97	\$	97,737.34	\$	7,594.06

Other Expenses	2016	2015	2014
Advertising and promotions	\$ 775.00	\$ 711.96	\$ 265.97
Amortization	\$ 9,224.07	\$ 9,401.15	\$ 5,110.00
Building maintennce	\$ 3,222.74	\$ 3,539.44	\$ 2,258.08
Campsite Maintenance	\$ 440.00		
Deposit& Enviro	\$ 849.76	\$ 1,201.58	\$ 4,821.40
Dominion Command & dues	\$ -	\$ -	\$ 396.00
Entertainment	\$ 5,250.00	\$ 5,630.00	\$ 10,700.00
Equipment rental	\$ 1,393.44	\$ 1,393.44	\$ 1,393.44
Freight	\$ 512.73	\$ 499.72	\$ 547.39
Hospitality	\$ 786.22	\$ 1,308.63	\$ 1,449.59
Insurance and licenses	\$ 7,193.67	\$ 6,673.25	\$ 15,088.42
Interest and bank	\$ 5,781.39	\$ 5,588.19	\$ 5,846.38
Legion supplies	\$ 2,782.00	\$ 2,590.10	\$ 1,954.02
Miscellaneous	\$ 0.89	\$ -	\$ 535.30
Office supplies & Equip	\$ 4,106.33	\$ 7,736.03	\$ 4,408.02
Prizes purchased	\$ 6,159.25	\$ 4,936.86	\$ 3,931.71
Professional fees	\$ 694.00	\$ 277.00	\$ 277.00
Property tax	\$ 6,333.41	\$ 6,431.32	\$ 6,674.20
Remembrance Expenses	\$ 4,260.00	\$ 4,924.00	\$ 2,850.00
Repairs and maintenance	\$ 13,447.71	\$ 16,052.46	\$ 10,179.44
Salaries and benefits	\$ 120,286.86	\$ 115,596.85	\$ 112,247.70
Security	\$ 650.00	\$ 432.50	\$ 682.50
Special events	\$ 13,778.20	\$ 19,784.56	\$ 25,083.63
Sports events	\$ 1,205.23	\$ 1,542.48	\$ -
Travel	\$ 90.00	\$ 165.00	\$ -
Utilities	\$ 38,658.32	\$ 38,897.33	\$ 38,582.31
	\$ 247,881.22	\$ 255,313.85	\$ 255,282.50



# Welcome to Royal Canadian Legion Branch #54

- Good afternoon
- My name is *Dan Christenson*.
- I am the Chairman for the Renovation Campaign Committee

*Remembering Our*

*Future 365*



# *Our Motto*



# *The Legion*

- The Royal Canadian Legion Branch 54 is now into its 91<sup>st</sup> year of operation as an organization in the Grande Prairie area. Over the years our organization has contributed greatly to many veterans, the RCMP, to seniors, to youth, and other community groups with funds and many volunteer hours to help the community grow and build. We face many changes in demographics in the coming years.

- ***The Grande Prairie's Legion is positioning itself to remain active and utilized within our community.***
- We must re-design products, services, and devices for a barrier free environment. We need to have user friendliness for our physically challenged individuals. This includes veterans, serving military members, RCMP, and all their loved ones.
- ***Over the past two years we have been working on rolling out a project that captures our purpose.***
- Proposal is to upgrade all six of our bathrooms to make them user friendly.
- ***A chair lift will be installed to make the basement available to everyone.***
- The kitchen is to be given an update to make it more energy efficient and modernized.
- ***The beverage area is to be renovated due to age and more efficient serving systems.***



- We have come up with the concept of a **renovation campaign**. This is to raise funds for the revamps that are needed. The concept is to have a wall that will recognize the people and the businesses willing to help the Legion move into the future (**Remembering Our Future 365**). These walls will be located within the Legion building.
- **The walls** will be constantly updated as funds are donated. Our goal is to create a recognition system that stands as a testimonial to **YOUR COMMITMENT**.
- We would like to **thank** everyone who has the desire to support the Royal Canadian Legion # 54 achieve it's goals.

# *Donor Levels*

<b>Platinum</b>	<b>\$5000.00+</b>
<b>Diamond</b>	<b>\$2500.00</b>
<b>Gold</b>	<b>\$1000.00</b>
<b>Silver</b>	<b>\$500.00</b>
<b>Bronze</b>	<b>\$100.00</b>

# *Donor Walls*

- **We have installed two donor walls:**
- Donor wall #1 is for our corporate supporters
- Donor wall #2 is for private supporters and members.

Export PDF

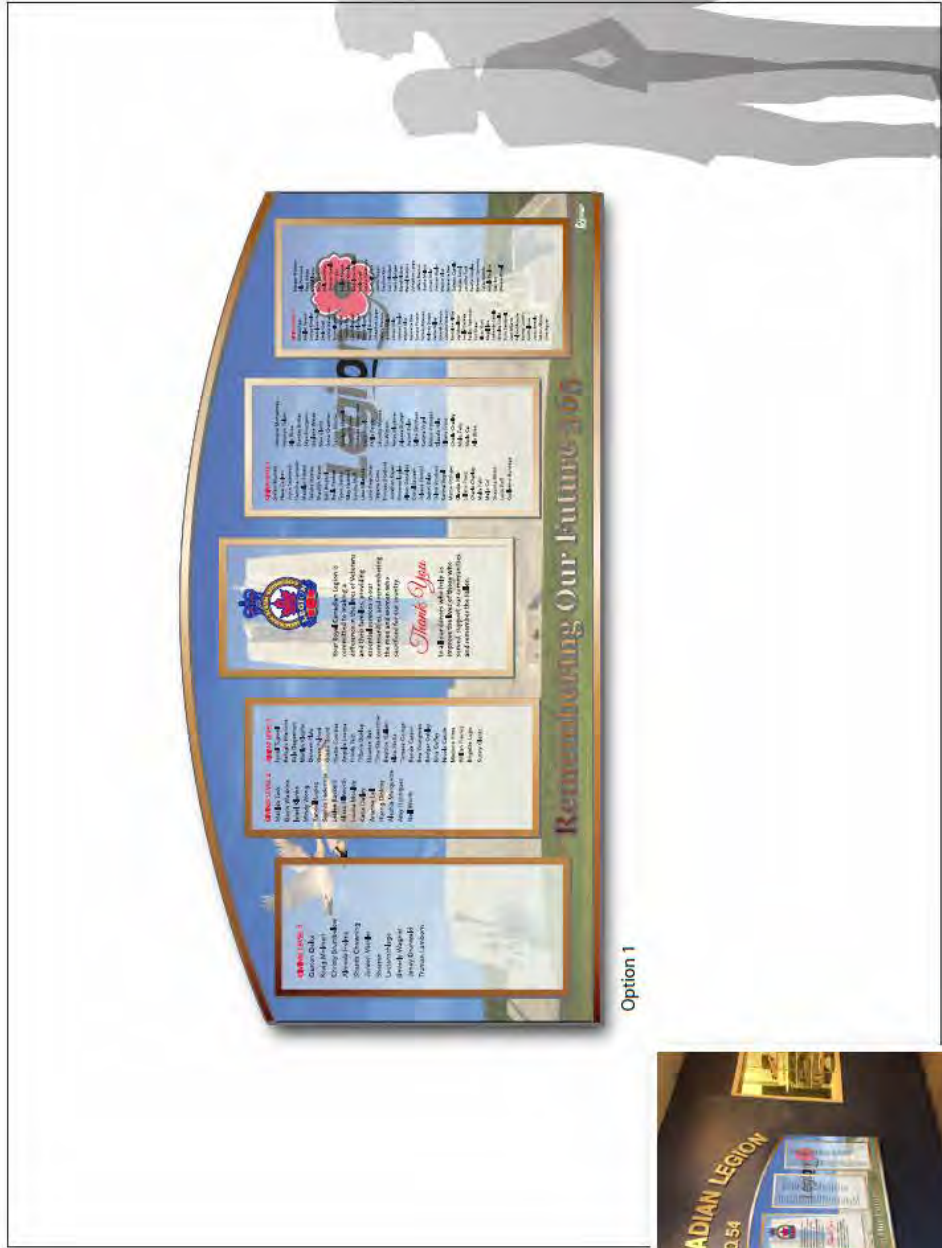
**Adobe Export PDF**  
Convert PDF Files to Word or Excel Online  
Select PDF File  
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Convert to  
Microsoft Word (\*.docx)

Document Language:  
English (U.S.) Change

**Convert**

Create PDF  
Edit PDF  
Comment  
Combine Files  
Organize Pages  
Fill & Sign  
Send for Signature  
Send & Track



Option 1





Your Royal Canadian Legion is committed to making a difference in the lives of Veterans and their families, providing essential services in our communities, and remembering the men and women who sacrificed for our country.

*Thank You*

to all our donors who help us improve the lives of those who served, support our communities, and remember the Fallen.

**Remembering Our Future 365**

While November is recognized as a time of Remembrance for the Legion and for the community, it is also a time when we give thanks for the many services and programs that we provide. We are grateful to those who have served and are grateful to those who support us. We are grateful to those who have served and are grateful to those who support us.

- Becoming a Legion member to support Veterans programs
- Donating to the Legion's fund-raising efforts
- Saying "Thank you" to a Veteran
- Visiting the Legion's Museum in the Legion's Hall of Honour and Remembrance
- Having Paper made or growing a Remembrance tree
- Volunteering at the Legion
- Having a Legion event to make a difference in the lives of Veterans and their families
- Participating in the Legion's Remembrance Day activities
- Donating or displaying Remembrance Poppy Pins
- Visiting the Canadian War Museum in each history museum
- Supporting to help Veterans and their families

Most importantly, take a moment every day to reflect on the sacrifices and the lives of those who have sacrificed for all of us here today.

**Importance of Remembrance**  
 Canadians often associate the Royal Canadian Legion with Remembrance ceremonies and events. Through these activities, we honor and remember those who have served and are grateful to those who support us. We are grateful to those who have served and are grateful to those who support us.

For many, our most widely known activity is the annual Poppy Campaign. This is a time when we give thanks for the many services and programs that we provide. We are grateful to those who have served and are grateful to those who support us.

**Honouring Veterans is our duty**  
 Your Royal Canadian Legion is committed to making a difference in the lives of Veterans and their families, providing essential services in our communities, and remembering the men and women who sacrificed for our country.

# *Goal*

- Our goal over the next three years is to raise an amount of 1.5 million dollars.
- We hope to begin the first phase of our project in the summer of 2018.
- To help us meet these goals we have hired a Project Co-ordinator.

# *Bathroom Estimate*

- We have estimates from a construction company for renovating and upgrading 6 bathrooms.
- Estimates of renovating two basement bathrooms is \$65,000
- Estimates for the four bathrooms on the main floor is \$140,500
- The two bathroom downstairs and the two on the west side of the building will be made to accommodate wheelchair and handicap accessibility.

# *Kitchen Estimates*



- Quotes for new kitchen and beverage equipment has come in for the sum of \$250,000.
- This does not include construction costs or design costs.
- Costs include upgrades to coolers and refrigeration equipment.



## *Chair Lift*

- **Estimate of Cost \$21,000**
- **Installation will be extra.**
- **This will allow us to make more use of our lower facilities.**



# *The Reason*



## *Time Frame*

- This is a 3 year commitment by our Campaign Committee.
- We will be phoning and contacting our members, the public, and area businesses to become partners in our venture.
- The main thrust of our program became official as of **October 23, 2017**



## Q & A time



# **Contact Information:**

Royal Canadian Legion Br #54

9912 – 101 Street  
Grande Prairie, AB  
T8V 0X8

(780) 532-3110

[donorwall@hotmail.com](mailto:donorwall@hotmail.com)

[www.legiongp.ca](http://www.legiongp.ca)





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SUBJECT: **Valleyview Band Parents**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: February 25, 2019  
DEPARTMENT: COMMUNITY SERVICES  
STRATEGIC PLAN: Quality of Life

REVIEWED AND APPROVED FOR SUBMISSION  
ACAO: RO  
GM: SW

MANAGER:  
PRESENTER: SW

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council accept the Valleyview Band Parents grant application for funds to attend the National Music Festival in Ottawa for information, as presented.**

---

BACKGROUND/PROPOSAL:

The Valleyview Band Parents have submitted a grant application requesting \$8,000.00 to attend the National Music Festival in Ottawa, May 14 – 19, 2019. Band participation at the festival is by invitation only, and the group qualified by winning the regional music festival.

The Valleyview Band Parents indicated that they received \$10,000.00 in 2017 from Greenview, however our records indicate it was \$5,000.00 provided to the organization. Their 2017 grant application amount requested was \$10,000.00.

Greenview has the Financial Assistance for Achievement Recognition Policy in effect which permits this organization to qualify for a \$200.00 base grant plus \$100.00 for every eligible participant to a maximum of \$2,000.00. The organization was informed of the achievement recognition grant application, however requested to proceed with presenting the Community Grant Application for consideration. Administration will award the applicable achievement recognition grant to the organization with the receipt of the completed achievement recognition grant application.

The Community Service Miscellaneous Grant has a balance of 1,027,836.64 as of February 24, 2019.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be aware of the grant application request received from the Valleyview Band Parents.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not accept the recommended motion for information and provide a grant sum to the organization, however, this may set a precedent whereby organizations/individuals that qualify for the achievement recognition may request grant funds first, resulting in a possible double grant provision.

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

---

ATTACHMENT(S):

- Valleyview Band Parents – Grant Application



Grant Application  
from Band Parents  
for Hillside High School  
Band.

## **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?
- 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?
- 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?





Municipal District of Greenview #16  
Box 1079 Valleyview, AB T0H 3N0  
Phone: (780) 524-7600 Fax: (780) 524-4307

## GRANT APPLICATION

### Organization Information:

Name of Organization: Valleyview Band Parents  
Address of Organization: Bag 3 Valleyview, AB  
Contact Name and Phone Number: Vimmy Berry  
Position of Contact Person: Band Director and member of Association  
Purpose of organization: To help fund opportunities for music through travel and participation in musical events

What act are you registered under? Hillside Concert & Stage Band registered charity Registration No. 118958057 RRc

### Grant Information:

Total Amount Requested \$8000.00  
Operating \_\_\_\_\_ Capital \_\_\_\_\_

Proposed Project: We have qualified to attend the National Music Festival in Ottawa May 14-19, 2019. This is by invitation only, and we qualified by winning our regional music festival.

*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  
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**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 \$ 10000.00 Year 2017

Purpose: Music Festival Anaheim CA.

2. Amount \$ \_\_\_\_\_ Year \_\_\_\_\_

Purpose: \_\_\_\_\_

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?

unsure - will check -

Have you applied for grant funds from sources other than the M.D. of Greenview?

Yes  No  we are always accepting donations.

Have you received grant funds from sources other than the M.D. of Greenview? Not currently

If yes; who, purpose and amount?

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

Have you performed any other fund raising projects? If yes; what and how much was raised?

We are trying to fund raise as much as possible through service, bake sales, donations etc.



Municipal District of Greenview #16  
Box 1079 Valleyview, AB T0H 3N0  
Phone: (780) 524-7600 Fax: (780) 524-4307

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

Viminy Berry for Band Parents group

Signature

*[Handwritten Signature]*

Address

c/o Hillside High School Bag 3

Telephone Number

780-300-0977 (cell)

Valleyview  
AB T0H 3N0

Date

Dec 10/18

DB Jan 23/19



Municipal District of Greenview #16  
 Box 1079 Valleyview, AB T0H 3N0  
 Phone: (780) 524-7600 Fax: (780) 524-4307

APPLICATION FOR GRANT  
 FORM A - OPERATING

REVENUE		Previous Year Actual 2017	Current Year Estimates 2018	Next Year Proposal 2019
1.	Fees	20,000		10,000
2.	Memberships			
3.	Other income (please list)			
4.	Grants (please list)			
5.	Donations (please list)	15,000.00	2075	11,000
	MD, Bake Sales Various small Fund raisers			
6.	Interest Earned			
7.	Miscellaneous Income			
<b>TOTAL REVENUE</b> (add up items 1-7)				
<b>EXPENSES</b>				
8.	Honourariums/Wages/Benefits			
9.	Travel Expenses	34,675		22,000
10.	Professional Development			
11.	Conferences			
12.	Cleaning & Maintenance			
13.	Licensing Fees			
14.	Office Supplies			
15.	Utilities (phone, power, etc.)			
16.	Rent			
17.	Bank/Accounting Charges			
18.	Advertising			
19.	Miscellaneous			
20.	Capital Purchases (please list)			
<b>TOTAL EXPENSES</b> (add up lines 8-20)		34,000		
<b>NET BALANCE</b> (subtract Total Expenses from Total Revenue)		325-	2400	1400

Cash on Hand \$ \_\_\_\_\_  
 Current Account Balance \$ 2400  
 Savings Account Balance \$ \_\_\_\_\_

Operating Loans \$ \_\_\_\_\_  
 Other Loans \$ \_\_\_\_\_  
 Accounts Payable \$ \_\_\_\_\_

Accounts Receivable \$ \_\_\_\_\_  
 Inventory to Dec 31, 20\_\_\_ \$ \_\_\_\_\_  
 Buildings \$ \_\_\_\_\_  
 Furniture/Fixtures \$ \_\_\_\_\_  
 Land \$ \_\_\_\_\_  
 Equipment \$ \_\_\_\_\_

\*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 Fax: (780) 524-4307

APPLICATION FOR GRANT  
FORM B - CAPITAL

Purpose for Grant (please provide full description and detailed project budget);

Hullside High  
Our small band has qualified to attend National Music Festival in Ottawa May 14-19, 2019. With only 12 people sharing the cost of buses etc, it makes it very expensive + difficult to attend with out help. This will be a once in a lifetime opportunity for these students. Your help will be greatly appreciated + make it affordable to go.

Estimated Completion Date;

May 19, 2019

Quotes for Project (minimum of three quotes if available. Attach additional quotes if required):

1. \_\_\_\_\_

Amount \$ \_\_\_\_\_

2. \_\_\_\_\_

Amount \$ \_\_\_\_\_

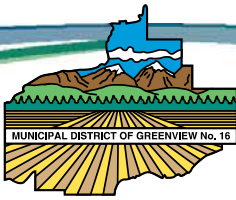
3. \_\_\_\_\_

Amount \$ \_\_\_\_\_

\*Please submit your organization's most recent financial statement (based on your organizations legislated requirements) with the grant application.

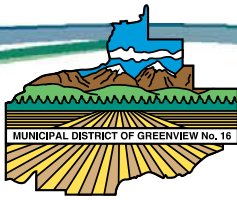
**Financial Statement**  
**Sept 1, 2017-Aug 31, 2108**

<b>Revenue:</b>			
	Memberships		\$0.00
	Donations		\$0.00
	Grants		\$0.00
	Fundraising		\$2,000.00
	Other	Cash	\$90.00
		<b>Total Revenue</b>	<b>\$2,090.00</b>
<b>Expenses:</b>			
	Travel		\$0.00
	Advertising		\$0.00
	Other		\$0.00
	Service Charges		\$0.00
		<b>Total Expenses</b>	<b>\$0.00</b>
<b>Opening Balance from previous year:</b>			<b>\$325.22</b>
<b>Revenue</b>			<b>\$2,090.00</b>
<b>Expenses</b>			<b>\$0.00</b>
<b>Net Balance</b>			<b>\$2,415.22</b>



## COUNCIL MEMBERS BUSINESS REPORT

Ward 3 Les Urness		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/12/2019	Joint Council Meeting	Joint meeting with town of VV to discuss joint funded agreements
2/14/2019	Other	Strategic planning in GP
3/15/2019	Other	Strategic planning in GP
2/19/2019	Committee of the Whole	COW in Grovedale
2/20/2019	Other	Growing the North
2/21/2019	Other	Growing the North



## COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
02/11/2019	Regular Council Meeting	
02/12/2019	Other	Meeting with Ratepayer and CAO
02/12/2019	Emergency Management Committee	
02/12/2019	Joint Council Meeting	Joint meeting with the Town of Valleyview
02/12/2019	Policy Review Committee	
02/12/2019	Valleyview & District Recreation Board	
02/13/2019	Other	Expression of Interest meeting with contractors
02/14/2019	Other	Strategic Planning Session
02/19/2019	Committee of the Whole	
02/19/2019	Audit Committee	
02/20/2019	Growing the North	
02/22/2019	Other	Economic Development Course





## COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Duane Didow		
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION
2/8/2019	RMA	District 4 meeting in Fairview
2/11/2019	Regular Council Meeting	Minutes posted on MD website
2/12/2019	Joint Council meeting with VV town council	Discussion regarding Cost Sharing agreements
2/12/2019	Policy Review Committee	
2/19/2019	Committee of the Whole	
2/20/2019	Grow the North	
2/21/2019	Grow the North	
2/21/2019	Economic Development Course	



## COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Tyler Olsen		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/11/2019	Regular Council Meeting	
2/12/2019	Emergency Management	
2/12/2019	Joint Council Meeting	
3/13/2019	The River of Death & Discovery Dinosaur Museum Society	
2/14/2019	Strat Planning	
2/15/2019	Strat Planning	
2/18/2019	Committee of the Whole	
2/19/2019	Growing the North	
2/21/2019	Growing the North	