



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

Monday March 11, 2019

9:00 AM

Council Chambers
Administration Building

#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
	3.1 Regular Council Meeting minutes held Monday, February 25, 2019 to be adopted.	4
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
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	Division 9 Councillor Tyler Olsen	233
#10	CORRESPONDENCE	
	<ul style="list-style-type: none"> • RMA Correspondence • FCM Correspondence • Grande Prairie Chambers Correspondence • Cost Share Grant Funding • Municipal Sustainability Initiative • NEB NOVA Gas Transmission Ltd • February Peace Officer Report • Little Smoky Caribou Rearing Facility • Big Lakes Golf Tournament • Economic Development Media Release • TransCanada Correspondence 	

#11 CLOSED SESSION

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

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

#12 ADJOURNMENT

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta, on Monday, February 25, 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	Bill Duncan
Recording Secretary	Lianne Kruger

ABSENT

#2: MOTION: 19.02.180. Moved by: COUNCILLOR DALE SMITH
AGENDA That Council adopt the February 25, 2019 Regular Council Meeting Agenda as adjusted:

- Additional Agenda Item 8.11 Heart River Housing

CARRIED

#3.1 MOTION: 19.02.181. Moved by: COUNCILLOR TOM BURTON
REGULAR COUNCIL That Council adopt the minutes of the Regular Council Meeting held on Monday
MEETING MINUTES February 11, 2019 as presented.

CARRIED

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

**#5
DELEGATIONS**

5.0 DELEGATIONS

There were no Delegation Presentations.

**#6
BYLAWS**

6.0 BYLAWS

6.2 BYLAW 19-807 2019 OPERATING CREDIT – BORROWING BYLAW

**BYLAW 19-807
THIRD READING**

MOTION: 19.02.182. Moved by: COUNCILLOR BILL SMITH
That Council moves Third and Final Reading of Bylaw 19-807 – 2019 Operating Line of Credit Borrowing Bylaw.

MOTION: 19.02.183. Moved by: COUNCILLOR ROXIE RUTT
That Council table motion 19.02.182 until later in the meeting.

CARRIED

8.11 HEART RIVER HOUSING FUNDING REQUEST

**HEART RIVER
HOUSING FUNDING
REQUEST**

MOTION: 19.02.184. Moved by: COUNCILLOR DALE SMITH
That Council approve a funding request in the amount of \$2,000,000.00 to Heart River Housing, to construct a common area as part of a senior housing apartment development attached to the Iosegun Manor located in Fox Creek, with funds to come from the Operating Contingency Reserve.

CARRIED

**BYLAW 19-807
THIRD READING**

MOTION: 19.02.182. Moved by: COUNCILLOR BILL SMITH
That Council moves Third and Final Reading of Bylaw 19-807 – 2019 Operating Line of Credit Borrowing Bylaw.

CARRIED

6.3 BYLAW 19-808 ROAD BAN

**BYLAW 19-808
THIRD READING**

MOTION: 19.02.185. Moved by: COUNCILLOR DALE SMITH
That Council give Third reading to Bylaw 19-808 Road Ban Bylaw.

CARRIED

**#7
OLD BUSINESS**

7.0 OLD BUSINESS

There was no Old Business presented.

#8
NEW BUSINESS

8.0 NEW BUSINESS

8.1 GRANDE CACHE TAX & ASSESSMENT NOTICES

GRANDE CACHE
TAX &
ASSESSMENT
NOTICES

MOTION: 19.02.186. Moved by: COUNCILLOR DUANE DIDOW
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.

CARRIED

PROPERTY TAX
DUE RATES –
GRANDE CACHE

MOTION: 19.02.187. Moved by: COUNCILLOR SHAWN ACTON
That Council direct Administration to change the Property Tax due dates for the Hamlet of Grande Cache for Non-Residential Taxes to June 30th of each year and Residential Taxes to November 15th of each year to maintain uniformity amongst Greenview ratepayers.

CARRIED

8.2 POLICY 1029 RECORDS AND INFORMATION MANAGEMENT

POLICY 1029

MOTION: 19.02.188. Moved by: COUNCILLOR TOM BURTON
That Council approve new Policy 1029 "Records and Information Management" as amended; removal of administrative comments.

CARRIED

8.3 BIRCH HILLS COUNTY ICF EXEMPTION

BIRCH HILLS
COUNTY ICF
EXEMPTION

MOTION: 19.02.189. Moved by: COUNCILLOR ROXIE RUTT
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.

CARRIED

8.4 WOODLANDS COUNTY IDP EXEMPTION

WOODLANDS
COUNTY IDP
EXEMPTION

MOTION: 19.02.190. Moved by: COUNCILLOR DALE SMITH
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.

CARRIED

8.5 2019 BLOCK FUNDING INVOICES

2019 BLOCK FUNDING INVOICES

MOTION: 19.02.191. Moved by: COUNCILLOR BILL SMITH
That Council approve the block funding invoices received prior to the 2019 Capital Budget approval.

CARRIED

8.6 BF75356 TENDER RESULTS

BF75356

MOTION: 19.02.192. Moved by: COUNCILLOR SHAWN ACTON
That Council approve Administration to award BF75356 to Mainline Construction Ltd. (2014) for \$637,199.69, with the funds to come from the 2019 Capital Budget.

CARRIED

Reeve Gervais recessed the meeting at 10:02 a.m.
Reeve Gervais reconvened the meeting at 11:00 a.m.

#4.0 PUBLIC HEARING

4.0 PUBLIC HEARING

4.1 BYLAW 18-806 PUBLIC HEARING

Chair Gervais opened the Public Hearing regarding Bylaw 18-806 at 10:12 a.m.

IN ATTENDANCE

Development Officer Leona Dixon

REFERRAL AGENCY & ADJACENT LAND OWNER COMMENTS

Development Officer, Leona Dixon provided a summary of the responses from referral agencies.

IN FAVOUR

The Chair requested that anyone in favour of the application come forward.
There were one in attendance.

OPPOSED

The Chair requested that anyone against the application come forward.
There were one in attendance.

QUESTIONS FROM THE APPLICANT OR PRESENTER

The Chair called for any questions from the Applicant or those that had spoken in favour or against the application with regard to the comments for Planning and Development, the referral agencies, or landowners.
There was no one in attendance.

**FAIR & IMPARTIAL
HEARING**

The Chair asked the Applicant if they have had a fair and impartial hearing. Applicant was not in attendance.

**BYLAW 18-806
PUBLIC HEARING
ADJOURNED**

Chair Dale Gervais adjourned the Public Hearing regarding Bylaw 18-806 at 10:17 a.m.

**6.1 BYLAW 18-806 RE-DESIGNATE FROM AGRICULTURE ONE DISTRICT TO
COUNTRY RESIDENTIAL ONE DISTRICT**

**BYLAW 18-806
SECOND READING**

MOTION: 19.02.193. Moved by: COUNCILLOR SHAWN ACTON
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.

CARRIED

**BYLAW 18-806
THIRD READING**

MOTION: 19.02.194. Moved by: COUNCILLOR LES URNESS
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.

CARRIED

8.7 FOOTHILLS FOREST PRODUCTS LETTER OF SUPPORT

**FOOTHILLS FOREST
PRODUCTS LETTER
OF SUPPORT**

MOTION: 19.02.195. Moved by: DEPUTY REEVE WINSTON DELORME
That Council direct Administration to provide a Letter of Support to Foothills Forest Products Inc. stating Greenview's support to renew the operations of its Beehive Burner with Alberta Environment and Parks.

CARRIED

8.8 GRANDE PRAIRIE SKI PATROL ASSOCIATION – GRANT REQUEST

**GRANDE PRAIRIE
SKI PATROL
ASSOCIATION**

MOTION: 19.02.196. Moved by: COUNCILLOR BILL SMITH
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.

CARRIED

8.9 GRANDE PRAIRIE ROYAL CANADIAN LEGION NO. 54 – GRANT FUNDING REQUEST

**GRANDE PRAIRIE
ROYAL CANADIAN
LEGION NO. 54**

MOTION: 19.02.197. Moved by: COUNCILLOR SHAWN ACTON
That Council approve a \$50,000.00 grant for three years to the Grande Prairie Royal Canadian Legion No. 54 with funds to come from the Community Service Miscellaneous Grant.

CARRIED

8.10 VALLEYVIEW BAND PARENTS

**VALLEYVIEW BAND
PARENTS**

MOTION: 19.02.198. Moved by: COUNCILLOR ROXIE RUTT
That Council accept the Valleyview Band Parents grant application for funds to attend the National Music Festival in Ottawa for information, as presented.

CARRIED

**#9
COUNCILLORS
BUSINESS &
REPORTS**

9.1 COUNCILLORS' BUSINESS & REPORTS

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

WARD 1

DEPUTY REEVE WINSTON DELORME updated Council on his recent activities, which include;

February 11, 2019 Regular Council Meeting
Emergency Management Committee Meeting
Joint Council Meeting with the Town of Valleyview
Expression of Interest Contractors BBQ
Strategic Planning Session
February 19, 2019 Committee of the Whole Meeting
Growing the North Conference
Economic Development Course
Fox Creek Greenview Multi-Plex Grande Opening

WARD 2

REEVE DALE GERVAIS submitted his update to Council on his recent activities, which include;

February 11, 2019 Regular Council Meeting
Joint Council Meeting with the Town of Valleyview
Policy Review Committee Meeting
Medical Clinic
Minister of Energy
Expression of Interest Contractors BBQ

Strategic Planning Session
February 19, 2019 Committee of the Whole Meeting
Growing the North Conference
Fox Creek Greenview Multi-Plex Grande Opening

WARD 3

COUNCILLOR LES URNESS submitted his update to Council on his recent activities, which include;
February 11, 2019 Regular Council Meeting
Joint Council Meeting with the Town of Valleyview
Strategic Planning Session
February 19, 2019 Committee of the Whole Meeting
Growing the North Conference

WARD 4

COUNCILLOR SHAWN ACTON submitted his update to Council on his recent activities, which include;
February 11, 2019 Regular Council Meeting
Meeting with Ratepayer and CAO
Emergency Management Committee Meeting
Joint Council Meeting with the Town of Valleyview
Policy Review Committee Meeting
Valleyview & District Recreation Board Meeting
Expression of Interest Contractors BBQ
Strategic Planning Session
February 19, 2019 Committee of the Whole Meeting
Audit Committee Meeting
Growing the North Conference
Economic Development Course

WARD 5

COUNCILLOR DALE SMITH updated Council on his recent activities, which Include;
February 11, 2019 Regular Council Meeting
Joint Council Meeting
Strategic Planning Session
February 19, 2019 Committee of the Whole Meeting
Heart River Housing Meeting
Valleyview & District Medical Clinic Meeting

WARD 6

COUNCILLOR TOM BURTON submitted his update to Council on his recent activities, which include;
Joint Council Meeting with the Town of Valleyview
Policy Review Committee Meeting
Expression of Interest Contractors BBQ

Strategic Planning Session
East Smoky Recreation Board Meeting
February 19, 2019 Committee of the Whole Meeting
Pre-Audit Meeting
Growing the North Conference
Fox Creek Greenview Multi-Plex Grande Opening
MD of Greenview Library Board Meeting

WARD 7

COUNCILLOR ROXIE RUTT submitted her update to Council on his recent activities, which include;
February 11, 2019 Regular Council Meeting
Joint Council Meeting with the Town of Valleyview
Policy Review Committee Meeting
Grande Prairie Library Board Meeting
Valleyview & District Medical Clinic Meeting
Strategic Planning Session
February 19, 2019 Committee of the Whole Meeting
Northern Transportation Advocacy Bureau Meeting
Growing the North Conference
Grande Spirit Foundation Meeting
Fox Creek Greenview Multi-Plex Grande Opening

WARD 8

COUNCILLOR BILL SMITH updated Council on his recent activities, which Include;
Emergency Management Committee Meeting
Strategic Planning Session
Growing the North Conference

DIVISION 9

COUNCILLOR DUANE DIDOW updated Council on his recent activities, which Include;
RMA District 4 Meeting
February 11, 2019 Regular Council Meeting
Joint Council Meeting with the Town of Valleyview
Policy Review Committee Meeting
Growing the North
Economic Development Course
Pre-Audit Meeting

DIVISION 9

COUNCILLOR TYLER OLSEN updated Council on his recent activities, which include;
February 11, 2019 Regular Council Meeting
Emergency Management Committee Meeting

Joint Council Meeting with the Town of Valleyview
The River of Death & Discovery Dinosaur Museum Society Meeting
Strategic Planning Session
February 19, 2019 Committee of the Whole Meeting
Growing the North Conference
MD of Greenview Library Board Meeting

**MEMBERS
BUSINESS**

MOTION: 19.02.199. Moved by: COUNCILLOR SHAWN ACTON
That Council accept the Members Business for information.

CARRIED

**#10
CORRESPONDENCE**

10.0 CORRESPONDENCE

MOTION: 19.02.200. Moved by: COUNCILLOR DALE SMITH
That Council accept the correspondence for information, as presented.

CARRIED

**#11 CLOSED
MEETING**

11.0 CLOSED SESSION

CLOSED SESSION

MOTION: 19.02.201. Moved by: COUNCILLOR TOM BURTON
That the meeting go to Closed Session, at 11:25 a.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

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

OPEN SESSION

MOTION: 19.02.202. Moved by: COUNCILLOR DUANE DIDOW
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 11:50 a.m.

CARRIED

**BENEFIT &
ASSISTANCE PLAN
– VOLUNTEER
EMERGENCY
RESPONDERS**

MOTION: 19.02.203. Moved by: COUNCILLOR BILL SMITH
That Council direct Administration to investigate and provide a report on establishing a modified benefits and assistance plan for the volunteer emergency responders.

CARRIED

**HEALTH SERVICES
REIMBURSEMENT**

MOTION: 19.02.204. Moved by: COUNCILLOR TOM BURTON

That Council reimburse the Grande Cache Fire Fighters Association for cost incurred for health services to a maximum of \$10,000.00 with funds to come from Protective Services.

CARRIED

12.0 ADJOURNMENT

**#12
ADJOURNMENT**

MOTION: 19.02.205. Moved by: COUNCILLOR ROXIE RUTT

That this meeting adjourn at 11:56 a.m.

CARRIED

INTERIM CHIEF ADMINISTRATIVE OFFICER

REEVE



REQUEST FOR DECISION

SUBJECT: **Bylaw 19-809**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 11, 2019

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

ICAO: RO

GM:

MANAGER:

PRESENTER: DL

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council give First and Second Reading to Bylaw 19-809 “Procedural Bylaw.”

BACKGROUND/PROPOSAL:

Council was first introduced to the Procedural Bylaw at Committee of the Whole in December. At that meeting, Council made a number of recommendations prior to Administration bringing the Bylaw to Council for first reading.

This Bylaw will replace Bylaw 13-692 “Meeting Procedure Bylaw”, Bylaw 13-699 “Procedural Bylaw Amendment”, Bylaw 13-713 “Public Hearing Procedure Bylaw.”

The following changes were made based on the Committee of the Whole discussion:

1. A provision was added that the Deputy Reeve would chair Committee of the Whole meetings
2. A provision was added that the appointment of Deputy Reeve would be for a period of 6 months.
3. Under Section 5.5 Electronic Meetings, a provision was added that any Member participating in closed session through electronic means, must make a verbal statement that they are alone. If the Member is not alone, they may not participate in Closed Session portions of the meeting.
4. In Section 5.5 Electronic meetings, the current draft stipulates that a Member can participate in a meeting through electronic means if there is quorum of six (6) other Members present at the meeting.

Alternative:

At least five (5) Members of Council or Council Committee must be present in the actual meeting place. Should quorum be lost when the electronic communications fail, the Council or Council Committee must recess the meeting until quorum can be re-established.

5. Provision 5.6.5 was added stating, in situations where more than 4 Members are requesting to attend the meeting through electronic means, it will be at the discretion of the Chair, who will be allowed to attend through electronic means.
6. A provision was added under 6.1 Agendas clarifying the process for Councillors to add items to an agenda through the use of the "Agenda Item Request Form."
7. A provision was added under 6.3.4 indicating that Greenview Council and Committee of the Whole Meetings would be live streamed for the public.
8. Section 7.1.1 was revised to include just Chair, instead of Reeve and Chair for simplicity and to better cover Council Committee Meetings.
9. At Committee of the Whole Council recommended that Administration add "it is best practice" to Provision 7.1.7.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will have an updated Procedural Bylaw that reflects the current practices of Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative not give second reading the Bylaw.

Alternative #2: Council has the alternative to continue the use of the existing Procedural Bylaw.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the Bylaw back with any amendments for Third Reading.

ATTACHMENT(S):

- This Bylaw will replace Bylaw 13-692 "Meeting Procedure Bylaw"
- Bylaw 13-699 "Procedural Bylaw Amendment"
- Bylaw 13-713 "Public Hearing Procedure Bylaw."
- Proposed Bylaw 19-809

BYLAW NO. 13-713
of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to establish the procedures for the conduction of Public Hearings held during Regular and Special Council meetings.

1. This Bylaw shall be referred to as the “Public Hearing Procedure Bylaw”.

Application

2. This Bylaw shall govern Public Hearings held during Regular and Special Council Meetings.
3. When a matter arises related to the proceedings in a meeting which is not covered by a provision of this Bylaw or the Municipal Government Act, the matter shall be decided by reference to the M.D. of Greenview’s Meeting Procedure Bylaw, and, if the meeting procedure bylaw does not address the manner in which the matter is to be dealt with then reference will be made to *Robert’s Rules of Order*.
4. In the event of a conflict between the provisions of this Bylaw, and *Robert’s Rules of Order*, the provisions of this Bylaw shall apply.

Scheduling of Hearings

5. No more than four (4) hearings shall be scheduled for any Regular or Special Council meeting.
6. Hearings will be heard sequentially, in the order in which they appear on the agenda.

Hearing Procedure

7. All hearings will follow the procedure as outlined in attached Schedule “A”.

Hearing Participation

8. All members of the public wishing to speak at the Public Hearing will be afforded the opportunity to do so at the allotted time in the hearing procedure (Schedule “A”).
9. Each member of the public, including applicants, shall be limited to a five (5) minute presentation period.
10. At the hearing, the Chief Administrative Officer shall indicate to the Chair when five (5) minutes have elapsed in the allocated presentation time. The Chair, upon being notified of the allocated time having expired, may request that the speaker wrap up their presentation or, alternatively, the Chair may approve additional time for the presentation.
11. In preparing audio/visual materials to be presented at the meeting, presenters are required to limit the number of PowerPoint slides, or such similar visual aids, or pictures and at all times such presentation is limited to the five (5) minute time restriction. Any such electronic presentation is to

be provided by the Delegation via email or removable USB memory device, in a compatible file format, to the Executive Assistant prior to the date of the hearing.

12. All participants to the hearing must address the Chair during their presentation. Participants' conduct is subject to the rules of conduct provided within this Bylaw, the Procedural Bylaw and any other Bylaw enacted by Council.
13. Following the presentation, Council may ask questions of the presenter, as indicated in the hearing procedures (Schedule "A").

Record of Hearing

14. The minutes of the Regular or Special Council meeting, as the case may be, in which the public hearing is held will include a summary of all information, evidence and presentations made before Council.

Other

15. Once the Chair has adjourned the hearing, the hearing cannot be re-opened.
16. This Bylaw shall come into effect at the first Regular Council or Special Council meeting that occurs after the meeting in which this Bylaw is given final reading.

Read a first time this 26th day of November, AD, 2013.

Read a second time this 10th of day of December, AD, 2013.

Read a third time and finally passed this 10th day of December, AD, 2013.

(Signed original on file)
REEVE

(Signed original on file)
CHIEF ADMINISTRATIVE OFFICER



SCHEDULE "A"

PUBLIC HEARING AGENDA PROCEDURE

LAND USE AMENDMENT PUBLIC HEARING BYLAW NO. Bylaw #

Land Owners: Applicant Name
Date at Time.

From Choose an item to Choose an item
Legal

1. **Chair:**
 - a) Calls the hearing to order.
 - b) Introduces the Council, Staff and Applicant(s) attending.
 - c) Asks the guests to sign the registration sheet.
 - d) Calls on Legislative Services to explain the purpose of the hearing.
 - e) Asks each board member if there was any reason that they should be disqualified from hearing this case.
 - f) Asks applicant(s) if there was any objection or concern with any member sitting on the Board.
2. **Planning & Development Department:**
 - a) Introduce the application for re-designation of the said lands included in the agenda package, the application, location map, aerial information and site map. The legislative requirements have been met including advertising and notifications being sent to referral agencies and adjacent landowners.
3. **Chair:**
 - a) Asks Applicant(s) or Agent to explain the proposed use of the land.
4. **Applicant(s):**
 - a) Addresses the proposed use of the land.
5. **Chair:**
 - a) Asks for any questions from Council.
6. **Chair:** asks if anyone wishes to **Speak In Favor** of the Application:
 - a) Please have speaker state his name.
 - b) Asks if any further questions from Council.
7. **Chair:** asks if anyone wishes to **Speak Against** the Application:
 - a) Please have speaker state his name.
 - b) Asks if any further questions from Council.
8. **Chair:** asks Planning & Development Department for Comments and Closing Remarks:
 - a) **Planning & Development Department:**
Read letters from referral agencies and any adjacent landowner comments which have responded and provides their closing remarks.
9. **Chair:**
 - a) Opens the floor to questions from Council.
 - b) Asks if anyone has questions regarding agency referrals or staff comments.
10. **Chair:**
 - a) Asks the Applicant(s) if they have any final comments.
 - b) Asks if the applicant(s) feels if they have had a fair and impartial hearing.

Applicant(s): Responds
11. **Chair:**
 - a) States; Council will render a decision as soon as possible.
12. **Chair:**
 - a) Adjourns the Public Hearing.



BYLAW NO. 19-809 of the Municipal District of Greenview No. 16

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

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

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

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

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

1 Short Title

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

2 Definitions

- 2.1 **Acting Reeve** means the Member, selected by Council, to preside at a meeting in the absence or incapacity of both the Reeve and Deputy Reeve.
- 2.2 **Administration** means the Chief Administrative Officer (CAO) or any employee of Greenview who is accountable to the CAO.
- 2.3 **Agenda** means the order of items of business for a meeting and the associated reports, bylaws and other documents.
- 2.4 **Annual Organizational Meeting** means the annual organizational meeting held in October as required under the *Municipal Government Act*.
- 2.5 **Business Day** means a day in which Greenview Administration Offices are open to the public, typically Monday through Friday, with the exception of Statutory Holidays.
- 2.6 **Call for the Order of the Day** means to demand to take up the proper business in order.

- 2.7 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the M.D of Greenview duly appointed by Council as the head of Greenview Administration under Section 205 of the *Municipal Government Act*.
- 2.8 **Chief Elected Official (CEO)** means the person appointed by Council as Reeve of the M.D of Greenview under Section 150 of the *Municipal Government Act*.
- 2.9 **Closed Session** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.10 **Committee of the Whole (COW)** means a Council Committee comprised of all Members of Council.
- 2.11 **Council** means the Reeve and Councillors duly elected in the M.D of Greenview and who continue to hold office.
- 2.12 **Council Committee** means a committee established by Council containing the entirety of Council Members, including Committee of the Whole and Municipal Planning Commission. These Committees make recommendations to Council.
- 2.13 **Delegation** means an individual or group making a presentation to Council or Council Committee.
- 2.14 **Deputy Reeve** the Councillor appointed by Council, pursuant to the Municipal Government Act to act as Chief Elected Official in the absence or incapacity of the Reeve.
- 2.15 **Electronic Meeting** means a meeting conducted through electronic communications.
- 2.16 **Freedom of Information and Protection of Privacy Act (FOIP)** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended.
- 2.17 **Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.
- 2.18 **Inaugural Organizational Meeting** means the first organizational meeting following a general election in accordance with requirements under the *Municipal Government Act*.
- 2.19 **Member** means either Council, Council Committee or Board Members.
- 2.20 **Municipal Government Act (MGA)** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended.
- 2.21 **Pecuniary Interest** means a pecuniary interest within the meaning of the *Municipal Government Act*.
- 2.22 **Point of Information** means a request to a Member or an Administration, for information relevant to the business at hand, but not related to a point of procedure.
- 2.23 **Point of Order** means a demand that the Chair enforce the rules of procedure.

- 2.24 **Point of Privilege** means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Councillors and includes the:
- a. Organization or existence of Council;
 - b. Comfort of Councillors;
 - c. Conduct of administrative employees or members of the public in attendance at the meeting;
 - d. Accuracy of the reports of Council's proceedings;
 - e. Reputation of Councillors or Council.
- 2.25 **Point of Procedure** means a request made to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of the motion.
- 2.26 **Privileged Motion** means motions that cannot be debated including
- a. A motion to recess;
 - b. A motion to adjourn;
 - c. A motion to set a time for adjournment; or
 - d. A point of privilege.
- 2.27 **Quorum** means the majority of all Members that comprise the Council or the Board pursuant to the *Municipal Government Act*.
- 2.28 **Recess** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point that they were interrupted.
- 2.29 **Reeve** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point that they were interrupted.
- 2.30 **Request for Information** means a request from a Member of Council regarding items on the Council meeting or Committee of the Whole meeting Agenda.

3 Application

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

4 Interpretation

- 4.1 When a matter arises relating to proceedings not covered by a provision of this Bylaw, the matter shall be decided by reference to the most recent edition of Robert's Rules of Order.

- 4.2 Procedure is a matter of interpretation by the Chair.
 - 4.2.1 In the event of a conflict between Robert's Rules of Order and this Bylaw, the provisions of this Bylaw shall apply.
 - 4.2.2 In the absence of any statutory obligation, any provision of this Bylaw may be temporarily waived, altered or suspended by Special Resolution (two-thirds majority vote), except:
 - a. The provisions about statutory hearings; and
 - b. The provisions for amending or repealing this Bylaw.

5 Meetings

- 5.1 An Organizational Meeting will be held each year in accordance with the *Municipal Government Act*.
 - 5.1.1 Appointment of Reeve
 - a. The or their designate will:
 - i. Call the meeting to order
 - ii. Issue the oaths of office as the first order of business at the first Organizational Meeting following a General Election;
 - iii. Preside over the election of Reeve by secret ballot;
 - iv. Issue the oath of Reeve.
 - b. The Reeve will:
 - i. Preside over the election of Deputy Reeve for a period of six (6) months by secret ballot, after which the CAO will administer the Oath of Deputy Reeve; and
 - ii. Preside over the remainder of the meeting.
 - c. Appointment of Deputy Reeve
 - i. The Appointment of Deputy Reeve will be for a period of six (6) months.
 - ii. Council will elect a Deputy Reeve, along with the Reeve, at the annual Organizational Meeting and hold an election for Deputy Reeve 6 months following that appointment.
 - d. At the Annual Organizational Meeting Council will:
 - i. Establish the dates, times and places for regular meetings of Council, Committee of the Whole, and the Municipal Planning Commission;
 - ii. Appoint Council Committee and Board Members; and
 - iii. Conduct other business as identified within the organizational meeting agenda.
 - e. In the case of tied votes for either Reeve or Deputy Reeve, or in the appointment of a Board Member, the CAO will write the names of the individuals in question on slips of paper of equal size and place them in an appropriate receptacle. The CAO will then draw a name from the receptacle and shall declare the name of the individual written on the withdrawn slip of paper.

5.2 Regular Council Meeting

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

5.3 Special Council Meeting

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

5.4 Committee of the Whole

- 5.4.1 The Deputy Reeve will Chair Committee of the Whole Meetings. In the absence of the Deputy Reeve, the Reeve will assume the role of Chair.
- 5.4.2 Delegations will present at Committee of the Whole Meetings unless otherwise directed by Council.

5.5 Closed Session Meeting

- 5.5.1 The *Municipal Government Act* permits Council or Council Committee to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions to disclose contained in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 5.5.2 A Subdivision Development Appeal Board may deliberate and make its decisions in meetings closed to the public.
- 5.5.3 When a meeting is held in Closed Session, Council or Council Committee may invite any person or persons to attend the Closed Session Meeting, as Council or Committee deems appropriate.
- 5.5.4 A Meeting held in Closed Session may, but will not generally, exclude Administration, but not Members as long as the Member is not disqualified from participating in the discussion due to Pecuniary Interest.
- 5.5.5 When a meeting is in Closed Session no resolutions may be passed at the meeting, except a resolution to revert to a meeting held in public.

5.6 Electronic Meetings

- 5.6.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee can be conducted through electronic means or through other communication facilities if:
- Notice is given to the public of the meeting, including the way in which it will be conducted;
 - The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and
 - The facilities enable all the meetings participants to watch and/or hear each other.
 - Council Members participating in a meeting held by means of a communications facility, or by electronic means, are deemed to be present at the meeting.
- 5.6.2 Members of Council or Committees may participate in meetings through electronic means or other communication facilities if:
- There is a quorum of six (6) Members of Council or Committee situated in the actual meeting place to ensure the meeting could continue should the communication facility or electronic means fail; and
 - The Chief Administrative Officer or their designate is present at the place specified in the notice to the public about this meeting.
- 5.6.3 When a meeting goes into Closed Session, a Member of Council or Council Committee who is attending a meeting through electronic means must make a statement declaring that they are alone. To maintain confidentiality of matters discussed in Closed Session, if a Member is not alone, they may not participate in the Closed Session portion of the meeting.
- 5.6.4 Any person who wants to utilize electronic means or communication facilities to attend a meeting must:
- Notify the Reeve or Chair of the Committee, and the CAO or their designate, that he or she intends to participate in the meeting through electronic means or communication facility;
 - Provide to the Reeve or Chair the reason that they cannot attend the meeting at the scheduled location; and
 - Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting.

5.7 Public Hearing

- 5.7.1 A Public Hearing will be held in conjunction with a Regular Council or Special Council Meeting.

- 5.7.2 A motion to go into Public Hearing is required before the subject matter is discussed.
- 5.7.3 The public, or a representative, may address Council on a planning matter or other matter directed by Council subject to:
- a. The speaker being acknowledged by the Chair.
 - b. Generally a ten (10) minute time limit will be imposed on anyone making a presentation, although additional time may be granted at the discretion of the Chair.
 - c. The presentation must be given in a respectful manner and otherwise in accordance with this Bylaw.
 - d. A presenter will generally be allowed to only speak once on an item, although additional opportunities to speak may be granted by the Chair.
 - e. Discussion shall only be regarding the matter identified on the agenda.
- 5.7.4 Council members will not debate issues with any speaker, but each Member of Council may ask questions for clarification of each speaker. All questions will be directed through the Chair.
- 5.7.5 Council may accept written submissions in lieu of verbal presentation as long as the document is signed, dated and includes the name and address of the person making the submission.
- 5.7.6 Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.
- 5.7.7 Council may accept written submissions in lieu of verbal presentation as long as the document is signed, dated and includes the name and address of the person making the submission.
- 5.7.8 Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.
- 5.7.9 Individuals addressing Council may, with the consent of the Chair, provide presentation material to be included in the official record of the Public Hearing.
- 5.7.10 At the discretion of Greenview Administration, no late submissions from the public are accepted unless the individual or group addresses Council at the Public Hearing.
- 5.7.11 In accordance with the Municipal Government Act, a Public Hearing:
- a. Shall hear any person, or group of persons, or person representing them, who claims to be affected by the proposed Bylaw or resolution and who has complied with the procedures outlined by the Council; and
 - b. May hear any other person who wishes to make a representation and whom the Council agrees to hear.

- 5.7.12 Individuals of the public attending a Public Hearing shall conduct themselves in accordance with this Bylaw.
- 5.7.13 The Order of Business for each item of the Public Hearing shall be:
 - a. Presentations from Administration and questions for clarification;
 - b. Public Hearing Presentations by:
 - i. Those speaking in favour;
 - ii. Those speaking against;
 - iii. Follow-up questions from Council may be asked throughout the presentations and will be directed through the Chair;
 - c. Motions
- 5.7.14 All presentations should be made from the delegate table where possible.
- 5.7.15 A Council Member who is absent from the whole of a Public Hearing, is not entitled to vote on the matter and shall leave the meeting before the vote is taken.
- 5.7.16 When all persons who want to speak to an issue have been given their opportunity to speak, the Chair shall declare the Public Hearing closed. Once a Public Hearing is closed, it cannot be re-opened. Council may hold another Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial public Hearing in accordance with the *Municipal Government Act*.

6 Agendas and Records of Meetings

6.1 Agendas

6.1.1 Preparation

- a. Prior to each Council or Committee meeting, the Chief Administrative Officer, or their designate, shall prepare an Agenda of all business to be brought forward at the meeting, including input from participants, Administration, and previous meetings.
- b. Submissions to the Agenda, including those from delegations and Administration, shall be received by the Chief Administrative Officer, or their designate, no later than ten days preceding the meeting.
- c. Councillors wishing to add an item on the Regular Council Meeting or Committee of the Whole Meeting Agenda must submit an "Agenda Item Request" form to Administration in order for Administration to prepare the Request for Decision (RFD) for Council consideration.

6.1.2 Distribution

- a. Meeting Agendas, and all supporting materials, should be placed at the disposal of each member of Council, or Committee not later than 4:30 p.m. five (5) days prior to the meeting.

- b. The CAO, or their designate, shall post the Council or Council Committee Agendas on Greenview's public website and make copies of the agenda and supplementary materials available to the public (unless these must be, or may be, withheld under the *Municipal Government Act* or other legislation) five (5) days prior to the Meeting.
- 6.1.3 Late Submissions
 - a. Administrative reports and submissions received too late to be added to the regular Agenda shall be included on the next Council Agenda.
 - b. In exceptional circumstances, at the discretion of the CAO or their designate, submissions received too late to be included in the regular Council Agenda may be presented at the meeting as an emergent business item.
- 6.1.4 Additions or Deletions
 - a. The addition or deletion of agenda items after the agenda has been published requires a resolution of Council.
 - b. The addition or deletion of agenda items after the agenda has been adopted requires a unanimous vote of Council.
- 6.2 Order of Business
 - 6.2.1 Council or Council Committee Meetings shall use the following order of business for meetings unless changed by unanimous consent:
 - a. Call to Order
 - b. Adoption of the Agenda
 - c. Minutes
 - d. Public Hearing
 - e. Delegation
 - f. Bylaws
 - g. Business
 - h. Members' Business Report
 - i. Correspondence
 - j. Closed Session
 - k. Adjournment
- 6.3 Minutes
 - 6.3.1 Minutes of all proceedings of Council and Committee Meetings shall be recorded in accordance with Sections 208 and 213 of the *Municipal Government Act*, and include:
 - a. All decisions and other proceedings.
 - b. The names of all Councillors or Members at large present at and absent from the meeting.
 - c. The names of the Councillors, or members at large who vote for and against a motion when a recorded vote is taken.

- d. Resolutions to go into Closed Session and to adjourn the meeting.
 - e. The sections of the *Freedom of Information and Protection of Privacy Act* that apply to an item being discussed in “Closed Session”.
 - f. Any abstention made under the *Municipal Government Act* by any member and the general nature of the abstention.
 - g. Any abstention made as a result of a pecuniary and the general nature of the abstention.
 - h. The signatures of the Reeve or Chair.
 - i. The names of the members of the public who speak to an item.
- 6.3.2 The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If:
- a. There are errors or omissions, Council must pass a motion to amend the minutes as amended, or;
 - b. There are no errors or omissions, Council must adopt the minutes as presented.
- 6.3.3 With the exception of any Closed Session portion of meetings, audio recordings shall be made of all Council and Committee of the Whole meetings. Should Council determine that video recordings be made of Council Meetings, these shall also exclude Closed Session portions of meetings.
- 6.3.4 Greenview Council Meetings and Committee of the Whole Meetings will be live streamed on Greenview’s website and made available for the public to access.
- 6.3.5 Regular Council meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

7 Meeting Proceedings

7.1 Rules of Order, Conduct and Etiquette

7.1.1 Role of the Chair

- a. As soon as there is quorum after the time for commencement if the meeting, the Chair will call meetings to order.
- b. The Chair will preserve order and decorum and decide all questions of procedure;
- c. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, they must provide a reason for their decision.
- d. If the Chair wishes to leave the chair for any reason, they must call upon the Deputy Reeve or Vice Chair to preside.
- e. Anyone who is not a Councillor or Member- At-Large is not allowed to cross the Council Bar to speak to any Member without the Reeve or Chair’s permission.

- f. The Chair may call to order any Councillor or Member who is out of order.
- g. If the Reeve and Deputy Reeve, or Chair and Vice-Chair, are not present within thirty (30) minutes after the time set for the meeting, and a quorum is present, the CAO or their designate shall call the meeting to order, and a Member shall be chosen by the Members present to Chair the meeting.
- h. Upon the arrival of the Reeve or Deputy Reeve, or Chair or Vice-Chair, they shall resume their role as Chair.

7.1.2 Quorum

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

7.1.3 Members of the Public during the meeting shall:

- a. Not approach or speak to Council or Committee without the permission of the Chair;
- b. Not speak on any matter longer than fifteen (15) minutes unless permitted by the Chair;
- c. Maintain order and quiet;
- d. Not interrupt a speech or action of Council, Committee or another person addressing members;
- e. Speak respectfully and must not use offensive language;
- f. Head coverings are prohibited in Council Chambers except in cases where the head covering is worn for recognized medical or religious reasons.

7.1.4 During a Meeting, Councillors and Board Members shall not:

- a. Speak disrespectfully, use offensive words, or un-parliamentary language;
- b. Address Members without permission;
- c. Break the rules of Council or Committee or disturb the proceedings;
- d. Leave their seat or make any noise of disturbance while a vote is being taken, or the result declared; or
- e. Disobey the decision of the Chair on any question or order, practice or interpretation.

7.1.5 Breach of Conduct

- a. A Board Member or Councillor who persists in a breach of subsection 7.1.4, the Chair may request that the Deputy Reeve or in the case of a Committee, the Vice Chair, to move a motion to

remove the unruly Member or Councillor from the remainder of the Meeting.

- b. If the resolution passes, the Chair shall direct the Board Member or Councillor to leave the meeting.
- c. Where the Chair has directed a Member to leave the meeting and the Member makes a satisfactory explanation and apology, the Members may, by resolution, allow the offending Member remain in, or return to the meeting.
- d. The Chair may order a member of the public who creates a disturbance or acts inappropriately to be expelled from the meeting.

7.1.6 Members Business Report

- a. Council Members should submit their Members business reports to Administration prior to the distribution of the Regular Council Meeting Agenda.

7.1.7 Request for Information

- a. It is practice that Requests for Information regarding items on the Council meeting or Committee of the Whole meeting Agenda, should be submitted to the relevant member of the SLT no less than 3 days prior to the scheduled meeting in order to allow Administration time to prepare an answer.

7.2 Debate

7.2.1 Debate is a formal discussion on a particular topic in a public meeting. Healthy debate is encouraged.

7.2.2 The will determine the speaking order when two or more Committee Members or Councillors wish to speak, subject to a challenge.

7.2.3 Councillors or Members must address the Chair when speaking.

7.2.4 Councillors or Members who have been assigned their turn to speak may only be interrupted:

- a. When a Councillor or member is discussing a subject and there is no motion on the floor;
- b. By a Call for Orders of the Day;
- c. By a Point of Privilege;
- d. By a Point of Order;
- e. By an objection to the considered motion; or
- f. By a Challenge.

7.2.5 Each Councillor or Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit debate.

7.3 Motions

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

- d. When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.
- 7.3.12 A Councillor may move to refer any motion to the appropriate Council Committee or Administration for investigation and report, and the motion to refer:
 - a. Precludes all further amendments to the motion;
 - b. Is debatable;
 - c. May be amended only as to the body to which the motion is referred and the instructions on that referral.
- 7.3.13 A Councillor may move to defer any motion to another meeting at a later date. It should be specified a date at which the motion will be brought back to Council to address.
- 7.3.14 A Councillor may move to table any motion to be discussed later in that same meeting.
 - a. A Motion to table cannot be debated
 - b. May only be amended as to the limit placed on debate;
- 7.3.15 A Motion to limit or end debate:
 - a. Cannot be debated; and
 - b. May only be amended as to the limit placed on debate.
- 7.3.16 A Councillor may only introduce a motion asking Council to reconsider a matter dealt with in a previous motion if:
 - a. The motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover that voted with the prevailing result; or
 - b. A Notice of Motion is submitted prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again;
 - c. The motion to which it is to apply has not already been acted upon; or
 - d. Six (6) months have passed since the motion was last considered.
 - e. If a motion to reconsider is passed, the original motion is on the floor.
- 7.4 Voting
 - 7.4.1 Each Council member present is required to vote in accordance with the *Municipal Government Act*.
 - 7.4.2 Unless otherwise specified under this Bylaw, a vote is carried when a majority of Members vote in favour of a motion.
 - 7.4.3 A motion is lost if the vote is tied.
 - 7.4.4 No Member shall leave the meeting after the question is put to a vote until the vote is taken.

- 7.4.5 The Chair shall declare the result of the vote.
- 7.4.6 Any Councillor may request a recorded vote.
- 7.4.7 The Chair and the Recording Secretary shall ensure that each abstention and the reasons for the abstention are noted in the minutes of the Meeting.
- 7.4.8 If a Councillor is absent from the whole of a Public Hearing, they shall not be entitled to vote on the matter and shall leave the Meeting after the question is put to a vote until the vote is taken.
- 7.4.9 Once a vote is carried, or defeated, the decision of Council must be supported by all members.

7.5 Delegations

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

7.6 Bylaws

- 7.6.1 All proposed Bylaws must have:

- a. A Bylaw number assigned; and
 - b. A concise title indicating the purpose of the Bylaw.
 - c. Three (3) separate and distinct readings
- 7.6.2 Council Members will be provided the opportunity to review a copy of the proposed Bylaw, in its entirety, prior to any motion for first reading.
- 7.6.3 Council shall hear an introduction of the proposed bylaw or resolution from administration prior to first reading.
- 7.6.4 When a bylaw is subject to a statutory public hearing, the public hearing shall be held prior to first reading.
- 7.6.5 After the first reading has been given, any Member may move that the bylaw be read a second time.
- 7.6.6 Any amendments to the bylaw that are carried prior to the vote on third reading shall be considered to have been given first and second reading and shall be incorporated into the proposed bylaw.
- 7.6.7 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this Bylaw or any other enactment.
- 7.6.8 A bylaw is effective from the date of the third reading unless the bylaw or any applicable statute provides for another effective date.
- 7.6.9 The Reeve and the CAO will sign the bylaw as soon as reasonably possible after third reading.
- 7.7 Policies
 - 7.7.1 Draft policies shall be prepared by Administration and reviewed by the appropriate Council Committee before the policy is presented to Council for approval. Draft copies shall be included on the agenda package.
 - 7.7.2 Upon being passed, a policy shall be signed by the Reeve or Chair of the meeting at which it was passed, and by the CAO.

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

Read a first time the _____ day of _____, 2019.

Read a second time this _____ day of _____, 2019.

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

Reeve

Chief Administrative Officer

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

BYLAW NO. 13-699

A BYLAW TO AMEND BYLAW 13-692 – 2013 MEETING PROCEDURE BYLAW FOR THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16

1. Bylaw No. 13-692, being the Meeting Procedure Bylaw for the Municipal District of Greenview No.16, is hereby amended by replacing in Section 12 the words "not later than 4:30 p.m., the Thursday before the Regular meeting" with the words "not later than 4:30 p.m., the Wednesday before a Regular meeting".
2. The remainder of Bylaw 13-692 remains in effect and in force.
3. This bylaw shall come into effect on final passing.

Read a first time on this 14 day of May, 2013.

Read a second time on this 14 day of May, 2013.

Read a third time and passed on this 14 day of May, 2013.

Municipal District of Greenview No. 16

(Signed Original on File)
Reeve

(Signed Original on File)
Chief Administrative Officer

BYLAW NO. 13-692
of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of
Alberta, to establish the procedures for the conduction of Regular,
Organizational and Special Council meetings.**

Meeting Procedure Bylaw

1. This Bylaw is called the “Meeting Procedure Bylaw”.
2. The definition of any word or term used in this bylaw which is defined in the Municipal Government Act shall have the same definition as the word or term as specified in the Municipal Government Act.

Application

3. This Bylaw shall govern Regular Council Meetings, Organizational Meetings and Special Council Meetings.
4. When a matter arises related to the proceedings in a meeting which is not covered by a provision of this Bylaw or the Municipal Government Act, the matter shall be decided by reference to *Robert’s Rules of Order*.
5. In the event of a conflict between the provisions of this Bylaw and *Robert’s Rules of Order*, the provisions of this Bylaw shall apply.

Meetings of Council

6. At the Organizational meeting each year, Council shall establish the dates and times in which to hold regular Council meetings.
7. When the meeting day falls on a statutory holiday, the meeting shall be held the following day which is not a statutory holiday, unless otherwise set by resolution of Council.
8. As soon as there is a quorum present after the hour fixed for the meeting, the Chair shall take the Chair and call the meeting to order. If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next Regular or Special Council meeting.

9. The Chief Administrative Officer shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.
10. In the case that the Reeve and the Deputy Reeve are not in attendance within thirty (30) minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chair shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.

Agendas and Order of Business

11. Prior to each Regular meeting, the Chief Administrative Officer shall prepare a statement of business to be known as the "Agenda" of all business to be brought before the Council at such meeting, and to enable the Chief Administrative Officer to do so, all documents and notices of delegation intended to be submitted to the Council shall be received by the Chief Administrative Officer not later than 12:00 noon, Tuesday of the week prior to the Regular Council meeting. 12. Noon
1wk
prior
to
mtg
12. The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials not later than 4:30 p.m., the Thursday before the Regular meeting. 4:30 - 5 days prior to
13. Where the deadlines in Sections 11 and 12 are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at the Regular meeting.
14. The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
 - a. Call to Order.
 - b. Adoption of Agenda.
 - c. Adoption of the previous minutes.
 - d. Business arising out of the minutes.
 - e. Public Hearings.
 - f. Delegations.
 - g. Bylaws.
 - h. Old Business.
 - i. New Business.
 - j. Councillor Reports.
 - k. Correspondence.
 - l. Confidential items.
 - m. Adjournment.
15. The order of business established in the foregoing paragraph shall apply unless altered by the Reeve or presiding officer without objection by a member of Council, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

16. Once the agenda has been adopted by Council, matters may only be added to the agenda by resolution with the support of two-thirds (2/3) of the Council Members present.
17. The Chief Administrative Officer is authorized to publish the order of business of any Council or Committee meetings in advance of the meeting and prior to the adoption of the Order of Business, and at the discretion of the Chief Administrative Officer, to release to the public or the media all, or any portions of the prepared Agenda materials.
18. Draft bylaws and policies are to be placed initially on the Committee of the Whole or Policy Review Committee agendas, as appropriate, prior to being presented at a Regular or Special Council meeting, unless otherwise directed by Council by resolution or unless the matter is emergent and there is no opportunity to place the item on the agenda of a Committee of the Whole or Policy Review Committee meeting agenda prior to being placed on a Regular or Special Council meeting agenda.

Conduct of Meetings

19. Every Council member, delegation and staff member shall address the Chair, but shall not speak until recognized by the Chair.
20. The Chair may, upon request of a member of Council, authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and within time limits specified by the Chair.
21. Procedures for the conduction of Public Hearings shall be established by Bylaw approved by Council.

Motions

22. A Council Member wishing to make a motion shall indicate same to the Chair by utilizing the method specified by the Chair. This may include using an electronic device such as a button on a microphone or other such similar electronic device or, in the absence of such a device or at the discretion of the Chair, the Council Member may indicate their intention to place a motion on the floor by lifting his or her hand and waiting for the Chair to recognize them prior to proceeding with making the motion.
23. Motions do not require a seconder.
24. A motion may be withdrawn by the mover at any time before voting, subject to there being no objection from any other member of Council.
25. Any Councillor may require the motion under discussion to be read at any time during the debate, except when a Councillor is speaking.
26. The mover of a motion shall be present when the vote on the motion is taken.

27. The following motions are not debatable by Council:
 - a. Adjournment.
 - b. Take a recess.
 - c. Question of privilege.
 - d. Point of order.
 - e. Limit debate on the matter before Council.
 - f. Division of a question.
 - g. Table the matter.
28. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Chair so determines in his or her opinion it is appropriate to do so.
29. Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Council, the chair shall appraise the member thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds majority vote of the members present.
30. A motion to adjourn the meeting shall be in order except:
 - a. When a Councillor is in possession of the floor; or
 - b. When it has been decided that the vote now be taken; or
 - c. During the taking of a vote.

Delegations

31. Council will allow delegations to attend Council meetings in accordance with the provisions of this Bylaw. Delegations are normally to present to the Committee of the Whole, but where time restrictions or other issues require, the Reeve may permit a delegation to be placed on the Regular or Special Council agenda.
32. Anyone wishing to be heard before Council at a Council meeting will be allowed to do so upon providing a written request for same to the Chief Administrative Officer prior to the agenda deadline. The request must identify the issue or topic to be addressed and any supporting documentation to be provided to Council.
33. Notwithstanding the forgoing, Council will not receive delegations from parties which have, or may reasonably be expected to have, current or pending litigation or other legal proceedings involving the Municipal District of Greenview No. 16.
34. Delegations shall be limited to a five (5) minute presentation period unless a longer period of time is approved by the Reeve prior to the meeting, or at the time that the meeting agenda is reviewed;

35. For each meeting, all delegations will be advised to attend the meeting at the same scheduled time, and delegations will be heard by Council sequentially in the order in which they appear on the agenda;
36. At the meeting, the Chief Administrative Officer shall indicate to the Chair when five (5) minutes have elapsed in the allocated presentation time. The Chair, upon being notified of the allocated time having expired, may request that the delegate wrap up their presentation or provide additional time;
37. In preparing audio/visual materials to be presented at the meeting, delegates are required to limit the number of PowerPoint slides, or such similar visual aids, or pictures and at all times such presentation is limited to the five (5) minute time restriction. Any such electronic presentation is to be provided by the Delegation via email or removable USB memory device, in a compatible file format, to the Executive Assistant prior to the date of the meeting;
38. Council will allocate no more than two (2) hours per meeting for receiving delegations;
39. All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this Bylaw and any other Bylaw enacted by Council;
40. Delegates may only address the issue or topic identified in their delegation request;
41. Following the presentation, Council may ask questions of the delegate, and may discuss the subject of the presentation or defer discussion to a later date;
42. Any party wishing to attend a Council meeting as a delegation is restricted to one presentation on the same topic every six (6) months. Under exceptional circumstances, the Chair may vary this restriction in the event that new or compelling information is brought to light which would warrant allowing the party to be present as a delegation again within the six (6) month period. As well, this restriction shall not apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.

Organizational Meeting

43. An organizational meeting of Council shall be held annually as required by the Municipal Government Act.
44. At the Organizational meeting, Council shall establish, by resolution, for the forthcoming year:
 - a. The selection of Reeve and Deputy Reeve.
 - b. The dates and times for the Regular Council meetings.
 - c. The dates and times for Standing Committees of Council including the Committee of the Whole.
 - d. Membership on Committees, Boards, Commissions, etc.
 - e. Any such other related business as required by the Municipal Government Act.

45. If the Organizational meeting follows the general municipal election, each Councillor shall take the prescribed Oath of Office as the first order of business.
46. Until the Reeve has been selected and has taken the Oath of Office, the Chief Administrative Officer shall Chair the meeting.

Electronic Meetings

47. Council may conduct Regular Council or Special Council meetings by means of electronic or other communication facilities.
48. A Councillor may participate in a Regular Council or Special Council meeting by means of electronic or other communication facilities.
49. Councillor who participate in meetings by means of electronic or other communications will verbally provide their vote to the Chief Administrative Officer.

General

50. The Chief Administrative Officer may publish the unadopted minutes.
51. Notice of a Council meeting or Council Committee meeting to the public is sufficient if the notice is posted in the lobby at the main Administrative Office of the Municipal District of Greenview.
52. Policies No. CO 05, CO-06 and CO-07 are hereby deleted.
53. This Bylaw shall come into effect at the first Regular Council or Special Council meeting that occurs after the meeting in which this Bylaw is given final reading.

Read a first time this 12 day of February, AD, 2013.

Read a second time this 26 day of February, AD, 2013.

Read a third time and finally passed this 26 day of February AD, 2013.

(Signed original on file)

REEVE

(Signed original on file)

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: Jersey Barrier and Chain Link Fence for the Wanyandie West Co-Op Slope Protection

SUBMISSION TO: REGULAR COUNCIL MEETING **REVIEWED AND APPROVED FOR SUBMISSION**

MEETING DATE: March 11, 2019 **ACAO:** RO **MANAGER:** GM

DEPARTMENT: OPERATIONS **GM:** RA **PRESENTER:** GM

STRATEGIC PLAN: Infrastructure

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council award the quote of \$69,570.00 + GST to CONCRETE INC. of Edmonton, AB to supply, deliver and install a 200 meter section of interlocking Jersey Barriers with a 6 foot Chain Link Fence attached to the top of the barriers for the Wanyandie West Co-Op road, funding to come from the Road Infrastructure Reserve.

BACKGROUND/PROPOSAL:

Operations recently became aware of a hazard on the Wanyandie West Co-Op road due to falling pit run and boulders.

The Road Supervisor West out of Grovedale went down to inspect the site and decided that it was indeed a hazard. He brought in a dozer and excavator to try to alleviate the problem. This was an unexpected cost of \$20,000.00 to the Operations budget, which was a temporary fix.

Operations installed signs in the area to warn residents and other traffic of hazard due to the falling rocks.

Operations plans to provide a permanent fix for this hazardous area by installing Jersey Barriers and 6-foot chain link fence. This structure would span over a distance of 200 metres and have a total height of 8 – 9 feet.

The height of the bank in question, at its highest point is approximately 30 meters and on a 1 to 1 slope. The following are the quotes received for this work:

Company	Price	Comments
CONCRETE INC.	\$69,570.00 + GST	Approval to award
Westcon Precast Inc.	\$74,931.00 + GST	-
G.P. Masonry Ltd.	\$76,890.00 + GST	-

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to ensure safety on the Wanyandie West road.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: There are no alternatives at this time.

FINANCIAL IMPLICATION:

The funding for this project will come from the Road Infrastructure Reserve.

Direct Costs: \$69,570.00 + GST.

Ongoing / Future Costs: \$4,500.00 + GST for road prep.

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:

If approved by Council, Administration will immediately award the work and prep the road for installation.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: Road & Bridge Construction Inspector Position

SUBMISSION TO: REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION		
MEETING DATE: March 11, 2019	ACAO: RO	MANAGER: OM	
DEPARTMENT: CONSTRUCTION & ENGINEERING	GM: RA	PRESENTER: OM	
STRATEGIC PLAN: Level of Service			

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council accept the job title change from Future Bridge Project Manager to Roads & Bridges Construction Inspector for information.

MOTION: That Council accept the job title change from Municipal Engineer to Engineering Design Technologist for information.

MOTION: That Council approve an additional fulltime position for a Road & Bridge Construction Inspector for the Construction & Engineering Department in Valleyview.

BACKGROUND/PROPOSAL:

Inspector for road and bridge construction projects would ensure compliance with all related standards, specifications, regulations and design plans accurately and in a timely manner. This position would benefit Greenview in completing road and bridge projects efficiently and decreasing the workload.

Currently Greenview does not have specific positions for inspectors for road and bridge construction projects. The contractor provides this service for tendered out road and bridge projects, however there is no one internally representing Greenview for tendered out projects and future in house projects.

The work position will be managed and located in the Valleyview Admin Building.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to align with the CAO and Council's goals and objectives to do some projects in house, which will save some of contractor and consultant costs.
2. The benefit of Council accepting the recommended motion is that the Construction & Engineering department would be better equipped to handle the annual responsibilities of the capital projects.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to tender out all projects, which does not align with the goals & objectives of Council.

FINANCIAL IMPLICATION:

Hiring an additional road and bridge construction inspector will result in an increase salary and benefits cost in the Construction & Engineering department.

Direct Costs: N/A

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

A full time road and bridge construction inspector in the Valleyview area. 1FTE

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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PROMISE TO THE PUBLIC

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FOLLOW UP ACTIONS:

The follow up actions to the recommended motion would be to create a job description and once the job description has been created post the position on external websites as well as Greenview's website.

ATTACHMENT(S):

- Service Enhancement Form
- Job Description

ROAD & BRIDGE CONSTRUCTION INSPECTOR GREENVIEW, ALBERTA

DEPARTMENT: Infrastructure & Planning

LOCATION: Administration Offices - Valleyview, Alberta

STATUS: Vacant

POSITIONS REQUIRED: 2

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Manager, Construction and Engineering, the Road & Bridge Construction Inspector is responsible for the inspection of Greenview's Roads and Bridge Projects and related activities in a typical rural setting within the Municipal District of Greenview.

MAJOR

- Inspect road and bridge construction projects to ensure compliance with all related standards, specifications, regulations and design plans accurately and in a timely manner.
- Conduct construction completion and final acceptance inspections and provide recommendations.
- Ensure construction plans and projects meet and follow all policy, legislation, environmental, legal and safety requirements.
- Evaluate project feasibility through assessment of materials, costs and time requirements.
- Coordinate, manage and communicate with Contractors and Consultants to address issues concerning delivery, labour, land negotiations, utility approvals and payment disputes.
- Contract administration, tender review and vendor liaison
- Conduct reviews of various engineering/construction design drawings submissions to ensure accuracy with field conditions.
- Maintain effective communication with various stakeholders and public as required.
- Review scopes of work, tender documents and bids received from consultants and clients.
- Review engineering designs for accuracy and recommend changes as required.
- Maintain inventories of permits and approvals.

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- Arrange for the provision of scheduled bridge inspections to determine the current condition ratings and maintain relevant BIM data.
- Plan, tender and manage road projects.
- Assist in developing capital construction budgets and determine the status of the projects in terms of scheduling, scope, budget and quality.
- Provide necessary supervision, direction and technical expertise to complete various tasks associated with road/bridge construction and rehabilitation projects.
- Ensure construction occurs according to the schedule and meet the established budgetary guidelines.
- Conduct project meetings as required.
- Liaise with the Ministry of Transportation regarding the current bridge infrastructures assets, rehabilitation requirements and funding availability.
- Maintain accurate and timely records and reports.
- Provide regular updates to the Manager, Construction & Engineering.

MINOR

- Assist with land acquisitions when required.
- Assist in road geomatics and pavement design, preparing and reviewing of tenders for road projects.
- Review applications and recommend conditions for the undertakings involving utilities, pipelines, well sites and seismic activities.
- Review applications and recommend conditions for sub-division and oilfield road approaches.
- Carry out pre and post construction inspections of road crossings, approaches and other municipal undertakings to ensure compliance with permit conditions.
- Review road and miscellaneous requests to provide recommendations and ratings to Manager, Construction & Engineering.
- Knowledge of wetland assessment, first nation consultation and permitting under Alberta water act process may be considered an asset.

OCCASIONAL

- Recommend changes to policies as required.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of professionalism.
- Post-secondary education in construction management or Civil Technology or a combination of equivalent education and experience.

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- A minimum of 2 years' experience in construction management of road and bridge projects
- Relevant inspection and supervisory training courses may be considered an asset.
- Previous construction experience related to Alberta Transportation or other rural municipal projects may be considered an asset.
- Knowledge of asset management related to municipal infrastructures may be considered an asset
- Class 5 driver's license.

SKILLS REQUIRED:

- Proficiency with Microsoft Word and Excel.
- Proficiency with construction management, Trimble business Centre and Civil 3D software
- Ability to work with GIS and asset management systems
- Excellent communication and interpersonal skills.
- Ability to interact well with, and respond to inquiries from all levels of employees, including Management, Council and Ratepayers.
- Must be self-motivated, and able to work with minimal supervision.
- Demonstrated leadership capability.
- Excellent organizational skills.
- Ability to understand survey information and to read engineering plans.
- Ability to carry out field inspections.
- Familiarity with applicable construction standards.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Substantial use of computer and telephone.
- May involve long periods of sitting, good lighting, temperature and noise control.
- Minimal physical effort; occasional light lifting.
- Subject to working in an outdoor environment – heat, cold, dry, dust and / or wet conditions as well as exposure to insects, bees and wildlife.
- Use and operation of a vehicle.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.
- Some travel may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

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Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume by 30th March 2019, in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0
Fax: 780-524-4307
By E-mail: careers@mdgreenview.ab.ca
Website: www.mdgreenview.ab.ca

INCUMBENT SIGN-OFF:

I have read the above description of the primary role and responsibilities of the Road & Bridge Construction Inspector and acknowledge that I understand the scope and responsibility of the position. I understand that this is not intended to be an exhaustive list of job duties and responsibilities and that I will be assigned other duties as required to support the success of the Municipal District of Greenview No. 16.

Incumbent – Print Name

Date

Incumbent – Signature

Manager – Print Name

Date

Manager – Signature

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GREENVIEW SERVICE ENHANCEMENT FORM

Department: Infrastructure & Planning

Area: Construction & Engineering

Service Title: Road & Bridge Construction Inspector

Service Description & Benefits

New employee will be a full time position based out of the Valleyview Administration Building. This position will assist us to align with the goals and objectives of the CAO and Council. This position will be responsible for ensuring compliance with all related standards, specifications, regulations and design plans accurately and in a timely manner for MD of Greenview road and bridge projects.

Council Strategy/Goal

Strategy: Level of Service

Goal: Level of Service

Funding/Costs

Funding Source:

Types of Funding:

Dollar Amount:

Grants	
Reserves	
Utility Revenue	
Tax Revenue	
Total Funding	\$0.00

Costs:

Type of Cost:

Dollar Amount:

- Road & Bridge Construction Inspector- Valleyview

	\$0.00
Total Cost:	\$0.00

Schedule

Service Starts 2019 01 04

Service Ends _____

GREENVIEW SERVICE ENHANCEMENT FORM		
Service Title	0	0
Page 2		
Service Description & Benefits (cont'd)		
Council Strategy/Goal (additional comments)		
Funding/Costs (additional comments)		
Total Cost:		<u>\$0.00</u>



REQUEST FOR DECISION

SUBJECT: **Environmental Services Coordinator, Grande Cache**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 25, 2019 ACAO: RO MANAGER: GC
DEPARTMENT: ENVIRONMENTAL SERVICES GM: RA PRESENTER: DC
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to create an Environmental Service Coordinator, I&P position.

BACKGROUND/PROPOSAL:

Resulting from the dissolution of the Town of Grande Cache, Environmental Service Department has inherited eight staff members. Five employees hold Utilities Operator positions and three are employed in the Solid Waste sector of the department.

Over the period of the last three months, Administration has been viewing the possible organizational changes within the department as way of addressing Greenview's demanding workload while maintaining organizational health and meeting the needs of the residents. The proposed change Administration is asking Council to authorize is the creation of an Environmental Service Coordinator for the Grande Cache area.

Adding this role to the Environmental Services department will increase the team's productivity and efficiency which will result in positive stress management at the workplace. Several employees are working at full capacity, striving to complete the core function of their job duties daily.

Due to the constant demand of the Utilities Department, the Utilities Supervisor has very limited time to address other tasks outside the field. Relief staff for the Solid Waste sector is supplied by Operations, which in turn can limit man power to complete their required jobs. Currently Operations employs one fulltime Administration Assistant that assists Environmental Services when required. By creating the Coordinator position it will also free up management's time which would allow them to perform their core operational functions without distraction.

The Coordinator will provide assistance and support within the department in both an office and field setting. The job duties of this position would be approximately 60% office administration duties and 40% field work. Other job duties of this position would include, but not limited to:

- Investigate resident's concerns, and inquires. Compile information to be directed to Management.
- Assist in project research, obtaining quotes and other department data collection
- Provide administration support to the Utilities Supervisor and solid waste department as required
- Partake in special projects as directed by Management
- Assist in developing policies, procedures and by-laws
- Maintaining operation and maintenance purchase orders, manuals, drawings, and history records
- Assist with Solid Waste recycling tasks as required
- Provide relief for staff within the department
- Assist staff with projects and tasks throughout the community and the Coops/Enterprises.
- Assist and provide relief for the Scale House Attendant at the Landfill.

BENEFITS OF THE RECOMMENDED ACTION:

1. This position would help create a healthy work place culture that is conducive to creativity and productivity by freeing up time for employees to focus and complete their core job functions.
2. Service to residents will be improved.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no disadvantages to this recommendation.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny Administration's request. If this is the case, Administration would attempt to find other methods of addressing the department workload in Grande Cache.

FINANCIAL IMPLICATION:

Direct Costs: The cost of an entry level position salary/benefits plan. Office supplies and items to do administrative work and PPE for field related work when needed.

STAFFING IMPLICATION:

1 FTE.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will work with Human Resources to start the hiring process once the creation of the Environmental Service Coordinator position has been approved by council.



REQUEST FOR DECISION

SUBJECT:	2019 Consolidated Budget Approval		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 11, 2019	ACAO: RO	MANAGER:
DEPARTMENT:	FINANCE	GM: RO	PRESENTER: RO
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

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

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

RECOMMENDED ACTION:

MOTION: That Council approve the 2019 Consolidated (Operational and Capital) Budget as presented.

MOTION: That Council accept the 2020 and 2021 Consolidated (Operational and Capital) Budgets for information as presented.

BACKGROUND/PROPOSAL:

The Municipal Government Act (MGA) requires Council to adopt an Operational Budget annually. This provides Greenview Administration authority to operate and pay for services rendered to the municipality. Council approved a 2019 Interim Operating Budget, in December 2018, giving Administration the authority to operate over the last couple of months using these funds.

While Administration has been able to move forward with the operational side of Greenview, managers with 2019 capital projects have had these delayed due to only Carryover projects being approved in the 2019 Interim Budget.

The 2019 Operational Budget has increased by \$18,723,677.00 over the 2018 Operational Budget. This increase is due to \$12,850,491.00 (Hamlet of Grande Cache), \$2M for Heart River Housing - Fox Creek, \$2,226,449.00 Contingency, \$336,000.00 for Grande Cache Main Street Lofts and \$1,310,737.00 in operational changes across the original organization. The 2019 Capital Budget has increased by \$9,037,246.00 compared to the 2018 Capital Budget.

The 2019 Budget includes the operational and capital cost for the Hamlet of Grande Cache, formerly known as the Town of Grande Cache. Due to Administration not knowing the outcome of the dissolution vote in Grande Cache and the minister's decision until mid-November, Administration decided to complete a separate budget for Grande Cache. The total dollar value for the Grande Cache Operational Budget is \$12,850,491.00. The total Capital Budget for Grande Cache is \$4,627,568.00. Expected revenue from the Hamlet of Grande Cache is \$9,108,602.00 based on the former Town of Grande Cache 2018 mil rates. The

details in relation to this budget is included as supplementary information following the normal budget book information.

Administration has included an attached list of changes, including explanations, made to the 2019 Budget, since budget presentations were made to Council.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council following the recommended motion is that it will enable Administration to move forward with preparing tender documents for both capital and operational projects that are included in budget.
2. The benefit of Council following the recommended motion is that it will enable Administration to move forward and focus on completing the 2019 budget objectives.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to approve the 2019 Operational Budget only, however, this is not recommended by Administration due to not being able to move forward with any capital projects or purchases.

FINANCIAL IMPLICATION:

Direct Costs: \$188,964,847.00

Ongoing / Future Costs: N/A

The funding for the proposed budget will come from 2019 property taxes, provincial grant funding, revenue in relation to services provided by Administration and \$15,955,213.00 from reserves to deliver a balanced budget.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council approves the 2019 Budget, Administration will prepare the printed copy of the budget book for Greenview's Website. Corporate Services will ensure that Council, GMs and managers have the latest version of the approved budget. The managers will start preparing to execute the 2019 approved expenditures.

ATTACHMENT(S):

- List of the changes
- Updated 2019 Budget Book Summary Page
- Greenview's 2019 Consolidated Budget Book – sent by Wanda March 1, 2019

2019 Operational Budget Changes - since Council presentations				
Department	Dept. Number	Object Code	Increase	Comment
Council	10-101			
Non-Cash Awards & Incentives		6007	\$ 3,725	To cover additional Grande Cache staff.
Monthly honorariums		6003	\$ 196,964	Includes 2 additional Councillors and the increase in monthly honorariums, meeting honorariums, etc.
Benefits 20% of Honorariums		6004	\$ 45,600	This increase is due to the increased honorariums and the additional councillors
Non Cash Awards & Incentives		6007	\$ 3,725	Gift cards for Grande Cache staff.
Accommodations & Subsistence		6011	\$ 18,125	Addition of 2 Councillors
Travel		6012	\$ 12,175	Addition of 2 Councillors
Hospitality		6027	\$ 10,000	Additional staff for events, excluding All Staff Day
			\$ 290,314	
CAO & Corporate Services	11-110			
Interim ICAO Contract		6040	\$ 200,000	To cover four months
Corporate Services Team Building Trip		6011	\$ 4,500	Includes additional staff - Grande Cache
GM and Manager Finance & Administration		6011	\$ 10,500	Monthly visits to Grande Cache Office
Increase cost to cover staff breakfasts		6011	\$ 3,200	To include breakfast in Grande Cache
Increase due to increase in the number of temporary housing units		6011	\$ 80,000	10 apartments + utilities
Increase RMA attendance by one		6011	\$ 1,500	CAO & Council EA to attend RMA
Cost GC Network		6033	\$ 40,500	10 months of cost
Valleyview Layer 2 Connector		6033	\$ 10,140	Increased band width cost.

Accommodations Contingency		6011	\$ 10,000	To cover extra cost due to the dissolution of Grande Cache - staff coming and going between GC & head office.
All Staff Day		6109	\$ 21,300	To cover speaker \$10,000; busing - \$7,500 and hoodie or something similar for 250 people \$8,750 (Greenview & STILE logos) + cost of food for extra staff.
Accommodation & Subsistence		6011	\$ 10,000	HR & IT GC visits - \$5,000/each
Telecommunication Services		6033	\$ 40,500	GC Internet for 2019
Additional IT staff to attend IT conference		6011	\$ 1,500	Additional IT staff
Integrate ERP (Finance) Systems		6040	\$ 145,000	To integrate GC & GV finance systems
Complete the AP WorkFlow		6040	\$ 40,000	Finish work started in 2018
Complete CaseWare Program		6040	\$ 15,000	Final payment of the program
GC Connectivity Program	11-115	6040	\$ 74,200	To connect all GC office and operational sites to GV network.
			\$ 707,840	
Community Service - Seniors Housing	30-304			
Heart River Housing - Fox Creek			\$ 2,000,000	Fox Creek Seniors Housing Renovations
Economic Development	31-312		\$ (2,636,547)	Removed the CDI agreement funding GC
Agricultural Services	37-370			
Administration		6011	\$ 7,000	Travel to GC once a month - Accommodations
Vegetation Management		6011	\$ 7,500	Travel to GC for Vegetation Management
			\$ 14,500	
FCSS Administration	36-360			
Accommodations & Subsistence		6011	\$ 3,000	Travel to GC - regularly
			\$ 3,000	
Infrastructure & Planning	20-200			

Accommodation & Subsistence		6011	\$ 10,000	More time needed in GC
			\$ 10,000	
Construction & Engineering	20-201			
Professional & Special Services		6040	\$ 400,000	For repairs & Maintenance on the FTR
			\$ 400,000	
Planning & Development	21-211			
Accommodation & Subsistence		6011	\$ 4,800	Will be in Grande Cache more
Travel - Transportation		6012	\$ 600	More traveling to Grande Cache
Professional Services		6040	\$ 150,000	Grande Cache Development Consultant Contract
			\$ 155,400	
Municipal Planning Commission	21-212			
Honorariums		6003	\$12,000	To cover extra cost due to the dissolution of GC
Employer Contributions		6004	\$1,720	To cover extra cost due to the dissolution of GC
Accommodations & Subsistence		6011	\$2,000	Will be in Grande Cache more
Travel - Transportation		6012	\$4,000	More traveling to Grande Cache
			\$ 19,720	
Subdivision & Appeal Board	21-213			
Honorariums		6003	\$2,000	To cover extra cost due to the dissolution of GC
Employer Contributions		6004	\$320	To cover extra cost due to the dissolution of GC
Accommodations & Subsistence		6011	\$600	Will be in Grande Cache more
Travel - Transportation		6012	\$800	More traveling to Grande Cache
			\$ 3,720	
Grovedale Area Structure Plan	21-215			
Honorariums		6003	\$4,000	
Accommodations & Subsistence		6011	\$600	
Travel - Transportation		6012	\$800	
			\$ 5,400	

Operations	23-230			
Accommodation & Subsistence		6011	\$ 12,500	Grande Cache Accommodations - site visits
Gravelling Program	24-245			
Electronic Hardware		6133	\$ 30,000	Purchase and install LoadRite systems on Loaders - Motion # 19-02-160
Operations Services Revenue	53-533			
Road Permits & Fees		5404		
Road Use Bonds		5808	\$ (265,000)	Funds paid by companies using GV roads
Road Maintenance		5213	\$ (10,000)	Ledcor contract
			\$ (275,000)	
Environmental Services	22-220			
Accommodation & Subsistence		6011	\$ 17,000	Increased travel to GC
Solid Waste Collection & Disposal	22-223			
Accommodation & Subsistence		6011	\$ 6,000	Increased travel to GC
Facilities Maintenance	25-250			
Accommodation & Subsistence		6011	\$ 10,000	Travel to GC
Positions Added				
Salaries, Benefits and employer contributions 3 noted positions			\$ 242,700	Facilities Maintenance Labourer - GD 1 FTE
				Facilities Maintenance Labourer - VV .50 FTE
			\$ 242,700	OPS Heavy Duty Technician Apprentice 1FTE
Grande Cache Complete Operational Budget			\$ 12,850,491	Includes all functional areas
Grande Cache Revenues			\$ (9,108,602)	Net revenues without GM Grants & GC 2018 Mil rates
Total of All Operational Changes			\$ 4,758,436	Since Budget Presentations
Capital Projects - C & E				

BF75356		9999	\$ 686,460	Young's Point Road Bridge File
BF76768		9999	\$ 795,000	
Grande Cache Complete Capital Budget			\$ 4,627,568	Includes all functional areas
Total of Capital Changes			\$ 6,109,028	
Grande Cache Main Street Lofts	11-110		\$ 336,000	\$28,000/month for 12 months - Condo fees and power
Operational Contingency			\$ 2,226,449	2% of Operational Budget without the Grande Cache Lofts
Net Value of All Changes			\$ 13,429,913	Operational and Capital



MUNICIPAL DISTRICT OF GREENVIEW No. 16

2019 BUDGET SUMMARY

NET REVENUES

TOTAL TAX, GRANT AND GENERAL REVENUES \$140,284,294

TOTAL REVENUES \$140,284,294

NET OPERATING EXPENDITURES

TOTAL COUNCIL \$1,196,409

TOTAL CAO & CORPORATE SERVICES \$33,671,080

TOTAL INFRASTRUCTURE & PLANNING \$36,478,194

TOTAL COMMUNITY SERVICES \$27,516,302

TOTAL GRANDE CACHE OPERATING \$12,850,491

OPERATIONAL CONTINGENCY \$2,226,449

TOTAL NET OPERATING EXPENDITURES \$113,884,925

OPERATING SURPLUS – AVAILABLE FOR CAPITAL EXPENDITURES \$26,399,369

CAPITAL EXPENDITURES

TOTAL CAO & CORPORATE SERVICES \$377,500

TOTAL INFRASTRUCTURE & PLANNING \$69,472,018

TOTAL COMMUNITY SERVICES \$3,165,285

TOTAL GRANDE CACHE CAPITAL \$4,627,568

TOTAL CAPITAL EXPENDITURES \$77,642,371

REQUIRED CAPITAL CONTRIBUTION FROM RESERVES

CAPITAL PROJECT CARRYOVER (RESERVE) \$35,287,789

CAPITAL INFRASTRUCTURE RESERVES (WITHDRAWAL) \$15,955,213

FUNDING AVAILABLE FROM 2019 OPERATING SURPLUS \$26,399,369

TOTAL FROM RESERVES \$77,642,371



REQUEST FOR DECISION

SUBJECT: **Integration of Grande Cache – ERP System (Financial System)**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 11, 2019 ACAO RO MANAGER:
DEPARTMENT: FINANCE GM: RO PRESENTER: RO
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Administration moving forward with engaging the services of Central Square to implement an integration program for the Grande Cache financial information into Greenview's financial information programs at a cost of \$123,904.00.

BACKGROUND/PROPOSAL:

With the dissolution of the Town of Grande Cache and the former town becoming a hamlet within Greenview, the need arose to combine two financial systems. As such, Administration reached out to Central Square, the service provider of the financial system that Greenview has in place for a quote.

The quote from Central Square covers the following criteria:

- 1) Purchase an Animal License Program – new program to Greenview
- 2) Animal License Program – one year history brought over from Grande Cache's Muniware System (to ensure we have all the names that are in the system)
- 3) Purchase a Business License Program – new program to Greenview
- 4) Business License – one year history brought over from Grande Cache's Muniware System (to ensure we have all the names that are in the system)
- 5) Accounts Receivable - one (1) year history brought over from Grande Cache's Muniware System
- 6) Accounts Payables – one (1) year history brought over from Grande Cache's Muniware System
- 7) Utilities – 7 years history brought over from Grande Cache's Muniware System
- 8) Taxation – 7 years history brought over from Grande Cache's Muniware System
- 9) General Ledger – 7 years history brought over from Grande Cache's Muniware System
- 10) Cash Receipts – no history needed from Grande Cache's Muniware System (the General Ledger information will provide this information)
- 11) Bank Reconciliation – no history needed from Grande Cache's Muniware System (the General Ledger information will provide this information)

- 12) Payroll – no history needed from Grande Cache’s Muniware System (the General Ledger information will provide this information)
- 13) Six (6) Full User Licenses – for the additional finance staff we gained from Grande Cache
- 14) Six (6) Limited User Licenses – for additional staff who can access the financial system for information or reports without making changes to the system.

The cost to Greenview to integrate the former Town of Grande Cache’s financial information into Greenview is \$123,904.00. This cost qualifies and may be covered under the operational portion of the Conditional Grant Agreement from Municipal Restructuring – Transitional & Infrastructure/Debt Servicing Streams.

BENEFITS OF THE RECOMMENDED ACTION:

- 1. The benefit of Council accepting the recommended motion is that Administration will be able to move forward with the financial integration of the former Town of Grande Cache financial records into Greenview’s financial records.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny the recommended motion, however this is not recommended by Administration due to the need to integrate the two financial systems in a timely manner.

FINANCIAL IMPLICATION:

Purchasing two (2) new programs, extracting history from Grande Cache into Greenview’s system and adding another 12 users to the system.

Direct Costs: \$123,904.00

Ongoing / Future Costs: \$10,304.00

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision Administration will follow up with the provider to advise of Council's decision.

ATTACHMENT(S):

- Central Square - Statement of Work

Diamond, a CentralSquare Company

Add-On Quote

Quote Number: Q-00012216

Valid Until:
05/12/19

Quote Prepared By:
Catherine McKibbin, Account Executive
CentralSquare Technologies
1000 Business Center Dr.
Lake Mary, FL 32746
Phone: 877-309-6054 Fax:
catherine.mckibbin@centralsquare.com

Quote Prepared For:
Rosemary Offrey, GM of Corporate Services
Municipal District of Greenview No. 16
4806 36 Ave.
Valleyview, AB, T0H 3N0
(780) 524-7631 DIR

Date: 02/27/19

Thank you for your interest in our company and our software and services solutions. Please review the below quote and feel free to contact Catherine McKibbin with any questions.

License Fees & Maintenance

Product Name	Quantity	License Fee	Maintenance
Pet Licensing	1	2,500.00	700.00
Business Licensing	1	2,500.00	700.00
Total		5,000.00	1,400.00

Third-Party License Fees & Maintenance

Product Name	Quantity	License Fee	Maintenance
Full Concurrent User	6	22,200.00	6,216.00
Limited Use User	6	9,600.00	2,688.00
Total		31,800.00	8,904.00

Professional Services Technical Services

Product Name	Amount
Diamond Finance Technical Services	5,160.00
Total	
	5,160.00



Consulting

Product Name	Amount
Diamond Finance Consulting	61,490.00

Total 61,490.00

Project Management

Product Name	Amount
Diamond Finance Project Management	13,330.00

Total 13,330.00

Total Professional Services

79,980.00

Summary

Product/Service	Amount
License Fees	5,000.00
Professional Services	79,980.00
Subtotal	84,980.00 CAD
Third-Party License Fees	31,800.00
Subtotal	31,800.00 CAD
Third Party License/Subscription Fee Discount	3,180.00 CAD
Total Excluding Maintenance	113,600.00 CAD
Net Maintenance	1,400.00 CAD
Net Third-Party Maintenance	8,904.00 CAD
Total with Maintenance	123,904.00 CAD

See Product notes in the Additional Information Section

Payment terms as follows, unless otherwise notated below for Special Payment Terms by Product:
Do not pay from this form. Customer will be invoiced for the fees set forth after execution.

If applicable, annual Access, Subscription and/or Cloud/Hosting Fees will be invoiced annually after the initial term.

Maintenance Service and Support fees (including third party products) are due upon Execution and invoiced annually after the initial term.

License, Start-up and Third Party software and/or hardware Fees are due at execution.

Training Fees and Travel Expenses are due as incurred. All other Professional Services will be As incurred (Time and Materials).

Custom Modifications and Third Party Product Implementation Services fees are due 50% on execution of this Quote and 50% due upon invoice, upon completion.

Pricing for professional services provided under this quote is a good faith estimate based on the information available at the time of execution. The total amount may vary based on the actual number of hours of services required to complete the services. If required, additional services can be provided on a time and materials basis at CentralSquare's then-current hourly rates for the services at issue. For training and on-site project management sessions which are cancelled at the request of Customer within fourteen (14) days of the scheduled start date, Customer is responsible for entire price of the training or on-site project management plus incurred expenses.

Additional Terms:

This form constitutes a supplemental order and amendment to the existing Agreement (the "Agreement") by and between CentralSquare and Customer. Unless otherwise stated below, all terms and conditions as stated in the Agreement shall remain in effect.

Applicable taxes are not included, and, if applicable, will be added to the amount in the payment of invoice(s) being sent separately.

Travel expenses shall be governed by the CentralSquare Travel Policy.

Preprinted conditions and any terms stated on purchase orders or other documents submitted hereafter by Customer are of no force or effect, and the terms and conditions of the Contract and Agreement and any amendments thereto shall control unless expressly accepted in writing by both parties.

If applicable, Third party hardware/software maintenance and any applicable warranty provisions will be provided by the third party manufacturer(s). The return and refund policy of each individual third party hardware/software supplier shall apply. In the event that a manufacturer changes any of these respective policies or prices, CentralSquare reserves the right to adjust this proposal to reflect those changes if they occur prior to execution.

Any shipping charges shown are estimated only and actual shipping charges will be due upon invoice, upon delivery. Delivery is defined as either a) electronic delivery, by posting it on CentralSquare's network for downloading, or similar electronic file transfer method, or (b) physical shipment, such as on a disc or other media transfer method. Physical shipment is on FOB- CentralSquare's shipping point, and electronic delivery is deemed effective at the time CentralSquare provides Customer with access to download the CentralSquare Solutions.

Rosemary Offrey, GM of Corporate Services

Municipal District of Greenview No. 16

Authorized Signature: _____

Printed Name: _____ Rosemary Offrey

Date: _____

Additional Information Section
Product Notes:

**Schedule of Work for
Implement Business License
Module
Professional Services

For

MD of Greenview
Quote # 00012216**

Schedule Version Control

Date	Revision	Author	Comments
February 11, 2019	1.0	Simone Stern	Original Template
February 26, 2019	1.1	Simone Stern	Additional Effort for Extraction and Conversion

Related Documents

Type	Name	Description
N/A		

Glossary of Terms

"**Client Solutions Project Manager**" means an employee of CentralSquare who will assign resources and be the main point of contact for the Client Project Manager.

"**Consultant(s)**" means a person assigned by CentralSquare to perform Business Services.

"**Engineer(s)**" means a person assigned by CentralSquare to perform Technical Services.

"**Client Project Manager**" means an employee of Client who will be the main point of contact for the project for the Consultant(s) and CentralSquare Project Manager and will lead the Client.

"**Client**" means the Client in which the work is being completed for.

"**Product(s)**" means Microsoft Dynamics GP, Diamond and any negotiated 3rd Party software.

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1 Project Description

Diamond Municipal Solutions, a CentralSquare product line, will engage the Professional Services team to complete the implementation of the Business License Module.

1.1 Project Scope

The overall project objectives and scope are as follows:

The Consultant will work with the Client to implement Business Licensing. This will include the following:

Executive Workshop

- Provides insight into workflows, interdependencies, setup parameters, business processes and Municipal Best Practices

Configuration

- Based on decisions made during the Executive Workshop, this will be a hands on experience, entering setup parameters with guidance from your consultant

Training

- Progression based beginning with the Executive Workshop and ending with the First Process Support. Structured Agenda based Training will be scheduled and delivered in a classroom setting via remote or on site

First Process Go Live Support

- Assist with the first process to ensure success

Data Conversion

- Extraction and Conversion of Business License Master and Transaction Data from Client legacy system (where applicable)

Report Customization

- Business License Report customized to Client's needs
- Based on Client mockup

The Consultant will provide deliverables as set out in the Service Specifications under item 3.1

2 Technical Requirements

N/A

3 Professional Services and Deliverables

3.1 Service Specifications

Below are the standard services for this Session

Service/Task Description	Assigned To: CentralSquare Client		Deliverables
Activities			
Security rights to install screen share program		✓	Required to enable remote training sessions
Administrative Remote Access to Legacy and SQL Servers		✓	Access to Business License Legacy system for Export of legacy data. Ability to load converted data
Executive Workshop	✓	✓	Checklist for configuration session
Configuration	✓	✓	Product Setup with approvers and workflow rules
Extraction and Conversion	✓	✓	Extract data from legacy, Convert and Load to TEST and LIVE once approval provided
Conversion			SCOPE MODIFIED TO INCLUDE EXTRACTION. Uploading completed excel import spreadsheet into TEST and once approved into LIVE
Report Customization	✓	✓	Client specific Business License based on Mockup from Client
Training	✓	✓	Provide an understanding of the processes
Go Live Support	✓	✓	Successful first process
Quality Review Checkpoint			
Quality Review Meeting	✓	✓	Sign-off on all tasks approved inside the SOW and approved change orders.

4 Proposed Project Schedule & Costs

4.1 Estimated Project Duration

Planned Project Start Date: 1 st Quarter 2019	Planned Project End Date: 2 nd Quarter 2019
--	--

4.2 Time Estimates, Rates, Expenses, Fees and Other

4.2.1 Payment Terms:

Fees are based on the scope outlined in the tasks and deliverables in Section 3.0: *Professional Services and Deliverables*. Invoices will be issued according to the following fee schedule:

Time and Materials billing as per SOW

CentralSquare bills actual time spent on T&M tasks/deliverables in Section 3.1: *Consulting Services*. Invoices will be issued monthly.

Service/Task Description	Service Role	Estimated Hours ³	Rate/Hour	Estimated Cost
Executive Workshop	Consultant	4	\$215.00	\$ 860.00
Configuration	Consultant	8	\$215.00	\$ 1,720.00
Training	Consultant	8	\$215.00	\$ 1,720.00
First Process Support	Consultant	4	\$215.00	\$ 860.00
Data Extraction	Engineer	8	\$215.00	\$ 1,720.00
Conversion	Engineer	8	\$215.00	\$ 1,720.00
Report Customization	Consultant	8	\$215.00	\$ 1,720.00
Project Management	Project Management	10	\$215.00	\$ 2,150.00
	<i>Total Estimated Services:</i>	58		\$ 12,470.00
			Total Estimated T&M Cost	\$ 12,470.00

1. Costs above are based on the session provided remotely.
2. On site sessions are provided by request only and will require additional quoting.
3. Estimated Hours may include non-client facing time required for session prep and follow-up
4. Move (travel) time will be billed at 50% of the applicable hourly rate per the terms set out in this Statement of Work.
5. This is an estimate only and additional time may be required depending on the task. If the time required to complete the project is more than 10% above the original estimate, a work order will be required.
6. After Hours and Weekend rates will be billed at 2 times the hourly/daily rate. 'On Call' rates will be billed at a minimum of two (2) hours of the applicable daily/hourly rate plus any time incurred after the minimum at the applicable daily/hourly rate.
7. Customer shall notify CentralSquare ten (10) business days in advance of scheduled activity to postpone or cancel Services. In the event of cancellation with less than 10 business days' notice, Customer shall pay 25% of the fees that would otherwise be payable in respect to the man-hours cancelled. In the event of cancellation with less than 5 working days' notice, Customer shall pay 75% of the fees that would otherwise be payable in respect to the person-hours cancelled. In addition, notwithstanding such cancellation, Customer shall be liable for expenses incurred prior to such cancellation, including but not limited to, cancellation fees for airfare, hotel, or rental car.

5 Project Roles & Responsibilities

5.1 CentralSquare Roles

The following table indicates the roles of CentralSquare personnel, as related to the Project and the type of work that role will perform. Any staffing questions should be directed to the Professional Services Manager/Director.

Role	Description
Consultant(s) (Billable Service)	<ul style="list-style-type: none"> Provide subject matter expertise and advise the project team in assigned areas Initiates change orders for all increases in scope during service delivery
Engineer (s) (Billable Service)	<ul style="list-style-type: none"> Provide software installation and administration consulting support Work on out of product customizations
Project Manager (Billable Service)	<ul style="list-style-type: none"> Manages CentralSquare project team, including detailed task assignments, and monitors project progress Works with Client Project Manager to ensure project fulfills business needs Coordinate between CentralSquare and Client Project Manager to ensure communications are clear Monitor project plan and schedule, maintains and updates throughout the project Tracks CentralSquare Professional Services Budget and notifies Client of any risks to budget Tracks project milestones and reports status to Client on a scheduled basis
Professional Services Manager/Director	<ul style="list-style-type: none"> Responsible for overall executive management of project Responsible for CentralSquare resources assigned to Client

5.2 Client Roles

The following Client resources will be necessary in order for CentralSquare to complete the tasks of this project.

Role	Description
Project Manager	<ul style="list-style-type: none"> Manages / monitors project activities Assigns and coordinates all Client specific implementation tasks Responsible for resolving problems and escalating problems owned by Client Communicate all material Project matters to CentralSquare through the CentralSquare Project Manager Provides status reports and facilitates project management meetings
Client	<ul style="list-style-type: none"> Ensuring that the appropriate staff members are scheduled and attend the sessions Provide knowledge transfer to those staff members that are not involved in the process

6 Client Obligations

Provided Client fulfills each of the Client Obligations on a timely basis, CentralSquare shall provide Client with the Services and/or Deliverables subject to the terms and conditions set forth in this agreement. CentralSquare will not be obligated to provide any services not explicitly set forth in this SOW.

1. CentralSquare recommends that, to the extent possible, Client provide continuity of resources for the duration of the Project.
2. Client is solely responsible for implementing all business process changes desired by Client or necessary for Client's use of the Software.
3. Throughout the Project, Client will promptly apply all CentralSquare updates and fixes. If Client elects to have CentralSquare perform such maintenance services, CentralSquare will do so pursuant to a separate SOW.
4. If CentralSquare is required to deliver services onsite, Client will provide a reasonably convenient workspace including: (i) workstation equipped with applicable network interfaces including access to external networks and the internet, and (ii) printing capabilities.
5. Client must provide connectivity for remote access to project environments for offsite team members.
6. Client shall ensure that all data running on Client systems, including systems running third-party software is accurate, consistent, and complete, and appropriate for data conversion and interfaces.
7. Client is responsible for the transfer of knowledge beyond the Employees within the session

7 Assumptions

This Statement of Work is based upon the following assumptions:

1. No consulting time has been allocated for customizations or the consulting time required developing the Functional Requirement Documents for custom code or custom reports. All GAPS identified will be managed on separate change orders. All consulting time required to define and to code will be estimated on each change order.
2. No consulting time has been allocated for the creation of documentation specific to the client
3. No time has been allocated for any 3rd Party services in this project. All time estimates for 3rd Party services will be provided to your company by 3rd Party via separate agreement.

**Schedule of Work for
Merging Grande Cache Financials
and assist with Property Taxes
Professional Services**

For

MD of Greenview

Quote # 00012216

Schedule Version Control

Date	Revision	Author	Comments
February 11, 2019	1.0	Simone Stern	Original Quote
February 26, 2019	1.1	Simone Stern	Sec. 1.1 added Note section Sec. 4.2 Revised historic years for GL, AP and AR

Related Documents

Type	Name	Description
N/A		

Glossary of Terms

"Client Solutions Project Manager" means an employee of CentralSquare who will assign resources and be the main point of contact for the Client Project Manager.

"Consultant(s)" means a person assigned by CentralSquare to perform Business Services.

"Engineer(s)" means a person assigned by CentralSquare to perform Technical Services.

"Client Project Manager" means an employee of Client who will be the main point of contact for the project for the Consultant(s) and CentralSquare Project Manager and will lead the Client.

"Client" means the Client in which the work is being completed for.

"Product(s)" means Microsoft Dynamics GP, Diamond and any negotiated 3rd Party software.

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1 Project Description

Diamond Municipal Solutions, a CentralSquare product line, will have the Professional Services team assist in merging Grande Cache Subledger and Ledger data with MD of Greenview; as well as assist with setup of Property Taxes.

1.1 Project Scope

The overall project objectives and scope are as follows:

The Technical Engineer will work with the Client and provide the following:

Extract Grande Cache Chart of Accounts and load into Excel spreadsheet for MD of Greenview to map
Load Chart of Accounts and GL Transactions for Current Year and One Prior Year
Extract and Convert Accounts Payable Vendors and two years transaction history
Extract and Convert Accounts Receivable Customers and two years transaction history
Extract and Convert Property Tax Masters and seven years of transaction history
Extract and Convert Utility Masters and seven years of transaction history
Extract and Convert Cash Receipt historical transactions (included in other transaction history)

The Business Consultant will assist with Configuration of new Tax Codes / District for Grande Cache Property Taxes and ensure the MD is ready to process in a timely matter.

The Consultant will provide deliverables as set out in the Service Specifications under item 3.1

Out of Scope:

Training in the above modules; this to be completed in house

Assumptions:

The Town of Grande Cache's Chart of Accounts will be merged into MD of Greenview's current account structure.

Note:

When brining in General Ledger data we generally only bring in one historical year and the current year. This is because you are only able to post to one closed historical year. For the remaining six years of requested history, you will not be able to post which means that you will not have any balance forwards and the data will not flow from year to year. This may also increase the need for creating more accounts to accommodate the additional years. There is a process that allows you to reopen closed historical years and post but this is **not** recommended due to modifying audited financial statements.

2 Technical Requirements

N/A

3 Professional Services and Deliverables

3.1 Service Specifications

Below are the standard services for this Session

Service/Task Description	Assigned To: CentralSquare Client		Deliverables
Activities			
Security rights to install screen share program		✓	Required to enable remote training sessions
Data Extraction and Conversion	✓	✓	Historical data will be converted into the MD of Greenvue database
Property Tax Configuration	✓	✓	Merging Grande Cache Property Taxes with different mill rates.
Quality Review Checkpoint			
Quality Review Meeting	✓	✓	Sign-off on all tasks approved inside the SOW and approved change orders.

4 Proposed Project Schedule & Costs

4.1 Estimated Project Duration

Planned Project Start Date: 1 st Quarter 2019	Planned Project End Date: 2 nd Quarter 2019
--	--

4.2 Time Estimates, Rates, Expenses, Fees and Other

4.2.1 Payment Terms:

Fees are based on the scope outlined in the tasks and deliverables in Section 3.0: *Professional Services and Deliverables*. Invoices will be issued according to the following fee schedule:

Time and Materials billing as per SOW

CentralSquare bills actual time spent on T&M tasks/deliverables in Section 3.1: *Consulting Services*. Invoices will be issued monthly.

Service/Task Description	Service Role	Estimated Hours ³	Rate/Hour	Estimated Cost
Chart of Accounts	Technical Engineer	16	\$215.00	\$ 3,440.00
GL Transactions 7 Years History and Current	Technical Engineer	16	\$215.00	\$ 3,440.00
Vendors	Technical Engineer	16	\$215.00	\$ 3,440.00
AP Transaction History - 1 Years	Technical Engineer	32	\$215.00	\$ 6,880.00
Customers	Technical Engineer	16	\$215.00	\$ 3,440.00
AR Transaction History - 1 Years	Technical Engineer	32	\$215.00	\$ 6,880.00
Tax Masters and 7 Years History	Technical Engineer	48	\$215.00	\$ 10,320.00
Utility Masters and 7 Years History	Technical Engineer	48	\$215.00	\$ 10,320.00
Property Tax Configuration Assistance	Business Consultant	16	\$215.00	\$ 3,440.00
Project Management	Project Management	48	\$215.00	\$ 10,320.00
	Total Estimated Services:	288		\$ 61,920.00
	Total Estimated T&M Cost			\$ 61,920.00

1. Costs above are based on the session provided remotely.
2. On site sessions are provided by request only and will require additional quoting.
3. Estimated Hours may include non-client facing time required for session prep and follow-up
4. This is an estimate only and additional time may be required depending on the task. If the time required to complete the project is more than 10% above the original estimate, a work order will be required.
5. After Hours and Weekend rates will be billed at 2 times the hourly/daily rate. 'On Call' rates will be billed at a minimum of two (2) hours of the applicable daily/hourly rate plus any time incurred after the minimum at the applicable daily/hourly rate.
6. Customer shall notify CentralSquare ten (10) business days in advance of scheduled activity to postpone or cancel Services. In the event of cancellation with less than 10 business days' notice, Customer shall pay 25% of the fees that would otherwise be payable in respect to the man-hours cancelled. In the event of cancellation with less than 5 working days' notice, Customer shall pay 75% of the fees that would otherwise be payable in respect to the person-hours cancelled. In addition, notwithstanding such cancellation, Customer shall be liable for expenses incurred prior to such cancellation, including but not limited to, cancellation fees for airfare, hotel, or rental car.

5 Project Roles & Responsibilities

5.1 CentralSquare Roles

The following table indicates the roles of CentralSquare personnel, as related to the Project and the type of work that role will perform. Any staffing questions should be directed to the Professional Services Manager/Director.

Role	Description
Consultant(s) (Billable Service)	<ul style="list-style-type: none"> Provide subject matter expertise and advise the project team in assigned areas Initiates change orders for all increases in scope during service delivery
Engineer (s) (Billable Service)	<ul style="list-style-type: none"> Provide software installation and administration consulting support Work on out of product customizations
Project Manager (Billable Service)	<ul style="list-style-type: none"> Manages CentralSquare project team, including detailed task assignments, and monitors project progress Works with Client Project Manager to ensure project fulfills business needs Coordinate between CentralSquare and Client Project Manager to ensure communications are clear Monitor project plan and schedule, maintains and updates throughout the project Tracks CentralSquare Professional Services Budget and notifies Client of any risks to budget Tracks project milestones and reports status to Client on a scheduled basis
Professional Services Manager/Director	<ul style="list-style-type: none"> Responsible for overall executive management of project Responsible for CentralSquare resources assigned to Client

5.2 Client Roles

The following Client resources will be necessary in order for CentralSquare to complete the tasks of this project.

Role	Description
Project Manager	<ul style="list-style-type: none"> Manages / monitors project activities Assigns and coordinates all Client specific implementation tasks Responsible for resolving problems and escalating problems owned by Client Communicate all material Project matters to CentralSquare through the CentralSquare Project Manager Provides status reports and facilitates project management meetings
Client	<ul style="list-style-type: none"> Ensuring that the appropriate staff members are scheduled and attend the sessions Provide knowledge transfer to those staff members that are not involved in the process

6 Client Obligations

Provided Client fulfills each of the Client Obligations on a timely basis, CentralSquare shall provide Client with the Services and/or Deliverables subject to the terms and conditions set forth in this agreement. CentralSquare will not be obligated to provide any services not explicitly set forth in this SOW.

1. CentralSquare recommends that, to the extent possible, Client provide continuity of resources for the duration of the Project.
2. Client is solely responsible for implementing all business process changes desired by Client or necessary for Client's use of the Software.
3. Throughout the Project, Client will promptly apply all CentralSquare updates and fixes. If Client elects to have CentralSquare perform such maintenance services, CentralSquare will do so pursuant to a separate SOW.
4. If CentralSquare is required to deliver services onsite, Client will provide a reasonably convenient workspace including: (i) workstation equipped with applicable network interfaces including access to external networks and the internet, and (ii) printing capabilities.
5. Client must provide connectivity for remote access to project environments for offsite team members.
6. Client shall ensure that all data running on Client systems, including systems running third-party software is accurate, consistent, and complete, and appropriate for data conversion and interfaces.
7. Client is responsible for the transfer of knowledge beyond the Employees within the session

7 Assumptions

This Statement of Work is based upon the following assumptions:

1. No consulting time has been allocated for customizations or the consulting time required developing the Functional Requirement Documents for custom code or custom reports. All GAPS identified will be managed on separate change orders. All consulting time required to define and to code will be estimated on each change order.
2. No consulting time has been allocated for the creation of documentation specific to the client
3. No time has been allocated for any 3rd Party services in this project. All time estimates for 3rd Party services will be provided to your company by 3rd Party via separate agreement.

**Schedule of
Diamond Animal License
Implementation
Professional Services**

For

MD of Greenview

Quote # 00012216

Schedule Version Control

Date	Revision	Author	Comments
February 11, 2019	1.0	Simone Stern	Original Quote

Related Documents

Type	Name	Description	Comments

Glossary of Terms

"**Client Solutions Project Manager**" means an employee of CentralSquare who will assign resources and be the main point of contact for the Client Project Manager.

"**Consultant(s)**" means a person assigned by CentralSquare to perform Business Services.

"**Engineer(s)**" means a person assigned by CentralSquare to perform Technical Services.

"**Client Project Manager**" means an employee of Client who will be the main point of contact for the project for the Consultant(s) and CentralSquare Project Manager and will lead the Client.

"**Client**" means the Client in which the work is being completed for.

"**Product(s)**" means Microsoft Dynamics GP, Diamond and any negotiated 3rd Party software.

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1 Project Description

Diamond Municipal Solutions, a CentralSquare product line, will have the Professional Services team assist in implementing Animal Licensing

1.1 Project Scope

The overall project objectives and scope are as follows:

Provide Implementation Assistance with installing, configuring and training on the Diamond Animal license module.

Diamond will extract data from existing database and provide data conversion into Microsoft Dynamic GP. This will include some data manipulation (if required) to map both the tag number and customer id from the current system to Microsoft Dynamics GP. In some cases if the data mapping takes more than 1 day (8 hours) then this will need to be reviewed to decide if a change order is required.

Note: The fee codes have to be entered before the data conversion.

Diamond will complete the configuration with the client and provide training on the animal license module.

Diamond will complete report customization to include the logo for the animal license reports

OUT OF SCOPE

- No report customization will be completed other than the logo (i.e.- field placement, text changes etc.)
- Municipal address cleanup. If this is required a change order must be done
- Breeds cleanup. If you're current database are not consistent or require customization to fit into Microsoft Dynamic GP field requirements.

2 Technical Requirements

N/A

3 Professional Services and Deliverables

3.1 Service Specifications

Customer has requested the following professional services:

Service/Task Description	Assigned To: CentralSquare Customer		Deliverables
Activities			
Remote Access		✓	Client to provide remote access as required.
Registration	✓	✓	Diamond will provide registration keys to be applied by the client or CentralSquare consultant.
Fee Codes entered into Dynamics GP		✓	Before the data conversion the fee codes for Animal license needs to be entered
Data extraction and conversion	✓		Data will be extracted from an existing system and imported into Microsoft Dynamic GP
Configuration & training	✓	✓	Provide assistance configuring the animal license module and training the clerks.
Report customization	✓		Add the logo to the existing animal license reports
Training	✓	✓	Provide training on the Animal license module
Quality Review Checkpoint			
Quality Review Meeting	✓	✓	Sign-off on all tasks approved inside the SOW and approved change orders.

4 Proposed Project Schedule & Costs

4.1 Estimated Project Duration

Planned Project Start Date: 1 st Quarter 2019
--

Planned Project End Date: 2 nd Quarter 2019
--

4.2 Time Estimates, Rates, Expenses, Fees and Other

4.2.1 Payment Terms:

Fees are based on the scope outlined in the tasks and deliverables in Section 2.0: *Professional Services and Deliverables*. Invoices will be issued according to the following fee schedule:

1. **T&M billing as per SOW**

CentralSquare bills actual time spent on T&M tasks/deliverables in Section 2.1: *Consulting Services*. Invoices will be issued monthly.

Service/Task Description	Service Role	Estimated Hours	Rate/Hour*	Estimated Cost
Executive Workshop	Professional Services	2	\$ 215.00	\$ 430.00
Configuration/Training	Professional Services	4	\$ 215.00	\$ 860.00
Data Extraction/Conversion	Professional Services	16	\$ 215.00	\$ 3,440.00
Project Management	Professional Services	4	\$ 215.00	\$ 860.00
<i>Total Estimated Services:</i>		26		\$ 5,590.00

1. *Costs above are based on the session provided remotely.*
2. *On site sessions are provided by request only and will require additional quoting.*
3. *Estimated Hours may include non-client facing time required for session prep and follow-up*
4. *Move (travel) time will be billed at 50% of the applicable hourly rate per the terms set out in this Statement of Work.*
5. *This is an estimate only and additional time may be required depending on the task. If the time required to complete the project is more than 10% above the original estimate, a work order will be required.*
6. *After Hours and Weekend rates will be billed at 2 times the hourly/daily rate. 'On Call' rates will be billed at a minimum of two (2) hours of the applicable daily/hourly rate plus any time incurred after the minimum at the applicable daily/hourly rate.*
7. *Customer shall notify CentralSquare ten (10) business days in advance of scheduled activity to postpone or cancel Services. In the event of cancellation with less than 10 business days' notice, Customer shall pay 25% of the fees that would otherwise be payable in respect to the man-hours cancelled. In the event of cancellation with less than 5 working days' notice, Customer shall pay 75% of the fees that would otherwise be payable in respect to the person-hours cancelled. In addition, notwithstanding such cancellation, Customer shall be liable for expenses incurred prior to such cancellation, including but not limited to, cancellation fees for airfare, hotel, or rental car.*

5 Project Roles & Responsibilities

5.1 CentralSquare Roles

The following table indicates the roles of CentralSquare personnel, as related to the Project and the type of work that role will perform. Any staffing questions should be directed to the Professional Services Manager/Director.

Role	Description
Consultant(s) (Billable Service)	<ul style="list-style-type: none"> Provide subject matter expertise and advise the project team in assigned areas Initiates change orders for all increases in scope during service delivery
Technical Consultant(s) (Billable Service)	<ul style="list-style-type: none"> Provide software installation and administration consulting support
Custom Developer(s) (Billable Service)	<ul style="list-style-type: none"> Works with the consultants to define the functional requirements documents Creates a proposal identifying the level of effort and cost Writes code for all accepted proposals Unit tests all code written Once the customer tests and accepts the code, the custom developer will release the final code to the customer
Project Manager (Billable Service)	<ul style="list-style-type: none"> Manages CentralSquare project team, including detailed task assignments, and monitors project progress Works with Customer project manager to ensure project fulfills business needs Coordinate between CentralSquare and Customer project manager to ensure communications are clear Monitor project plan and schedule, maintains and updates throughout the project Tracks CentralSquare Professional Services Budget and notifies Customer of any risks to budget Tracks project milestones and reports status to Customer on a scheduled basis
Technical Support (Non-billable)	<ul style="list-style-type: none"> Provides phone and web support for <Product> issues, where Customer is receiving unexpected results from the software
Professional Services Manager/Director	<ul style="list-style-type: none"> Responsible for overall executive management of project Responsible for CentralSquare resources assigned to Customer

5.2 Customer Roles

The following Customer resources will be necessary in order for CentralSquare to complete the tasks of this project.

Role	Description
Project Manager	<ul style="list-style-type: none"> Manages / monitors project activities Assigns and coordinates all customer specific implementation tasks Responsible for resolving problems and escalating problems owned by Customer Communicate all material Project matters to CentralSquare through the CentralSquare Project Manager Provides status reports and facilitates project management meetings
System Administrator	<ul style="list-style-type: none"> Responsible for reviewing the overall CentralSquare design and certifying that it is consistent with Customer policies

6 Customer Obligations

Provided Customer fulfills each of the Customer Obligations on a timely basis, CentralSquare shall provide Customer with the Services and/or Deliverables subject to the terms and conditions set forth in this agreement. CentralSquare will not be obligated to provide any services not explicitly set forth in this SOW.

1. CentralSquare recommends that, to the extent possible, Customer provide continuity of resources for the duration of the Project.
2. Customer is solely responsible for implementing all business process changes desired by Customer or necessary for Customer's use of the Software.
3. Throughout the Project, Customer will promptly apply all CentralSquare updates and fixes. If Customer elects to have CentralSquare perform such maintenance services, CentralSquare will do so pursuant to a separate SOW.
4. If CentralSquare is required to deliver services onsite, Customer will provide a reasonably convenient workspace including: (i) workstation equipped with applicable network interfaces including access to external networks and the internet, and (ii) printing capabilities.
5. Customer must provide connectivity for remote access to project environments for offsite team members.
6. Customer shall ensure that all data running on Customer systems, including systems running third-party software is accurate, consistent, and complete, and appropriate for data conversion and interfaces.
7. Customer shall conduct thorough UAT testing to ensure end user acceptance. UAT testing activities shall be owned and managed by Customer. Customer shall ensure all UAT results are conveyed to CentralSquare consultant following testing of required business and system functions.
8. Customer is responsible for completing all required education identified by CentralSquare consultant prior to go live and will participate in all consulting sessions as designated above.

7 Assumptions

This Statement of Work is based upon the following assumptions:

1. No consulting time has been allocated to provide basic User Education on the functions of <Product> ERP.
2. No consulting time has been allocated for customizations or the consulting time required developing the Functional Requirement Documents for custom code or custom reports. All GAPS identified will be managed on separate change orders. All consulting time required to define and to code will be estimated on each change order.
3. No CentralSquare consulting time has been estimated in this SOW for Custom Reporting. Any time identified as required will be managed via the Change Order process.
4. No time has been allocated for any 3rd Party services in this project. All time estimates for 3rd Party services will be provided to your company by 3rd Party via separate agreement.
5. UAT Support by CentralSquare shall be offered for a period not to exceed 30 calendar days past the delivery of code. Should further support be needed, the duration for continued support will be defined and managed via Change Request. If no comment or feedback is received, the project is considered complete and accepted.



REQUEST FOR DECISION

SUBJECT:	Policy 1018 Expenditures and Disbursement		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 11, 2019	ICAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: DL
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1018 “Expenditures and Disbursement” policy as presented.

BACKGROUND/PROPOSAL:

Policy 1018 was recommended to Council for approval at the February 12 PRC. The changes recommended by the PRC are as follows:

1. The purpose was amended to say “Council recognizes the need for the prompt payment of accounts and delegates the authority to disperse funds for all budget-approved expenditures to the Chief Administrative Officer and designates to the levels authorized under Procedure Section 2.”
2. Definitions of CFTA, NWPTA and Generally Accepted Principles of Accounting were added under definitions.
3. Section 1.1.12 was revised to say “Delegating limited expenditure approval to their department's staff, as the Department's Budget Manager sees fit, and ensuring that all related documentation is submitted to Finance.
4. Second 2.3 was revised to state “A resolution of Council is required for all unbudgeted expenses. The additional wording of “and all capital expenditures over ____” was removed as that is covered under the spending limits of Procedure 2 and other sections in procedure 2.
5. Provision 2.8 was amended to say “Any capital expenditure approved by Council through the tender or RFP process and in budget or by Council, resolution may be awarded and/or actioned by Administration to a maximum of the budgeted amount. Individual invoices greater than \$200,000 on a capital expenditure that is not part of a tendered project must be approved by resolution of Council.
6. ” at the request of the PRC.
7. Procedure 11 was modified to state that the opening of tender packages must be completed in the - advertised public setting at the request of the PRC.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an Expenditures Policy that is in line with the desires of Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the revised Expenditures Policy. The current expenditures policy passed in February 2018 will remain in place.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update and implement the policy.

ATTACHMENT(S):

- Current Policy 1018
- Revised Policy 1018

Title: EXPENDITURE AND DISBURSEMENT POLICY

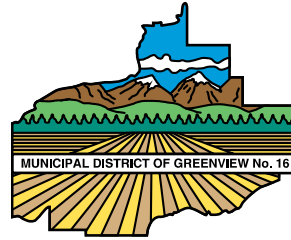
Policy No: 1018

Effective Date: February 12, 2018

Motion Number: 18.02.75

Supersedes Policy No:

Review Date: February 12, 2018



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To establish expenditure control guidelines by identifying processes for the efficient procurement and payment of goods and services for the municipality in support of effective operations based on the following principles:

- Council recognizes the need for the prompt payment of accounts and delegates the authority to disperse funds for all budget-approved operational expenditures to the Chief Administrative Officer and/or designates.
- The Municipal District of Greenview No. 16 (Greenview) is subject to two trade agreements, the New West Partnership Trade Agreement (NWPTA) and the Agreement on Internal Trade (AIT). These two agreement must be adhered to for all expenditures that occur within their respective limits.

The MD of Greenview will not consider purchasing or procuring goods or services from any contractor or supplier who has initiated a litigation process against the Municipality. No consideration will be given for a period of five years from the conclusion of the litigation unless otherwise directed by Council.

DEFINITIONS

Expenditure Officer means the individual that has the authority to sign contracts, purchase orders and invoices for payment. Typically, an expenditure officer will be the Chief Administrative Officer, General Manager, Manager or Assistant Manager responsible for a department, who is accountable for the department's budget control and administration.

Associated Expenditure Officers means the individuals that are identified by the respective department's General Manager or Manager. These officers are delegated a limited amount of expenditure on behalf of the responsible department budget manager. The Chief Administrative Officer or any General Manager or Manager providing this delegation to their staff is responsible to provide, in writing, to the Finance and Administration Manager; the name, the expenditure limit for the employee, as well as a copy of the employees' signature.

Accounting Officer means an individual that is a member of the finance team, such as the Manager of Finance and Administration, Manager of Financial Reporting, Staff Accountant and General Manager of Corporate Services and any version of these titles.

Capital means items identified in the Capital Budget as approved by Council.

Department's Budget Manager means the manager who is ultimately responsible for the department's budget. The individual who creates and presents the department's proposed budget to Council.

Employee ID means the Employee Self Service ID that has been provided from Human Resources.

Emergencies means when the lack of immediate action would jeopardize operations or equipment, disrupt critical public services or involve public or staff safety.

Goods means a manufactured item.

Litigation means the filing of an action in a court of law.

Nepotism means the practice among those with power or influence of favouring relatives or friends.

Purchase Cards means Greenview issued gas or credit cards.

Quote means the price bid obtained in writing or by phone, from a supplier of goods or services, but does not include a tender.

Service means any work or duties performed, including any materials provided.

POLICY

1. The Municipal District of Greenview No. 16 (Greenview) Council recognizes the annually approved operating and capital budgets as their primary expenditure control document and that all expenditure not so authorized must be presented to Council by Administration for approval prior to the expenditure being incurred. Council realizes that they have a responsibility to its ratepayers to maximize the value of the tax revenue when purchasing municipal goods and services and when providing grant funding.
2. The overall responsibility for implementing and monitoring the annual budget rests with the Chief Administrative Officer. The General Manager of Corporate Services has the overall responsibility for budget reporting and to ensure that all expenditures are a legitimate claim against Greenview; are within established authorities; have been either authorized in the annual budget or approved by resolution of Council.

PROCEDURE

1. Responsibilities

1.1. *Expenditure Officers responsibilities include:*

- 1.1.1. Authorizing a proposed expenditure or disbursement.
- 1.1.2. Ensuring that a purchase order is issued for all expenditures over \$1,500.00, other than those specifically identified in Section 7, Subsection 2 of this policy.
- 1.1.3. Abiding by the NWPTA and AIT when conducting tender calls, request for proposals or request for quotes.
- 1.1.4. Certifying that the amount of a proposed expenditure or disbursement is fair and just; and within applicable policies.
- 1.1.5. Initiating a disbursement that is consistent with the purpose for which the money is available.

- 1.1.6. Managing program or service delivery within Greenview Council approved budget allocation.
- 1.1.7. Verifying that the goods and services have been received or the work has been performed satisfactorily.
- 1.1.8. Verifying that a request for cheque is supported by adequate documentation.
- 1.1.9. Verifying the accurate coding of invoices related to their financial budget responsibility.
- 1.1.10. Verifying that procurement card (credit and gas) procedures are followed.
- 1.1.11. Verifying all invoices and/or receipts are submitted to Accounts Payables.
- 1.1.12. Delegate limited expenditure approval to their department's staff, as the department's budget manager sees fit, ensure all related documentation is submitted to Finance.
- 1.2. ***Associated Expenditure Officers responsibilities include:***
 - 1.2.1. Staying within the expenditure limit delegated by their manager.
 - 1.2.2. Signing and receiving a copy of every invoice for the items they have purchased on behalf of Greenview.
 - 1.2.3. Ensure invoices are authorized, signed and goods or services are received.
- 1.3. ***Accounting Officers responsibilities include:***
 - 1.3.1. Creating and verifying that adequate processes and controls are in place to safeguard against any material accounting misstatement and follow the guidelines outlined within this policy.
 - 1.3.2. Verifying that a proposed expenditure or disbursement has been properly authorized by an expenditure officer.
 - 1.3.3. Verifying that a proposed expenditure or disbursement is for the purpose authorized by the approved municipal budget, and/or it is consistent with the purpose for which the money is available.
 - 1.3.4. Verifying that the expenditure is recorded in the appropriate fiscal and reporting period.
 - 1.3.5. Verifying that the required supporting documentation is readily available.
 - 1.3.6. Verifying that the expenditure is charged to the appropriate general ledger account.
 - 1.3.7. Verifying the proposed expenditure or disbursement does not contravene any applicable policy and other legislative authority.
 - 1.3.8. Arranging pre-authorized payments to be made directly from Greenview's bank account with authorization from the General Manager of Corporate Services.
 - 1.3.9. Arranging direct deposits to be made to Greenview's bank account with the authorization from the General Manager of Corporate Services.
 - 1.3.10. Ensuring that the General Manager of Corporate Services and any applicable staff are made aware of any budget to actual concerns that the accounting officer may become aware of during their daily duties.
 - 1.3.11. Ensuring that the accounting practices are acceptable under the Generally Accepted Accounting Principles.
 - 1.3.12. Preparing monthly department budget to actual reports.
 - 1.3.13. Preparing and presenting to Council the organizational quarterly budget to actual report.

2. General Provisions

- 2.1. Greenview's expenditure officers may make an expenditure that is included in the approved operating and capital budgets or as otherwise approved by resolution of Council.
- 2.2. Council authorizes the Expenditure Officers as defined under Section 1 to commit the municipality for all purchases related to the operation of Greenview's programs and services that have been approved in the annual budget as follows:
 - 2.2.1. Chief Administrative Officer to the maximum budget allocation;
 - 2.2.2. General Managers, Assistant General Managers or delegate or as designated by the Chief Administrative Officer up to \$500,000.00;
 - 2.2.3. Department Managers, Assistant Managers or as designated by the Chief Administrative Officer up to \$200,000.00;
 - 2.2.4. Other staff as delegated in writing by the Expenditure Officers.
- 2.3. Operating Expenditures that exceed the Council approved operating budget by less than \$10,000.00 but still remain within the overall department budget may be approved by the Chief Administrative Officer or designate. If the over expenditure does not remain within the total department budget, the expenditure shall be presented to Council for approval.
- 2.4. Any operational expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration, excepting Request for Proposals, which must be awarded by Council.
- 2.5. Any capital expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration to a maximum of \$200,000.00, excepting Requests for Proposals, which must be awarded by Council.
- 2.6. Any capital expenditures awarded or actioned by Administration will be reported to Council via the monthly manager's reports and will include: Budgeted amount, Company name and values of compliant bids received, the name of the successful bidder, a list of bidders submitting non-compliant bids
- 2.7. Any capital expenditure for equipment or vehicles that exceeds Council's approved budget by less than \$10,000.00 or 10% and will remain within the department's overall capital budget, may be approved by the Chief Administrative Officer.
- 2.8. Staff will not engage in nepotism and will make any conflict of interest (actual or perceived) known to the Chief Administrative Officer. If the staff person in question is the Chief Administrative Officer, they will make any conflict of interest known to Council.
- 2.9. Expenditure officers may not normally authorize an expenditure or disbursement where they are directly involved in the transaction, except in the case of attending training, conferences, travel and accommodations associated with work. The expenditure claim or credit card receipt/invoice should clearly state the reason for the expenditure or claim.
- 2.10. The authority of the expenditure officers shall be limited to specific budgetary allocations and will not be general in nature. All expenditures must be authorized in the detailed annual budget or otherwise approved by resolution of Council.

- 2.11. Expenditure authority may be delegated in the absence of the responsible expenditure officer. The General Manager of Corporate Services and Manager, Finance and Administration must be notified in writing prior to the delegation of the Expenditure authority.
- 2.12. A current listing of approved expenditure or associated expenditure officers, with specimen signature and applicable expenditure authority shall be maintained by the Manager, Finance and Administration and copied to Accounts Payable.
- 2.13. Due to reasons of standardizations, economies of scale, vendor familiarity or required expertise, the following types of expenditures are coordinated on behalf of the organization:
 - 2.13.1. Stationery and office supplies by Administration Office Reception;
 - 2.13.2. Office furnishings by Facility Maintenance;
 - 2.13.3. Office equipment by Information Technology;
 - 2.13.4. All electronic equipment and software purchases for use in conjunction with the municipality's Network Infrastructure must first be reviewed by Information Systems Staff for compatibility and compliance with information Technology Standards employed throughout the organization;
 - 2.13.5. Vehicles (non-emergency) and heavy equipment by the Manager of Operations with input from Fleet and receiving department's manager;
 - 2.13.6. Emergency vehicles by the Manager of Protective Services;
 - 2.13.7. All Greenview insurance.
 - 2.13.8. Requisitions, purchases or contracts may not be divided in order to avoid the requirements of the NWPTA and the AIT spending limits.

3. Marketing and Media Placement

- 3.1. Advertising, signage, print and marketing materials must be approved by the Communications Officer.

4. Emergency Expenditures

- 4.1. Unbudgeted expenditures may be undertaken in the event of an emergency situation where the Expenditure Officer must make purchase decisions efficiently to bring the emergency situation under control.
 - 4.1.1. May be authorized by the Chief Administrative Officer or designates.
 - 4.1.2. All such expenditures shall be reported to Greenview Council at the next available opportunity.
 - 4.1.3. Proper documentation of purchases is required.

5. Contracts

- 5.1. Written contracts other than direct purchase orders should be used in situations where there is a need to specify in writing the requirements for supply or continuing supply of goods and or services, and the need to identify each party's degree of responsibility and or liability in the case of damage, default or loss.

- 5.1.1. The expenditure officer must ensure that the necessary holdback percentage is withheld from progress payments where there is a holdback charge to compensate for potential defective work or claims from third parties. Progress payment or invoices related to contracts should be approved only after the person responsible for the contract certifies performance of services or receipt of goods or confirmed the percentage of work completed. Generally, this performance certificate is supplied by an engineering firm or project contract manager.
- 5.1.2. A statutory declaration and WCB declaration must be obtained from the contractor and the third parties where required to discharge all claims and obligations against the municipality before payment is made and before any holdback or deposit is released. All defects must be corrected before the final payment is approved and security deposits are returned.

6. Purchase Orders

- 6.1. Purchases over \$1,500.00 must be initiated by either a purchase order or by way of written agreement prior to acquisition.
- 6.2. Purchase orders are not required for the following:
 - 6.2.1. Purchases under \$1,500.00;
 - 6.2.2. Petty cash;
 - 6.2.3. Personal expense claims;
 - 6.2.4. Progress payments (these are covered by signed agreements);
 - 6.2.5. Utility invoices;
 - 6.2.6. Other services such as legal and municipal insurance;
 - 6.2.7. Long-term contracts or service agreements;
 - 6.2.8. Lease agreements;
 - 6.2.9. Credit card purchases.

7. Cheque Requisitions

- 7.1. Are required for all grant expenditures.
- 7.2. Are required for that do not have an invoice such as the School Requisitions, etc., except for personal expense claims, these will be paid based on the personal expense claim and the manager's approval of the claim.

8. Invoice Approval

- 8.1. The Acting Chief Administrative Officer (ACAO) may sign up to the Chief Administrative Officers limit while serving as the designated Acting Chief Administrative Officer. When the Acting Chief Administrative Officer signs in the absence of the Chief Administrative Officer, they should include ACAO after signature to indicate to the Accounts Payables department their authority to sign higher expenditure limits.
- 8.2. To avoid penalty charges the Chief Administrative Officer, Manager, Finance and Administration or General Manager, Corporate Services may approve an invoice related to ongoing operations, such as gas, electric or utility invoices, with a copy being shared with the responsible expenditure officer.

9. Purchasing Methods

- 9.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing authority may be eligible for purchasing cards upon approval by the Chief Administrative Officer. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchasing card. Purchasing cards include gas cards and credit cards.
- 9.2. Greenview's expenditure officers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so.
- 9.3. Purchases between \$10,000.00 and \$74,999.99:
 - 9.3.1. Expenditure Officers must attempt to obtain a minimum of three (3) formal written price quotes signed by an authorized agent of the supplier. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated by purchase order or contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the purchase order or contract.
 - 9.3.2. The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.
- 9.4. Purchases over \$75,000.00:
 - 9.4.1. Expenditure Officers must abide by the NWPTA and AIT (see table in Section 12 (1)) as required for purchases over \$75,000.00 but under NWPTA and AIT thresholds the Expenditure Officer must attempt to obtain a minimum of three (3) formal written price quotes signed by an authorized agent of the supplier. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. A contract must be signed for all purchases over this limit. The signed contract may be a sales agreement for vehicle and equipment purchases. All contracts shall clearly indicate each party's responsibilities, date, duration of contract, and have the supplier's authorized agent's signature as well as the appropriate Greenview signatures.

10. Tendering/ Requests for Proposals

- 10.1. Tenders or Request for Proposals must be issued in compliance with the New West Partnership Trade Agreement (NWPTA), an accord between the Governments of Alberta, British Columbia and Saskatchewan; as well as the Agreement on Internal Trade (AIT, 2015, Annex 502.4) an agreement between all Canadian Governments. Tender or Request for Proposals must be issued using the NWPTA and AIT thresholds unless they fall under the excluded procurements as defined by the agreements.

Type	NWPTA	AIT
Goods	\$75,000.00	\$100,000.00
Services	\$75,000.00	\$100,000.00
Construction	\$200,000.00	\$250,000.00

10.2. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website www.purchasingconnection.ca. Additional means of tendering notices may also be used.

10.3. The lowest bid meeting the tender or request for proposal requirements and/or specifications will normally be accepted. Justification in writing along with recommendation must be submitted if the lowest bidder is not selected. Normally the only acceptable reasons for selecting any but the lowest bidder would be:

- 10.3.1. Low bidder does not meet specifications;
- 10.3.2. Low bidder cannot deliver within the required time;
- 10.3.3. The quality of performance of previous contracts or services may be in question;
- 10.3.4. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);
- 10.3.5. The ability, capacity, experience and efficiency of the bidder.

11. The opening of tenders or requests for proposal must be completed in a public setting.

End of procedure.

Title: EXPENDITURE AND DISBURSEMENT POLICY

Policy No: 1018

Effective Date:

Motion Number:

Supersedes Policy No:

Review Date:



Purpose: To establish expenditure control guidelines by identifying processes for the efficient procurement and payment of goods and services for Greenview in support of effective operations based on the following principles:

- Council recognizes the need for the prompt payment of accounts and delegates the authority to disperse funds for all budget-approved expenditures to the Chief Administrative Officer and designates to the levels authorized under Procedure Section 2.
- Greenview is subject to two trade agreements, the New West Partnership Trade Agreement (NWPTA) and the Agreement on Canadian Free Trade Agreement (CFTA). These two agreements must be adhered to for all expenditures that occur within their respective limits.

Greenview will not consider purchasing or procuring goods or services from any contractor or supplier that is involved in litigation against Greenview. No consideration will be given for a period of five years from the conclusion of the litigation unless otherwise directed by Council.

DEFINITIONS

Administration means Greenview's Chief Administrative Officer and employees of Greenview.

Associated Expenditure Officers means the individuals that are identified by the respective department's General Manager or Manager. These officers are delegated a limited amount of expenditure on behalf of the responsible Department Budget Manager. The Chief Administrative Officer or any General Manager or Manager providing this delegation to their staff is responsible to provide, in writing, to the Finance and Administration Manager; the name of the employee, the expenditure limit, and a copy of the employees' signature.

Accounting Officer means an individual that is a member of the finance team, such as the Manager of Finance and Administration, Manager of Financial Reporting, Staff Accountant and General Manager of Corporate Services and any version of these titles.

Capital Budget means the annual Greenview capital budget as approved by Council.

Capital Expenditure means the purchase of an item identified in the Capital Budget.

CFTA means the Canadian Free Trade Agreement and any amendments thereto.

Chief Administrative Officer means the person appointed as the Chief Administrative Officer of Greenview in accordance with the *Municipal Government Act* or a person delegated responsibilities by the Chief Administrative Officer in this policy in accordance with the *Municipal Government Act*.

Council means council for the Municipal District of Greenview No. 16.

Department Budget Manager means the manager who is ultimately responsible for the department's budget. The individual who creates and presents the department's proposed budget to Council.

Emergencies means when the lack of immediate action would jeopardize operations or equipment, disrupt critical public services or involve public or staff safety.

Expenditure Officer means the individual that has the authority to sign contracts, purchase orders and invoices for payment. Typically, an Expenditure Officer will be the Chief Administrative Officer, General Manager, Manager or Assistant Manager responsible for a department, who is accountable for the department's budget control and administration.

Generally Accepted Accounting Principles means a common set of accepted accounting principles, standards, and procedures that organizations (public and private) and their accountants follow when they compile their financial statements. GAAP improves the clarity of the communication of financial information.

Goods means a manufactured item.

Litigation means the filing of an action in a court of law.

Nepotism means the practice among those with power or influence of favouring relatives or friends.

NWPTA means the New West Partnership Trade Agreement and any amendments thereto.

Operating Budget means the annual Greenview operating budget as approved by Council.

Purchase Card means a Greenview issued gas or credit card.

Quote means the price bid obtained in writing from a supplier of goods or services, but does not include a tender.

RFP means request for proposal.

Service means any work or duties performed, including any materials provided.

POLICY

1. Greenview Council hereby establishes a policy for consistent, fair, and transparent purchasing practices while ensuring efficient allocation of available resources in accordance with the *Municipal Government Act*, the NWPTA, and the CFTA. Council realizes that they have a responsibility to its ratepayers to maximize the value of the tax revenue when purchasing municipal goods and services and when providing grant funding.
2. The overall responsibility for implementing and monitoring the annual budget rests with the Chief Administrative Officer. The General Manager of Corporate Services has the overall responsibility for budget reporting and to ensure that all expenditures are a legitimate claim

against Greenview, are within established authorities, and have been either authorized in the annual budget or approved by resolution of Council.

PROCEDURE

1. Responsibilities

1.1. *Expenditure Officers responsibilities include:*

- 1.1.1. Authorizing a proposed expenditure or disbursement within the financial limits established in this policy.
- 1.1.2. Ensuring that a purchase order is issued for all expenditures over \$1,500.00, other than those specifically identified in Section 6.2 of this policy.
- 1.1.3. Abiding by the NWPTA and CFTA when conducting tender calls, request for proposals or request for Quotes.
- 1.1.4. Certifying that the amount of a proposed expenditure or disbursement is fair and just; and within applicable policies.
- 1.1.5. Initiating a disbursement that is consistent with the purpose for which the money is available.
- 1.1.6. Managing program or service delivery within Council approved budget allocation.
- 1.1.7. Verifying that the goods and services have been received or the work has been performed satisfactorily.
- 1.1.8. Verifying that a request for cheque is supported by adequate documentation.
- 1.1.9. Verifying the accurate coding of invoices related to their financial budget responsibility.
- 1.1.10. Verifying that purchase card (credit and gas) procedures are followed.
- 1.1.11. Verifying all invoices and/or receipts are submitted to Accounts Payables.
- 1.1.12. Delegating limited expenditure approval to their department's staff, as the Department's Budget Manager sees fit, and ensuring that all related documentation is submitted to Finance.

1.2. *Associated Expenditure Officers responsibilities include:*

- 1.2.1. Authorizing expenditures or disbursements within the expenditure limit delegated by their manager.
- 1.2.2. Signing and receiving a copy of every invoice for the items they have purchased on behalf of Greenview.
- 1.2.3. Ensuring invoices are authorized, signed and goods or services are received.

1.3. *Accounting Officers responsibilities include:*

- 1.3.1. Creating and verifying that adequate processes and controls are in place to safeguard against any material accounting misstatement and following the guidelines outlined within this policy.
- 1.3.2. Verifying that a proposed expenditure or disbursement has been properly authorized by an Expenditure Officer.
- 1.3.3. Verifying that a proposed expenditure or disbursement is for the purpose authorized by the approved budget, and is consistent with the purpose for which the money is available.
- 1.3.4. Verifying that the expenditure is recorded in the appropriate fiscal and reporting period.

- 1.3.5. Verifying that the required supporting documentation is complete and readily available.
- 1.3.6. Verifying that the expenditure is charged to the appropriate general ledger account.
- 1.3.7. Verifying that the proposed expenditure or disbursement does not contravene any applicable policy or other legislative authority.
- 1.3.8. Arranging pre-authorized payments to be made directly from Greenview's bank account with authorization from the General Manager of Corporate Services.
- 1.3.9. Arranging direct deposits to be made to Greenview's bank account with the authorization from the General Manager of Corporate Services.
- 1.3.10. Ensuring that the General Manager of Corporate Services and any applicable staff are made aware of any budget to actual concerns that the accounting officer may become aware of during their daily duties.
- 1.3.11. Ensuring that the accounting practices are acceptable under the Generally Accepted Accounting Principles.
- 1.3.12. Preparing monthly department budget to actual reports.
- 1.3.13. Preparing and presenting to Council the organizational quarterly budget to actual report.

2. General Provisions

- 2.1. All expenditures shall be included in the current year's budget or be approved by a resolution of Council.
- 2.2. Greenview's Expenditure Officers may make an expenditure that is included in the approved operating and capital budgets up to the financial limits established in this policy or as otherwise approved by resolution of Council.
- 2.3. A resolution of Council is required for all unbudgeted expenses.
- 2.4. Expenditure Officers are authorized to commit Greenview for all purchases that have been approved in the annual budget as follows:
 - 2.4.1. Chief Administrative Officer up to the maximum budget allocation for operational expenses;
 - 2.4.2. General Managers, Assistant General Managers or delegate or as designated by the Chief Administrative Officer up to \$500,000;
 - 2.4.3. Department Managers, Assistant Managers or as designated by the Chief Administrative Officer up to \$200,000;
 - 2.4.4. Other staff as delegated in writing by the Expenditure Officers.
- 2.5. Operating expenditures that exceed the Council approved operating budget by less than \$10,000.00 but still remain within the overall department budget may be approved by the Chief Administrative Officer or designate. If the over expenditure does not remain within the total department budget, the expenditure shall be presented to Council for approval.
- 2.6. Capital expenditure for equipment or vehicles that exceeds Council's approved budget by less than \$10,000.00 or 10% and will remain within the department's overall capital budget, may be approved by the Chief Administrative Officer provided that such capital expenditure does not exceed the financial approval limits in this policy.

- 2.7. Any operational expenditure approved by Council by resolution may be awarded and/or actioned by Administration, excepting Request for Proposals, which must be awarded by Council.
- 2.8. Any capital expenditure approved by Council through the tender or RFP process and in budget or by Council, resolution may be awarded and/or actioned by Administration to a maximum of the budgeted amount. Individual invoices greater than \$200,000 on a capital expenditure that is not part of a tendered project must be approved by resolution of Council.
- 2.9. Any capital expenditures awarded or actioned by Administration will be reported to Council via the monthly manager's reports and will include: Budgeted amount, Company name and values of compliant bids received, the name of the successful bidder, a list of bidders submitting non-compliant bids.
- 2.10. Staff will not engage in nepotism and will make any conflict of interest (actual or perceived) known to the Chief Administrative Officer. If the staff person in question is the Chief Administrative Officer, they will make any conflict of interest known to Council.
- 2.11. Expenditure Officers shall not authorize an expenditure or disbursement where they are directly involved in the transaction, except in the case of attending training, conferences, travel and accommodations associated with work. The expenditure claim or credit card receipt/invoice should clearly state the reason for the expenditure or claim.
- 2.12. Expenditure authority may be delegated in the absence of the responsible Expenditure Officer. The General Manager of Corporate Services and Manager of Finance and Administration must be notified in writing prior to the delegation of the Expenditure authority.
- 2.13. A current listing of approved Expenditure Officers or associated Expenditure Officers, with specimen signature and applicable expenditure authority shall be maintained by the Manager of Finance and Administration and copied to Accounts Payable.
- 2.14. Due to reasons of standardizations, economies of scale, vendor familiarity or required expertise, the following types of expenditures are coordinated by the manager or department as identified below:
 - 2.14.1. Stationery and office supplies by Administration Office Reception;
 - 2.14.2. Office furnishings by Facility Maintenance;
 - 2.14.3. Office equipment by Information Technology;
 - 2.14.4. All electronic equipment and software purchases for use in conjunction with Greenview's Network Infrastructure must first be reviewed by Information Systems Staff for compatibility and compliance with information Technology Standards employed throughout the organization;
 - 2.14.5. Vehicles (non-emergency) and heavy equipment by the Manager of Operations with input from Fleet and receiving department's manager;
 - 2.14.6. Emergency vehicles by the Manager of Protective Services;
 - 2.14.7. All Greenview insurance by Corporate Services.
- 2.15. Reacquisitions, purchases, expenditures or contracts may not be divided in order to avoid the financial limits of this policy or the limits established in the NWPTA or the CFTA.

3. Marketing and Media Placement

- 3.1. Advertising, signage, print and marketing materials must be approved by the Communications Officer.

4. Emergency Expenditures

- 4.1. Unbudgeted expenditures may be undertaken in the event of an emergency situation where the Expenditure Officer must make purchase decisions efficiently to bring the emergency situation under control.
 - 4.1.1. Emergency expenditures may be authorized by the Chief Administrative Officer or designates.
 - 4.1.2. All such expenditures shall be reported to Greenview Council at the next available opportunity.
 - 4.1.3. Proper documentation of all emergency expenditures is required.

5. Contracts

- 5.1. Written contracts other than direct purchase orders should be used in situations where there is a need to specify in writing the requirements for supply or continuing supply of goods or services, and the need to identify each party's degree of responsibility and or liability in the case of damage, default or loss.
 - 5.1.1. The Expenditure Officer must ensure that the necessary holdback percentage is withheld from progress payments where there is a holdback charge to compensate for potential defective work or claims from third parties. Progress payment or invoices related to contracts should be approved only after the person responsible for the contract certifies performance of services or receipt of goods or confirmed the percentage of work completed. Generally, this performance certificate is supplied by an engineering firm or project contract manager.
 - 5.1.2. A statutory declaration and WCB declaration must be obtained from the contractor and the third parties where required to discharge all claims and obligations against Greenview before payment is made and before any holdback or deposit is released. All defects must be corrected before the final payment is approved and security deposits are returned.

6. Purchase Orders

- 6.1. Purchases over \$1,500.00 must be initiated by either a purchase order or by way of written agreement prior to acquisition.
- 6.2. Purchase orders are not required for the following:
 - 6.2.1. Purchases under \$1,500.00;
 - 6.2.2. Petty cash;
 - 6.2.3. Personal expense claims;
 - 6.2.4. Progress payments (these are covered by signed agreements);
 - 6.2.5. Utility invoices;
 - 6.2.6. Other services such as legal and municipal insurance;
 - 6.2.7. Long-term contracts or service agreements;

- 6.2.8. Lease agreements;
- 6.2.9. Credit card purchases.

7. Cheque Requisitions

- 7.1. Cheque requisitions are required for:
 - 7.1.1. All grant expenditures; and
 - 7.1.2. All expenditures where an invoice is not available such as the School Requisitions, etc., except for personal expense claims, these will be paid based on the personal expense claim and the manager's approval of the claim.

8. Invoice Approval

- 8.1. The Acting Chief Administrative Officer (CAAO) may approve expenditures up to the Chief Administrative Officers limit while serving as the designated Acting Chief Administrative Officer. When the Acting Chief Administrative Officer signs in the absence of the Chief Administrative Officer, they shall include CAAO after signature to indicate to the Accounts Payables department their authority to sign higher expenditure limits.
- 8.2. To avoid penalty charges the Chief Administrative Officer, Manager of Finance and Administration or the General Manager of Corporate Services may approve an invoice related to ongoing operations, such as gas, electric or utility invoices, with a copy being shared with the responsible Expenditure Officer.

9. Purchasing Methods

- 9.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing authority in accordance with section 1.1.12 of this policy may be eligible for a purchase card upon approval by the Chief Administrative Officer. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchase card.
- 9.2. Greenview's Expenditure Officers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so.
- 9.3. Purchases between \$10,000.00 and \$74,999.99:
 - 9.3.1. Expenditure Officers must attempt to obtain a minimum of three Quotes. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated by purchase order or contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the purchase order or contract.
 - 9.3.2. The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.
- 9.4. Purchases over \$75,000.00:

- 9.4.1. Expenditure Officers must abide by the NWPTA for purchases over \$75,000.00 both the NWPTA and CFTA for purchases over \$100,000.00 (see table in Section 10.1). A written contract must be signed for all purchases over this limit. The written contract may be a sales agreement for vehicle and equipment purchases. All written contracts shall clearly indicate each party's responsibilities, date, duration of contract, and have the supplier's authorized agent's signature, and the appropriate Greenview signatures.

10. Tendering/ Requests for Proposals

- 10.1. Tenders or Request for Proposals must be issued in compliance with the NWTA and CFTA in accordance with the financial thresholds established in those agreements, unless such purchase is an excluded procurement as defined by the agreements.

Type	NWPTA	CFTA
Goods	\$75,000.00	\$100,000.00
Services	\$75,000.00	\$100,000.00
Construction	\$200,000.00	\$250,000.00

- 10.2. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website www.purchasingconnection.ca. Additional means of tendering notices may also be used.
- 10.3. The lowest bid meeting the tender or request for proposal requirements and/or specifications will normally be accepted. Justification in writing along with recommendation must be submitted if the lowest bidder is not selected. Normally the only acceptable reasons for selecting bidder that is not the lowest bidder would be:
- 10.3.1. Low bidder does not meet specifications;
 - 10.3.2. Low bidder cannot deliver within the required time;
 - 10.3.3. The quality of performance of previous contracts or services may be in question;
 - 10.3.4. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);
 - 10.3.5. The ability, capacity, experience and efficiency of the bidder.
11. The opening of tenders or requests for proposal must be completed in the advertised public setting.

End of procedure.



REQUEST FOR DECISION

SUBJECT:	Senior Minibus	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	ICAO: DT	MANAGER:
MEETING DATE:	March 11, 2019	GM:	PRESENTER: DT
DEPARTMENT:	CAO SERVICES		
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to purchase the Seniors Minibus in Grande Cache for \$1.00, with funds to come from Reserves.

BACKGROUND/PROPOSAL:

The Seniors Minibus Society is a not-for-profit society that purchased a 16 passenger mini bus for public transportation that was managed by the former Town of Grande Cache. The bus drivers have been recruited and managed by the former Town, covering the costs of salary benefits and insurance as per an agreement. The bus is scheduled, book, operated and maintained on behalf of the society by staff in Grande Cache, now MD of Greenview employees.

The bus regularly travels to Hinton and Grande Prairie for medical appointments and other out of town requirements and is available for private rentals as well. The former town has insured and registered a 7 passenger minivan that is often used if the bus is out of service or if there are less passengers for out of town trip than the bus warrants. 6-8 passengers two to three times a week is average and serves seniors and those needing transportation including to Hinton and Grande Prairie, as well as in town shopping and medical appointments. On special occasions, the bus is accommodated to transport seniors to events such as Christmas and community suppers, lighting up of Rocky the Ram, and a Christmas light tour of Town.

Administration received a letter from the Senior's Minibus Society in Grande Cache requesting the MD of Greenview to consider purchasing the Minibus for \$1. Along with this request, the society is offering to transfer all of their investment funds to the MD of Greenview, provided that the municipality puts those funds in a restricted reserve that would be used to replace the bus. The bus is in good working order, but will need to be replaced in the next couple of years.

The Minibus Society has applied for MD of Greenview funding over the past several years. These approvals were to assist in covering the society's portion of the operational expenses.

The following is the grant funding provided for the Grande Cache Seniors Minibus Society:

- 2017 Operating Grant: \$50,000.00
- 2018 Operating Grant: \$25,000.00
- 2019 Operating Grant: \$35,000.00 (not yet released)

Expenses for 2018:

Town contributed \$9,471 (salary benefits & Insurance)

Minibus Society paid \$48,451 to the Town

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to provide transportation services to those living remotely in Grande Cache with transportation challenges.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that the annual operation costs that exceed the average current grant funding.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter or deny the proposal made by the Minibus Society, however Administration does not recommend this action because Grande Cache has established this level of service for Grande Cache.

FINANCIAL IMPLICATION:

Direct Costs: Additional operating costs, exceeding the current grant funding of approximately \$25,000 annually.

STAFFING IMPLICATION:

Maintain current staffing level.

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

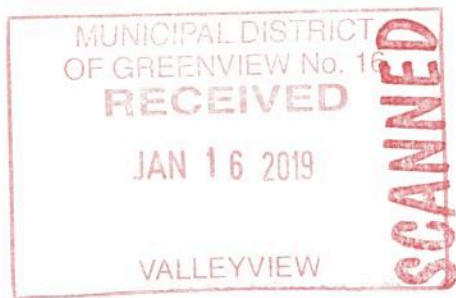
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

As per Councils' direction.

ATTACHMENT(S):

- Letter from Minibus Society
- Current bank statement of the Minibus Society confirming the investment funds



Senior Minibus Society
Box 870
Grande Cache, AB T0E 0Y0

January 8, 2019

MD of Greenview
PO Box 1079,
Valleyview, AB
T0H 3N0
Attn. Reeve Gervais & Council

Dear Council;

The Senior Minibus Society is a not-for-profit society that in the past many years, has worked to raise money to purchase a minibus for residents of the Grande Cache area. Formerly the Town, the administration and public works operated and maintained the bus, including driver recruitment, driver employment, booking, maintenance & maintenance scheduling, etc. The Minibus Society was the funding agent that purchased the bus and continued to provide the necessary dollars to operate the program, along with the generous contributions of many, including the MD of Greenview.

In the past year the Society and the community suffered the loss of the dedicated gentleman that so passionately spearheaded this project. Mr. Claude Menard was a long time resident and committed president of the Society that made the dream of this transportation system come to fruition. Prior to Mr. Menard's passing, he was assured by fellow community members that we would work hard to preserve this program and the remaining funds earmarked for funding this program and replacement of the current bus.

The bus regularly travels to Hinton and Grande Prairie for medical appointments and other appropriate out of town requirements. The bus is available for private rentals, and special shopping days and occasions that cater to the seniors, disenfranchised and Coops.

The Minibus Society requests that Council consider assuming ownership and operations of the minibus. Our society is willing to give the MD of Greenview the bus which is free and clear of any encumbrances. To secure a certain future for the bus's replacement, we would offer to also give the MD of Greenview the current balance of funds/investments of approximately \$180,000 providing these funds would be entrusted to a Restricted Reserve Fund.

If you have any questions, please feel free to contact me.

Sincerely,

Wally McNeil,

President, Grande Cache Senior Minibus Society.

Statement date January 23, 2019

Transit number 08879-219

Customer number 0000124985

Page number 1 of 3

ATB0112100_7953113_002 E D 08879

01421



SENIOR MINIBUS SOCIETY
PO Box 300
Grande Cache AB T0E 0Y0

Your ATB Financial Branch

08879 Hinton Branch
207 Pembina Ave
Hinton AB
T7V 2B3

If you have any questions, contact us at
1 800 332-8383 or visit us at
www.atb.com

A summary of your accounts on Jan 23, 2019

Deposits	Value on Jan 23, 2019
	CAD
Community Spirit Account #00132875124	21,479.01
Term/GIC Investments	162,570.65
Total Deposits	\$184,049.66

Find an error? Give us a call or drop by a branch. We'll take care of it.

A summary of Deposit Account Community Spirit Account

00132875124	Transit # 08879-219
Your balance forward on Dec 23, 2018	\$21,478.52
Money out of your account (0 items)	- \$0.00
Money into your account (1 item)	+ \$0.49
Your closing balance on Jan 23, 2019	= \$21,479.01



REQUEST FOR DECISION

SUBJECT: **Title Change**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 11, 2019

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

ACAO: RO

GM:

MANAGER:

PRESENTER: DT

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: Council accept for information the change in title of Special Projects Coordinator to Legislative Services Coordinator.

BACKGROUND/PROPOSAL:

Prior to the last corporate review, the MD of Greenview employed a full time, permanent Legislative Services Coordinator. In 2015, a Special Projects Coordinator position was created, reporting directly to the CAO. This position developed into a catchall role that included bylaw review, policy review and development, special events coordinating, and much more. When this position was eventually filled by a Municipal Intern, the position morphed into a role predominately around bylaw & policy management, ICF & IDP development, census projects, election management, etc. These are true Legislative Services responsibilities and should be accurately captured in the job title.

The MD of Greenview is a considerate employer that works to develop our staff by investing in professional development, safe workspace, and positive and progressive work culture. It is important that we credit our staff with accurate and equitable opportunities for their future career paths and one way is to ensure we define their job titles with the merit and acknowledgement it deserves.

BENEFITS OF THE RECOMMENDED ACTION:

1. Changing the title of Special Projects Coordinator to Legislative Services Coordinator will provide a more accurate reflection of title from the roles and responsibilities assigned to this position.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. No perceived disadvantages to this recommended action.

ALTERNATIVES CONSIDERED:

No alternatives were considered due to the proposed title being the correct title for the duties carried out by this incumbent.

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

Collaborate

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:

As per Councils' direction.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT:	Marketing & Communications Manager		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 11, 2019	ICAO: DT	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: Council approve the request for a Marketing & Communications Manager position.

BACKGROUND/PROPOSAL:

Marketing and communications is an important function for municipalities. Internal corporate communications, external communications, marketing, and media management should be handled with intricate strategies and purposeful planning.

A Marketing & Communications Manager position is a senior role that will design, develop and manage the many moving parts of communications for the MD of Greenview. A compliment to all departments, this individual will come with extensive education, experience and managerial skills. A well-connected M&C Manager will further cultivate our relationships with other municipalities, other levels of government, community group and public, industry stakeholders and our departments.

Controlled exposure in the media, emergency communication, social media placement and interdepartmental communications strategies should be managed through the communications officer & specialists by an overseeing manager.

Effective marketing will be a valued compliment to the economic initiatives, community partnerships and other promotional projects constantly undertaken with Greenview. Investing marketing dollars and efforts should be designed and executed with precision and purpose.

This position would directly report to the Chief Administrative Officer.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion – will provide necessary expertise to improve the marketing and communications initiatives for the MD of Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. No perceived disadvantages to this recommended action

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to enter into a contract with an individual or group for these services.

Alternative #2: Council has the option to leave the department as status quo.

FINANCIAL IMPLICATION:

Direct Costs: Annual Salary & Benefits increase.

STAFFING IMPLICATION:

Increase of one FTE.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Collaborate

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 to the recommend motion is that Administration will create a job description and start posting the position once the job description is completed.

ATTACHMENT(S):

None



REQUEST FOR DECISION

SUBJECT: **HEART Conference 2019**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 11, 2019
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Quality of Life

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Greenview Communications provide \$2,500 in promotional sponsorship to the HEART Conference in May 2019, with funds to be provided from the 2019 Interim Communications Budget.

BACKGROUND/PROPOSAL:

HEART- a domestic violence initiative formed in 2014. HEART stands for Health, Education & Action in Relationships Team. Stakeholders include RCMP, Victims Assistance for Valleyview and Child and Family Services, and Green View FCSS. The HEART Committee is planning their 3rd Domestic Violence Conference to take place on May 1st and 2nd, 2019 at the Memorial Hall in Valleyview. Topics will include the intersection of domestic violence and animal abuse, the impact of drug and alcohol addictions, pornography and domestic violence, stalking, and intergenerational healing.

Funds have been proposed in Budget 2019 for this conference, since Communications are working from their interim budget the funds are not specifically identified for the conference, but will accommodate the request within the 2019 Interim Communications promotional budget. Communications will arrange advertising and provide this through their regular operating budget. Promotional sponsorship will include Greenview's logo on the promo products that are ordered, as well as on conference advertising.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview FCSS has supported the HEART conference for the past 2 years. The conference is a key part of the FCSS and their support for the local community, addressing domestic violence, abuse, addiction, stalking and intergenerational healing.

2. The benefit of Council accepting the recommended motion is that the conference is an opportunity for stakeholders to come together and build on the relationships and services they provide in the municipality.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter or deny the recommended motion to support the Heart Conference; however, this is not recommended by Administration due to this conference being a worthwhile event.

FINANCIAL IMPLICATION:

Direct Costs: Funding for this event is provided in the 2019 Communications Budget to a maximum amount of \$2,500.

Ongoing / Future Costs: There are no additional 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:

If Council approves the motion, Communications will work with Corporate Services to transfer the funds to FCSS so that they can be issued to the HEART Committee. A report on the event will be brought back to Council in June.

ATTACHMENT:

- Policy 1026 – Sponsorship Policy

Title: GREENVIEW SPONSORSHIPS

Policy No: 1026

Effective Date: July 23, 2018

Motion Number: 18.07.420

Supersedes Policy No: (None)

Review Date: July 23, 2018



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Purpose: The purpose of this policy is to establish guidelines for recognition of grant funding received from Greenview for community events, initiatives and projects. Greenview Council is committed to building strong, vibrant communities that meet the needs of Greenview ratepayers.

DEFINITIONS

Communications Materials means materials which are developed to support the communication and general awareness of a project, product or service such as, newsletters, literature, publications, websites, social media postings, press releases, public service announcements, or fact sheets.

Promotional Materials (Promo) means articles of merchandise that are branded with a logo used in marketing and communication programs. These items are donated to charitable groups or given away to the public to promote an organization.

Marketing Collateral (Collateral) means the collection of media used to support marketing campaigns to promote a program or service. The goal is to sell target audiences and includes, brochures, rack cards, posters, print and web ads.

POLICY

1. Grant recipients should acknowledge funding support from Greenview in all communications materials, media coverage, and verbal promotion pertaining to the event, program, or project being supported by the grant.
2. Grant recipients agree that all related communications materials and marketing collateral, including signs, websites, posters, etc. will contain a visible, current and official Greenview logo. Official logo files are available through the Communications Department and must be used in accordance with Greenview's visual standards guidelines. The Greenview logo should only be used in reference to the event/program/project.
3. If grant funding is supporting an event, the recipient shall obtain from Greenview, a Greenview banner for prominent display during the event and to recognize the support of Greenview through verbal acknowledgement during the event. Recognition of funding shall be in accordance with Procedure 1.
4. Grant recipients are encouraged to tag the M.D of Greenview in social media posts (Facebook, Instagram, Twitter) in recognition of grant support.
5. Unless the event or program has an established tiered sponsorship, the tiered guidelines for recognition in Procedure 1 shall apply, contingent on the level of Greenview funding.

6. If grant funding is supporting an event or program that involves tiered sponsorship, organizations should contact Greenview's Communications Department to outline the deliverables within their sponsorship recognition framework.
7. All costs of printing, advertising, signage and other promotional activities related to grant recognition are the responsibility of the recipient.
8. A presentation to Council and a Cheque photo are required for grants over \$5,000 and should be coordinated through Greenview Administration.
9. Grant recipients may not identify as agents of the M.D of Greenview in any way.
10. Greenview reserves the right to use any information related to the organization and the grant assistance provided in its promotions and advertising. The use of such information will be at the discretion of Greenview and may be done so upon notification to the organization by Greenview Administration.
11. This Policy does not apply to operational grants.

PROCEDURE

1. Greenview shall apply the following tiered sponsorship to program, event and project grants:

Tier	Sponsorship Amount	Recognition Required
3	Under \$5,000	<ul style="list-style-type: none"> • Recognition in any print material • Recognition in media advertising (Optional) • Verbal recognition at event • Greenview Banner (may be supplied by Greenview)
2	\$5,000-25,000	<ul style="list-style-type: none"> • Recognition in print material and media advertising • Verbal recognition at event • Greenview Banner (printed by the event organizer at their own cost) • Delegate attendance (Optional) • Presentation to Council and Cheque photo
1	Greater than \$25,000	<ul style="list-style-type: none"> • Recognition in print material and media advertising • Verbal recognition • Greenview Banner (printed by the event organizers at their own cost) • Permanent signage paid for by the recipient • Delegate attendance • Presentation to Council and Cheque photo

2. For all promotion, communications and acknowledgement of Greenview, the primary contact is the Communications Officer.
3. Council Meeting delegations must be arranged by contacting Greenview one month prior to the scheduled meeting date.
4. Promotional recognition must be coordinated at least one month prior to the scheduled event or as soon as funding has been awarded.



REQUEST FOR DECISION

SUBJECT: **Valleyview & District Rural Crime Watch Grant Request**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 11, 2019 ICAO: RO MANAGER:
DEPARTMENT: PROTECTIVE SERVICES GM: SW PRESENTER: SW
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve a grant in the amount of \$4,500.00 to the Valleyview & District Rural Crime Watch, with funds to come from Community Services Miscellaneous Grants budget.

BACKGROUND/PROPOSAL:

The Valleyview and District Rural Crime Watch has submitted a grant request in the amount of \$4,500.00. The Valleyview Rural Crime Watch is requesting operational funds to assist them with costs associated with the 2019 Community Crime Prevention Forum. First held in 2018, the forum is intended to be held annually and provides the general public with information on crime prevention.

In 2018 event organizers planned for an attendance of 300 people, however, being its first year, it was difficult to anticipate actual attendance and 86 was the final attendance. In 2019, event organizers are once again hoping for the attendance to be 300 people and this grant request will cover the cost of food, which is estimated to be \$4,500.00 (300 x 15.00 per person). In the grant application proposed budget no other costs are indicated, nor are any details provided regarding the information that will be made available to the attendees.

Currently in the 2019 Proposed Protective Services Budget the Rural Crime Watch Associations for Valleyview, Grovedale, Grande Prairie and DeBolt have \$2,000.00 general operating funds allocated for each respectively.

The 2019 Community Service Miscellaneous Grant has a balance of \$975,336.64 as of March 10, 2019.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the community of Valleyview and surrounding area may have a better understanding of crime prevention in their community.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny or alter the amount of funding to the Valleyview Rural Crime Watch.

Alternative #2: Council has the alternative to split the funding request between the \$2,000.00 currently allocated within the Protective Services Budget and an additional \$2,500.00 to come from Community Services Miscellaneous Budget.

FINANCIAL IMPLICATION:

Direct Costs: \$4,500.00

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation. INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will notify the applicant regarding Council's decision.

ATTACHMENT(S):

- Valleyview & District Rural Crime Watch Grant Application



F11

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

GRANT APPLICATION

MUNICIPAL DISTRICT
OF GREENVIEW No. 16
RECEIVED

FEB 13 2019

Organization Information:

Name of Organization:

Valleyview + District Rural Crime Watch

Address of Organization:

Box 1079, Valleyview AB T0H 3N0

Contact Name and Phone Number:

780-552-3454 Bonnie Williams

Position of Contact Person:

Treasurer

Purpose of organization:

Crime Prevention

What act are you registered under? Non-Profit

Registration No. 5011146395

Grant Information:

Total Amount Requested

\$4500.-

Operating

Capital

Proposed Project:

Please see attached.

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 \$ _____ Year _____

Purpose: _____

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?

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?

Town of Valleyview donated the Memorial Hall for the 2018
Crime Prevention Forum and will be applying for the
grant again for 2019.

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

We have done Casino's but we cannot use the money
raised for Food functions

February 13, 2019

Proposed Project:

On November 21, 2018 the Valleyview and District Rural Crime Watch and Citizen On Patrol organized an "Community Crime Prevention Forum" opened to the general public. This forum was setup to inform the public on Crime Prevention which has never been done before in Valleyview and Surrounding Area. Being the first time for this event we had no idea on how many people would attend, so we decided on 300 people at most and hoped for the best. The event was very successful with 86 people attending.

For the 2018 Forum we approached the Town of Valleyview and they donated the Memorial Hall. We will be approaching the Town of Valleyview again for the 2019 Forum.

The monies that we are requesting for this event will be used for the food and supplies as required. Please note we have acquired Casino funds but they are not to be used for **Food** at any functions. We requested quotes for the 2018 Forum meal to be catered which was Chilli/Bun and Horizon Steak House graciously came in at \$4.00 per person being this was a first of its kind "Community Forum". For the 2019 Forum we are expecting to pay more.

Thank You

Bonnie Williams

Valleyview & District Rural Crime Watch
Corporate Access Number – 5011146395
Financial Statement
For the period ending July 1 - December 31, 2018

	<u>General</u>	<u>Casino</u>		
Assets				
Bank Accounts	4,954.91	15,879.54		
Total Assets			20834.45	
Liabilities				
Loans	0.00	0.00		
Total Liabilities			0.00	
Income				
Interest	0.00	0.00		
Casino Payment AGLC Deposit -	0.00	37762.08		
Total Income			37762.08	
TOTAL REVENUE				58596.53
Disbursements				
Phone Tree	0.00	0.00		
Provincial AGM Meeting	0.00	0.00		
Office Supplies	0.00	-86.52		
Advertising	0.00	-1035.53		
Memberships	0.00	-200.00		
Casino Expense	0.00	-3841.09		
Donation	0.00	-2011.80		
Local Events	Forum (Food-\$4.00)	-1444.35		
Bank Fees	-0.09	-18.00		
Total Disbursements			-10235.53	
TOTAL EXPENSE				-10235.53
				<u>48361.00</u>

Valleyview & District Rural Crime Watch
Corporate Access Number – 5011146395
Budget - Annual Crime Prevention Forum

		<u>Budget</u>	
Assets			
Bank Accounts		0.00	
	Total Assets		0.00
Liabilities			
Loans		0.00	
	Total Liabilities		0.00
Income			
Interest		0.00	
Casino Payment AGLC Deposit -		0.00	
	Total Income		0.00
TOTAL REVENUE			0.00
Disbursements			
Phone Tree		0.00	
Provincial AGM Meeting		0.00	
Office Supplies		0.00	
Advertising		0.00	
Memberships		0.00	
Casino Expense		0.00	
Donation		0.00	
Local Events - Forum	(Food-\$15.00x300)	4500.00	
Bank Fees		0.00	
	Total Disbursements		4500.00
TOTAL EXPENSE			4500.00
			4500.00



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 Bonnie Williams

Signature Bonnie Williams

Address Box 1828, Valleyview AB T0H 3N0

Telephone Number 780-552-3454

Date February 13, 2019

valleyview rural crime watch @ gmail . com



REQUEST FOR DECISION

SUBJECT: **Entertainment Night – Sponsorship Request**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 11, 2019 ACAO: RO MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: SW
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve three table sponsorships for a total amount of \$750.00 (\$250.00 each) to the Grovedale Community Club & Agricultural Society for Entertainment Night, Saturday, April 6th, 2019 at the Grovedale Hall, with funds to come from Community Service Miscellaneous Grant.

BACKGROUND/PROPOSAL:

The Grovedale Community Club & Agricultural Society is hosting an Entertainment Night at the Grovedale Hall, 6:00 p.m., Saturday, April 6th, 2019. The event is a supper and show featuring hypnotist Jesse Lewis and the Fired Up Duelling Pianos. All proceeds are going towards Lofstrom Park, which is the old South Wapiti schoolyard located approximately 29 kms west of the community hall. There is a ball diamond and an old school house at this location. The existing horseshoe pit may be one of the projects slated for restoration at this site.

The Grovedale Community Club & Agricultural Society is requesting Greenview's sponsorship of this event in the form of purchasing a table for 8 at a cost of \$250.00 with \$50.00 of that going towards reserving the table.

Greenview has provided sponsorship in various amounts for other fundraising events in the past:

- \$3,500.00 to the Rising Above 11th Annual "Hope Lives."
- \$300.00 to the Valleyview Cup for the 2019 Valleyview Cup Charity Hockey Tournament
- \$500.00 to Community Futures Peace Country for the 2019 Women in the North Conference
- \$840.00 to the Valleyview Victims Assistance Association for the Hollywood Extravaganza

Administration is recommending sponsorship of three tables for a total of \$750.00. This will provide 24 seats for individuals to represent Greenview at the event.

The 2019 Community Service Miscellaneous Grant has a balance of \$975,336.64 as of March 10, 2019.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting the Grovedale Community Club & Agricultural Society with restoration and maintenance of a community park.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide an alternate amount of sponsorship or deny the sponsorship request.

FINANCIAL IMPLICATION:

Direct Costs: The direct cost of the sponsorship is \$750.00

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will correspond with the Grovedale Community Club & Agricultural Society to inform them of Council's decision in regards to their sponsorship request.

ATTACHMENT(S):

- Grovedale Community Club & Agricultural Society – Sponsorship Request

Teresa Marin

Subject: FW: Event Questions

From: Dan Williams [mailto:gdale.ag@gmail.com]
Sent: Tuesday, February 26, 2019 2:51 PM
To: Teresa Marin <Teresa.Marin@MDGreenview.ab.ca>
Subject: Re: Event Questions

I know it's not on the ticket That I sent you but all proceeds are going towards Lofstrom Park which is the old south wapiti schoolyard about 18 miles West of our community hall there is a ball diamond , Old school house that there is talk about restoring horseshoe pits etc.

On Tue, Feb 26, 2019 at 2:39 PM Teresa Marin <Teresa.Marin@mdgreenview.ab.ca> wrote:

Hi Danny,

I have a couple of questions to ask in regards to the event. Is it a fundraiser or an entertainment event? If it is a fundraiser, where do the proceeds go? Is the event titled something in particular?

Thank you.

Teresa

From: Danny [mailto:gdale.ag@gmail.com]
Sent: Tuesday, February 26, 2019 7:53 AM
To: Teresa Marin <Teresa.Marin@MDGreenview.ab.ca>
Subject: Entertainment Night In Grovedale

Good Morning Teresa

We are Hosting a Supper and a Show on April 6th at the Grovedale Hall The Entertainment includes Hypnotist Jesse Lewis & Fired Up Duelling Pianos. We are selling Tables of 8 for \$250.00 with \$50.00 of that going towards reserving a table. I was wounding if the MD of Greenview was interested in purchasing a table for this event. Have a great day Teresa and a better tomorrow.



Danny Williams

President

Email : gdale.ag@gmail.com

Cell : 780-518-1907



REQUEST FOR DECISION

SUBJECT:	Cranberry Rodeo Association – Grant Request		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 11, 2019	ACAO: RO	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM: SW	PRESENTER: SW
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve the operational grant in the amount of \$25,000.00 to the Cranberry Rodeo Association, with funds to come from Community Services Miscellaneous Grants budget.

BACKGROUND/PROPOSAL:

The Cranberry Rodeo grounds in DeBolt were established in 1983 and are now used for events such as amateur rodeos, wagon racing, High School Rodeos, weddings, camp outs and family reunions.

The Cranberry Rodeo Association telephoned to follow-up on the grant application that they submitted online via the website in the fall of 2018. An option to submit the application via the Greenview website does not currently exist and therefore the application they thought they submitted was not received by Community Service Administration.

The Cranberry Rodeo Association is requesting an operating grant for \$15,000.00 to be allocated to the two-day rodeo and the three-day chuck wagon events. In addition, the organization is requesting \$10,000.00 to be used for property maintenance, this includes repair of buildings and facilities and ground maintenance.

The 2019 Community Service Miscellaneous Grant has a balance of \$975,336.64 as of March 10, 2019. Administration recommends that if Council approves the funding request that the operating grant be added to future Community Services Operating Budgets.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the funds will assist in sustaining a recreation source for the community.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide an alternate amount of grant funding or deny the grant application.

FINANCIAL IMPLICATION:

Direct Costs: The direct cost of the operating grant to the Cranberry Rodeo Association is \$25,000.00

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- Cranberry Rodeo Association Grant Application
- Cranberry Rodeo Association Financials



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: _____

Address of Organization: _____

Contact Name and Phone Number: _____

Position of Contact Person: _____

Purpose of organization: _____

What act are you registered under? _____ Registration No. _____

Grant Information:

Total Amount Requested _____
Operating Capital

Proposed Project: _____

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 \$ _____ Year _____

Purpose: _____

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?

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?



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: _____

Signature: _____

Address: _____

Telephone Number: _____

Date: _____



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			
	TOTAL REVENUE			
	(add up items 1-7)			
EXPENSES				
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)			
	TOTAL EXPENSES			
	(add up lines 8-20)			
	NET BALANCE			
	(subtract Total Expenses from Total Revenue)			

Cash on Hand\$ _____

Current Account Balance\$ _____

Savings Account Balance\$ _____

Accounts Receivable\$ _____

Inventory to Dec 31, 20__\$ _____

Buildings\$ _____

Furniture/Fixtures\$ _____

Land\$ _____

Equipment\$ _____

Operating Loans\$ _____

Other Loans\$ _____

Accounts Payable\$ _____

*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);

Estimated Completion Date: _____

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.

Cranberry Lake Rodeo Association

2016

Purpose of the Funding:

We would like to promote a celebration of our Canada's 150th anniversary by enhancing our 2017 Rodeo by adding:

- an enhanced Grande Entry,
- an enhanced local rodeo
- a 3 night program of Chuck-wagon Racing
- a community supper and volunteer recognition

Use of Grant: \$15,000.00

Check #

822/827/880	flags	1858.95
848	wagons	9000.
830*	goats	180
854	bike	115.49
899	Catering	4000
Total		15154.44

Outcomes:

- an enhanced Grande Entry, SARA LAVOIE designed and coordinated the 2017 Grand Entry. JESSICA LAVOIE – MISS GP STOMPEDE. JULIE BUDGELL. MEGHAN SMITH, MEGHAN PETIJOHN, LAUREN KONASHUK, SYDNEE LOEWEN, SHELLY MORRISON, BROOKE BELANGER, MAUREEN DURDA, SIERRA LOEWEN, KAITLYN BUSSON, EMMA BUSSON, TRISTAN BUSSON & SARA LAVOIE carried the flags for **Canada**, Alberta, The MD of Greenview & Rodeo Sponsors. Flags were purchased and will be used for Future Grand Entry Performances, this will help recognize the Rodeo Sponsors and Supporters.

2017 CRANBERRY LAKE RODEO HONORARY TRAIL BOSSES, EVERETT & JOY MORRISON
Were included in the Grand Entry and their Volunteer Contributions were recognized.

- an enhanced local rodeo

Local Rodeo Events were Hosted and will be further supported in 2018

- a 3 night program of Chuck-wagon Racing

3 nights of All Pro Wagons Raced in 2017 and Will be part of the Event in 2018.

- a community supper and volunteer recognition

Sponsors and volunteers were invited and Welcomed to the April 2018 Supper and Dance. There were over 200 in attendance at the event.

Please find enclosed information
Regarding the use of the 2017 –
Canada's 150 Anniversary Grant
If you require this information on
A specific form or format please send
The information to
jacquieaitken@hotmail.com

Cranberry Lake Rodeo Association

2017 Purpose of the Funding:

We would like to promote a celebration of our Rodeo by adding

Support to:

- THE Grande Entry,
- an enhanced local rodeo
- a 3 night program of Chuck-wagon Racing
- 2 day Rodeo Event

Use of Grant: \$15,000.00

Check #

822/827/880	flags	1858.95
848	wagons	9000.
830*	goats	180
854	bike	115.49
899	Catering	4000
Total		15154.44

Outcomes:

- an enhanced Grande Entry, SARA LAVOIE designed and coordinated the 2018 Grand Entry. flags for **Canada**, Alberta, The MD of Greenview & Rodeo Sponsors.

Flags purchased last year and new flags to represent new sponsors were used in the 2018 Grand Entry Performances, this will help recognize the Rodeo Sponsors and Supporters.

2018 CRANBERRY LAKE RODEO HONORARY TRAIL BOSS, Were included in the Grand Entry and their Community Contributions were Recognized.

- an enhanced local rodeo

Local Rodeo Events were Hosted and will be further supported in 2019

- a 3 night program of Chuck-wagon Racing
- 3 nights of All Pro Wagons Raced in 2018 and Will be part of the Event in 2019.**

Two days of Rodeo were undertaken.

Sponsors and participants were welcomed To the Saturday Evening Dance.

There were over 500 in attendance at the event.

Please find enclosed information

Regarding the use of the 2018 –

Canada's 150 Anniversary Grant

If you require this information on

A specific form or format please send

The information to

jacquieaitken@hotmail.com

**Cranberry
Rodeo
Association
2018**

Income 2018

MD Grant	10,000
membership	600
winter event	258.25
Fundraiser	12289
sponsors	29800
Rodeo	28745
Other	130
Total	81,822

Expenses 2018

maintenance	2495
fund raising	8291
operational	2918
rodeo	31840
skijoring	1319
signs	1652
wagons	13066
b gardens	6320
fixed assets	13800
Dance rodeo	1800
concession	5093
Total	88594

-6,772

Treasurer... Jacquie Aitken

Books Reviewed /Audited By Rose Shaver



REQUEST FOR DECISION

SUBJECT: **MD of Greenview Library Board - Employees**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 11, 2019 ACAO: RO MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER: TB
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council assist the MD of Greenview Library Board by agreeing to include the MD of Greenview Library Board employees on the Municipal District of Greenview No. 16 employee listing.

MOTION: That Council ensure that the library board employees are provided with all of the Municipal District of Greenview No. 16 benefits, which includes LAPP, WCB, Long-Term and Short-Term Disability and health related benefits.

BACKGROUND/PROPOSAL:

Councillor Burton on behalf of the MD of Greenview Library Board (board) is looking to Council to assist with the board's employees' payroll and related benefits.

The board is responsible to hire the employees and will notify the General Manager of Corporate Services, in a timely manner once the board has made a decision regarding the name of the employee, start date, salary etc.

The intent is that the Library Board employees while technically they are employees of Municipal District of Greenview No. 16, the employees will be responsible to the Library Board alone.

The Library Board will be responsible to operate within the annual budget for the board. The budget funding for this board will come from Greenview and the Provincial Government.

If Council agrees to provide this service to the Library Board, please understand that this will add more responsibility onto Greenview's Payroll and Benefits Officer's workload. Her workload has exploded lately with the addition of eighty plus staff.

In speaking with some benefit providers, a 32% cost for benefits is low, whereas if the board provided benefits on their own the cost would be substantially higher, approximately 40%-50% higher than Greenview's cost.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have provided assistance that the MD of Greenview Library Board.
2. A second benefit of Council accepting the recommended motion is that the Board should experience an improvement in the recruitment and retention of their staffing personnel.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage that will result by following the recommended action is that the decision will result in more work for the Payroll and Benefits Officer.
2. Another disadvantage is that there will be approximately a 32% cost to Greenview to provide the same benefits as Greenview employees.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

The related costs are unknown at this time due to Greenview not having any comparable positions on the employee listing.

Direct Costs:

Ongoing / Future Costs:

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 the MD of Greenview Library Board to inform them of Council's decision.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **Greenview Fire Department – Accident & Sickness Program**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 11, 2019 ACAO: RO MANAGER: DD
DEPARTMENT: CORPORATE SERVICES GM: RO PRESENTER: RO
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Municipal District of Greenview Fire Department Accident & Sickness Program Policy Summary for information.

BACKGROUND/PROPOSAL:

At the February 25th Regular Council Meeting Council directed Administration to investigate a modified benefits and assistance plan for the volunteer emergency responders.

Administration has discovered that Greenview does have an Accident and Sickness Program Policy in Place for the DeBolt, Grovedale and Grande Cache Fire Departments. (Please view attached Policy).

Under the current policy, the volunteers have part coverage for loss of live; lump sum living; weekly income; occupational retraining; weekly injury permanent impairment; medical expense including PTSD; transition; felonious assault; home alteration and vehicle modification and optional benefits such as extended total disability.

Administration has added the Grande Cache Fire Department to the policy.

At the request of Administration, AIG Insurance representatives will be making presentations to the individual fire departments in the near future.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be informed regarding the coverage for the volunteer fire fighters
-

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 the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

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):

- Accident & Sickness Program Policy Summary

Accident & Sickness Program Policy Summary

For the: MD of Greenview Fire Department

Policy Number VFP: 9100154

Debolt Fire Department:	\$ 1,043.00	
24 Hour Coverage (member & Family):	<u>\$ 4,620.00</u>	\$ 5,663.00
Grovedale Fire Department:	\$ 1,043.00	
24 Hour Coverage (member & Family):	<u>\$ 5,500.00</u>	\$ 6,543.00

Total Premium: \$12,206.00

=====

Offered and Prepared by: AIG Insurance Company of Canada

Developed by : VFIS

The trade marks VFIS, VFIS(&Design) and Volunteer Firemen's Insurance Services, Inc. are owned by Volunteer Firemen's Insurance Services, Inc. of York Pennsylvania (U.S.A.) and are used under license.

CAN2002V

VFIS

Canadian Head Office
120 Bremner Boulevard, Suite 2200
Toronto, Ontario M5J 0A8

SCHEDULE OF COVERAGE - VOLUNTEER

Policy Number: VFP-9100154-17

Policyholder: M.D. OF GREENVIEW FIRE DEPARTMENT
(Name and Address) PO BOX 1079
VALLEYVIEW, AB T0H 3N0

Policy Effective Date: 11/1/2018 Term: 1 Year
Policy Termination Date: 11/1/2019 Premium: \$12,207

This Schedule of Coverage provides only those benefits that have a specified amount entered opposite the name of the benefit. Benefits that are followed by the word "none" are not provided under this policy.

PART COVERAGE

I. Loss of Life Benefits

A. Accidental Death Benefits	
(1) Accidental Death Benefit Amount.....	\$200,000
(2) Seat Belt Benefit Amount.....	\$50,000
(3) Safety Vest Benefit Amount.....	\$50,000
(4) Military Death Benefit Amount.....	\$15,000
B. Illness Loss of Life Benefit Amount.....	\$200,000
C. Dependent Child and Education Benefit Amount.....	\$30,000
D. Spousal Support and Education Benefit Amount.....	\$15,000
E. Memorial Benefit Amount.....	\$5,000
F. Dependent Elder Benefit Amount.....	\$5,000
G. Repatriation Benefit Amount.....	\$20,000

II. Lump Sum Living Benefits

A. Accidental Dismemberment Benefit Principal Sum.....	\$200,000
B. Vision Impairment Benefit Principal Sum.....	\$200,000
C. Injury Permanent Impairment Benefit Principal Sum.....	\$200,000
D. Heart Permanent Impairment Benefit Principal Sum.....	\$200,000
E. Illness Permanent Impairment Benefit Principal Sum.....	\$200,000
F. Cosmetic Disfigurement Resulting From Burns Benefit Principal Sum.....	\$200,000
G. HIV Positive Lump Sum Living Benefit Principal Sum.....	\$200,000
H. Cancer Benefit Principal Sum.....	\$5,000

- III. Weekly Income Benefits**
- A. Total Disability Benefits
 - (1) Total Disability Weekly Amount (first 28 days)..... \$300
 - (2) Total Disability Maximum Weekly Amount (after 28 days)..... \$1,000
 - (3) Total Disability Minimum Weekly Amount..... \$100
 - B. Partial Disability Benefits
 - (1) Partial Disability Weekly Amount (first 28 days)..... \$150
 - (2) Partial Disability Maximum Weekly Amount (after 28 days)..... \$500
 - (3) Partial Disability Minimum Weekly Amount..... \$50
 - C. Disability Benefits General
- IV. Occupational Retraining Benefit Maximum Amount..... \$20,000**
- V. Weekly Injury Permanent Impairment Benefit..... ☐Yes ☒No**
- VI. Medical Expense Benefits**
- A. Medical Expense Benefit Maximum Amount..... \$25,000
 - B. Cosmetic Plastic Surgery Maximum Amount..... \$25,000
 - C. Post-Traumatic Stress Disorder Maximum Amount..... \$25,000
 - D. Critical Incident Stress Management Maximum Amount..... \$25,000
 - E. Family Expense Benefit Amount (per day)..... \$100
 - F. Family Bereavement and Trauma Counseling Benefit Amount (per person)..... \$1,000
- VII. Transition Benefit..... ☒Yes ☐No**
- VIII. Felonious Assault Benefit Amount..... \$100,000**
- IX. Home Alteration and Vehicle Modification Benefit Maximum Amount..... \$50,000**
- X. Optional Benefits**
- A. Weekly Hospital Benefit Amount..... NONE
 - B. First Week Total Disability Benefit Amount..... NONE
 - C. Coordinated 28 Day Total Disability Benefit Amount..... NONE
 - D. Extended Total Disability Benefit..... ☒Yes ☐No
 - E. Long-Term Total Disability Benefit..... ☐Yes ☒No
 - F. Cost Of Living Adjustment (COLA) Benefits
 - (1) Weekly Injury Permanent Impairment COLA..... ☐Yes ☒No
 - (2) Long-Term Total Disability COLA..... ☐Yes ☒No

SCHEDULE OF FORMS AND RIDERS

POLICY FORMS ATTACHED AT ISSUANCE:

CAN502000	Schedule of Coverage - Volunteer
CAN502002	Blanket Accident and Sickness Insurance Policy - Volunteer Members
CAN532002	Off-Duty Member Benefit Rider - Injury Only
CAN542002	Eligible Dependent Benefit Rider - Injury Only

SCHEDULE OF POLICYHOLDERS/PARTICIPATING ORGANIZATIONS

ADDITIONAL ENTITIES:

DEBOLT FIRE DEPARTMENT
GROVEDALE FIRE DEPARTMENT

Canadian Head Office
120 Bremner Boulevard, Suite 2200
Toronto, Ontario M5J 0A8

BLANKET ACCIDENT AND SICKNESS INSURANCE POLICY

VOLUNTEER MEMBERS

This policy is a legal contract between the **Policyholder** named in the application and **Us**. We agree to insure certain persons (herein called **Insured Persons**) against loss covered by this policy subject to its provisions, benefits, limitations and exclusions. The persons eligible to be insured are all persons described in this policy as **Insured Persons**. This policy provides accident and sickness insurance to **Insured Persons** while they are participating in a **Covered Activity**.

RIGHT TO RETURN POLICY

You may return this policy for any reason within the later of: (1) 30 days after you receive it; or (2) 30 days after the coverage becomes effective. It may be returned by mail or in person to **Us**. Any premium paid will be refunded and this policy will be treated as if it were never issued.

CONSIDERATION – TERM

This policy is issued in consideration of the payment of the required premium when due as shown in the **Schedule**. We agree to provide the benefits shown in the **Schedule** to **Insured Persons** in accordance with the provisions and conditions of this policy. This policy may be changed or terminated without consent of or notice to each **Insured Person**.

The term of this policy begins on the policy Effective Date and continues in effect until the policy Termination Date, both of which are shown in the **Schedule**, as long as premiums are paid when due, unless otherwise terminated as further provided in this policy. If this policy is terminated, insurance ends on the date to which premiums have been paid. All periods of insurance will begin and end at 12:01 AM Standard Time at the address of the **Policyholder**.

RENEWAL

After the policy Termination Date shown in the **Schedule**, this policy may be renewed for additional periods of time by mutual written consent of **Us** and the **Policyholder** at the premium rates set by **Us** for the renewal period. If this policy is not renewed, insurance will stop on the date to which premiums have been paid subject to the Grace Period provision.

POLICY EFFECTIVE AND TERMINATION DATES

Effective Date. This policy begins on the policy Effective Date shown in the **Schedule** at 12:01 AM Standard Time at the address of the **Policyholder** where this policy is delivered.

Termination Date. We may terminate this policy by giving 30 days advance notice in writing to the **Policyholder**. This policy may, at any time, be terminated by mutual written consent of **Us** and the **Policyholder**. Termination takes effect at 12:01 AM at the **Policyholder's** address on the date of termination.

INDIVIDUAL EFFECTIVE AND TERMINATION DATES

Coverage for an **Insured Person** will take effect on the later of: (1) the policy Effective Date shown in the **Schedule**; or (2) the date he or she becomes an **Insured Person** as defined in this policy.

Coverage for an **Insured Person** will end on the earliest of: (1) the date this policy terminates; (2) the date he or she is no longer an **Insured Person** as defined in this policy; or (3) the date the **Policyholder's** coverage ends.

Termination of coverage will not affect any loss resulting from participation in a **Covered Activity** when such participation occurred prior to the date of termination.

PREMIUM

Premiums. Premiums are payable to **Us** at the rates described in the Premium section of the **Schedule**. We may change the required premiums as a condition of any renewal of this policy. We may also change the required premiums at any time when any change in coverage affecting premiums is made in this policy.

By signing below, the President and Chief Executive Officer of the **Insurer** agrees to all the terms and conditions of this policy on behalf of the **Insurer**.



President and Chief Executive Officer
AIG Insurance Company of Canada

PLEASE READ THIS POLICY CAREFULLY.

This policy has limitations and exclusions and provides limited benefits.
All benefit limits are expressed in Canadian currency.

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DEFINITIONS

(Additional defined terms can be found throughout this policy)

Any term in capitals and quotations or any term in bold type in the policy, application, riders, endorsements, amendments or other attached papers are to be given the meanings as ascribed in this section or as later defined.

Administrative Personnel – means a person who works an average of 25 hours or more per week while acting within the scope of his or her employment for the **Policyholder**, which does not include any emergency response or any emergency response training as listed in items (1), (2), (3) or (4) under **Covered Activities**.

Average Weekly Wage – means an average weekly wage (annual wages divided by 52) determined by the greater of:

- (1) the total of wages, salaries, or tips for the calendar year immediately preceding the year in which the loss occurred as listed on the **Insured Person's** Canadian Individual Income Tax form;
- (2) wages earned in the 12 months preceding the loss;
- (3) the annualized weekly wage earned in the three months preceding the loss; or
- (4) for the self-employed, the amount taken from the Canadian Income Tax (T1 General), reported as net taxable income, excluding rental, investment or passive income.

The **Average Weekly Wage** will be verified by the **Insured Person's** employer and/or tax records.

Consumer Price Index – means the consumer price index published by Statistics Canada (CPI).

Covered Activity – means any activity, including travel directly to and from such activity, which is a normal duty of an **Insured Person**, including any:

- (1) emergency response for fire suppression and rescue or emergency medical activity;
- (2) training exercise which simulates an emergency and where active physical participation is required;
- (3) **Firematic Events or Contests**;
- (4) class room training;
- (5) fund-raising activities including athletic activities solely for the purpose of raising funds for the **Policyholder** or other non-profit organization when such fund-raising is performed as an activity of the **Policyholder**;
- (6) official functions attended primarily by members of the **Policyholder** for which the purpose is to further the business of the **Policyholder** (i.e. installation dinners, banquets, etc.);
- (7) official conventions, conferences or meetings of emergency fire, rescue or medical personnel attended by the **Insured Person** on behalf of the **Policyholder** including personal travel and activities related to attending such convention, conference or meeting;
- (8) participation in pre-approved covered athletic events or programs conducted on the premises of the **Policyholder**;
- (9) authorized public safety education events; and
- (10) administrative or maintenance duties.

The **Covered Activity** must be performed at the direction, or with the knowledge, of an officer of the **Policyholder**, unless immediate action is required of the **Insured Person** at the scene of an emergency not on behalf of the **Policyholder** or any other organization.

Covered Person – means all members who are listed on the **Policyholder's** roster. The roster will be maintained and periodically updated by the **Policyholder**. The roster will be kept on file by the **Policyholder**.

Dependent Child – means persons that are natural children of the **Insured Person**, adopted children of the **Insured Person**, step-children of the **Insured Person**, or infants to which the **Insured Person** is in loco parentis; and are

- (1) under 23 years of age, unmarried and dependent upon the **Insured Person** for maintenance and support; or
- (2) under 26 years of age, unmarried and in attendance at an institution of higher learning and dependent upon the **Insured Person** for maintenance and support; or
- (3) by reason of mental or physical infirmity, is incapable of self-sustaining employment, and is totally dependent upon the **Insured Person** for support within the terms of the Income Tax Act of Canada.

Firematic Events or Contests – means practice or participation in an organized event intended to enhance the **Insured Person's** skills or emergency reaction times. These events include, but are not limited to, departmental or interdepartmental:

- (1) apparatus pumping contests;
- (2) battle of the barrel;
- (3) antique pumping;
- (4) hose rolling contests;
- (5) equipment donning contests;
- (6) bucket brigades;
- (7) ladder climbs;
- (8) tug of war contests; and
- (9) apparatus operation rodeos.

Gainful Occupation – means a job for which an **Insured Person** is qualified by reason of education, training or experience, that has a reasonable expectation to provide more than 85% of pre-disability earnings.

Hemiplegia – means the complete and irreversible paralysis of the upper and lower **Limbs** of the same side of the body.

HIV – means human immunodeficiency virus.

Hospital – means a facility which:

- (1) is operated according to law for the care and treatment of injured and sick people;
- (2) has organized facilities for diagnosis and surgery on its premises or in facilities available to it on a prearranged basis;
- (3) has 24 hour nursing service by registered nurses (R.N.'s); and
- (4) is supervised by one or more **Physicians**.

A **Hospital** does not include:

- (1) a nursing, convalescent or geriatric unit of a hospital when a patient is confined mainly to receive nursing care; or
- (2) a facility which is, other than incidentally, a rest home, nursing home, convalescent home or home for the aged; nor does it include any ward, room, wing, or other section of the hospital that is used for such purposes.

Illness(es) – means any disease, sickness, or infection of an **Insured Person** while coverage under this policy is in force as to the **Insured Person**. The **Illness** must:

- (1) manifest itself during a specific **Covered Activity** with the result that the **Insured Person** interrupts his or her participation in such **Covered Activity** in order to receive immediate **Medical Treatment**; or
- (2) directly result from participation in a **Covered Activity** and also result in the **Insured Person** receiving **Medical Treatment** within 48 hours of participation in such **Covered Activity**. The requirement that **Medical Treatment** be received within 48 hours is waived for **Infectious Diseases**.
- (3) **Illness** also includes the **Mandatory Quarantine** of an **Insured Person**.

Immediate Family Member – means the **Insured Person's** Spouse, child, parent, brother or sister.

Infectious Disease(s) – means an easily transmitted, potentially life-threatening disease resulting from bacterial, viral, fungal, or protozoan infection.

Injury(ies) – means accidental bodily injury sustained by the **Insured Person**:

- (1) during and resulting from an **Insured Person's** participation in a specific **Covered Activity** while coverage under this policy is in force as to the **Insured Person**;
- (2) which directly (independent of sickness, disease, mental incapacity or any other cause) causes a loss to the **Insured Person**; and
- (3) which is not otherwise defined as an **Illness**.

The term **Injury**, for purposes of this policy, will not include human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS) or AIDS related complex (ARC), or any heart or circulatory malfunction.

Insured Person(s) – means any officially designated member of the **Policyholder** while acting as:

- (1) a volunteer member for the **Policyholder**;
- (2) any junior member or member in training;
- (3) any commissioner, director, trustee or other similar position associated with the **Policyholder**;
- (4) any bystander deputized at the time of the emergency by an official of the **Policyholder** to assist in an emergency, but only during the actual emergency;
- (5) any auxiliary member;
- (6) any non-member who is requested to participate by the auxiliary or **Policyholder**;
- (7) any member who receives remuneration for on-call duty or out of pocket expenses and
- (8) **Administrative Personnel**;

Subject to the following:

An **Insured Person** will not include a **Paid Employee** while acting within the scope of his or her employment unless the policy is specifically endorsed to provide coverage for career members, except for **Administrative Personnel**.

Insurer – means AIG Insurance Company of Canada.

Limb(s) – means entire arm or entire leg.

Long-Term Total Disability – means:

- (1) For an **Insured Person** with an occupation producing wages as described in the definition of **Average Weekly Wage** at the time **Total Disability** benefits become payable, **Long-Term Total Disability** means the inability to perform all of the material and substantial duties of any **Gainful Occupation**.
- (2) For an **Insured Person** who does not have an occupation producing wages as described in the definition of **Average Weekly Wage** at the time **Total Disability** benefits become payable, **Long-Term Total Disability** means:
 - (a) the inability to perform all of the material and substantial duties of an occupation for which the **Insured Person** is qualified by reason of education, training, or experience; or
 - (b) the inability to perform any two of six activities of daily living of the **Insured Person**. Activities of daily living include mobility, eating, elimination, cognition, personal hygiene, and dressing.

The **Insured Person** must be under the regular care of a **Physician** during **Long-Term Total Disability**.

Mandatory Quarantine – means period of isolation intended to limit the spread of an **Infectious Disease**. The **Mandatory Quarantine** of an **Insured Person** must be ordered by appropriate medical officials while acting under the authority of the local, provincial or federal government.

Medical Treatment – means treatment by a **Physician** or at a **Hospital** for the **Illness**.

Other Valid and Collectible Insurance – means any:

- (1) group plan, program, or insurance policy;
- (2) other group hospital, surgical or medical benefit plan;
- (3) union welfare plans or group employer or employee benefit programs;
- (4) no-fault automobile insurance plan or similar law; or
- (5) regular or disability benefits paid after the commencement of **Partial Disability** or **Total Disability** benefits under this policy.

Other Valid and Collectible Insurance will not include benefits provided by the Canadian Pension Plan or any individual disability insurance plans.

Out-Patient Physical Therapy – means rehabilitative physical therapy which is:

- (1) received without being confined overnight in a **Hospital** as a registered bed patient;
- (2) an approved therapy program;
- (3) necessary for the rehabilitation of an **Insured Person** from an **Injury** or an **Illness** for which he or she was confined in a **Hospital** for treatment;
- (4) administered by a licensed physical therapist; and
- (5) monitored by a **Physician**.

Paid Employee(s) – means a person who receives compensation and works an average of 25 hours or more per week for the **Policyholder**. The time frame used to determine the average hours or the salaried schedule will be the same time frame used to calculate the **Average Weekly Wage**. **Paid Employee** does not include **Administrative Personnel**.

Paraplegia – means the complete and irreversible paralysis of both lower **Limbs**.

Partial Disability, Partially Disabled – means,

- (1) For an **Insured Person** with an occupation producing wages as described in the definition of **Average Weekly Wage**, the inability to perform one or more, but not all, of the material and substantial duties of his or her own occupation.
- (2) If the **Insured Person** does not have an occupation producing wages as described in the definition of **Average Weekly Wage**, **Partial Disability, Partially Disabled** means:
 - (a) the inability to perform one or more, but not all, of the material and substantial duties of an occupation for which the **Insured Person** is qualified by reason of education, training, or experience; or
 - (b) the inability to perform one or more, but not all, of the regular activities of the **Insured Person** prior to the covered **Injury or Illness**.

The **Insured Person** must be under the regular care of a **Physician** during **Partial Disability**.

Permanent Impairment – means a medical condition which is a physical or functional abnormality or loss, which remains after the maximum medical rehabilitation has been achieved, and which is considered stable or non-progressive by the **Physician** at the time an evaluation is made.

Physician(s) – means any duly licensed medical practitioner:

- (1) who is acting within the scope of his or her license; and
- (2) who is not the **Insured Person** or an **Immediate Family Member**.

Policyholder – means a non-profit emergency service organization, municipality or political subdivision that elects coverage under this policy and pays the required premium. The **Policyholder** is named in the **Schedule**. Coverage for such **Policyholder** will be in force at 12:01 A.M. on the policy Effective Date shown in the **Schedule** subject to payment of the required premium. Coverage is limited to **Insured Persons** of any fire, emergency, rescue, or ambulance department of the municipality or political subdivision.

Post-Traumatic Stress Disorder – means emotional distress resulting from a **Traumatic Incident** experienced by an **Insured Person** which adversely affects the psychological and physical well-being of the **Insured Person**.

Quadriplegia – means the complete and irreversible paralysis of both upper and both lower **Limbs**.

Reasonable and Customary Expense – means an expense which:

- (1) is charged for treatment, supplies or medical services medically necessary to treat the **Insured Person's** condition;
- (2) does not exceed the usual level of charges for similar treatment, supplies or medical services in the locality where the expense is incurred; and
- (3) does not include charges that would not have been made if no insurance existed.

Schedule – means the **Schedule of Coverage** which is attached to this policy.

Spouse means either:

- (1) a husband or a wife; or
- (2) for same sex unions or opposite sex unions, an individual who has been publicly represented as the life partner of the **Insured Person** and has been residing with the **Insured Person**.

Total Disability, Totally Disabled – means,

- (1) For an **Insured Person** with an occupation producing wages as described in the definition of **Average Weekly Wage**, the inability to perform all of the material and substantial duties of his or her own occupation and is not working.
- (2) If the **Insured Person** does not have an occupation producing wages as described in the definition of **Average Weekly Wage**, **Total Disability, Totally Disabled** means:
 - (a) the inability to perform all of the material and substantial duties of an occupation for which the **Insured Person** is qualified by reason of education, training, or experience; or
 - (b) the inability to perform all of the regular activities of the **Insured Person** prior to the covered **Injury or Illness**.

The **Insured Person** must be under the regular care of a **Physician** during **Total Disability**.

Traumatic Incident – means an abnormal experience, outside the range of usual human experiences and includes, but is not limited to:

- (1) line-of-duty death or serious injury to other **Insured Persons**;
- (2) a single incident having multiple casualties;
- (3) death or serious injury of a child; and
- (4) dealing with victims known to the **Insured Person**.

Uniplegia – means the complete and irreversible paralysis of one **Limb**.

We, Us, or Our refers to the **Insurer**. Our executive offices are located at 120 Bremner Boulevard, Suite 2200 Toronto, Ontario M5J 0A8.

PART I. LOSS OF LIFE BENEFITS

A. ACCIDENTAL DEATH BENEFITS

- (1) **Accidental Death Benefit.** We will pay the Accidental Death Benefit Amount shown in the **Schedule** if **Injury** to an **Insured Person** results in the **Insured Person's** death.

In the event that an Accidental Death Benefit and an Accidental Dismemberment Benefit and/or a Vision Impairment Benefit are payable under this policy as a result of any **Injury** sustained while participating in the same **Covered Activity**, only one benefit, the largest, will be paid.

- (2) **Seat Belt Benefit.** If an Accidental Death Benefit is payable under this policy and the accident which caused the **Insured Person's** accidental death occurred while the **Insured Person** was wearing a properly fastened automotive seat belt or other vehicle occupant restraint, such as an ambulance harness or tether, We will pay an additional amount equal to the Seat Belt Benefit Amount shown in the **Schedule**.

- (3) **Safety Vest Benefit.** If an Accidental Death Benefit is payable under this policy and death results from being struck as a pedestrian while on the scene of a motor vehicle accident or while directing traffic and the **Insured Person** was wearing an approved Canadian Standards Association (CSA) or American National Standards Institute, Inc. (ANSI)/ Manual on Uniform Traffic Control Devices (MUTCD) "Safety Vest", We will pay an additional amount equal to the Safety Vest Benefit Amount shown in the **Schedule**.

"**Safety Vest**" – means a vest approved in the MUTCD as published by the ANSI, approved by CSA , or Canadian equivalent.

- (4) **Military Death Benefit.** If bodily injury sustained while serving or training on behalf of the Canadian Armed Forces or Reserve Unit results in a **Covered Person's** death, We will pay the Military Death Benefit shown in the **Schedule**. Death must occur within 12 months of the bodily injury. Exclusions 4 and 8 do not apply to this benefit.

No Military Death Benefit is payable if an Accidental Death Benefit is payable under this policy.

B. ILLNESS LOSS OF LIFE BENEFIT

If death to an **Insured Person**:

- (1) occurs during a specific **Covered Activity** and is not otherwise payable as an Accidental Death Benefit; or
- (2) occurs due to a covered **Illness** as a result of participation in a specific **Covered Activity** or
- (3) occurs due to a heart attack or stroke within 48 hours of participating in:
 - (a) an emergency response for fire suppression and rescue or emergency medical activity; or
 - (b) a training exercise which simulates an emergency and where active physical participation is required,

We will pay the Illness Loss of Life Benefit shown in the **Schedule**.

Either death or **Medical Treatment** for the **Illness** must occur within 48 hours of the **Covered Activity**. The requirement that death or **Medical Treatment** for the **Illness** be within 48 hours is waived for **Infectious Disease**.

No Illness Loss of Life Benefit will be payable if an Accidental Death Benefit is payable under the policy, or if, as a direct result of participation in the same **Covered Activity**, an HIV Positive Benefit was paid to the **Insured Person** under this policy.

C. DEPENDENT CHILD AND EDUCATION BENEFIT

If either an Accidental Death Benefit or an Illness Loss of Life Benefit is payable under the policy, **We** will pay the Dependent Child and Education Benefit Amount shown in the **Schedule** for each **Dependent Child**. **We** may make payment directly to the **Dependent Child's**:

- (1) guardian; or
- (2) to an individual or institution with custody of the **Dependent Child** if;
 - (a) the **Dependent Child** is a minor or is not competent to give a valid receipt for payment due him or her; and
 - (b) no request for payment has been received by **Us** from a duly appointed guardian or other legally appointed representative.

Payment made in this manner will release **Us** from all liability to the extent of any payment made.

D. SPOUSAL SUPPORT AND EDUCATION BENEFIT

If either an Accidental Death Benefit or an Illness Loss of Life Benefit is payable under the policy, **We** will pay the Spousal Support and Education Benefit Amount shown in the **Schedule** to the **Insured Person's** surviving **Spouse**. In no event will more than one Spousal Support and Education Benefit Amount be paid.

E. MEMORIAL BENEFIT

If either an Accidental Death Benefit or an Illness Loss of Life Benefit is payable under the policy for each such death, **We** will also pay the Memorial Benefit Amount shown in the **Schedule** to the **Policyholder**.

F. DEPENDENT ELDER BENEFIT

If either an Accidental Death Benefit or an Illness Loss of Life Benefit is payable under the policy, **We** will pay the Dependent Elder Benefit Amount shown in the **Schedule** for each "Dependent Elder". **We** may make payment directly to the "Dependent Elder". Payment made in this manner will release **Us** from all liability to the extent of any payment made.

"**Dependent Elder**" – means any parent, parent-in-law, grandparent, grandparent-in-law, great grandparent or great grandparent-in-law of the **Insured Person** who was dependent upon the **Insured Person** and claimed on the **Insured Person's** Canadian Individual Income Tax form.

G. REPATRIATION BENEFIT

If an Accidental Death Benefit or Illness Loss of Life Benefit is payable under this policy and the **Insured Person** was beyond a 50 kilometer radius from his or her current place of primary residence at the time of death, **We** will pay for reasonable expenses incurred to transport his or her body to the local vicinity of their current place of primary residence.

We will not pay more than the Repatriation Benefit Amount shown in the **Schedule** per **Insured Person**.

PART II. LUMP SUM LIVING BENEFITS

A. ACCIDENTAL DISMEMBERMENT BENEFIT

If Injury to an Insured Person results in a "Loss" listed below, We will pay the indicated percentage of the Accidental Dismemberment Principal Sum shown in the Schedule for the "Loss" suffered. If the Insured Person suffers more than one "Loss" as a result of any one Injury, only one amount, the largest, will be paid.

Accidental Dismemberment Chart

<u>For Loss of:</u>	<u>% of Principal Sum Payable</u>
Quadriplegia.....	200%
Paraplegia.....	200%
Hemiplegia.....	200%
Uniplegia.....	100%
Both Hands or Both Feet	100%
One Hand and One Foot	100%
Entire Sight of Both Eyes	100%
One Hand and Entire Sight of One Eye.....	100%
One Foot and Entire Sight of One Eye	100%
Speech and/or Hearing	100%
One Arm or One Leg.....	100%
One Hand or One Foot.....	50%
Entire Sight of One Eye.....	50%
Both Thumbs	50%
One Thumb	25%
Each Joint of a Finger or Toe	10%

"Loss" – means Quadriplegia, Paraplegia, Hemiplegia, Uniplegia, or with reference to the foot, a complete severance through or above the ankle joint; with reference to the hand, the complete severance of the distal, proximal or medial phalanx of four fingers; with reference to the arm or leg, the complete severance through or above the elbow or knee joint; with reference to the thumb, the complete severance at the metacarpophalangeal joint; and with reference to a joint of a finger or toe, the complete severance of a distal, proximal or (where applicable) medial phalanx. "Loss" of speech or hearing means the total and irrecoverable loss of speech and/or hearing. "Loss" of sight means the total and irrecoverable loss of sight.

In the event that an Accidental Dismemberment Benefit and an Accidental Death Benefit are payable under this policy as a result of any Injury sustained while participating in the same Covered Activity, only one benefit, the largest, will be paid.

B. VISION IMPAIRMENT BENEFIT

If Injury to an Insured Person results in "Permanent Damage" to the Insured Person's eyesight, We will pay the indicated percentage of the Vision Impairment Benefit Principal Sum shown in the Schedule, for each impaired eye, based on the degree of vision impairment according to the Vision Impairment Chart shown below. This benefit chart will apply separately to each eye.

Vision Impairment Chart

<u>Vision Impairment</u>	<u>% of Vision Impairment Benefit Payable Per Each Eye</u>
20/20	0.00%
20/30	2.75%
20/40	5.50%
20/50	8.25%
20/60	11.00%
20/80	16.50%
20/100	22.00%
20/120	28.00%
20/150	36.00%
20/180	44.50%
20/200 or poorer	50.00%

If the sight of an eye is less than 20/20 before the "Permanent Damage", We will pay a benefit based only upon the additional impairment due to the Injury. In no event will We pay both an Accidental Dismemberment Benefit for a loss of sight and a Vision Impairment Benefit for Injury to the same eye sustained while participating in the same Covered Activity.

If a Vision Impairment Benefit is payable, it will be in addition to any Accidental Dismemberment Benefit payable for any non-vision related Injury sustained while participating in the same Covered Activity. However, in no event will the total amount of benefits payable as a result of any one Injury exceed 100% of the largest Principal Sum shown in the Schedule for these benefits.

"Permanent Damage" – means with reference to the eyes, irreparable Injury which results in permanently impaired vision, but not in total and irrecoverable loss of sight.

C. INJURY PERMANENT IMPAIRMENT BENEFIT

If an Insured Person suffers a Permanent Impairment due to an Injury and the Insured Person participates in an approved physical rehabilitation program if his or her physical condition so warrants, We will pay the impairment rating percentage of the Injury Permanent Impairment Benefit Principal Sum shown in the Schedule. In no event will an Injury Permanent Impairment Benefit be payable if the Heart Permanent Impairment Benefit or an Illness Permanent Impairment Benefit is payable for any one Injury or Illness sustained while participating in the same Covered Activity.

To Determine the Benefit Payable

The Insured Person's Permanent Impairment, due to an Injury, will be assigned an impairment value by an examining Physician. This value will be expressed as a percentage in relation to the whole person. The impairment rating will be determined by the most current edition of the American Medical Association's (AMA) "Guides to the Evaluation of Permanent Impairment". This percentage rating will be applied to the Injury Permanent Impairment Benefit Principal Sum shown in the Schedule to determine the Injury Permanent Impairment Benefit amount payable under this policy.

If an Injury results in Uniplegia, We will pay 100% of the Injury Permanent Impairment Principal Sum shown in the Schedule.

If, due to an Injury, the Insured Person has a Permanent Impairment rating of 90% or higher, the Insured Person will receive 125% of the Injury Permanent Impairment Benefit Principal Sum.

For example:

- (1) if a knee **Injury** resulted in an AMA guideline lower extremity impairment rating of 38%, which equates to 15% of the whole body, the benefit would be 15% of the Injury Permanent Impairment Benefit Principal Sum; or
- (2) if a combination of leg and back **Injuries** result in an AMA guideline whole person impairment rating of 12% and 17%, respectively, which equates to a combined whole person impairment rating of 27%, the benefit would be 27% of the Injury Permanent Impairment Benefit Principal Sum; or

Any Injury Permanent Impairment Benefit payable under this policy will be in addition to any Accidental Dismemberment Benefit or Vision Impairment Benefit payable under this policy. However, in no event will the total amount of benefit payable as the result of any one **Injury** exceed 100% of the largest Principal Sum shown in the **Schedule**, unless;

- (1) the Permanent Impairment rating for an **Injury** is 90% or higher in which case **We** will pay 125% of the Injury Permanent Impairment Principal Sum; or
- (2) an **Injury** results in **Quadriplegia, Paraplegia or Hemiplegia** in which case **We** will pay 200% of the Injury Permanent Impairment Principal Sum.

If the **Insured Person** is impaired prior to the time of **Injury**, the impairment rating that represents the pre-existing condition will be deducted from the **Permanent Impairment** evaluation due to the **Injury** as described above.

D. HEART PERMANENT IMPAIRMENT BENEFIT

If the **Insured Person** has a "Heart Permanent Impairment" due to a heart condition that results in at least 26 weeks of **Total Disability**, based upon the degree of heart impairment according to the Heart Permanent Impairment Benefit Chart shown below, **We** will pay the indicated percentage of the Heart Permanent Impairment Benefit Principal Sum shown in the **Schedule**.

To Determine the Benefit Payable

No more than nine months after the **Covered Activity**, the **Insured Person's** highest "Left Ventricular Ejection Fraction" and lowest "New York Heart Association Functional Classification" will be obtained and compared to the Heart Permanent Impairment Benefit Principal Sum shown in the **Schedule**. The ratings must result from evaluations performed after the **Covered Activity** date.

If the **Insured Person** had a "Left Ventricular Ejection Fraction" of 35% or lower prior to the **Covered Activity** date, no Heart Permanent Impairment Benefit is due.

Heart Permanent Impairment Benefit Chart

<u>Left Ventricular Ejection Fraction</u>	<u>New York Heart Association Functional Classification</u>	<u>Heart Permanent Impairment Benefit Due</u>
26 to 30% function	Class II	25%
26 to 30% function	Class III or IV	50%
21 to 25% function	Class II or III	50%
21 to 25% function	Class IV	75%
Less than 21% function	Class II or III	75%
Less than 21% function	Class IV	100%

The benefit due is calculated by multiplying the percentage due and the Principal Sum. The benefit is further modified by the **Insured Person's** age on the date of the heart impairment, according to the following table:

- Age 40 or less - 125% of amount payable
- Age 41 to 65 - 75% of amount payable
- Age 66 or over - 50% of amount payable

For example:

- (1) if a 30 year old (on the date of heart impairment) has a "Left Ventricular Ejection Fraction" of 17% and a "New York Heart Association Functional Classification" of Class IV, the benefit would be 100% of the Heart Permanent Impairment Benefit times 125% since the age is less than 40, for a total benefit of 125% of the Heart Permanent Impairment Benefit; or,
- (2) if a 55 year old (on the date of heart impairment) has a "Left Ventricular Ejection Fraction" of 19% and a "New York Heart Association Functional Classification" of Class IV, the benefit would be 100% of the Heart Permanent Impairment Benefit times 75% since the age is between 41 and 65, for a total benefit of 75% of the Heart Permanent Impairment Benefit; or,
- (3) if a 68 year old (on the date of heart impairment) has a "Left Ventricular Ejection Fraction" of 18% and a "New York Heart Association Functional Classification" of Class IV, the benefit would be 100% of the Heart Permanent Impairment Benefit times 50% since the age is 66 or over, for a total benefit of 50% of the Heart Permanent Impairment Benefit.

"Heart Permanent Impairment" – means a medical condition which is a physical and functional abnormality or loss as a consequence of an **Insured Person** sustaining a heart impairment as a result of a **Covered Activity**, resulting in: (1) a "Left Ventricular Ejection Fraction" of 30% or less; and (2) a "New York Heart Association Functional Classification" of II, III, or IV; and (3) at least 26 weeks of **Total Disability**.

"Left Ventricular Ejection Fraction" – means a clinically used measure of the percentage of blood the heart is able to eject from the left ventricle.

"New York Heart Association Functional Classification" is a standard measurement of how heart function affects activities of daily living. Below is a summary of the New York Heart Association Classification:

- I. No symptoms and no limitation in ordinary physical activity.
- II. Mild symptoms and slight limitation during ordinary activity. Comfortable at rest.
- III. Marked limitation in activity due to symptoms, even during less-than-ordinary activity. Comfortable only at rest.
- IV. Severe limitations. Experiences symptoms even while at rest.

E. ILLNESS PERMANENT IMPAIRMENT BENEFIT

If **Illness** to an **Insured Person** results in five years (260 weeks) of Total Disability Benefits, **We** will pay the indicated percentage of the Illness Permanent Impairment Benefit Principal Sum shown in the **Schedule**.

To Determine the Benefit Payable

If the **Insured Person** is unable to return to his or her occupation after five years (260 weeks) of Total Disability Benefits, 50% of the Illness Permanent Impairment Benefit Principal Sum shown in the **Schedule** is payable. If the **Insured Person** is unable to return to any **Gainful Occupation** after five years (260 weeks) of Total Disability Benefits, 100% of the Illness Permanent Impairment Benefit Principal Sum shown in the **Schedule** is payable.

The five year (260 week) period of **Total Disability** does not need to be consecutive weeks but must be payable as a result of one **Illness** sustained while participating in the same **Covered Activity**.

If an **Insured Person** has received a Heart Permanent Impairment Benefit and later becomes eligible for payment under this benefit for the same condition, the amount payable under this benefit is the indicated percentage of the Illness Permanent Impairment Principal Sum shown in the **Schedule**, less the amount previously paid under the Heart Permanent Impairment Benefit. The indicated percentage described in the first paragraph of this section will also apply to the total amount payable.

F. COSMETIC DISFIGUREMENT RESULTING FROM BURNS BENEFIT

If, as the result of **Injury**, an **Insured Person** suffers a cosmetic disfigurement due to a burn that is classified as a full thickness or third degree burn, **We** will pay the indicated percentage of the Cosmetic Disfigurement Resulting From Burns Principal Sum shown in the **Schedule**.

To Determine the Benefit Payable

Any Cosmetic Disfigurement Resulting From Burns Benefit payable under this benefit will be based on a percentage of the Cosmetic Disfigurement Resulting From Burns Principal Sum shown in the **Schedule** and depend on the area of the body which was burned. The benefit payable for any one loss is determined by the following formula:

- (1) First the area of the body that was burned is assigned an area classification factor by using the chart shown below. Each body part is assigned a classification relative to its visible exposure (i.e., the more visible the exposure the higher the classification);
- (2) This area classification factor is multiplied by the percentage of body surface actually burned. The attending **Physician** will determine the percentage applicable to each burn. The chart below lists the maximum allowance percentage for body surface burned for each area classification;
- (3) Steps 1 and 2 will produce a numerical factor that will be multiplied by the Cosmetic Disfigurement Resulting From Burns Principal Sum to determine the percentage of the Cosmetic Disfigurement Resulting From Burns Principal Sum payable under this benefit.

For example, by using the Cosmetic Burn Chart shown below:

- (a) if 100% of the surface of the right hand and forearm were burned the benefit would be $5 \times 4.5\% = 22.5\%$ of the Cosmetic Disfigurement Resulting From Burns Principal Sum payable; or
- (b) if 50% of the surface of the right hand and forearm were burned the benefit would be $5 \times 2.25\%$ (which is 50% of 4.5) = 11.25% of the Cosmetic Disfigurement Resulting From Burns Principal Sum payable.

The following is a burn chart from which benefits can be determined. This chart represents the maximum percentage of the Cosmetic Disfigurement Resulting From Burns Principal Sum payable for a covered cosmetic disfigurement **Injury**. If the **Insured Person** suffers burns in more than one area as a result of any one **Injury**, benefits will not exceed more than 100% of the Cosmetic Disfigurement Resulting From Burns Principal Sum.

Cosmetic Burn Chart

<u>Body Part</u>	<u>Area Classification</u>	<u>Maximum Allowable % for Area Surface Burned</u>	<u>Maximum % of Cosmetic Disfigurement Resulting from Burns Principal Sum</u>
Face, Neck, Head	11	9.0%	100.0%
Hand & Forearm (Right)	5	4.5%	22.5%
Hand & Forearm (Left)	5	4.5%	22.5%
Upper Arm (Right)	3	4.5%	13.5%
Upper Arm (Left)	3	4.5%	13.5%
Torso (Front)	2	18.0%	36.0%
Torso (Back)	2	18.0%	36.0%
Thigh (Right)	1	9.0%	9.0%
Thigh (Left)	1	9.0%	9.0%
Lower Leg (Right) (below knee)	3	9.0%	27.0%
Lower Leg (Left) (below knee)	3	9.0%	27.0%

The percentage shown is based on 100% of the Body Part identified being burned. Please refer to the **Schedule** for the amount of the Cosmetic Disfigurement Resulting From Burns Principal Sum.

Any Cosmetic Disfigurement Resulting From Burns Benefit payable under this policy will be in addition to any Accidental Dismemberment Benefit, Vision Impairment Benefit, Injury Permanent Impairment Benefit, Heart Permanent Impairment Benefit, or Illness Permanent Impairment Benefit payable under this policy. However, in no event will the total amount of benefits payable as a result of any one **Injury** exceed 100% of the largest Principal Sum shown in the **Schedule** for these benefits.

G. HIV POSITIVE LUMP SUM LIVING BENEFIT

If, as a direct result of participation in a specific **Covered Activity**, an **Insured Person** tests "HIV Positive", We will pay the HIV Positive Lump Sum Living Benefit Principal Sum shown in the **Schedule**.

In the event that an HIV Positive Lump Sum Living Benefit and (1) an Illness Loss of Life Benefit or (2) an Illness Permanent Impairment Benefit are both payable under this policy as a result of any one **Illness** sustained while participating in the same **Covered Activity**, only one benefit, the largest, will be paid.

"HIV Positive" – means the presence of HIV antibodies in the blood of an **Insured Person** as substantiated through both a positive screening test (enzyme-linked immunosorbent assay (ELISA) and a positive supplemental test such as Western Blot. All such tests must be approved by the Health Canada, Health Protection Branch, Drugs Directorate with the interpretation of positivity as specified by the manufacturer(s).

H. CANCER BENEFIT

We will pay the Cancer Benefit Principal Sum shown in the **Schedule** to an **Insured Person** who is first diagnosed with "Life-Threatening Cancer" within the term of coverage and requires medical treatment, if such treatment is received within one year from the onset of diagnosis and the **Insured Person** survives at least 30 days after such diagnosis. The **Insured Person** must be eligible or approved for Provincial Workers Compensation benefits.

"Life-Threatening Cancer" – means a disease of the **Insured Person** which first manifested while the **Insured Person's** insurance under this contract is in effect and is a result of occupational hazards of a firefighter. "Life-Threatening Cancer" must be characterized by the presence of a malignant tumor and by the uncontrolled growth and spread of malignant cells and the invasion of tissue. "Life-Threatening Cancer" pertaining to this benefit includes, but is not limited to; Leukemia, Non-Hodgkin's Lymphoma, Kidney Cancer, Brain Cancer, Bladder Cancer or cancers identified under the Provincial Cancer Presumption Statute, for which treatment has been recommended.

Diagnostic Requirements – "Life-Threatening Cancer" must be positively diagnosed by a **Physician** and supported with a pathological report. Clinical diagnosis alone does not meet this standard.

PART III. WEEKLY INCOME BENEFITS

A. TOTAL DISABILITY BENEFITS

- (1) If **Injury or Illness** to an **Insured Person** results in **Total Disability**, We will pay the **Total Disability Weekly Amount** shown in the **Schedule** for the first 28 days of **Total Disability**.
- (2) If **Total Disability** continues beyond 28 days, We will pay 100% of the difference between the **Insured Person's Average Weekly Wage** and the sum of any disability income benefits paid or payable to the **Insured Person** from any **Workers' Compensation** act or similar law and **Other Valid and Collectible Insurance**, not to exceed the **Total Disability Maximum Weekly Amount** shown in the **Schedule**, for each week the **Insured Person** is **Totally Disabled** up to a maximum of five years (260 weeks).
- (3) The minimum benefit payable for **Total Disability** will be the **Total Disability Minimum Weekly Amount** shown in the **Schedule**.
- (4) If an **Insured Person** is approved for disability retirement or otherwise retires, **Total Disability** benefits will cease on the effective date of such retirement.

B. PARTIAL DISABILITY BENEFITS

- (1) If **Injury or Illness** to an **Insured Person** results in **Partial Disability**, We will pay the **Partial Disability Weekly Amount** shown in the **Schedule** for the first 28 days of **Partial Disability**.
- (2) If **Partial Disability** continues beyond 28 days, We will pay 50% of the difference between the **Insured Person's Average Weekly Wage**, and the sum of any earned income, disability income benefits paid or payable to the **Insured Person** from any **Workers' Compensation** act or similar law and **Other Valid and Collectible Insurance**, not to exceed the **Partial Disability Maximum Weekly Amount** shown in the **Schedule**, for each week the **Insured Person** is **Partially Disabled** up to a maximum of 52 weeks.
- (3) The minimum benefit payable for **Partial Disability** will be the **Partial Disability Minimum Weekly Amount** shown in the **Schedule**.
- (4) If an **Insured Person** is approved for disability retirement or otherwise retires, **Total Disability** benefits will cease on the effective date of such retirement.

C. DISABILITY BENEFITS GENERAL

If an **Insured Person** is **Totally Disabled** or **Partially Disabled** for less than a week, We will pay 1/7 of the benefit otherwise payable for each full day the **Insured Person** is disabled.

The amount of Total Disability Benefits or Partial Disability Benefits payable to an **Insured Person** who is **Totally Disabled** or **Partially Disabled** will be increased after Total Disability Benefits or Partial Disability Benefits have been paid to the **Insured Person** for at least 52 consecutive weeks. Any increased benefit will become effective on July 1, following the first 52 week benefit period. Successive annual increases will be compounded on July 1 of each subsequent year. The increase will equal a minimum of 5% or the percentage increase in the **Consumer Price Index** for the preceding calendar year, whichever is greater, to a maximum of 10%. The increase will apply to either the **Insured Person's Average Weekly Wage** at the time of the **Covered Activity** which caused the **Injury** or **Illness**, or to the Total Disability Benefit or Partial Disability Benefit, whichever results in the higher benefit to the **Insured Person**.

In the event that benefits are payable for both **Total Disability** and **Partial Disability** resulting from **Injury** or **Illness** sustained while participating in the same **Covered Activity**, the maximum benefit period for all benefits is five years (260 weeks).

Periods of **Total Disability** or **Partial Disability** separated by less than five years (260 weeks) will be considered one period of disability unless due to separate and unrelated causes.

PART IV. OCCUPATIONAL RETRAINING BENEFIT

If, as a result of **Injury** or **Illness**, an **Insured Person** is not able to remain or continue in a **Gainful Occupation** and chooses to enroll in an institution of higher learning or professional or trade training program, **We** will pay for "Covered Retraining Expenses", up to the Occupational Retraining Benefit Maximum Amount shown in the **Schedule**. The objective of any professional or trade training program must be to return the **Insured Person** to work in an occupation to which he or she is suited. The professional or trade training program must be agreed upon by **Us** and the **Insured Person**.

We will pay any "Covered Retraining Expenses" incurred by an **Insured Person** in excess of benefits paid or payable under any Workers' Compensation act or similar law, no fault automobile insurance or similar law, and any **Other Valid and Collectible Insurance**.

"Covered Retraining Expenses" includes, but is not limited to, expenses for tuition, books, and any other training materials required by the institution of higher learning or professional or trade training program.

PART V. WEEKLY INJURY PERMANENT IMPAIRMENT BENEFIT

If **Injury** to an **Insured Person** results in a **Permanent Impairment** and, due to a covered **Injury**, it is determined that the **Insured Person** has a whole person **Permanent Impairment** percentage value of 50% or greater for purposes of the Injury Permanent Impairment Benefit, **We** will pay a Weekly Injury Permanent Impairment Benefit. This Weekly Injury Permanent Impairment Benefit will begin on the 261st week (or 521st week if the Extended Total Disability Benefit is selected) from the date of participation in the **Covered Activity** which caused the **Injury** and will continue to be paid for the remainder of the **Insured Person's** lifetime.

The Weekly Injury Permanent Impairment Benefit will be determined by multiplying the Weekly Income Benefit amount payable on the 29th day of **Total Disability**, as determined under the Weekly Income Benefits section of this policy, by the percentage value of the **Insured Person's Permanent Impairment**.

For example:

If the Total Disability Weekly Income Benefit payable on the 29th day of **Total Disability** is \$600.00 and the **Insured Person's Permanent Impairment**, due to an **Injury**, percentage value is 70%, the lifetime Weekly Injury Permanent Impairment Benefit would be \$420 per week ($\$600 \times 70\% = \420).

The **Permanent Impairment** rating due to an **Injury** used to determine the Weekly Injury Permanent Impairment Benefit is final upon initiation of Weekly Injury Permanent Impairment Benefits. Subsequent changes in the **Permanent Impairment** rating due to an **Injury** will not affect the Weekly Injury Permanent Impairment Benefits payable.

Weekly Injury Permanent Impairment Benefits will be paid in addition to any benefits payable under this policy.

PART VI. MEDICAL EXPENSE BENEFITS

A. MEDICAL EXPENSE BENEFIT

If, as a result of a covered **Injury** or **Illness**, an **Insured Person** incurs medical expenses, excess of benefits provided by any provincial or federal hospital and/or medical plan to the extent permitted by law, or other policy providing medical reimbursement expenses, including but not limited to major medical policies and as a result of an **Injury** or **Illness**, We will pay the **Reasonable and Customary Expenses** for necessary:

- (1) medical, **Hospital** or surgical treatment;
- (2) "Home Health Care";
- (3) nursing services prescribed and monitored by a **Physician**;
- (4) Post-exposure Prophylaxis Protocol (PEP) treatment, when such treatment is advised by the attending **Physician**;
- (5) **Infectious Disease** screening test(s); or
- (6) Post-exposure preventive inoculations as a result of participation in a **Covered Activity**.

We will not pay more than the Medical Expense Benefit Maximum Amount shown in the **Schedule** for any one **Injury** or **Illness**.

"**Home Health Care**" – means those nursing and other home health care services provided to an **Insured Person** in his or her place of residence. "Home Health Care" must be:

- (1) performed by a "Home Health Care Practitioner";
- (2) in lieu of confinement in a **Hospital** or nursing facility; and
- (3) pursuant to the orders of the attending **Physician**. Such attending **Physician's** orders must be written and include a plan of care which must be reviewed and approved by the **Physician**.

"**Home Health Care Practitioner**" – means a nurse, medical social worker, home health aide, physical therapist, or other medical practitioner. However, no provider will be considered a "Home Health Care Practitioner" unless such practitioner is:

- (1) duly licensed and/or certified in compliance with all applicable laws and regulations to provide the care received; and
- (2) not an **Insured Person** or an **Immediate Family Member**.

B. COSMETIC PLASTIC SURGERY BENEFIT

If an **Insured Person** requires skin grafting or plastic surgery due to an **Injury** for which **Medical Expense Benefits** are payable, We will pay the **Reasonable and Customary Expense(s)** incurred. We will not pay more than the **Cosmetic Plastic Surgery Maximum Amount** shown in the **Schedule** for any one **Injury**.

C. POST-TRAUMATIC STRESS DISORDER BENEFIT

If, as the result of participation in a specific **Covered Activity** in which a **Traumatic Incident** occurred while coverage under this policy is in force, an **Insured Person** requires **Medical Treatment** for a **Post-Traumatic Stress Disorder**, We will pay the **Reasonable and Customary Expense(s)** incurred. Treatment must be prescribed and monitored by a **Physician**. We will not pay more than the **Post-Traumatic Stress Disorder Maximum Amount** shown in the **Schedule** for each **Insured Person** for any one **Covered Activity**.

D. CRITICAL INCIDENT STRESS MANAGEMENT BENEFIT

If a "Critical Incident Stress Management Team" is requested and authorized by the **Policyholder** and is required as a result of the **Insured Person's** participation in a specific **Covered Activity** in which a **Traumatic Incident** occurred while coverage under this policy is in force, We will pay the reasonable expenses incurred or fee charged by a "Critical Incident Stress Management Team". Covered expenses include, but are not limited to, the cost of necessary transportation, meals, and lodging. We will not pay more than the **Critical Incident Stress Management Maximum Amount** which is shown in the **Schedule** regardless of the number of **Insured Persons** treated.

"Critical Incident Stress Management Team (CISMT)" – means a formally organized group of mental health professionals and peer support individuals trained to provide support services to emergency service personnel. Such support services include stress debriefing, defusing, demobilization, stress education, spousal support, one-on-one interviews, or on the scene support.

E. FAMILY EXPENSE BENEFIT

If an **Insured Person** is admitted to the **Hospital** as an inpatient due to a covered **Injury** or **Illness**, We will pay the **Family Expense Benefit** shown in the **Schedule** for each day of such **Hospital** confinement.

After such **Hospital** confinement, We will also pay 50% of the **Family Expense Benefit** shown in the **Schedule** for each day an **Insured Person** participates in **Out-Patient Physical Therapy** as a result of such **Injury** or **Illness**.

The **Family Expense Benefit** will be payable for a combined maximum of 26 weeks for any one **Injury** or **Illness** regardless of whether it is paid at 100% or 50%.

F. FAMILY BEREAVEMENT AND TRAUMA COUNSELING BENEFIT

If an **Accidental Death or Illness Loss of Life Benefit** is payable under this policy or if an **Insured Person's** participation in a specific **Covered Activity** in which a **Traumatic Incident** occurred while coverage under this policy is in force and a **Dependent Child** or "**Resident**" **Immediate Family Member**, of an **Insured Person** requires counseling, We will pay the reasonable expense(s) incurred for counseling. Treatment must be prescribed and monitored by a **Physician**. We will not pay more than the **Family Bereavement and Trauma Counseling Benefit Maximum Amount** shown in the **Schedule** for each **Dependent Child** or "**Resident**" **Immediate Family Member** for any one **Covered Activity**.

"Resident" – means that the **Immediate Family Member's** domicile is at the home of the **Insured Person**.

A domicile is where the **Immediate Family Member's** permanent home is located or the place the **Immediate Family Member** intends to return to after a short-term absence, such as, but not limited to; vacation, business assignment, college, or military assignment.

PART VII. TRANSITION BENEFIT

If, while the **Insured Person** is receiving Total Disability benefits under this policy, he or she is involuntarily terminated from his or her regular employment and so remains unemployed after his or her Total Disability benefits end under this policy, and the Transition Benefit is indicated in the **Schedule**, **We** will pay a weekly Transition Benefit equivalent to the last Total Disability Weekly Amount. **We** will pay this Transition Benefit as long as the **Insured Person** remains unemployed up to a maximum of 26 weeks.

PART VIII. FELONIOUS ASSAULT BENEFIT

If an **Insured Person** suffers a covered **Injury** or **Illness** as a result of a "Felonious Assault" that is directed at the **Insured Person** while he or she is participating in a **Covered Activity**, and one or more of the following are payable: Accidental Death Benefit, Illness Loss of Life Benefit, Accidental Dismemberment Benefit, Vision Impairment Benefit, Injury Permanent Impairment Benefit, Heart Permanent Impairment Benefit, Illness Permanent Impairment Benefit, Cosmetic Disfigurement Resulting from Burns Benefit, or HIV Positive Lump Sum Living Benefit as provided by this policy, and the Felonious Assault Benefit is indicated in the **Schedule**, **We** will pay the Felonious Assault Benefit Amount.

We will not pay more than the Felonious Assault Benefit Amount shown in the **Schedule** per **Insured Person**.

"Felonious Assault" will not apply to a Police Officer while acting within the scope of his or her employment.

"Felonious Assault" - means any willful or unlawful use of force upon the **Insured Person**:

- (1) with the intent to cause bodily injury to the **Insured Person**; and
- (2) that results in bodily harm to the **Insured Person**; and
- (3) that is a felony or a misdemeanor in the jurisdiction in which it occurs.

PART IX. HOME ALTERATION AND VEHICLE MODIFICATION BENEFIT

If an **Insured Person**:

- (1) suffers an **Injury** or **Illness** that is payable under this policy and which results in a permanent and irrevocable loss;
- (2) did not, prior to the date of the Covered Activity, require alterations to the home and/or modifications to the vehicle; and
- (3) as a direct result of such **Injury** or **Illness** is now required to make alterations to the home and/or modifications to the vehicle;

We will pay the Home Alteration and Vehicle Modification Benefit for "Home Alteration and Vehicle Modification Expenses" that are incurred within three years after the date of the **Injury or Illness**, up to the Home Alteration and Vehicle Modification Maximum Amount shown in the **Schedule**, for all such losses caused by the same **Injury or Illness**.

We will pay any "Home Alteration and Vehicle Modification Expenses" incurred by an **Insured Person** in excess of benefits paid or payable under any Workers' Compensation act or similar law, no fault automobile insurance plan or similar law, and any **Other Valid and Collectible Insurance**.

"Home Alteration and Vehicle Modification Expenses" – means one-time expenses that:

- (1) are charged for:
 - (a) alterations to the **Insured Person's** residence that are necessary to make the residence accessible and habitable for an impaired individual; and
 - (b) modifications to a motor vehicle owned or leased by the **Insured Person** or modifications to a motor vehicle newly purchased for the **Insured Person** that are necessary to make the vehicle accessible to and/or drivable by the **Insured Person**; and
- (2) do not include charges that would not have been made if no insurance existed; and
- (3) do not exceed the usual level of charges for similar alterations and modifications in the locality where the expense is incurred;

but only if the alterations to the **Insured Person's** residence and the modifications to his or her motor vehicle are:

- (1) made on behalf of the **Insured Person**;
- (2) in compliance with any applicable laws or requirements for approval by the appropriate government authorities; and
- (3) agreed to and approved by Us.

PART X. OPTIONAL BENEFITS

A. WEEKLY HOSPITAL BENEFIT

If Weekly Income Benefits are payable under this policy and the Weekly Hospital Benefit is indicated in the **Schedule**, We will also pay the Weekly Hospital Benefit shown in the **Schedule** if the **Insured Person** eligible to receive the Weekly Income Benefits requires **Hospital** confinement or **Out-Patient Physical Therapy** for the same **Injury or Illness**.

The Weekly Hospital Benefit starts on the first day the **Insured Person** is confined to a **Hospital** or begins **Out-Patient Physical Therapy**. If benefits are payable for less than a full week, We will pay 1/7 of the Weekly Hospital Benefit shown in the **Schedule** for each day the **Insured Person** is confined in the **Hospital** or receives **Out-Patient Physical Therapy**. This benefit will be limited to a maximum of 104 weeks for all **Injuries or Illnesses** resulting from the same **Covered Activity**.

If the **Insured Person** is in an intensive, cardiac or critical care unit, the Weekly Hospital Benefit Amount shown in the **Schedule** is doubled.

B. FIRST WEEK TOTAL DISABILITY BENEFIT

If an **Insured Person** becomes **Totally Disabled** and is eligible for Total Disability Benefits under this policy and the First Week Total Disability Benefit is indicated in the **Schedule**, We will pay a one-time additional weekly benefit equal to the First Week Total Disability Benefit Amount shown in the **Schedule** for the first week the **Insured Person** is **Totally Disabled**. If the **Insured Person** is **Totally Disabled** for less than one week, We will pay 1/7 of the First Week Total Disability Benefit Amount for each full day of **Total Disability**. We will pay the First Week Total Disability Benefit Amount in addition to any other weekly benefit payable under this policy.

C. COORDINATED 28 DAY TOTAL DISABILITY BENEFIT

If an **Insured Person** becomes **Totally Disabled** and is eligible for Total Disability Benefits under this policy and the Coordinated 28 Day Total Disability Benefit is indicated in the **Schedule**, We will pay 100% of the difference between the **Insured Person's Average Weekly Wage** and the sum of the Total Disability Weekly Amount (first 28 days) payable under this policy, any disability income benefits received by the **Insured Person** from any Workers' Compensation act or similar law and **Other Valid and Collectible Insurance** not to exceed the Coordinated 28 Day Total Disability Benefit Maximum Amount shown in the **Schedule**, for each week the **Insured Person** is **Totally Disabled**. This benefit is payable for the first 28 days of **Total Disability**.

If the **Insured Person** is **Totally Disabled** for less than one week, We will pay 1/7 of the Coordinated 28 Day Total Disability Benefit for each full day of **Total Disability**.

D. EXTENDED TOTAL DISABILITY BENEFIT

If an **Insured Person** is **Totally Disabled** and the Extended Total Disability Benefit is indicated in the **Schedule**, We will increase the maximum benefit period as indicated under the Total Disability Benefit from five years (260 weeks) to 10 years (520 weeks).

E. LONG-TERM TOTAL DISABILITY BENEFIT

If an **Insured Person** meets the definition of **Long-Term Total Disability** and the Long-Term Total Disability Benefit is indicated in the **Schedule**, We will increase the maximum benefit period as indicated under the Extended Total Disability Benefit from 10 years (520 weeks) to age 70.

The Long-Term Total Disability Benefit amount payable will be based on the Weekly Income Benefit Amount payable on the 29th day of **Total Disability**, plus annual compounded increases, offset by any Weekly Injury Permanent Impairment Benefit payable for the same loss.

The following paragraph is hereby added under Disability Benefits General as follows:

If an **Insured Person** becomes able to return to their regular occupation or becomes otherwise employed, benefits under **Long-Term Total Disability** will cease.

If an **Insured Person** is approved for disability retirement or otherwise retires, **Long-Term Total Disability** benefits will cease on the effective date of such retirement.

F. COST OF LIVING ADJUSTMENT (COLA) BENEFITS

(1) Weekly Injury Permanent Impairment COLA

(2) Long-Term Total Disability COLA

If Weekly Injury Permanent Impairment COLA or Long-Term Total Disability COLA Benefit is indicated in the **Schedule** and the Weekly Injury Permanent Impairment Benefit or the Long-Term Total Disability Benefit becomes payable under this policy, the amount payable will be increased annually after benefits have been paid for at least 52 consecutive weeks. Any increased benefit will become effective on July 1, following the first 52 week benefit period. Successive annual increases will be compounded on July 1 of each subsequent year. The increase will equal a minimum of 5% or the percentage increase in the **Consumer Price Index** for the preceding calendar year, whichever is greater, to a maximum of 10%.

EXCLUSIONS

We will not cover any loss caused by or resulting from:

- (1) suicide or any attempt at it; or intentionally self-inflicted injuries;
- (2) injuries that happen while flying except;
 - (a) as a passenger on a commercial aircraft;
 - (b) as a passenger on any aircraft while taking part in a **Covered Activity**;
- (3) injuries that happen while flying as a crew member, or during parachute jumps from the aircraft;
- (4) war or any act of war, whether declared or undeclared;
- (5) mental or emotional disorders, except as specifically provided for covered **Post-Traumatic Stress Disorder**;
- (6) treatment of alcoholism or drug addiction and any complications arising from it, except loss caused by **Injury** sustained during and resulting from a **Covered Activity**;
- (7) illness, except as provided by this policy;
- (8) military service of any province or country; or
- (9) **"Cancer"**, except as provided by the Cancer Benefit.

"Cancer" – means any disease in which abnormal, unregulated cell growth forms malignant tumors and/or invades nearby tissues. This includes, but is not limited to: carcinoma, sarcoma, leukemia, lymphoma and multiple myeloma, and central nervous system cancers.

OTHER COVERAGE WITH US

If the **Insured Person** is covered under more than one similar policy issued by **Us**, the total benefits payable will not exceed those payable under the policy which provides the largest benefit.

GENERAL PROVISIONS

Entire Contract; Changes: The policy, application(s), riders, endorsements, amendments, or other attached papers make up the entire contract between the **Policyholder** and **Us**.

No change in this policy will be valid until approved by one of **Our** executive officers. Such approval must be noted on or attached to the policy. No agent may change or waive any of the provisions of the policy.

Statements: In the absence of fraud, all statements made by the **Policyholder** or any **Insured Person** will be considered representations and not warranties. No statement will be used to void the insurance or reduce benefits unless they appear in a written instrument signed by the **Policyholder** and unless a copy of the statement is furnished to the **Insured Person**, his or her beneficiary or personal representative.

Incontestability: The validity of this policy will not be contested after it has been in force for two year(s) from the policy Effective Date shown in the **Schedule**, except as to nonpayment of premiums.

Grace Period: This policy has a 31 day grace period. This means if the premium is not paid on or before the date it is due, it may be paid during the following 31 days. During the grace period this policy will remain in force.

Notice of Claim: Written notice of claim must be given to Us within 30 days after a covered loss occurs, or as soon after as reasonably possible. The notice can be given by or on behalf of the Insured Person to Us at Our executive offices or to one of Our authorized agents with sufficient information to identify the Insured Person, will be deemed notice to Us.

Claim Forms: When We receive the written notice of claim, We will send the claimant forms for filing proof of loss. If these forms are not furnished within 15 days after receipt of such notice, the claimant will need to meet the proof of loss requirements by giving Us written proof of the occurrence, the nature, and the extent of the loss within the time limit stated in the Proof of Loss provision. The notice should include the Insured Person's name, the Policyholder's name, and the Policy Number.

Proof of Loss: Proof must be given as soon as reasonably possible. If this policy provides for periodic payment for a continuing loss, We must be given written proof within 90 days after the end of each period for which We are liable. For any other loss, We must be given written proof within 90 days after that loss. If it was not reasonably possible to give written proof in the time required, We will not reduce or deny the claim for this reason, if the proof is filed as soon as reasonably possible.

Time of Payment of Claims: When We receive written proof of loss, We will pay any benefits due. Benefits that provide for periodic payment will be paid at least monthly. When Our liability ends, We will pay any remaining balance as soon as We receive written proof of loss.

Payment of Claims: Any Loss of Life Benefit will be paid in accordance with the beneficiary designation on record with Us or the Policyholder.

If no beneficiary is named, Loss of Life Benefits will be paid to the first surviving class of the following classes: the Insured Person's (1) Spouse; (2) child(ren); (3) parents; or (4) brothers or sisters. Otherwise, We will pay benefits to the Insured Person's estate.

All other benefits are payable to the Insured Person, unless otherwise indicated in this policy. We may pay all or a part of any benefits for health care services directly to the provider. We cannot require that the service be given by a certain provider.

If the Policyholder requests, We may (at Our option) pay benefits to the Policyholder. The Policyholder will then pay the Insured Person or beneficiary entitled to receive the benefits.

Any payment We make in good faith will end Our liability to the extent of the payment.

Physical Examination and Autopsy: We, at Our expense, have the right to have the Insured Person examined as often as reasonably necessary while a claim is pending under this policy. We may also have an autopsy performed unless prohibited by law.

Legal Actions: No legal action may be brought to recover on this policy within 60 days after written proof of loss has been given as required by this policy. No such action may be brought after three years from the time written proof of loss is required to be given.

Change of Beneficiary: The Insured Person can change the beneficiary at any time by sending a written notice to the Policyholder. The beneficiary's consent is not required for this or any other change in this policy, unless the designation of the beneficiary is irrevocable.

Conformity with Provincial Statutes: Any provision of this policy, which, on its effective date, is in conflict with the laws of the province in which the Insured Person resides on that date, is amended to conform to the minimum requirements of such laws.

Clerical Error: The insurance of any **Insured Person** will not be affected by a clerical error made by the **Policyholder** or **Us**. An error will not continue the insurance of an **Insured Person** beyond the date it would end under the policy terms if the error had not been made.

Examination and Audit: We will be permitted to examine and audit a **Policyholder**'s records relating to this policy at: (1) any reasonable time during the policy term; and (2) within two years after the expiration of the policy or until all claims have been settled or adjusted, whichever is later.

New Entrants: New eligible persons added from time to time to the group of **Insured Persons** originally insured under this plan will be automatically covered under this policy.

Duty to Cooperate: The **Policyholder** and the **Insured Person** will cooperate with **Us** and assist **Us**, as **We** request, in the investigation of any claim reported under this policy. Neither the **Policyholder** nor the **Insured Person** will voluntarily make payments, assume obligations, or incur expenses, except at the cost of the **Policyholder** or the **Insured Person**.

Not In Lieu Of Workers' Compensation: This policy is not a Workers' Compensation policy. It does not provide Workers' Compensation Benefits.

Noncompliance with Policy Requirements: Any express waiver by **Us** of any requirements of this policy will not constitute a continuing waiver of such requirements. Any failure by **Us** to insist upon compliance with any policy provision will not operate as a waiver or amendment of that provision.

Misstatement of Age: If the benefits for which the **Insured Person** is insured are based on age and the **Insured Person** has misstated his or her age, there will be an adjustment of said benefit based on his or her true age. **We** may require satisfactory proof of age before paying any claim.

Assignment: This policy is non-assignable. An **Insured Person** may not assign any of his or her rights, privileges or benefits under this policy.

Information To Be Provided To Insured Persons: The **Policyholder** shall inform **Insured Person(s)** regarding the coverage which is provided under this contract and regarding the limitations of and exclusions from such coverage. This shall be done in a document, whether in written or electronic form, which shall be provided by the **Policyholder** to each **Insured Person**. In the event of an amendment to the terms of this contract the **Policyholder** shall also deliver to **Insured Person(s)** an additional or amended document pertaining to such change. The **Insured Person** and any claimant may request a copy of the **Insured Person's** application, and the Group Policy (other than confidential commercial information or other information exempted from disclosure by applicable law).

Limitation of Actions: Every action or proceeding against the Company for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act (B.C., Alberta and Manitoba). Every action or proceeding against the Company for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Limitations Act (Ontario), otherwise within one (1) year after the last to occur of:

- (a) the date on which the accident causing **Injury** occurred;
- (b) the date on which the **Injury** occurred; and
- (c) the date on which the "Loss" occurred,

or such longer period as may be required under the law applicable in the **Insured Person's** province.

Canadian Head Office
120 Bremner Boulevard, Suite 2200
Toronto, Ontario M5J 0A8

Policyholder: M.D. OF GREENVIEW FIRE DEPARTMENT
Policy Number: VFP-9100154-17
Effective Date: 11/1/2018

"OFF-DUTY" MEMBER BENEFIT RIDER - INJURY ONLY

Number of "Covered Persons": 46 Total Additional Premium: \$5,244

"Off-Duty" Accidental Death Benefit Amount: \$200,000

"Off-Duty" Accidental Dismemberment Principal Sum: \$200,000

"Off-Duty" Weekly Accident Income Benefit Amount: \$300

This rider is attached to and made a part of the above mentioned policy. It applies only with respect to "Injury(ies)" that occur on or after the effective date shown above. Any changes in premium apply as of the effective date of this rider. This rider is subject to all of the provisions, benefits, limitations and exclusions of the policy except as they are specifically modified by this rider. If there is a conflict between the policy and this rider, the terms of this rider will govern. Premiums paid for "Covered Persons" under this rider are non-refundable.

This rider amends the policy in the following manner:

"Off-Duty" Benefits are provided as follows:

The following **DEFINITIONS** apply to benefits provided under this rider.

"Covered Person(s)" – as used in this rider, means officially designated active members of the **Policyholder** who are listed on the "Off-Duty" Benefit roster and have elected this coverage. Members for whom premiums are paid in full for this "Off-Duty" Benefit Package are covered. The **Policyholder** will provide a copy of the "Off-Duty" Benefit roster to **Us** for the current policy term. "Covered Person(s)" does not include junior members.

"Injury(ies)" – as used in this rider, means accidental bodily injury sustained by a "Covered Person":

- (1) during and resulting from the "Covered Person's" participation in any activity which is not a **Covered Activity of the Policyholder** under the policy;
- (2) while coverage under the policy is in force as to the "Covered Person";
- (3) that is an acute occurrence resulting directly and independently of all other causes and is unforeseeable;
- (4) is a direct result of an unintended, unanticipated accident, that is external to the body; and
- (5) that is not otherwise defined as an **Illness**.

The term "Injury", for purposes of this rider, will not include human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS) or AIDS related complex (ARC), or any heart or circulatory malfunction or **Infectious Disease**.

"Off-Duty" – as used in this rider, means any period of time when a "Covered Person" is not performing a **Covered Activity** or normal duty of the **Policyholder** on behalf of the **Policyholder**.

"Off-Duty" Benefits are provided as follows:

We will pay the following benefits if a "Covered Person" suffers an accidental "Injury" due to an "Off-Duty" activity that causes a loss as specified below. In no event will any benefit or loss be paid twice under the policy and/or this rider.

OTHER COVERAGE WITH US

If the "Covered Person" is covered under more than one similar policy issued by **Us**, the total benefits payable will not exceed those payable under the policy which provides the largest benefit. In no event will "Off-Duty" Benefits be paid for the same loss under more than one similar policy issued by **Us**.

PART I. LOSS OF LIFE BENEFITS

A. "OFF-DUTY" ACCIDENTAL DEATH BENEFIT

- (1) "Off-Duty" Accidental Death Benefit. We will pay the "Off-Duty" Accidental Death Benefit Amount shown in this rider, if an "Off-Duty" "Injury" to a "Covered Person" results in the "Covered Person's" death. Death must occur within one year of the "Injury" causing death.
- (2) Seat Belt Benefit. If an "Off-Duty" Accidental Death Benefit is payable under this rider and the accident which caused the "Covered Person's" accidental death occurred while they were wearing a properly fastened automotive seat belt, We will pay an additional amount equal to 15% of the "Off-Duty" Accidental Death Benefit Amount. This Seat Belt Benefit is not payable for "Injuries" sustained by a "Covered Person" while standing inside or on the tailboard of any vehicle.

B. REPATRIATION BENEFIT

If an "Off-Duty" Accidental Death Benefit is payable under this rider and the "Covered Person" was beyond a 50 kilometer radius from his or her current place of primary residence, We will pay for reasonable expenses incurred to return his or her body to the local vicinity of their current primary residence.

The maximum amount payable for this benefit is \$20,000 per "Covered Person". Reasonable expenses must be incurred within one year of the "Injury" causing death.

C. IDENTIFICATION BENEFIT

If an "Off-Duty" Accidental Death Benefit is payable under this rider; and

- (1) the "Covered Person's" body is beyond 150 kilometers; and
- (2) the police or similar law enforcement agency having authority requires identification

We will pay one **Immediate Family Member** of the "Covered Person", the reasonable and necessary expenses they incurred for:

- (1) up to three consecutive nights hotel and meals while travelling to the location of the deceased "Covered Person"; and
- (2) transportation costs at fifty four cents (\$0.54) per kilometer or the cost of transportation by common carrier via the most direct route to the location.

The maximum amount payable for this benefit is \$15,000 per "Covered Person". Reasonable expenses must be incurred within one year of the "Injury" causing death.

D. DAY CARE BENEFIT

If an "Off-Duty" Accidental Death Benefit is payable under this rider, We will pay day care expenses for a **Dependent Child** of a "Covered Person", who is under age 13 at the time of loss and is currently or subsequently enrolled in an accredited day care center within one year of the death. We will pay an amount equal to the least of the following:

- (1) the cost charged by the day care center per year; or
- (2) 5% of the "Covered Person's" "Off-Duty" Accidental Death Benefit Amount; or
- (3) \$5,000 per year.

This benefit is payable annually for a maximum of four consecutive years, if the **Dependent Child** continues to be enrolled in an accredited day care center.

E. FUNERAL EXPENSE

If an "Off-Duty" Accidental Death Benefit is payable under this rider, We will reimburse the person who has incurred expenses pertaining to the cremation, burial or funeral expenses of the "Covered Person".

The maximum amount payable for this benefit is \$5,000 per "Covered Person". Reasonable expenses must be incurred within one year of the "Injury" causing death.

F. BEREAVEMENT BENEFIT

If an "Off-Duty" Accidental Death Benefit is payable under this rider, We will pay the reasonable expenses incurred for grief counseling provided that:

- (1) the counseling is for the **Spouse** and/or **Dependent Children**; and
- (2) grief counseling is provided by a therapist or counselor who is licensed, registered or certified to provide the treatment and who is not an **Immediate Family Member** of the "Covered Person".

We will pay the person who has incurred the expense. The maximum amount payable for this benefit is \$5,000 per "Covered Person". Reasonable expenses must be incurred within one year of the "Injury" causing death.

G. FELONIOUS ASSAULT BENEFIT

If a "Covered Person" suffers an "Off-Duty" "Injury" as a result of a **Felonious Assault** that is directed at the "Covered Person" and an Accidental Death Benefit is payable under this rider, We will pay an additional amount equal to 10% of the "Off-Duty" Accidental Death Benefit Amount.

H. DEPENDENT CHILD EDUCATION BENEFIT

If an "Off-Duty" Accidental Death Benefit is payable under this rider, We will reimburse the annual tuition, not including room and board, charged by an institution of higher learning per school year for each **Dependent Child** of the "Covered Person" up to the lesser of the following amounts:

- (1) \$5,000 per school year; or
- (2) 5% of the "Covered Person's" "Off-Duty" Accidental Death Benefit Amount.

This benefit is payable annually up to a maximum of four consecutive payments per **Dependent Child** who is:

- (1) enrolled as a full-time student in an institution of higher learning beyond the twelfth grade level at the time of the "Covered Person's" death; and
- (2) is continuously enrolled in an institution of higher learning.

We will reimburse the person who has incurred the tuition expenses.

I. SPOUSAL EDUCATION BENEFIT

If an "Off-Duty" Accidental Death Benefit is payable under this rider, We will reimburse the cost incurred by the "Covered Person's" Spouse for professional or trade training for the purpose of obtaining an independent source of income. Education costs must be incurred within 30 months after the "Covered Person's" death.

The maximum amount payable for this benefit is \$20,000 per "Covered Person".

J. DEPENDENT ELDER BENEFIT

If an "Off-Duty" Accidental Death Benefit is payable under this rider, We will pay 10% of the "Covered Person's" applicable "Off-Duty" Accidental Death Benefit Amount to a maximum of \$10,000 to, or on behalf of, any "Dependent Elder" of the "Covered Person" as defined below:

"Dependent Elder(s)" – means the "Covered Person's" parents, parents-in-law, grandparents, grandparents-in-law, great-grandparents or great-grandparents-in-law (whether natural, step or adoptive), who are:

- (1) not regularly employed on a full-time basis;
- (2) primarily dependent upon the "Covered Person" for support and maintenance due to proven mental disability or physical handicap; and
- (3) residing in the "Covered Person's" home.

The Dependent Elder Benefit will be payable in equal shares to all "Dependent Elders". Only one Dependent Elder Benefit will be payable regardless of the number of "Dependent Elders".

PART II. LUMP SUM LIVING BENEFITS

A. ACCIDENTAL DISMEMBERMENT BENEFIT

If "Injury" to a "Covered Person" results in an "Off-Duty" accidental dismemberment, We will pay the indicated percentage of the Accidental Dismemberment Principal Sum for the "Loss" suffered. If the "Covered Person" suffers more than one "Loss" as a result of any one accident, only one amount, the largest, will be paid.

The "Loss" must occur within one year of the "Injury".

B. HOME ALTERATION AND VEHICLE MODIFICATION BENEFIT

If an "Off-Duty" Accidental Dismemberment Benefit is payable under this rider and a "Covered Person":

- (1) suffers an "Off-Duty" accidental dismemberment which results in a permanent and irrevocable "Loss";
- (2) did not, prior to the date of the accidental dismemberment, require alterations to the home and/or modifications to the vehicle; and

- (3) as a direct result of the accidental dismemberment is now required to make alterations to the home and/or modifications to the vehicle;

We will pay the Home Alteration and Vehicle Modification Benefit for "Home Alteration and Vehicle Modification Expenses" that are incurred within one year of the "Injury" for all "Losses" caused by the same "Injury".

We will pay any "Home Alteration and Vehicle Modification Expenses" incurred by a "Covered Person" in excess of benefits paid or payable under any Workers' Compensation act or similar law, no fault automobile insurance plan or similar law, and any **Other Valid and Collectible Insurance**.

"Home Alteration and Vehicle Modification Expenses" – means one-time expenses that:

- (1) are charged for:
 - (a) alterations to the "Covered Person's" residence that are necessary to make the residence accessible and habitable for an impaired individual; and
 - (b) modifications to a motor vehicle owned or leased by the "Covered Person" or modifications to a motor vehicle newly purchased for the "Covered Person" that are necessary to make the vehicle accessible to and/or drivable by the "Covered Person"; and
- (2) do not include charges that would not have been made if no insurance existed; and
- (3) do not exceed the usual level of charges for similar alterations and modifications in the locality where the expense is incurred;

but only if the alterations to the "Covered Persons" residence and the modifications to his or her motor vehicle are:

- (1) made on behalf of the "Covered Person";
- (2) in compliance with any applicable laws or requirements for approval by the appropriate government authorities; and
- (3) is agreed to and approved by Us.

The maximum amount payable for this benefit for all "Injuries" resulting from any one accident is \$20,000 per "Covered Person".

C. REHABILITATION BENEFIT

If an "Off-Duty" Accidental Dismemberment Benefit is payable under this rider, We will pay the reasonable and necessary expenses incurred for the occupational training of the "Covered Person", provided that:

- (1) the training is required because of the "Injury" and in order for the "Covered Person" to be qualified to engage in an occupation in which he or she would not have been engaged except for having suffered the "Injury";
- (2) the training expenses are incurred within two years of the date of the "Injury"; and
- (3) do not include ordinary living, travelling or clothing expenses.

The maximum amount payable for this benefit for all "Injuries" resulting from any one accident is \$20,000 per "Covered Person".

D. PSYCHOLOGICAL THERAPY

If an "Off-Duty" Accidental Dismemberment Benefit is payable under this rider which requires the "Covered Person" to need "Psychological Therapy" as prescribed by a Physician, We will pay the "Reasonable and Customary" expenses for "Psychological Therapy". "Psychological Therapy" treatment expenses must be incurred within two years of the date of the "Injury".

"Reasonable and Customary" – means the lesser of:

- (1) the usual charge made by **Physicians** or other health care providers for a given service or supply; or
- (2) the charge determined to be the prevailing charge made by **Physicians** or other health care providers for a given service or supply in the geographical area where it is furnished; or
- (3) the amount negotiated by **Us** with the health care provider.

"Psychological Therapy" – means treatment or counseling by a therapist or counselor, who is licensed, registered, or certified to provide the treatment, whether the treatment is provided on an in-patient or out-patient basis through a medical facility licensed to provide the treatment.

The maximum amount payable for this benefit for all "Injuries" resulting from any one accident per "Covered Person" is \$10,000.

E. FAMILY TRANSPORTATION

If a "Covered Person" suffers an "Off-Duty" "Injury" that requires the "Covered Person" be confined to a **Hospital** located more than 50 kilometers from his or her permanent place of residence, **We** will pay the reasonable and necessary expenses incurred for the transportation of one **Immediate Family Member** to the **Hospital**. This benefit is only payable if confinement to the **Hospital** occurs within one year of the "Injury".

Reimbursement of expenses is limited to the cost of one economy class return airfare via the most direct route, or the equivalent amount toward another type of common carrier transportation for the **Immediate Family Member**.

The maximum amount payable for this benefit for all "Injuries" resulting from any one accident is \$20,000 per "Covered Person".

F. COMA BENEFIT

If a "Covered Person" suffers an "Off-Duty" "Injury" resulting in a coma within 90 days of the "Injury" and the coma is continuous and persistent for a period of six consecutive months at which point the coma is determined by a **Physician** to be permanent, **We** will pay 1% of the amount that is:

- (1) the "Off-Duty" Accidental Dismemberment Principal Sum;
- (2) less any other amount paid or payable under this contract in connection with the same "Injury".

This benefit is payable monthly, retroactive to the first complete day of coma, to a maximum of 100 payments per "Covered Person" for all "Injuries" resulting from any one accident.

G. VISION IMPAIRMENT

If an "Off-Duty" "Injury" to a "Covered Person" results in "Permanent Damage" to the **Insured Person's** eyesight, **We** will pay the indicated percentage, of the "Off-Duty" Accidental Dismemberment Principal Sum for Vision Impairment for each eye, as outlined in the policy.

If the sight of an eye is less than 20/20 before the "Permanent Damage", **We** will pay a benefit based only upon the additional impairment due to the "Injury". In no event will **We** pay both Accidental Dismemberment Benefits for a loss of sight and Vision Impairment Benefits for "Injury" to the same eye sustained while participating in the same "Off-Duty" Activity.

PART III. WEEKLY INCOME BENEFITS

A. TOTAL DISABILITY BENEFIT

If a "Covered Person" becomes **Totally Disabled** as a result of an "Off-Duty" "Injury, We will pay the "Off-Duty" Weekly Accident Income Benefit up to the "Off-Duty" Weekly Accident Income Benefit Amount per week, beginning on the eighth day of **Total Disability**. We will pay this benefit when:

- (1) the period of **Total Disability** begins and has been medically treated
 - (a) within 60 days of the date of the "Injury"; or
 - (b) in the event that a surgical repair is required but is delayed solely due to availability of the treatment, then medical treatment is extended for a total of 120 days from the date of the "Injury".
- (2) the "Covered Person" remains wholly and continuously disabled during the period of **Total Disability**.

The maximum period for which **Total Disability** is payable for any one "Injury" will not exceed 104 weeks.

The weekly disability benefits received under this rider and disability income benefits from Workers' Compensation and any **Other Valid and Collectable Insurance**, will not exceed 100% of the "Covered Person's" **Average Weekly Wage**.

This benefit will not be less than \$100 per week for a "Covered Person", who at the time of "Injury" has no means of an income due to being unemployed, a homemaker, a student or a retiree, which is payable for a maximum of 13 weeks.

EXCLUSIONS

For purposes of coverage under this rider, the following introductory paragraph is added to the Exclusions section:

No coverage is provided under this contract and no payment shall be made for any loss or claim resulting in whole or in part from, or contributed to by, or as a natural and probable consequence of any of the following excluded risks even if the proximate or precipitating cause of the loss or claim is an accidental injury.

For purposes of coverage under this rider, exclusion #7 of the policy is replaced by:

- (7) Sickness or disease, mental infirmity, stroke or cerebrovascular accident or event, cardiovascular accident or event, myocardial infarction or heart attack, coronary thrombosis, aneurysm and/or **Infectious Disease(s)** by either cause or effect;

Countersigned by _____



Authorized Representative

Canadian Head Office
120 Bremner Boulevard, Suite 2200
Toronto, Ontario M5J 0A8

Policyholder: M.D. OF GREENVIEW FIRE DEPARTMENT
Policy Number: VFP-9100154-17
Effective Date: 11/1/2018

ELIGIBLE DEPENDENT BENEFIT RIDER – INJURY ONLY

Number of "Covered Persons"

With "Eligible Dependents": 46 Total Additional Premium: \$4,876

Accidental Death Benefit Amount: \$200,000

Accidental Dismemberment Principal Sum: \$200,000

Weekly Income Total Disability Benefit Amount: \$100

This rider is attached to and made a part of the above mentioned policy. It applies only with respect to "Injury(ies)" that occur on or after the effective date shown above. Any changes in premium apply as of the effective date of this rider. This rider is subject to all of the provisions, benefits, limitations and exclusions of the policy except as they are specifically modified by this rider. If there is a conflict between the policy and this rider, the terms of this rider will govern. Premiums paid for "Eligible Dependents" under this rider are non-refundable.

This rider amends the policy in the following manner:

"Eligible Dependent" Benefits are provided as follows:

The following **DEFINITIONS** apply to benefits provided under this rider.

"Covered Person(s)" – as used in this rider, means officially designated active members of the **Policyholder** who are listed on the "Eligible Dependent" Benefit roster and have elected this coverage. Members for whom premiums are paid in full for this "Eligible Dependent" Benefit Package are covered. The **Policyholder** will provide a copy of the "Eligible Dependent" Benefit roster to Us for the current policy term. "Covered Person(s)" does not include junior members.

"Eligible Dependent" – as used in this rider, means **Spouse and Dependent Child(ren)** of an **Insured Person**.

"Injury(ies)" – as used in this rider, means accidental bodily injury sustained by an "Eligible Dependent":

- (1) during and resulting from the "Eligible Dependent's" participation in any activity which is not a **Covered Activity of the Policyholder** under the policy;
- (2) while coverage under the policy is in force as to the **Insured Person**;
- (3) that is an acute occurrence resulting directly and independently of all other causes and is unforeseeable;
- (4) is a direct result of an unintended, unanticipated accident, that is external to the body; and
- (5) that is not otherwise defined as an **Illness**.

The term "Injury", for purposes of this rider, will not include human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS) or AIDS related complex (ARC), or any heart or circulatory malfunction or Infectious Disease.

We will pay the following benefits if an "Eligible Dependent" suffers an accidental "Injury" that causes a loss as specified below. In no event will any benefit or loss be paid twice under the policy and/or this rider.

OTHER COVERAGE WITH US

If the "Eligible Dependent" is covered under more than one similar policy issued by Us, the total benefits payable will not exceed those payable under the policy which provides the largest benefit. In no event will "Eligible Dependent" Benefits be paid for the same loss under more than one similar policy issued by Us.

PART I. LOSS OF LIFE BENEFITS

A. ACCIDENTAL DEATH BENEFIT

(1) **Accidental Death Benefit.** We will pay the specified percentage of the Accidental Death Benefit Amount based on the "Eligible Dependent's" family status at the time of loss, if "Injury" to an "Eligible Dependent" results in death as follows:

- (a) **Spouse (with no Dependent Child(ren)):** 60% of Accidental Death Benefit Amount;
- (b) **Spouse and Dependent Child(ren):**
 - (1) **Spouse** 50%; and
 - (2) **each Dependent Child** 15% of the Accidental Death Benefit Amount;
- (c) **Dependent Child(ren) (with no Spouse):** 20% of the Accidental Death Benefit Amount.

Death must occur within one year of the "Injury" causing death.

(2) **Seat Belt Benefit.** If an Accidental Death Benefit is payable under this rider and the accident which caused the "Eligible Dependent's" accidental death occurred while they were wearing a properly fastened automotive seat belt, We will pay an additional amount equal to 15% of the Accidental Death Benefit Amount. This Seat Belt Benefit is not payable for "Injuries" sustained by an "Eligible Dependent" while standing inside or on the tailboard of any vehicle.

B. REPATRIATION BENEFIT

If an Accidental Death Benefit is payable under this rider and the "Eligible Dependent" was beyond a 50 kilometer radius from his or her current place of primary residence, We will pay for reasonable expenses incurred to return his or her body to the local vicinity of their current primary residence.

The maximum amount payable for this benefit is \$20,000 per "Eligible Dependent". Reasonable expenses must be incurred within one year of the "Injury" causing death.

C. IDENTIFICATION BENEFIT

If an Accidental Death Benefit is payable under this rider; and

- (1) the "Eligible Dependent's" body is beyond 150 kilometers; and
- (2) the police or similar law enforcement agency having authority requires identification

We will pay one **Immediate Family Member** of the "Eligible Dependent", the reasonable and necessary expenses they incurred for:

- (1) up to three consecutive nights hotel and meals while travelling to the location of the deceased "Eligible Dependent"; and
- (2) transportation costs at fifty four cents (\$0.54) per kilometer or the cost of transportation by common carrier via the most direct route to the location.

The maximum amount payable for this benefit is \$15,000 per "Eligible Dependent". Reasonable expenses must be incurred within one year of the "Injury" causing death.

D. DAY CARE BENEFIT

If an Accidental Death Benefit is payable under this rider, We will pay day care expenses for a **Dependent Child** of an "Eligible Dependent", who is under age 13 at the time of loss and is currently or subsequently enrolled in an accredited day care center within one year of the death. We will pay an amount equal to the least of the following:

- (1) the cost charged by the day care center per year, or
- (2) 5% of the "Eligible Dependent's" Accidental Death Benefit Amount, or
- (3) \$5,000 per year.

This benefit is payable annually for a maximum of four consecutive years if the **Dependent Child** continues to be enrolled in an accredited day care center.

E. FUNERAL EXPENSE

If an Accidental Death Benefit is payable under this rider, We will reimburse the person who has incurred expenses pertaining to the cremation, burial or funeral expenses of the "Eligible Dependent".

The maximum amount payable for this benefit is \$5,000 per "Eligible Dependent". Reasonable expenses must be incurred within one year of the "Injury" causing death.

PART II. LUMP SUM LIVING BENEFITS

A. ACCIDENTAL DISMEMBERMENT BENEFIT

If "Injury" to an "Eligible Dependent" results in accidental dismemberment, We will pay the indicated percentage of the Accidental Dismemberment Principal Sum for the "Loss" suffered. If the Insured Person's "Eligible Dependent" suffers more than one loss as a result of any one accident, only one amount, the largest, will be paid.

The Accidental Dismemberment Principal Sum percentage is made payable for "Eligible Dependents" for the following "Losses":

- (1) **Spouse** (with no **Dependent Child(ren)**): 60% of the Accidental Dismemberment Principal Sum;
- (2) **Spouse and Dependent Child(ren)**:
 - (a) **Spouse** 50%; and
 - (b) each **Dependent Child** 15% of the Accidental Dismemberment Principal Sum;
- (3) **Dependent Child(ren)** (with no **Spouse**): 20% of the Accidental Dismemberment Principal Sum.

The "Loss" must occur within one year of the "Injury".

B. HOME ALTERATION AND VEHICLE MODIFICATION BENEFIT

If an Accidental Dismemberment Benefit is payable under this rider and the "Eligible Dependent":

- (1) suffers an accidental dismemberment which results in a permanent and irrevocable "Loss";
- (2) did not, prior to the date of the accidental dismemberment, require alterations to the home and/or modifications to the vehicle; and
- (3) as a direct result of the accidental dismemberment is now required to make alterations to the home and/or modifications to the vehicle;

We will pay the Home Alteration and Vehicle Modification Benefit for "Home Alteration and Vehicle Modification Expenses" that are incurred within one year of the "Injury" for all "Losses" caused by the same "Injury".

We will pay any "Home Alteration and Vehicle Modification Expenses" incurred by an "Eligible Dependent" in excess of benefits paid or payable under any Workers' Compensation act or similar law, no fault automobile insurance plan or similar law, and any **Other Valid and Collectible Insurance**.

"Home Alteration and Vehicle Modification Expenses" – means one-time expenses that:

- (1) are charged for:
 - (a) alterations to the "Eligible Dependent's" residence that are necessary to make the residence accessible and habitable for an impaired individual; and
 - (b) modifications to a motor vehicle owned or leased by the "Eligible Dependent" or modifications to a motor vehicle newly purchased for the "Eligible Dependent" that are necessary to make the vehicle accessible to and/or drivable by the "Eligible Dependent"; and
- (2) do not include charges that would not have been made if no insurance existed; and
- (3) do not exceed the usual level of charges for similar alterations and modifications in the locality where the expense is incurred;

but only if the alterations to the "Eligible Dependent's" residence and the modifications to his or her motor vehicle are:

- (1) made on behalf of the "Eligible Dependent";
- (2) in compliance with any applicable laws or requirements for approval by the appropriate government authorities; and
- (3) is agreed to and approved by Us.

The maximum amount payable for this benefit for all "Injuries" resulting from any one accident is \$20,000 per "Eligible Dependent".

C. PSYCHOLOGICAL THERAPY

If an Accidental Dismemberment Benefit is payable under this rider which requires the "Eligible Dependent" to need "Psychological Therapy" as prescribed by a **Physician**, We will pay the "Reasonable and Customary" expenses for "Psychological Therapy". "Psychological Therapy" treatment expenses must be incurred within two years of the date of the "Injury".

"Reasonable and Customary" – means the lesser of:

- (1) the usual charge made by **Physicians** or other health care providers for a given service or supply; or
- (2) the charge determined to be the prevailing charge made by **Physicians** or other health care providers for a given service or supply in the geographical area where it is furnished; or
- (3) the amount negotiated by Us with the health care provider.

"Psychological Therapy" – means treatment or counseling by a therapist or counselor, who is licensed, registered, or certified to provide the treatment, whether the treatment is provided on an in-patient or out-patient basis through a medical facility licensed to provide the treatment.

The maximum amount payable for this benefit for all "Injuries" resulting from any one accident per "Eligible Dependent" is \$10,000.

PART III. WEEKLY INCOME BENEFITS

A. TOTAL DISABILITY BENEFIT

If a **Spouse** becomes **Totally Disabled** as a result of an "Injury", We will pay [\$100] per week, beginning on the eighth day of **Total Disability** when:

- (1) the period of **Total Disability** begins; and
 - a. has been medically treated within 60 days of the date of the "Injury"; or
 - b. in the event that a surgical repair is required but is delayed solely due to availability of the treatment, then medical treatment is extended for 120 days from the date of "Injury"; and
 - c. the "Eligible Dependent" remains wholly and continuously disabled during the period of **Total Disability**.

The maximum period for which **Total Disability** is payable for any one "Injury" will not exceed 13 weeks.

EXCLUSIONS

For purposes of coverage under this rider, the following introductory paragraph is added to the Exclusions section:

No coverage is provided under this contract and no payment shall be made for any loss or claim resulting in whole or in part from, or contributed to by, or as a natural and probable consequence of any of the following excluded risks even if the proximate or precipitating cause of the loss or claim is an accidental injury.

For purposes of coverage under this rider, exclusion #7 of the policy is replaced by:

- (7) Sickness or disease, mental infirmity, stroke or cerebrovascular accident or event, cardiovascular accident or event, myocardial infarction or heart attack, coronary thrombosis, aneurysm and/or **Infectious Disease(s)** by either cause or effect;

Countersigned by



Authorized Representative



**CUSTOMER ADVISORY
REGARDING THE ENFORCEMENT OF
ECONOMIC EMBARGOES AND TRADE SANCTIONS**

This Trade Sanction Advisory is part of AIG Insurance Company of Canada comprehensive compliance program and is meant to serve as a reminder of the existing applicable legal requirements with respect to Trade Sanctions.

Your rights as a policyholder and payments to you, any insured or claimant, for loss under this policy may be affected by the administration and enforcement of economic embargoes and trade sanctions applicable to you, any insured, claimant and/or to the insurer and their respective controlling entities (hereinafter "Trade Sanctions").

WHAT IS AN ECONOMIC EMBARGO AND/OR TRADE SANCTION

Trade Sanctions involve the imposition by a country of legal measures to restrict or prohibit trade, services or other economic activity with a target country, entity or individual. For example, the Parliament of Canada has enacted legislation authorizing the imposition of Trade Sanctions through the *United Nations Act*, the *Special Economic Measures Act* and some provisions of the *Export and Import Permits Act*.

Depending upon the identity, domicile, place of incorporation or nationality of the policyholder, insured, claimant, insurer, or the parent company and ultimate controlling entity of the policyholder, insured, claimant or insurer, or the country where the claim arises, Trade Sanctions of foreign countries, including the United States of America, may be applicable. The application of sanctions could necessitate the seizure or freezing of property, including but not limited to the payment of a claim.

Existing Trade Sanctions can be amended, and new Trade Sanctions can be imposed, at any time.

OBLIGATIONS PLACED ON US AS A RESULT OF TRADE SANCTIONS

If we determine that you or any insured, additional insured, loss payee, or claimant are on a prohibited list or are connected to a sanctioned country, entity or individual, or a prohibited activity, as designated by the relevant Trade Sanction, we may be required to comply with the requirements of the applicable Trade Sanction, which by way of example, may include blocking or "freezing" property and payment of any funds and the reporting of such occurrences to the relevant authorities within the prescribed time periods, if any.

POTENTIAL ACTIONS BY US

Depending upon the requirements of the relevant Trade Sanction:

1. We may be required to immediately cancel your coverage effective on the day that we determine that we have transacted business with an individual or entity associated with your policy on a prohibited list or connected to a sanctioned country as described in the relevant Trade Sanction.
2. If we cancel your coverage, you may not receive a return premium unless permitted pursuant to the relevant Trade Sanction. All blocked or frozen funds will be placed in an interest bearing blocked account established on the books of a financial institution.
3. We may not pay a claim, accept premium or exchange monies or assets of any kind to or with individuals, entities or companies (including a bank) on a prohibited list or connected to, or carrying on business in, a sanctioned country as designated by the relevant Trade Sanction. Furthermore, we may not defend or provide any other benefits under your policy to individuals, entities or companies on a prohibited list or connected to, or carrying on business in, a sanctioned country as designated by the relevant Trade Sanction.

AIG INSURANCE COMPANY OF CANADA

PRIVACY PRINCIPLES

AIG and Individual Privacy

We at AIG Insurance Company of Canada (referred to as "AIG", "we", "our", or "us") abide by these *Privacy Principles* and want you, our applicants, policyholders, insureds, claimants, and any other individuals who provide us with personal information (referred to as "Customers" or "you"), to be aware of how and why we handle personal information. We work hard to respect and maintain your privacy. However, the very nature of our business is such that the collection, use and disclosure of personal information are fundamental to the products and services we provide.

As a worldwide leader in the delivery of insurance products and services, the member companies of AIG Property Casualty Inc. offer numerous products and services to many types of consumers and clients in many different countries around the world. Therefore, differing AIG Property Casualty Inc. companies may adopt differing privacy practices to fit their own jurisdiction and business requirements. The AIG Property Casualty Inc. Global Privacy Notice, located at www.aig.com, may also be applicable to our Customers as we conduct our business.

For the purposes of these *Privacy Principles* personal information means information that identifies an individual. For example: an individual's name, birth date, address, age, health and financial information is personal information which AIG may collect, use and in certain circumstances, where necessary, disclose, in the course of providing insurance services and carrying on business.

1. Consent and Personal Information

AIG obtains consent for the collection, use, and disclosure of personal information, except where consent is not required or is prohibited by law. AIG does not obtain your consent for the collection, use and disclosure of business contact information. By applying for or purchasing AIG's products and services or applying for benefits, you are providing your consent to our collection, use, and disclosure of your personal information as set out in these *Privacy Principles*. AIG relies on the broker's advice where the insurance broker tells AIG that we have a Customer's consent to collect information.

Consent may be obtained by AIG and its affiliated companies directly or through the broker, an insurance adjuster, investigator, or lawyer when personal information is collected for claims purposes.

An individual may decline to consent, or revoke consent, to the collection and use of personal information for insurance purposes but in that case, insurance products and related services and benefits and the assessment of applications, claims or complaints may be limited or terminated.

2. Collecting Personal Information

Whenever practical, we collect information directly from the individual concerned on applications for insurance and through the direct interactions with us. We also collect information from various third party sources such as: insurance brokers, adjusters, other insurance intermediaries, third party administrators, government, industry associations, and other entities that have information about you. For instance, we may obtain your driving record, claims history and/or credit history, where permitted by law, to assist us in underwriting your application for insurance.

3. Using Personal Information

Personal information is typically collected and used by us for insurance purposes such as: assessing risk, processing applications for insurance coverage, establishing rates, administering insurance products, investigating, and handling claims. AIG also uses personal information to detect and prevent fraud, compile statistics, verify and provide information to insurance industry associations, report to regulatory or industry entities in accordance with laws and prudent insurance industry practices, and conduct market research. This may also include collecting and disclosing personal information about third parties with respect to claims made against AIG Customers.

4. Use of Personal information for Marketing Purposes

AIG may collect and use personal information for marketing purposes, such as identifying and communicating with individuals who are most likely to find AIG products and services of interest. AIG may also disclose personal information to our affiliates to use for marketing purposes to offer you their products and services, which may be of interest to you. You may opt not to have us, or alternatively not to have our affiliates, collect, use or disclose personal information for marketing purposes, in which case we will collect, use and disclose personal information for insurance purposes and in accordance with our contractual rights and obligations, but we will not use or disclose personal information for marketing purposes. Offers of upgraded or additional coverage, special offers and promotional mailings, and offers of additional products and services from our affiliates will not be sent by us. Please refer to the section of these *Privacy Principles* called "*Contacting the Privacy Officer*" for information on how to decline or revoke consent to the use of personal information for marketing purposes.

5. Accuracy of Your Personal Information

AIG maintains procedures to ensure that the information we collect and use is accurate, up-to-date, and as complete as possible. However, we rely on individuals to disclose all material information to us and to inform us of any changes required. With proof of entitlement, a request to correct information in our possession may be made by contacting the Privacy Officer at the address set out below in the section called "*Contacting the Privacy Officer*".

6. Safeguarding Your Information

We apply appropriate safeguards to our computer networks and physical files and we restrict access to personal information to those AIG employees, authorized administrators, reinsurers, consultants or insurance representatives who need to know that information in order to underwrite, adjudicate or administer insurance products and services.

7. Disclosure of Personal Information

Personal information is sought and exchanged with both affiliated and unaffiliated insurance companies, reinsurers, and insurance industry organizations at the time of assessing an application for insurance and any renewal, extension, variation or cancellation of any issued policy, as well as in the event of any claim, to the extent necessary for industry statistical purposes or to assess and rate a specific risk, determine the status of coverage, and investigate claims. We also share information to combat fraud; where permitted or required by law; or, at the request of government regulators.

AIG sometimes retains an affiliated company or an independent third party or reinsurer ("authorized administrator") to perform on our behalf, certain functions in support of the products and services we provide. Such functions could include the underwriting, offering or administering of AIG insurance products and services or any related claims. Accordingly, in certain instances these affiliates or third parties will be provided with personal information to the extent that it is necessary in the performance of those specific reinsurance, underwriting, marketing, consulting, administrative, rehabilitative, claims, investigation or related services. AIG obligates these affiliates and third parties to use and take steps to protect personal information in accordance with the requirements of these *Privacy Principles*.

Some authorized administrators may be located in the United States of America or another foreign country other than Canada and in those cases, personal information will be subject to disclosure pursuant to the laws of the jurisdiction in which it is situated. By communicating personal information to us, applying for and/or acquiring the products and services of AIG, you hereby consent to the authorized administrators located outside of Canada accessing, processing or storing your personal information (as the case may be) and disclosing such personal information as required by the governing laws of that jurisdiction.

AIG may transfer your personal information as an asset in connection with any contemplated or actual sale, merger or other disposal of all or part of our business or assets, or as part of a corporate reorganization or other change in corporate control, including for the purposes of determining whether to proceed with such transaction or fulfilling any records or other reporting requirements to such parties. In such circumstances, we will ensure that any transfer of personal information is subject to reasonable data protection security protocols.

We do not sell our customer lists or other personal information.

8. Retention and Access to Your Personal Information

We retain personal information for the purposes described in these *Privacy Principles* but only for so long as is necessary to fulfill the purpose to underwrite, adjudicate or administer insurance products and services and to meet our legal and contractual obligations. Personal information is stored at one of our offices in Canada or at a location of one of our affiliates in the United States or another foreign country, as required and defined under "*Disclosure of Personal Information*" above. Access to your personal information is limited to our employees, agents and service providers who need access in order to perform their job or provide services to us. Given the nature of insurance and our on-going exposure to potential claims, where necessary, and when legally required, some of the information we collect for insurance purposes is kept indefinitely.

With proof of entitlement, a request to access information in our possession may be made by contacting the Privacy Officer at the address set out below in the section called "*Contacting the Privacy Officer*". The right to access information is not absolute. Therefore AIG may decline access to information that we have under our control, subject to any legal restrictions or rights of refusal by AIG, such as:

- the information is subject to a legal privilege;
- the information would reveal personal information about a third party;
- the information could compromise the investigation of a claim;
- the information is confidential commercial information; and
- personal health information that has not been provided to us directly by the individual requesting

We may charge a reasonable fee in advance for copying and sending information you have requested and to which you have a right of access.

9. Contacting the Privacy Officer

Request for further information, personal information access or any concerns about how we handle your information with AIG should be referred to our Privacy Officer, as follows:

Privacy Officer
AIG Insurance Company of Canada
120 Bremner Blvd.
Suite 2200
Toronto, ON
Canada M5J 0A8
Or at the following e-mail address: ebusiness.legal@aig.com
Or you may call us toll free: 1-800-387-4481

Please also refer to "Customer Satisfaction" on our main website www.aig.com

10. Website Privacy Practices

We may collect other information ("**Other Information**") through our website that does not reveal your specific identity. Other Information includes but is not limited to:

- browser information;
- information collected through cookies, pixel tags, and other technologies;
- demographic information and other similar information provided by you; and
- aggregated information.

We and our third party service providers may collect Other Information in a variety of ways, including the following:

- **Through your internet browser:** Certain information is collected by most websites, such as your IP address (that is, your computer's address on the internet), screen resolution, operating system type (Windows or Mac) and version, internet browser type and version, time of the visit and the page or pages visited. We use this information for purposes such as calculating our website usage levels, helping diagnose server problems, and administering our website.
- **Using cookies:** Cookies are pieces of information stored directly on the computer you are using. Cookies allow us to recognize your computer and to collect information such as internet browser type, time spent on our website, pages visited, and language preferences. We may use the information for security purposes, to facilitate navigation, to display information more effectively, to personalize your experience while visiting our website, or to gather statistical information about the usage of our website. Cookies further allow us to present to you the advertisements or offers that are most likely to appeal to you. We may also use cookies to track your responses to our advertisements and we may use cookies or other files to track your use of other websites.

One of the advertisement companies that we use is Google, Inc., trading as DoubleClick. To opt out of the DoubleClick advertisement cookie please visit: <http://www.google.com/intl/en/policies/privacy/#infochoices>. You can refuse to accept other cookies we use by adjusting your browser settings. However, if you do not accept these cookies, you may experience some inconvenience in your use of our website and some online products.

- **Using pixel tags, web beacons, clear GIFs or other similar technologies:** These may be used in connection with some of our website pages and HTML-formatted e-mail messages to, among other things, track the actions of our website users and e-mail recipients, measure the success of our marketing campaigns, and compile statistics about our website usage and response rates.

We use Adobe's Omniture analytics service, which uses cookies and web beacons, to help us understand more about how our website is used by consumers so we can continue to improve it. Adobe does not have the right to use the information we provide to it beyond what is necessary to assist us. For more information on Adobe's Omniture service, including how to opt-out of it, please visit: <http://www.adobe.com/privacy/policy.html#info-manage>.

- **From you:** Some information (for example, your location or preferred means of communication) is collected when you voluntarily provide it. Unless combined with personal information, this information does not identify you personally.
- **By aggregating information:** We may aggregate and use certain information (for example, we may aggregate information to calculate the percentage of our users who have a particular telephone area code).

Please note that we may use and disclose Other Information for any purpose, except where we are required to do otherwise under applicable law. If we are required to treat Other Information as personal information under applicable law, then, in addition to the uses listed in this "*Website Privacy Practices*" section, we may use and disclose Other Information for all the purposes for which we use and disclose personal information.

11. Third Party Websites

These *Privacy Principles* do not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any website to which our website contains a link. The inclusion of a link on our website does not imply endorsement of the linked site by us or by our group companies.

12. Use of Site by Minors

Our website is not directed to individuals under the age of 18, and we request that these individuals do not provide Personal Information through our website.

13. Changes to these Privacy Principles

AIG Canada reserves the right to modify these *Privacy Principles* from time to time. If these *Privacy Principles* change materially, we will take reasonable measures to notify you, including posting a copy of the revised *Privacy Principles* to our website. Accordingly, we recommend that you review our *Privacy Principles* from time to time.



Manager's Report

Function: Community Services

Submitted by: Stacey Wabick, General Manager

Date: 3/11/2019

General Manager Community Services, Stacey Wabick

Community Grants

All the community grants have been processed and submitted to Accounts Payable to advance the applicable grants, all other grant applicants have been updated regarding the status of their application.

Administration has contacted the majority of the annual community grant recipients identified as not providing financial statements with their second notice. The organizations are notified that the grant funds will be released upon receipt of financial statements. The process of contacting the organizations will continue until all have been contacted.

Laura DeBolt and Edna Stevenson Manors

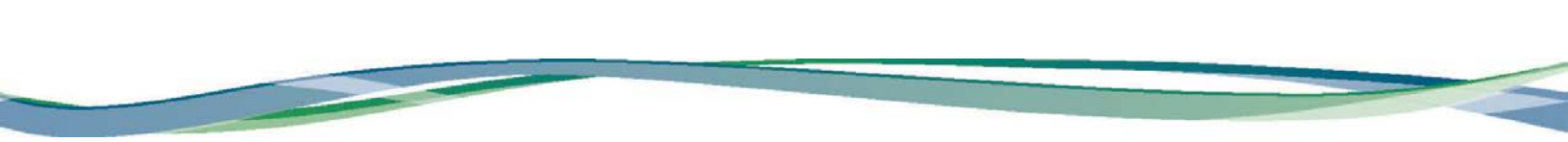
Alberta Seniors and Housing have been officially granted authority to transfer the Laura DeBolt and Edna Stevenson Manors to Grande Spirit. They are still determining if any funding will be available for moving the buildings. Administration will continue to work with both entities towards a final plan that can be presented to Council.

Review – Protective Services Department

Administration has completed its review of the Protective Services Department and has settled on a direction and department structure. The Manager position which currently is vacant will be retooled and advertised ASAP. Council will be presented the proposed department structure in an upcoming Council meeting.

Greenview's Emergency Management Plan

Greenview's Emergency Management Plan has been a focal point in February. Many staff have been notified of the need to document and update training in an effort to rebuild the Emergency



Management Team. Relevant bylaws, policies and the plan itself has been reviewed and the necessary revisions will begin in the coming month(s).

Annual Audit Responses

Administration has been busy responding to the auditors with answers they require for the annual audit report. The information provided included associated agreements for motions, funding calculations, and progress payments.

Agricultural Services Manager, Quentin Bochar

Administration

Agriculture Administration scheduled a meeting with the Greenview Infrastructure and Planning Department regarding Clubroot and Invasive Weeds. It was a very good meeting in regards to discussing methods and expectations for management pests and weeds during Infrastructure and Planning applicable projects.

Administration has been receiving requests for information on road allowance license agreements.

Administration attended the February 12, 2019 Policy Review Committee meeting and brought forth five (5) policies for approval. The policies will be submitted for Council's consideration at a later date.

Conferences/Training/Seminars

The following events were attended by the Agricultural Department Staff and/or ASB members:

- Farm Tech 2019 Edmonton.
- Predator Calling Workshop February 7, 2019, Valleyview Gun Range.
- Wolf Skinning and Hide Preparation Workshop February 23, 2019, in the Grande Prairie Area.

Workshops and Seminars

Workshops and seminars that are coming up:

- PVMA (Professional Vegetation Managers Association) Biennial Spring Conference, February 25 - 28, Edmonton.
- Peace Country Classic Agriculture Trade Show, March 7-9, Evergreen Park.
- Alberta Beef Industry Conference, March 11-14, Red Deer.
- Alberta Invasive Species Council AGM, March 18-20, Lacombe.
- Alberta Farm Animal Care Conference and AGM, March 20-21, Olds.

Rental Program

- Rental program has slowed down, the items that have gone out the most are the grain vacuum, the bag roller, and the cattle equipment.

Agriculture Service Board

- ASB Meeting February 6, included the organizational meeting. The Chair is Allen Perkins and the Vice Chair is Warren Wohlgemuth.

Vegetation Management

- Program planning for Grande Cache hamlet with Beautification Coordinator. In addition, the department is requesting quotes from suppliers for the required supplies.

Economic Development Manager, Kevin Keller

Growing the North (GTN)

This year's Growing the North event was well attended by Greenview Councillors and Administration. Over 400 individuals were in attendance for this year's event. Planning for the 2020 Growing the North Conference begins in March of 2019.

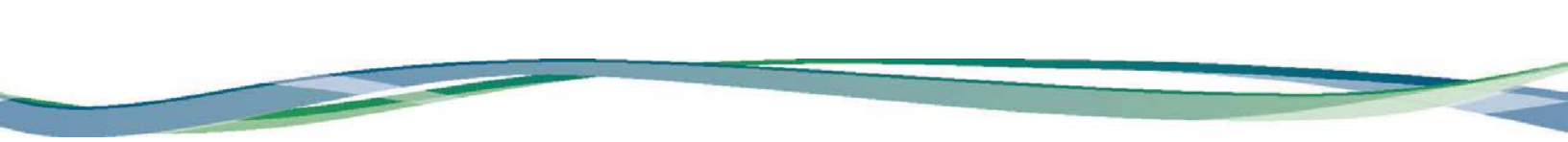
Safer Highway 40 Coalition

Preliminary messaging and promotion material designed at the January Advocacy Workshop was reviewed February 13th at the Safer Highway 40 Coalition. Safer Highway 40 Coalition was renamed to 'The Coalition for Safer Alberta Roads.' The Coalition is an industry and municipality led task force whose goal is to work collaboratively to increase driver safety and provide education programming. The Coalition will be extending an offer to the Tri-Municipal Industrial Partnership to have one seat on the board.

Tri Municipal Industrial Partnership (TMIP)

The Province of Alberta notified Administration that it had been successfully awarded a second Community and Regional Economic Support (CARES) grant for the TMIP project, \$282,000.00 of these funds will be utilized, along with partner contributions, to fund further research and studies on the TMIP project:

- Continued discussions with First Nation, Ministries of the Province of Alberta, and other stakeholders.
- Meeting between administration and the Deputy Minister of Economic Development about the currently awarded CARES Grants, state of economic development within Greenview and specifically the TMIP project. Also, a fact finding mission to see how the



Ministry can assist Greenview with guarding support for the TMIP project with other provincial ministry and ministers.

- Meeting with Alberta Environment and Parks (AEP) to open discussions and initiate documentation for getting a water diversion licence for the TMIP district.

Staffing

Interviews for the approved open positions within Economic Development will take place prior to March 4th.

Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford

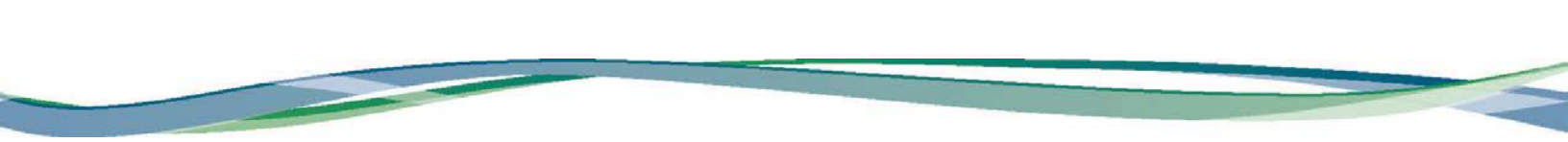
Training/Courses/Seminars

The Alberta Emergency Management Association (AEMA) facilitated an Emergency Social Services (ESS) general training for FCSS staff on February 5th. Administration will organize a similar training for the FCSS team members in Grande Cache. Other ESS training this month will include Group Lodging, facilitated by the Justice Institute of B.C. While AEMA training is delivered at no cost, there will be a \$150.00 charge per person to attend the Justice Institute of B.C. training. The Justice Institute of B.C. delivers specialized ESS training that is not provided by the AEMA, and while there is a small cost to attend, the majority of expenses will be covered by the grant received by the Northwest Emergency Social Services network. Both Grande Cache and Valleyview FCSS team members are enrolled in this training that will take place at Evergreen Park, February 25th. This training will be followed by a live group exercise at Evergreen Park on March 13th, organized by the Grande Prairie Regional Emergency Partnership (GPREP). There is no fee to attend the live exercise.

A Mental Health First Aide course, administered by the Mental Health Commission of Canada, will take place February 28th and March 1st. A combination of FCSS staff, board members, and community members will attend. This course will focus on the four most common mental health disorders including substance related, mood related, anxiety and trauma related, and psychotic disorders. While this course is at capacity, another will be offered later in the year.

Administration attended the Leading Change Summit February 19th through 21st, hosted by the Alberta Council of Women Shelters. This conference focuses on primary prevention to end gender based violence. One of our own community champions, Bill Lanktree, spoke on a panel with other male leaders to provide input on his experience attending “Breakfast With the Guys”.

Request for Proposal



A Request for Proposal has been submitted to the province for a 3 year renewal of the Alberta Works contract. This \$45,000.00 contract enables the Community Resource Centre to provide employment services and programs. In 2018, over 1,900 people visited the Community Resource Centre for employment related services. Administration will be advised if we were successful in our proposal by the end of February.

Northern Lakes College

Northern Lakes College has once again contacted Green View FCSS to determine the interest in accepting a first year social work practicum student. The students' particular interest is working with children, and after an initial interview to assess compatibility, we have accepted him as a practicum student. Mr. Mayer's placement will run from April 29th through June 17th.

Financial Support

The Ridgevalley School principal contacted administration asking for financial support of \$600.00 to host guest speaker Eva Olson, a holocaust survivor who's message is to stand up again the forces of bigotry, racism and intolerance. Ms. Olson is scheduled to speak at the school on February 21st.

The Grande Prairie Volunteer Services Bureau has once again asked for \$400.00 to subsidize the Leaders of Tomorrow Awards. These awards recognize youth who have made outstanding contributions to their community through volunteerism and demonstrating leadership. Individuals, community groups, educational institutes and voluntary organizations are invited to nominate youth. The nomination deadline is Friday, March 8th, and the luncheon will be held on April 11th in Grande Prairie.

Volunteer Appreciation Week

Preparations for Volunteer Appreciation week, which takes place April 7th through 13th, are well underway. This year the event will coincide with a Red Willow Players production in Valleyview on April 11th. Nominated volunteers will receive a theatre ticket to attend the event. The due date for receiving nomination forms is March 29th. The nomination forms have been mailed out to a wide variety of volunteer groups, and can be found on the Greenview website, the Green View FCSS Facebook page as well as at the Community Resource Centre.

While it has become a tradition for Green View FCSS to celebrate volunteers by hosting a supper, over the past couple of year's attendance at the Grovedale event has shown a marked decline. It has been suggested that volunteers and their families find it difficult to attend an April event due to the busyness of the season in a farming community. We understand these challenges and have

found an alternate means of showing appreciation. Volunteers in Grovedale who are nominated will receive gift certificates and a thank-you card in recognition of time spent assisting others in the community.

Home Support Program

The Home Support program provides basic housekeeping, meal preparation, limited respite and transportation to medical appointments or grocery shopping. At the end of January we had 70 clients, 27 residing in Valleyview and 43 within Greenview. In January, 2 trips for medical appointments were provided.

Completion of the 2018 outcomes surveys for the Home Support program showed that 100% of the respondents reported the program contributes to their ability to remain in their own home and that because of their Home Support worker they have more knowledge about resources in the community.

Community Volunteer Income Tax Program (CVITP)

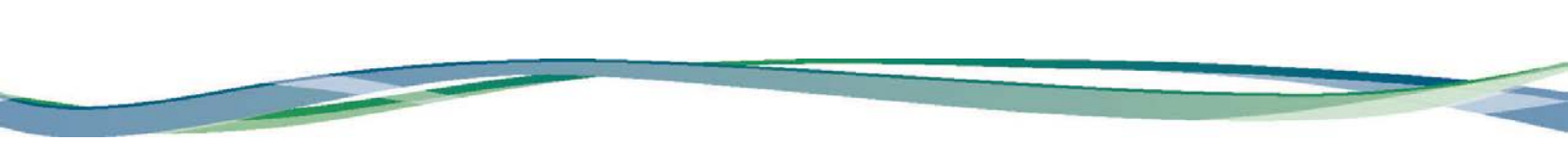
The Community Volunteer Income Tax Program utilizes volunteers to prepare income tax and benefit returns for people with low income and simple tax situations. The basic guideline threshold has had a slight increase from previous years.

	Total family income
1 person	\$ 35,000.00
2 persons	\$ 45,000.00
3 persons	\$ 47,500.00
4 persons	\$ 50,000.00
5 persons	\$ 52,500.00
More than 5 persons	\$52,500 plus \$2500 for each additional person

Planning is underway for the 2018 tax year clinics, volunteers are taking their required online courses and clinic dates are being planned for the months of March and April. In the 2017 tax year, we completed 545 returns, bringing back over 2.8 million dollars into the community. Valleyview and Grande Cache offices both provide this service, and the criteria for eligibility is in the box above.

Grande Cache Update

The Outreach Worker successfully assisted a client moving from his home on cooperatives to Whispering Lodge, after being at the Lodge for a bit the client expressed that he was wanting to return home. The Outreach Worker worked collaboratively with his family and staff at Whispering



Pines Lodge to make his new environment feel more like home. We are happy to report he has not returned home, still resides at Whispering Pines Lodge, and work continues to increase his comfort level in the new surroundings.

Seniors Learn at Lunch was a HUGE success this past month, fifty (50) seniors attended and received information regarding scams from the Grande Cache RCMP. In addition, the Grande Cache Fire Department and ambulance representatives spoke about Green Sleeves. A Green Sleeve is a plastic pocket that holds your advance care planning forms. It holds important legal forms that go with you through the healthcare system. The Green Sleeve is posted on or near the fridge and in an emergency, Alberta Health Services medical providers can look at your Green Sleeve and know your healthcare wishes. The Grande Cache Fire Department and ambulance representatives informed seniors what information they should have on hand in the event an emergency happens in their home. The lunch was a collaborative effort between Grande Cache emergency responders, Big Horn Golden Age Club, and FCSS.

The 2nd Annual Kids Conference planning is well underway. It will take place March 25th through to the 27th for children ages 5 – 12 years of age, 27 session options will be available for children to choose from divided into 3 streams of learning: physical activity, creativity, and life skills. The conference has a maximum participation of 50 children (number determined by space availability) and was sold out last year.

The Outreach Worker and Home Support Coordinator met with an indigenous AWN (Aseniwuche Winewak Nation) Youth Coordinator to explore the incorporation of youth in connecting with elders and their culture (intergenerational learning). Idea sharing has begun, and more details will be provided over the next few months.

The Mountain Metis Association has been notified that FCSS will provide assistance and information on outcome measures and program logic models as it relates to their current projects/activities. While this meeting was originally set for February, Mr. Findley mentioned he is concerned about their numbers, which have dropped and wants his team to re-evaluate their offerings. The Mountain Metis Association wants to take some time to speak with kids to determine the needs and then provide offerings based on that information. We anticipate setting a date in March to discuss his plan moving forward.

Reassessments for all 23 home support clients have been completed in the Coops and Enterprises. Clients have reported the service they are receiving has a positive impact on their lives. They appreciate the service and interactions with their Home Support Worker. The Home Support Coordinator is new to the role and these were her first reassessments, she has stated by visiting every clients' home she has a more detailed picture and deeper understanding of the extreme level

of need within the Cooperatives and Enterprises. Discussions continue to determine the best mode of information sharing (i.e. recording interviews, video of conditions etc.) to effectively communicate the living standard in the Cooperatives and Enterprises.

Fire Services Co-ordinator, Derian Rosario

Training/Courses/Conferences

Protective Services hosted mental health seminars for first responders in Grande Cache, DeBolt, Grovedale and Fox Creek, the evening seminar was held in each area respectively in February. Greenview's Fire Departments and departments from across the region were invited to attend. An excellent turnout of over 160 firefighters and families attended these four events. Subjects of the seminars included critical incident stress and stress management along with mental resilience and finally suicide awareness. Part of the reason for the seminars is the spike in first responder suicide incidents in Alberta and nationally over the past year.

The seminars were free to all in attendance, and powerful mental health messages were provided by the two speakers. Natalie Harris a former first responder told her story of critical stress and two suicide attempts, her recovery, and her diagnosis with post-traumatic stress disorder. Wayne Jasper spoke of critical incident stress for first responders, programs available to track emotional stress exposure, and suicide awareness. Both speakers had powerful and hard hitting messages, all people in attendance took away great information, and have heightened their awareness of first responder mental health.

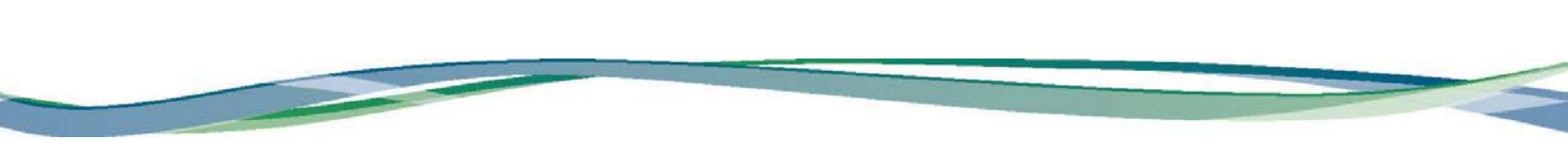
Grande Cache Ladder Truck

The new Grande Cache Ladder Truck under construction for Grande Cache is currently on time and on budget. It is estimated the truck should be completed in April. The custom cab and chassis have been completed, the pump compartment has been mounted on the frame. The torque box section that takes the stress from the ladder section is near completion then will be mounted, and the service body is partially constructed.



Protective Services Fire Chief, Brian Lott

Enforcement Services



The position of Bylaw Officer has been posted, this will be a Full Time Employment (FTE) position. After this member's position has been appointed by Council, they will have bylaw enforcement authority throughout Greenview. It is this Administration's position, to hire an employee that would like to further their career and transfer into a Community Peace Officer role with Greenview.

Administration recently closed two files, one was for a dispute between neighbours that involved threats of violence. The RCMP were brought in by Administration and they took over the file and continued to monitor the situation. The second was a serious dog attack, two dogs ran out of a house and attacked a man walking on Hoppe Avenue. This file involved Greenview's Animal Control Contactor, the RCMP, and our Administration. The file has now been successfully closed, all parties involved were satisfied with the rules that now apply to these dogs. The injured person has been updated on the file and is also satisfied with the result of our investigation.

Fire Service

Grande Cache Fire Hall

The building continues to progress on schedule, structural steel is currently going up, and site services are being installed at the same time.

Training

- Three members have started the Fire Officer Professional Qualifications course, this is a yearlong course that they hope to have completed in January of 2020.
- The National Fire Protection Association (NFPA) 1001 Course is continuing with 16 students training twice weekly. This training includes other department members to ensure that everyone is up to standards of the 1001, professional firefighter.
- Twelve members completed the Fire Apparatus driving course that was held in late January.
- Feedback was excellent from this course, Derian Rosario came to Grande Cache and was the evaluator for the testing portion.
- Six members attended a three day course on Critical Incident Stress Management, these members can now offer both critical stress debriefings as well as peer to peer support for first responders that need mental health assistance resulting from workplace trauma.
- The Fire Department continues to train using standards developed in the Medical First Responder Program.
- Lieutenant Gardiner continues to instruct First Aid courses using the Red Cross Program as per Medical First Response (MFR) policies.



Fire Department Incidents

The Grande Cache Fire Department (GCFD) has had two structure fires in the last week. The Office of the Fire Commissioner sent out an inspector to investigate both fires. They were both related to a grounding issue in the shared back alley that the fire services shared.

Grande Cache Firefighting Association

The Fire Fighters Association has purchased a Forced Entry Door Prop that will be used to provide training in the art of forced entry.

Thirty Three (33) members and spouses attended the mental health evening seminar with speakers Wayne Jasper and Natalie Harris. This was a very powerful presentation on the effects of Post-Traumatic Stress Disorder (PTSD) incidents with First Responders. A big thank you to Derian Rosario for bringing in speakers of this caliber, the members greatly appreciated it.

The Grande Cache Fire Fighters Association (GCFFA) are currently organizing fire department activities for the 50th Anniversary Weekend. Currently the Fireman's Pit will be booked for all members and alumni to camp if they need a place. There will be a fire hall tour for all members and alumni, as well as an open house day with a barbecue. The Fire department will also be responsible for a fireworks presentation.

Emergency Management

Chief Lott attended the Emergency Management meeting held in Valleyview. It is a good working group, and having Councillor Delorme's experience on the committee is going to be a great help. The Grande Cache Administration is currently updating the training records and local contacts to integrate into the Greenview Plan. This Administration is also researching and updating the contacts and geographical locations for the Grande Cache rural areas.

Greenview Recreation Services Manager, Matthew Norburn

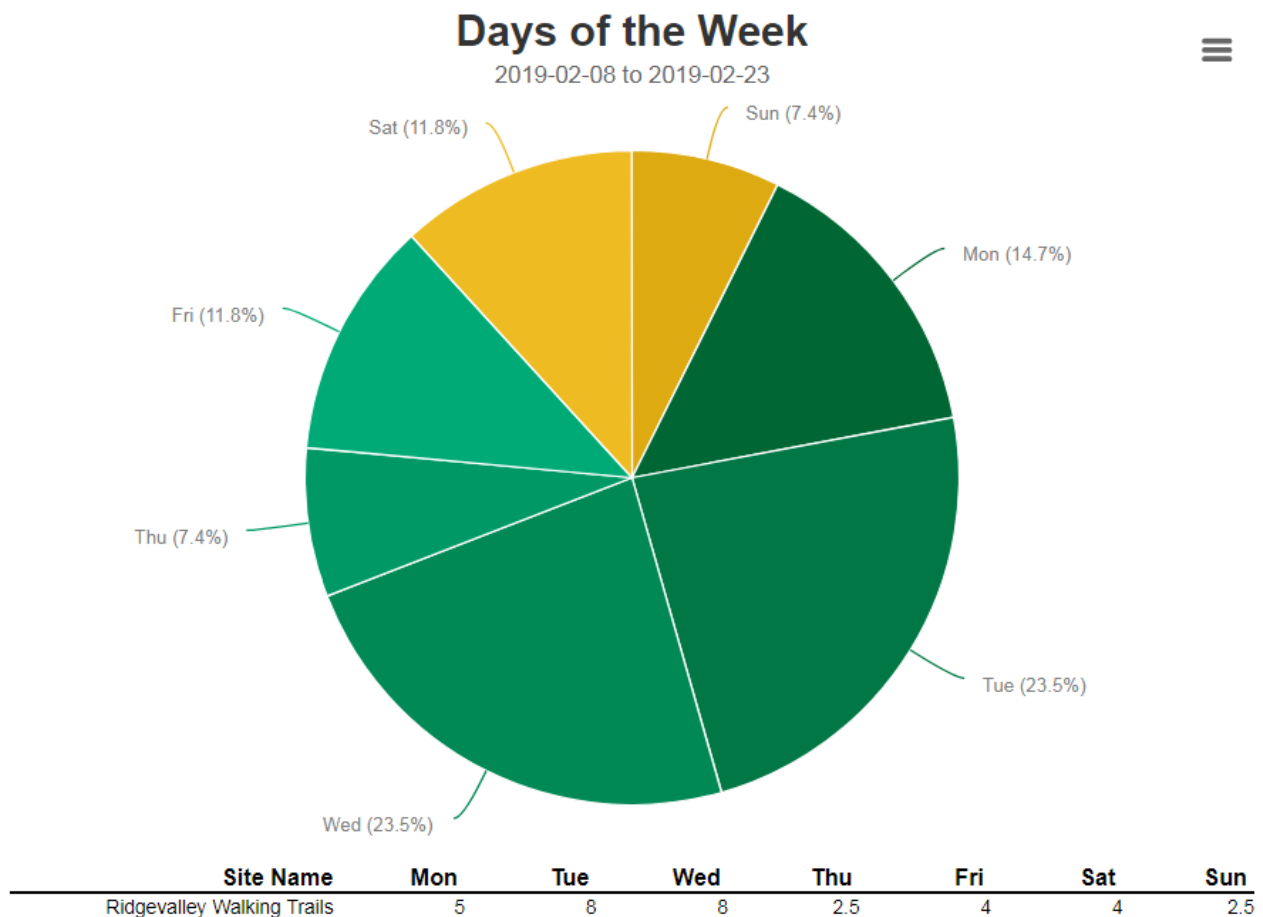
Location Signage

Rural signs are being drafted for our recreation sites as location markers. Administration is inquiring if Greenview can be put on the Provincial highway signs that are being installed. All recreation areas were provided to Grande Prairie Tourism for their recreation guide.

Counters

Administration currently has a person counter installed and is recording at the Ridgevalley Walking Trails. Grovedale Fish Pond has recently had a vehicle counter installed to start recording usage in the area. A vehicle counter will also be installed by the end of the month at Johnson Park.

The counter at Ridgevalley has been installed now for approximately two (2) weeks and has provided the information below to determine peak days and overall usage of the trails. There are multiple types of charts to evaluate the data once a large database is recorded. Administration is confident that going forward the usage will increase, as the last two weeks including Family Day long weekend, it was extremely cold. Previous to the cold temperatures it was observed by Administration that the trails were being used at a higher rate.



Hwy 669

First Nations consultation documentation is currently under review with the Government of Alberta, should the province come back with deficiencies, Administration will work towards addressing concerns as quickly as possible in order to advance a quick return of further review. If First Nations consultation is cleared, further steps will be completed in order to secure a lease on

the associated land base. Additionally, the tender package will be completed as soon as approval is obtained by the province.

Simonette Private Boat Launch

A Request for Decision will be coming to Council in the near future regarding the private boat launch located at Simonette. Greenview is being asked for funding but Environment will handle the application and installations.

Snipe Lake Parking Lot

Administration is in contact with the owners of land that could potentially be used as a parking area by the boat launch area located in Big Lakes County. Administration have provided several options to the land owners for the location of the parking area and the land owner has expressed a preference of locating the parking lot in the North West corner. The land owner has also requested the area be fenced to stop garbage making its way on to their property. Administration will continue follow-up progress and prepare an RFD when all information is prepared.



Shuttler Flats

Administration is currently collecting information on the possibility of acquiring Shuttler Flats Provincial Recreation Area. A preliminary report on the feasibility of this potential project is anticipated to be completed by the end of March with a presentation to Council to follow.

Southview and Kakwa PRA's

Administration met with staff from Alberta Parks to discuss the proposed capital upgrades at Southview and Kakwa. Consequently, a Historical Resource Impact Assessment has been submitted by Administration to Alberta Culture and Tourism in regards to the viewing platform.

Grande Prairie Regional Recreation Committee (GPRRC)

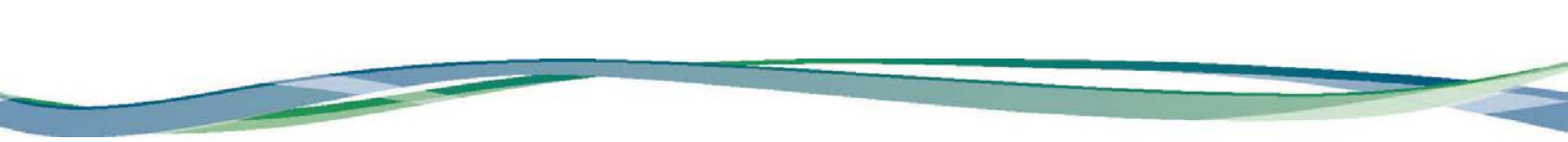
Administration continues to work with municipal partners within the GPRRC group. Administration have been providing GIS data to the group from Greenview to assist in locating and identifying recreational infrastructure and travel time between locations.

Progress Update

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive							
Initiative	Objective	Description	Q1	Q2	Q3	Q4	Status
Highway Signage	Level of Service	Provincial Highway Signs.	Submit applications to provincial government.	Installation of signs.			●
Highway 669	Infrastructure	Development of small scale day use area.	First Nations Consultation submitted.	Obtain lease and tender preparation. Award Tender for construction.	Construction to start.	Completion of construction and furnishing.	●
Moody's Crossing	Infrastructure	Completion of Phase 1 Campground and Grande opening.	Posting of tender for outhouses.	1. Completion of construction deficiencies identified during 2018 construction. 2. Completion of furnishings.	Grand opening.		● Awaiting Capital Budget
Johnson Park	Infrastructure	Expansion of existing day use area into campground.	Development of Tender Package for general construction.	1. Awarding of contract and start of construction. 2. Posting of tender for outhouses.	Installation of furnishings and outhouses (which include tender packages).	Completion of construction and furnishing.	● Awaiting Capital Budget
Swan Lake	Infrastructure	Replacement of existing outhouse.	Obtain TFA for outhouse.	Posting of tender for outhouses.	Installation of outhouse.		●
Southview	Infrastructure	Replacement of existing outhouse and installation of viewing platform.	Obtain approval from AP for installation of outhouse and viewing platform. Historical Resources Impact Assessment.	1. Development of Tender Package for viewing platform. 2. Posting of tender for outhouses. 3. Award of contract for viewing platform.	Installation of outhouse.	Completion of viewing platform.	●
Kakwa River	Infrastructure	Replacement of existing outhouse.	Obtain approval from AP.	Posting of tender for outhouses.	Installation of outhouse.		●
Purchase UTV	Level of Service	Purchase of UTV.	Request for Quote.	Purchase of UTV.			● Awaiting Capital Budget
2020 Projects Initiating in 2019							
Valleyview Walking Trails	Infrastructure	Development of community walking trails.		Begin discussions with Town of Valleyview.	Begin discussions with private landowners.		

Grande Cache Recreation Services Manager, Kevin Gramm Correctional Services of Canada – Joint Work Program

The Grande Cache Correctional Services of Canada, Deputy Warden has opened discussion with the Community Services Department in Grande Cache about a potential joint Memorandum of Understanding development that would allow Federal Offenders, who have the necessary approvals, to participate in on-site works programs at the Correctional Centre. This program allows offenders the access to trades training, construction project involvement, and on site programs participation



that work to assist in creation and completion of community projects in an effort to further their education and give back to the community in which they are incarcerated.

Dance Play – Programmer Certification in Kids Instruction

Senior Programmer for the Grande Cache programming team, recently received certification in the instructional qualification in Dance Play. Dance Play is an instructor led program that allows children and youth to interact with their fellow friends and others in being creative, dynamic and spontaneous. The program also drives to increase the physical activity level of children and youth by making the learning environment fun and interactive.

ATCO Electric – Grande Cache Recreation Centre Service Supply

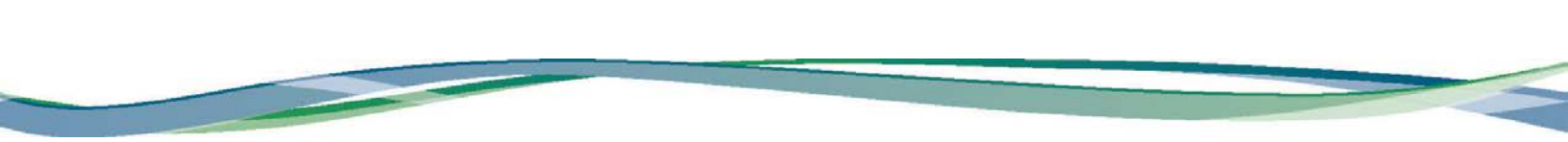
We recently met with ATCO electric representatives to review a power monitoring study on the Grande Cache Recreation Centre. At the request of the Community Services Department, ATCO Electric installed a phase monitor at the incoming power source to record and track data and events related to power interruption, power loss and brown out situations. The report concluded that no major events occurred during the reporting period, however, several phase losses were recorded and there was an imbalance in service supply. Although the imbalance was within tolerable limits as per required guidelines, the Recreation Centre equipment does not respond well to the inconsistent supply of power. Further monitoring will be conducted, in addition, report evaluation and equipment upgrades will continue.

Grande Cache 50th Anniversary Committee Mural Request

Members of the 50th Anniversary Committee have expressed interest in having a professional wall mural painted on an outside wall of the Grande Cache Recreation Centre. The interest in creating the wall mural was brought to the committee by the local Pallet Pals Artist group in Grande Cache. The Committee would create a review and evaluation group to choose what should be on the wall and who should conduct the work. A request was made to have the Manager at the Recreation Centre sit on the evaluation panel. Further details will be brought forth in the next following months.

Grande Cache Curling Club – Lease Extension Request

The Community Services Department in Grande Cache received a written request to extend the current Curling Club Association lease agreement for an additional year. The agreement would include the same increase as in previous years, maintain the integrity of the current agreement, and be in effect for one (1) additional year. This request came for consideration, due to many agreements expiring in 2019 that require approval, examination and drafting. The club has asked to



move forward on this to maintain the current license agreement with (Alberta Gaming, Liquor and Cannabis) AGLC which works in favor of both parties.

MD of Greenview – Leadership meetings with Community Services Department (Grande Cache)

Leadership from Greenview recently met with the various departments within Grande Cache Community Services. Staff attended sessions specific to their groups to meet and greet with Stacey Wabick, General Manager Community Services and Matthew Norburn, Manager Recreation Services. The meetings were all well received and staff are eager to move forward and work alongside the combined “Team Greenview.”



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: Infrastructure & Planning

Submitted by: Roger Autio, Interim General Manager Infrastructure & Planning

Date: 2/27/2019

Interim General Manager, Infrastructure & Planning, Roger Autio

Assistant General Manager, Infrastructure & Planning, Roger Autio

Facility Maintenance

Grovedale Shop A: the new offices and meeting room will be completed on Friday Mar. 01/2019

PSB- Grovedale: the installation of more card readers and new door hardware and the interlock with the Fire Alarm (ULC) will be done, latest calculated finish date is Mar. 08/2019.

Grovedale-Lagoon: the change over from keys to fobs is in progress, Chelsea is working on the switch over.

Grande Cache: I am involved with the construction of our new Fire Hall. I am in contact with Steven Justus from Associated Engineering Alberta Ltd., because we found wrong vent pipes were installed at the Water Treatment Plant. The Inspector report from Superior Safety Codes INC. was forwarded to Steven, Gary Couch and Donna Cross. I am waiting for Associated Engineering what the schedule is to solve that deficiency.

Regularly Facilities inspection and working of the task list. Regularly Maintenance on all Facilities, snow removal and Ice care.

Manager, Construction & Engineering, Omar Mohamed

- Goodwin Phase II tender opening was held on February 26, 2019.
- Meeting with WSP to review progress on current projects was held on February 21, 2019.
- Reviewed Sameng proposal for drainage projects (Chapman, DeBolt, Little Smoky, New Fish Creek Lines 1, 1C and 2, sunset House, Sweathouse, and Wilson) plan review - Water Act Approval Amendments.

- Reviewed Parkland GEO proposal for Forestry Truck Road km 7 De-watering Investigation NE/SE 14-71-2-W6 Slope Stabilization – Data Collection and Detailed Design.
- Beairsto Start-up meeting - TWP RD 670 (RR 231 to RR 235) was held on February 12, 2018.

Manager, Operation, Gord Meaney

East

- Prep work for stockpile hauling from the Smoky/Goodwin pit to the Valleyview, Hunke and 8 Mile stockpile sites will start on March 5, 2019.
- Council approved the purchase of Loadrite components for our loaders. The supplier has been contacted and we are waiting for their availability to schedule installation and training.
- Ongoing winter operations focusing on graders winging back snow drifts.
- Snow removal from Greenview parking lots in Valleyview.
- Manager and Supervisors attended the EOI information session in DeBolt.
- Preparing tenders for equipment purchase.
- Administration interviewing for mechanics position in Valleyview.
- Manager presented the Organizational Chart to SLT.

West

- Called out by Ledcor four times for road maintenance on Hwy. 666.
- Ongoing winter operations.
- Hired an apprentice mechanic for Grovedale and an equipment operator for DeBolt.
- Hauled dirt from the Grovedale Shop yard to the old lagoon.
- Met with Canfor regarding signage, road issues and log trucks. Although with the DeBolt co-ordinator being on the road full time it is still noted that trucks are still speeding and suspected of hauling overloaded trailers.
- Installed temporary “rock falling” signs on the Wanyandie Road West and ditched the problem area with an excavator in preparation for a Jersey barrier wall with a 6’ chain link fence on top. This will be presented to Council in the form of a RFD on March 11, 2019.
- Supervisor spoke to McNeil Construction about the quality of work or “lack of” in the Co-ops and Enterprises. Was made aware that if the quality of work was not improved that a new grader operator would be required.
- Did a tour with the South supervisor of the roads that are maintained in the Co-ops and Enterprises.

South

- Winter maintenance road operations, plow trucks, graders, and sander.
- Snow removal & salting of crosswalks & sidewalks.

- Snow clearing in parking lots, access roads and sidewalks of the Tourism Centre, Wastewater Plant, Water Treatment Plant, Landfill, Operations Building, Golf Course, Ball Diamonds, Campground, Mall Area & Cemetery.
- Fleet maintenance. CVIP on Unit #14. Changing decals on the fleet to MD decal.
- Snow blower widening the streets throughout the community.
- Received 4 light trucks, 1 suburban and 1 G976 Volvo Grader.
- Fire Extinguisher checks completed/ First Aid kits for all buildings and equipment.
- Dispatched staff for snow removal that was knocked into local driveways from the graders.
- Snow clearing around fire hydrants.
- Sand truck was down due to repairs so a local contractor was hired for sanding the roads.
- Local contractor hired to assist with the snow blowing process due to sand truck repairs.
- Flood Phase 5 outdoor rink. Did clean up on Sunday, February 24 as requested by a resident.
- Provided snow removal and garbage bins for the Family Day Fishing Derby February 15 – 18 weekend.
- Budgets were presented to Council for approval.

Shop

- Averted Major repairs to Grader 30, tooth broke off on circle, temporarily fixed with welder to be tested. Full repair is a \$20,000.00 part, order time 6-10 weeks once available. If temp repair works we will leave for now.
- Fleet trucks and Grader have been sent to Grande Cache.
- Kail Czaban (rap student) back to complete his School apprentice program in Valleyview.
- Coordinating with Grovedale and Grande Cache shops on equipment, tools, tires and Fleet issues.
- 102 work orders processed in Valleyview in February.

Manager, Environmental Services, Gary Couch

Customer complaints or concerns:

- Grovedale-Resident had issues with the water leaving a white film in her sink. Management explained to her the water is non-potable, there for we cannot change the aesthetics of the water.
- Grovedale-Resident had concerns in regards to the Transfer Station being closed due to extreme weather temperatures. Management discussed this with the Ward Councillor and the resident.
- Grande Cache- Residents had concerns in regards to the inconsistently in curbside recycling. Management spoke with the Regional Manager of GFL. The contract terms were discussed and expectations of GFL were made clear. Contact and communication issues were also resolved.

Interdepartmental

- Staff took part in the Munisight training provided by Planning & Development.
- Staff took part in the Mental Health First Aid training provided by FCSS

Wastewater

- Grovedale- Damage done to the Lagoon gate. This was reported to Facilities

- Grovedale water distribution and sewer collection, Contract 3, has been posted for tender on February 26th with a pre-Bid meeting at Grovedale PSB on March 5th.
- Grande Cache residential sewer service line being repaired this week.
- Grande Cache- Administration is in the process of investigating the extent of damage to manhole B at the Sewer Treatment Plant and will develop a plan to rectify this issue.
- Annual Wastewater reports have been submitted to AEP.
- Electronic gates are operational at two lagoon sites, Tony Creek and Grovedale. Sturgeon's gate will be completed early in 2019. Information notices will be sent to the Haulers to notify them of the upcoming change in accessing the sites.

Water

- Annual Water reports have been submitted to AEP.
- Grovedale- Kick off meeting with Clark Builders for Contract 2 -Water Treatment plant project is scheduled for March 5th in Grovedale.
- Sturgeon Heights Water point: Associated Engineering is working on a 90% detailed design package.
- Three faulty water cc valves were repaired in Grande Cache.
- Grande Cache – Associated Engineering has acknowledge the issues forwarded by the MD in regards to deficiencies at the water plant. Associated has started the resolution of these issues with the contractor. Included in these items is the roof and the heating system. Alfred will be working with Associated directly to ensure that other facility concerns are addressed.

Solid waste

- Reviewing Grande Cache Landfill monitoring and reporting contract with previous year's contractor.
- Annual Landfill reports being compiled for all landfills.
- Exploring some future options for Grande Cache Landfill to streamline operations.

Manager, Planning & Development, Sally Rosson

- On February 26 and 27 the in-house Munisight Mapping training was held received by Greenview Staff from the various departments including: Corporate Services, Community Services, Communications & Tourism, Environmental Services, Infrastructure, Operations, Planning & Development and Recreational Services. Initially there were 36 registered for Training. At the final count, there were 29 attendees.
- Assisted ISL Engineering & Land Services with the detailed information for the upcoming Citizens' Panel meeting. The Citizens' Panel Meeting is scheduled on Monday, March 4, 2019 from 5 to 8:30 pm in the DeBolt Municipal Services building to review specific questions regarding updates to the Sturgeon Lake Area Structure Plan.
- Big Lakes IDP Open House information session for Greenview's and Big Lakes' Intermunicipal Development Plan (IDP) was held on February 20, 2019 at the Sunset House Community Hall with approximately 18 residents in attendance. Deadline for IDP Survey response is March 8, 2019.
- Private Land Sale (Grovedale Industrial) Land Purchase application was received at Alberta Environment and Parks on January 4, 2019 and we are waiting for an acknowledgment letter to be returned to Greenview.

- On February 28, 2019, there is a meeting scheduled with Alberta Energy Regulator and Alberta Environment and Parks to discuss location of work camps in close proximity to sour gas facilities (including pipelines) and approval requirements and process from AER especially in the Crown Land area of Greenview.
- In February, a couple of Planning & Development staff continue to take the necessary courses to obtain the Applied Land Use Planning Certificate and our Administrative Support staff has completed a two day Administrative Assistants' Course to enhance staff skills.
- The following information provides a breakdown of the new applications received in the various development categories:

Monthly Summary of Activity in January 2019	
TYPE OF PLANNING & DEVELOPMENT ACTIVITY	NUMBER OF APPLICATIONS
BUSINESS LICENSES:	1
DEVELOPMENT PERMIT APPLICATIONS:	13
LEASE REFERRALS:	8
LAND USE AMENDMENTS (RE-DESIGNATION):	0
SUBDIVISION APPLICATIONS:	1
APPROACH APPLICATIONS:	1 Gravel

Development permits received for **major projects in February 2019** worth mentioning were:

- D19-021 / INDUSTRIAL LIGHT (M-1) / NW-33-69-6-W6 Lot 1, Block 2, Plan 1321380 / 20-PERSON WORK CAMP RENEWAL / \$100,000.00 / SUREWAY LOGGING LTD. / 8-GROVEDALE
- D19-022 / CROWN LAND (CL) / NW-5-66-5-W6 Plan TFA191491 / 20 PERSON WORK CAMP / \$360,000.00 / NUVISTA ENERGY LTD. / 8-GROVEDALE
- D19-025 / CROWN LAND (CL) / NE-8-70-5-W6 Plan SML100115 / SAND AND GRAVEL PIT / \$100,000.00 / FRONTIER RESOURCE SERVICES LTD. / 8-GROVEDALE
- D19-029 / CROWN LAND (CL) / 1-2-64-20-W5 Plan MSL141098 / 325 HP COMPRESSOR / \$593,000.00 / MURPHY OIL COMPANY LTD. / 2-LITTLE SMOKY
- D19-030 / CROWN LAND (CL) / 4-36-63-20-W5 Plan MSL150561 / 530 HP COMPRESSOR / \$647,000.00 / MURPHY OIL COMPANY LTD. / 2-LITTLE SMOKY
- D19-031 / CROWN LAND (CL) / 1-18-64-20-W5 Plan MSL120589 / 300 HP COMPRESSOR / \$733,000.00 / MURPHY OIL COMPANY LTD. / 2-LITTLE SMOKY
- D19-032 / CROWN LAND (CL) 11-18-64-20-W5 Plan MSL160392 / 300 HP COMPRESSOR / \$792,000.00 / MURPHY OIL COMPANY LTD. / 2-LITTLE SMOKY
- D19-034 / CROWN LAND (CL) / NE-22-61-18-W5 Plan TFA185361 / 290 PERSON ADDITION FOR A TOTAL OF 350 PERSON WORK CAMP / \$1,000,000.00 / ADVANTAGE NORTH SERVICES / 2-LITTLE SMOKY
- D19-035 / CROWN LAND (CL) / 8-7-63-4-W5 Plan MSL160311 / TWO (2) 2500 HP AND ONE (1) 3750 HP COMPRESSORS / \$23,192,700.00 / PEACE COUNTRY LAND LTD. / 8-GROVEDALE



Manager's Report

Function: Corporate Services

Submitted by: Rosemary Offrey, General Manager, Corporate Services

Date: 02/28/2019

General Manager Corporate Services, Rosemary Offrey

The month of February like all months was a very busy month. Please do not take this as a complaint, but with the dissolution of the Town of Grande Cache, Administration's workloads have increased substantially.

I was pleased to be invited to attend the EOI Book meeting in DeBolt on February 13th. It was an interesting meeting and gave me a better understanding of the challenges Councillors face with the local stakeholders. I publicly thank Reeve Gervais for reminding the participants that rudeness to staff and Council was not acceptable.

I along with most of Greenview's Leadership Team attended a Strategic Planning Session on February 14 and 15 in Grande Prairie. As noted by many, while the meeting was not the usual strategic planning session that we have participated in over the years, this meeting was well timed and necessary. My compliments to Denise for recognizing what was needed and moving forward with arranging to get most at the table. The conversation was respectful and enlightening for all involved.

I arranged a pre-audit committee meeting for the Audit Committee members, on February 19th. The members attended the meeting at the Valleyview Administration Building.

The Senior Leadership Team had an organizational chart review meeting on February 26th and came up with a tentative plan, we will revisit the plan before bring the proposed plan to Council.

We have engaged a Compensation Review Consultant and started the Compensation Review process with the hopes of having the results ready by the end of April.

Our long time employee, Finance Coordinator – Accounts Payables tendered her resignation effective the end of July. This will be a bittersweet day for many of us at Greenview. I wish Carey the very best as she moves into retirement.

Finance & Administration Manager, Donna Ducharme

Continuous work from Donna and Corporate Services department regarding End of Year & Audit

A Strategic Planning Session was held in Grande Prairie with Manager's joining Friday the 15th of February. Donna also attended the Certificate of Municipal Management Leadership (CMML) the 26th & 27th.

She spent three (3) hours at the local registries transferring the former Town of Grande Cache vehicles to Greenview's ownership for new plates and insurance coverage.

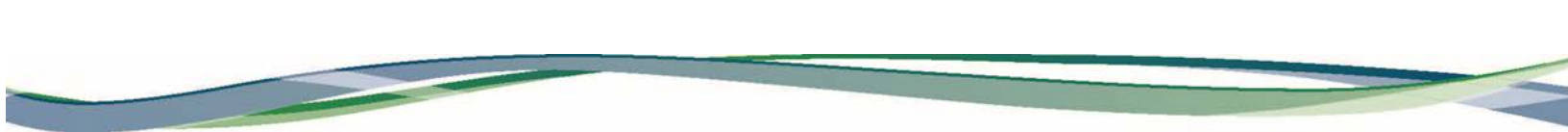
Human Resources Manager – Erin Klimp - Recruitment Report

Position filled:

1. GRWMC Scale House Attendant, Little Smoky.
2. Internal Job Posting – Home Support Worker (Permanent Part Time), FCSS.
3. Internal Job Posting – Administrative Support, Operations – I & P – Internal Movement
4. Apprentice Heavy Equipment Technician – Grovedale, Operations
5. Equipment Operator – DeBolt, Operations
6. Administrative Support, Infrastructure & Planning
7. Recreation Assistant – Recreation Services, Community Services
8. Gravel Checker (seasonal), Operation

Open positions:

1. Development Officer, Planning & Development
2. Information Systems Technician, CS
4. Apprentice Heavy Equipment Technician – Grande Cache, Operations
5. Heavy Equipment Technician – Valleyview, Operations
7. Economic Development Coordinator, Economic Development
8. Administrative Support, Economic Development
9. ALUS/Water Shed Coordinator, Agricultural Services – continue working on the Job Description.
10. Heavy Equipment Technician – Grande Cache, Operations
11. Administrative Support, Economic Development
12. Bylaw Enforcement Officer (Grande Cache), Protective Services
13. Apprentice HET – Grande Cache, Operations, I & P
14. Maintenance Labourer - Grovedale, Facilities Maintenance, Operations

- 
15. Equipment Operator – Grovedale
 16. Engineering Design Technologist
 17. Finance Coordinator, Accounts Payable – Internal job posting
 18. Customer Service Representative (Part-Time), Grande Cache

Seasonal Openings:

1. Summer Grounds Keeper
2. Inspector & Vegetation Management Technician.
3. Customer Service positions for Grande Cache

Resignations:

Finance Coordinator – Accounts Payables

Information Systems, Shane Goalder

Monthly Highlight

Successful audio and video streaming of public meetings from the Council Chamber equipment is working properly now.

Set-up of new employees – Equipment Operator, DeBolt – Apprentice Heavy Equipment Technician, Grovedale and Health and Safety Officer (contracted).

Internet has been set-up for the Interim CAO's residence in Valleyview.

He has also completed the set-up of a Smartboard and trolley at Eagles Nest Hall in Grande Cache for future Greenview meetings.

Shane has issued the purchase order for the Grande Cache Network Infrastructure and will create an agreement for the project as well. He also took time to review submitted resumes for the newly approved position of Information Systems Technician.

Spent time at the Grande Cache offices to review Information Technology concerns.

Assisted PCIT with onboarding processes for Grande Cache IT support, was in attendance for the Committee of The Whole Meeting in Grovedale for any IT support needed.

In addition, any and all other IT support tasks and requests as required.

Grande Cache Update

March 1, 2019

59 Days into the transition

Most of the staff are settling into the new corporate structure well. The heavy workload in the HR department continues to belabor the process of formal letters and assignments. Our HR department is working tirelessly and prioritizing their tasks appropriately. Formalized structure placement will fall in place as time permits.

The delineation between the functions of Grande Cache and the current corporate structure of Greenview have posed some challenges. Recreation and Facilities & Maintenance is a new and complex overlap. We currently have a working solution but we continue to examine it. Ag Services and Beautification are similar yet may eventually fall in different.

Travel for staff and management is sometimes arduous. The costs for staff time, travel, and accommodation have the SLT constantly working to find ways to reduce the losses associated; staff travel time takes away from their ability to perform their workload and then the obvious costs of travel too.

Council received a presentation at the last Regular Council meeting on the equipment deficiencies and needs in Operations for Grande Cache. An additional \$1.4 Million for equipment has been included in the 2019 proposed Capital Budget.

The finance team in Grande Cache is working on the 2018 audit. Just to confirm, the MD of Greenview has retained the former Town's auditors for this review in addition to the MD's appointed auditors.

Powers & Associates remains under contract as the assessor. A contract with the Urban Planner is under review. Several contracts and former agreements will be reviewed as they come up for renewal or expire.

Managers and staff from all departments are working well together. We will continue to concentrate on supporting and bridging this new structure. Distance is a challenge but with the day light hours getting longer, and the weather breaking a bit, travel will be less arduous for the months ahead.

Residents see an increase in service levels I'm sure. It has not been without challenges; we still remain with a recycling contract that we would like to discontinue, water main breaks due to failing infrastructure, but overall – Grande Cache seems quite content being a part of the MD of Greenview.

The April Committee of the Whole meeting will be held in Grande Cache. Administration is working on a facilities tour for Council as well and planning a Grande Cache Staff & Council breakfast.

This concludes my brief update.

Denise Thompson,

Interim CAO

MD of Greenview



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 1 Deputy Reeve Winston Delorme

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/25/2019	Regular Council Meeting	



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COUNCIL MEMBERS BUSINESS REPORT

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/25/2019	Regular Council Meeting	



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COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
02/25/2019	Regular Council Meeting	
03/06/2019	Other	ICF Meeting with MD Smoky River
03/06/2019	Valleyview & District Library Board	
03/08/2019	Other	RMRF Law Seminar



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COUNCIL MEMBERS BUSINESS REPORT

Ward 5 Councillor Dale Smith

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/25/2019	Regular Council Meeting	
3/6/2019	Other	ICF/IDP MD of Smoky River



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COUNCIL MEMBERS BUSINESS REPORT

Ward 7 Councillor Roxie Rutt		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/25/2019	Regular Council Meeting	<ul style="list-style-type: none"> Minutes on MD web site
2/26/2019	FCSS	<ul style="list-style-type: none"> FCSS Annual Report is in the hands of the Auditors and will soon be available The Alberta Works contract has been renewed for 3 more years (enables the Community Resource Centre to provide employment services and programs) FCSS has accepted a first year social work practicum student from April 29 – June 17 through Northern Lakes College Greenview FCSS has forwarded program information and resources are now on the listing of 211, which connects Albertans to government, health and social services to help meet their needs for food, shelter, clothing, recreation, legal assistance and more. Available 24/7 by phone and online April 11 is Volunteer Appreciation night and will be held in conjunction with the Red Willow Players Dessert Theatre. HEART Conference will be held May 1 and 2 in Valleyview, with a great line up of guest speakers, check the FCSS web site for more info Spring Conference is May 15, 16 in St. Isadore
2/27/2019	Alberta Care	<p>Attended the Alberta Care Spring Conference Feb 27 – March 1</p> <ul style="list-style-type: none"> Speakers/discussions covered such topics as <ul style="list-style-type: none"> Paint recycling Used oil recycling Plastics and recycling (new innovations) Noise issues at recycling facilities Disaster debris management

		extended product responsibility (post consumer stage of product life cycle)
3/7/2019	Grande Spirit Foundation	Attended a Government announcement re: AB Seniors Housing in Spirit River (info will be on the Grande Spirit Foundation website)
3/8/2019	Other	Attended a Law Seminar in Grande Prairie



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COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Duane Didow		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/25/2019	Regular Council Meeting	
2/26/2019	FCSS	
3/3/2019	Other	Alberta Rural Education Symposium - Edmonton
3/4/2019	Other	Alberta Rural Education Symposium - Edmonton
3/5/2019	Other	Alberta Rural Education Symposium - Edmonton
3/5/2019	Weyerhaeuser Public Advisory Group	Grande Prairie
3/6/2019	Community Futures West Yellowhead	Board Orientation – Grande Cache
3/7/2019	Community Futures West Yellowhead	Regular Board meeting – Grande Cache
3/8/2019	Other	RMRF Municipal Law Seminar – Grande Prairie



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Tyler Olsen		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/25/2019	Regular Council Meeting	
2/27/2019	The River of Death & Discovery Dinosaur Museum Society	
3/6/2019	Other	Community Futures West Yellowhead orientation with Nancy Robbins
3/7/2019	Other	Community futures board meeting