



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

Monday March 25, 2019

9:00 AM

Council Chambers
Administration Building

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 a Regular Council Meeting minutes held Monday, February 25, 2019 to be adopted.	4
		3.1 b Regular Council Meeting minutes held Monday, March 11, 2019 to be adopted.	14
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 19-812 Residential Assessment Sub-Class	23
		6.2 Bylaw 19-810 2019 Tax Rate	28
		6.3 Bylaw 19-811 2019 Grande Cache Special Tax – Borrowing Bylaw	47
		6.4 Bylaw 19-809 Procedural Bylaw	56
#7	OLD BUSINESS		
#8	NEW BUSINESS	8.1 Transfer of Greenview Tower Site	85
		8.2 Application Minister’s Awards for Municipal Excellence	94

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	8.4 Goodwin Road Phase II Tender Award	100
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	8.13 Grande Cache Municipal Campground Project Management	195
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#9	MEMBERS BUSINESS REPORTS	
	Ward 1 Deputy Reeve Winston Delorme	215
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	Ward 4 Councillor Shawn Acton	217
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#10	CORRESPONDENCE	
	<ul style="list-style-type: none"> • RMA Correspondence • FCM Correspondence • Grande Prairie Chambers Correspondence 	
#11	CLOSED SESSION	
	11.1 Disclosure Harmful to Intergovernmental Relations (FOIPP; Section 21)	

11.2 Privileged Information
(FOIPP; Section 27)

11.3 Disclosure Harmful to Personal Privacy
(FOIPP; Section 17)

11.4 Privileged Information
(FOIPP; Section 27)

#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 10:11 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 Certificate 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

UNADOPTED

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

1: Reeve Dale Gervais called the meeting to order at 9:02 a.m.
CALL TO ORDER

PRESENT

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

ATTENDING

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

ABSENT

#2: MOTION: 19.03.180. Moved by: COUNCILLOR SHAWN ACTON
AGENDA That Council adopt the March 11, 2019 Regular Council Meeting Agenda as amended;

- Move Closed Session to the beginning of the meeting
- Move Agenda Item 8.9 to before Agenda Item 8.3

CARRIED

#3.1 MOTION: 19.03.181. Moved by: COUNCILLOR TOM BURTON
REGULAR COUNCIL That Council adopt the minutes of the Regular Council Meeting held on Monday
MEETING MINUTES February 25, 2019 as presented.

MOTION: 19.03.182. Moved by: COUNCILLOR DUANE DIDOW
That Council defer motion 19.03.181., until the March 25, 2019 Regular Council Meeting.

CARRIED

#3.2
BUSINESS ARISING
FROM MINUTES

3.2 BUSINESS ARISING FROM MINUTES:

#4.0
PUBLIC HEARING

4.0 PUBLIC HEARING

#5
DELEGATIONS

5.0 DELEGATIONS

There were no Delegation Presentations.

#11 CLOSED
MEETING

11.0 CLOSED SESSION

CLOSED SESSION

MOTION: 19.03.183. Moved by: DEPUTY REEVE WINSTON DELORME
That the meeting go to Closed Session, at 9:14 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)

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

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

OPEN SESSION

MOTION: 19.03.184. Moved by: COUNCILLOR TOM BURTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 10:28 a.m.

CARRIED

AGREEMENT

MOTION: 19.03.185. Moved by: COUNCILLOR DALE SMITH
That Council authorize Administration to enter into an agreement with Dr. Karen-Lynne Piercey for residential tenancy of location SW-19-68-22W5M with option to purchase.

CARRIED

#6
BYLAWS

6.0 BYLAWS

6.1 BYLAW 19-809 PROCEDURAL BYLAW

BYLAW 19-809
FIRST READING

MOTION: 19.03.186. Moved by: COUNCILLOR ROXIE RUTT

That Council give first reading to Bylaw 19-809 "Procedural Bylaw", as amended:

- 5.1.1. a Add CAO following "the."
- 5.4.2 Insert "majority vote of" "before Council."
- 6.4.3 Add "whenever possible."
- 7.2.3. a Add "while the meeting has been called to order."
- 7.2.2 Add "Chair" following "The."

CARRIED

BYLAW 19-809
SECOND READING

MOTION: 19.03.187. Moved by: COUNCILLOR DALE SMITH

That Council give second reading to Bylaw 19-809 "Procedural Bylaw".

CARRIED

#7
OLD BUSINESS

7.0 OLD BUSINESS

There was no Old Business presented.

#8
NEW BUSINESS

8.0 NEW BUSINESS

8.1 JERSEY BARRIER AND CHAIN LINK FENCE FOR THE WANYANDIE WEST CO-OP SLOPE PROTECTION

WANYANDIE WEST
SLOPE PROTECTION

MOTION: 19.03.188. Moved by: DEPUTY REEVE WINSTON DELORME

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.

CARRIED

8.2 ROAD & BRIDGE CONSTRUCTION INSPECTOR POSITION

ROADS & BRIDGES
CONSTRUCTION
INSPECTOR

MOTION: 19.03.189. Moved by: COUNCILLOR SHAWN ACTON

That Council accept the job title change from Future Bridge Project Manager to Road & Bridge Construction Inspector for information.

CARRIED

ENGINEERING
DESIGN
TECHNOLOGIST

MOTION: 19.03.190. Moved by: COUNCILLOR DALE SMITH
That Council accept the job title change from Municipal Engineer to Engineering Design Technologist for information.

CARRIED

ROAD & BRIDGE
CONSTRUCTION
INSPECTOR

MOTION: 19.03.191. Moved by: COUNCILLOR ROXIE RUTT
That Council approve an additional fulltime position for a Road & Bridge Construction Inspector for the Construction & Engineering Department.

CARRIED

8.3 ENVIRONMENTAL SERVICES COORDINATOR, GRANDE CACHE

ENVIRONMENTAL
SERVICES
COORDINATOR –
GRANDE CACHE

MOTION: 19.03.192. Moved by: COUNCILLOR TYLER OLSEN
That Council authorize Administration to create an Environmental Service Coordinator, I&P position.

CARRIED

8.9 MARKETING & COMMUNICATIONS MANAGER

MARKETING &
COMMUNICATION
MANAGER

MOTION: 19.03.193. Moved by: COUNCILLOR DUANE DIDOW
Council approve the request for a Marketing & Communications Manager position.

TABLED

MOTION: 19.03.194. Moved by: COUNCILLOR DUANE DIDOW
That Council defer motion 19.03.193. until the April 15, 2019 Committee of the Whole meeting.

CARRIED

8.4 2019 CONSOLIDATED BUDGET APPROVAL

2019
CONSOLIDATED
BUDGET

MOTION: 19.03.195. Moved by: COUNCILLOR TOM BURTON
That Council approve the 2019 Consolidated (Operational and Capital) Budget as amended:

- Addition of a Environmental Services Coordinator Position
- Addition of a Roads and Bridges Construction Inspector Position
- New Fish Creek/Sunset House Water Point Washroom Facilities WP19001 \$45,000.00 removed
- Valleyview Enforcement Contract Services \$55,000.00 removed
- Add 3.3 million Provincial Grant Revenue
- Add \$10,000.00, Corporate Services for Grande Cache Staff Jackets

CARRIED

Reeve Gervais recessed the meeting at 11:59 a.m.
Reeve Gervais reconvened the meeting at 1:03 p.m.
Councillor Bill Smith did not return to the meeting after the recess.

**2020-2021
CONSOLIDATED
BUDGET**

MOTION: 19.03.196. Moved by: COUNCILLOR DALE SMITH
That Council accept the 2020 and 2021 Consolidated (Operational and Capital)
Budgets for information as presented.

CARRIED

8.5 INTEGRATION OF GRANDE CACHE – ERP SYSTEM

**INTEGRATION OF
GRANDE CACHE
ERP SYSTEM**

MOTION: 19.03.197. Moved by: DEPUTY REEVE WINSTON DELORME
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.

CARRIED

8.6 POLICY 1018 EXPENDITURES AND DISBURSEMENT

POLICY 1018

MOTION: 19.03.198. Moved by: COUNCILLOR ROXIE RUTT
That Council approve Policy 1018 "Expenditures and Disbursement" policy as
amended:

- In Procedure 2.8 replace "individual invoices" with "Purchases greater than."

CARRIED

8.7 SENIOR MINIBUS

SENIOR MINIBUS

MOTION: 19.03.199. Moved by: COUNCILLOR DUANE DIDOW
That Council direct Administration to purchase the Seniors Minibus in Grande
Cache for \$1.00, with funds to come from Reserves.

CARRIED

8.8 TITLE CHANGE

TITLE CHANGE

MOTION: 19.03.200. Moved by: COUNCILLOR DALE SMITH
Council accept for information the change in title of Special Projects Coordinator
to Legislative Services Coordinator.

CARRIED

8.10 HEART CONFERENCE 2019

HEART
CONFERENCE 2019

MOTION: 19.03.201. Moved by: COUNCILLOR DUANE DIDOW
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 Communications Budget.

CARRIED

8.11 VALLEYVIEW & DISTRICT RURAL CRIME WATCH GRANT REQUEST

VALLEYVIEW &
DISTRICT RURAL
CRIME WATCH

MOTION: 19.03.202. Moved by: COUNCILLOR TOM BURTON
That Council approve a grant in the amount of \$2,500.00 to the Valleyview & District Rural Crime Watch, with funds to come from Community Services Miscellaneous Grants budget.

CARRIED

8.12 ENTERTAINMENT NIGHT – SPONSORSHIP REQUEST

ENTERTAINMENT
NIGHT

MOTION: 19.03.203. Moved by: DEPUTY REEVE WINSTON DELORME
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.

CARRIED

8.13 CRANBERRY RODEO ASSOCIATION – GRANT REQUEST

CRANBERRY
RODEO
ASSOCIATION

MOTION: 19.03.204. Moved by: COUNCILLOR SHAWN ACTON
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.

CARRIED

8.14 MD OF GREENVIEW LIBRARY BOARD - EMPLOYEE

MD OF GREENVIEW
LIBRARY BOARD

MOTION: 19.03.205. Moved by: COUNCILLOR DUANE DIDOW
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.

CARRIED

**MD OF GREENVIEW
LIBRARY BOARD
EMPLOYEES
BENEFITS**

MOTION: 19.03.206. Moved by: COUNCILLOR ROXIE RUTT
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.

CARRIED

8.15 GREENVIEW FIRE DEPARTMENT – ACCIDENT & SICKNESS PROGRAM

**GREENVIEW FIRE
DEPARTMENT**

MOTION: 19.03.207. Moved by: COUNCILLOR DUANE DIDOW
That Council accept the Municipal District of Greenview Fire Department Accident & Sickness Program Policy Summary for information.

CARRIED

Reeve Gervais recessed the meeting at 3:08 p.m.
Reeve Gervais reconvened the meeting at 3:20 p.m.

8.16 MANAGERS' REPORT

**MANAGERS'
REPORT**

MOTION: 19.03.208. Moved by: COUNCILLOR TOM BURTON
That Council accept the Managers' Report 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 25, 2019 Regular Council Meeting

WARD 2

REEVE DALE GERVAIS submitted his update to Council on his recent activities, which include;
February 25, 2019 Regular Council Meeting
Nitehawk Board Meeting
RMRF Municipal Law Seminar

WARD 3

COUNCILLOR LES URNESS submitted his update to Council on his recent activities, which include;
February 25, 2019 Regular Council Meeting

WARD 4 **COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;
February 25, 2019 Regular Council Meeting
ICF/IDP Meeting with MD of Smoky River
Valleyview & District Library Board Meeting
RMRF Municipal Law Seminar

WARD 5 **COUNCILLOR DALE SMITH** updated Council on his recent activities, which Include;
February 25, 2019 Regular Council Meeting
ICF/IDP with MD of Smoky River

WARD 6 **COUNCILLOR TOM BURTON** submitted his update to Council on his recent activities, which include;
February 25, 2019 Regular Council Meeting
MD of Greenview Library Board Meeting
DeBolt Library Board Meeting
MD of Greenview Library Board
RMRF Municipal Law Seminar

WARD 7 **COUNCILLOR ROXIE RUTT** submitted her update to Council on her recent activities, which include;
February 25, 2019 Regular Council Meeting
FCSS Meeting
Alberta Care Spring Conference
Grande Spirit Foundation Meeting
RMRF Municipal Law Seminar

WARD 8 **COUNCILLOR BILL SMITH** updated Council on his recent activities, which Include;
February 25, 2019 Regular Council Meeting
Grovedale's Seniors Meeting

DIVISION 9 **COUNCILLOR DUANE DIDOW** updated Council on his recent activities, which Include;
February 25, 2019 Regular Council Meeting
FCSS Meeting
Alberta Rural Education Symposium
Weyerhaeuser Public Advisory Group
Community Futures West Yellowhead – Board Orientation
Community Futures West Yellowhead – Regular Board Meeting
RMRF Municipal Law Seminar

DIVISION 9

COUNCILLOR TYLER OLSEN updated Council on his recent activities, which include;

February 25, 2019 Regular Council Meeting
The River of Death & Discovery Dinosaur Museum Society Meeting
Community Futures West Yellowhead – Board Orientation
Community Futures West Yellowhead – Regular Board Meeting

**MEMBERS
BUSINESS**

MOTION: 19.03.209. Moved by: DEPUTY REEVE WINSTON DELORME
That Council accept the Members Business for information.

CARRIED

**#10
CORRESPONDENCE**

10.0 CORRESPONDENCE

MOTION: 19.03.210. Moved by: COUNCILLOR DALE SMITH
That Council accept the correspondence for information, as presented.

CARRIED

12.0 ADJOURNMENT

**#12
ADJOURNMENT**

MOTION: 19.03.211. Moved by: COUNCILLOR ROXIE RUTT
That this meeting adjourn at 3:55 p.m.

CARRIED

INTERIM CHIEF ADMINISTRATIVE OFFICER

REEVE



REQUEST FOR DECISION

SUBJECT: Bylaw 19-812 “Residential Assessment Sub-Class”
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 25, 2019 ICAO: DT MANAGER:
DEPARTMENT: CORPORATE SERVICES GM: RO PRESENTER: RO
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – Section 297 (2)(a) of the Municipal Government Act, R.S.A 2000, Chapter M-26.

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council give First Reading to Bylaw 19-812 “Residential Assessment Sub-Class” as presented.

MOTION: That Council give Second Reading to Bylaw 19-812 “Residential Assessment Sub-Class” as presented.

BACKGROUND/PROPOSAL:

The Municipal Government Act provides municipalities with the option to sub-class residential properties for residential assessment. A municipality may divide residential property assessment classes on any basis it considers appropriate. If a municipality wishes to sub-class assessment, they must pass a Bylaw indicating the sub-classifications.

In light of the dissolution of Grande Cache, Greenview Administration is recommending Greenview sub-class residential properties as the following:

1. Hamlet Residential (which would include the Hamlets of Grovedale, Landry Heights, DeBolt, Little Smoky, Ridgevalley, Landry Heights) and would reflect the increased service levels provided in those areas as compared to farmland or outlying areas and the lesser services provided than in the Hamlet of Grande Cache.
2. Urban Hamlet Residential (which would include the Hamlet of Grande Cache) and reflect the highest level of services provided by Greenview in that Hamlet.
3. Greenview Rural

This has future implications for Greenview, should Council elect to go this route. Currently the Grovedale Area Structure Plan envisions significant growth in the Hamlet of Grovedale and Landry Heights. In support of Council’s vision to increase the population, and likely the services provided in that area, sub-classing Urban Hamlet Residential for Grande Cache would set a precedent for dealing with Grovedale in the future. It

distinguishes the more urban areas with greater municipal services from the areas of Greenview that receive less services, and provides a ratio/scale with which to determine taxation.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have sub-classes for assessment to address the differing levels of services across Greenview.
 2. Greenview will establish a precedent for dealing with increased growth in Grovedale.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The different sub-classes of assessment, may be seen as a form of inequality, where Grande Cache is treated differently than other areas of the municipality.
-

ALTERNATIVES CONSIDERED:

Alternative #1: Council could opt for uniform residential classing in all of Greenview, similar to what has been done in the past. This could result in a deficit of approximately 1.7 million dollars in revenue that will have to be funded from reserves or other sources.

Alternative #2: Council could opt for alternative or additional sub-classes.

FINANCIAL IMPLICATION:

Direct Costs: If Council opts to use residential sub-classes, Greenview is able to collect an extra \$1.7 million dollars from the residential properties in the Hamlet of Grande Cache.

Ongoing / Future Costs: The future / ongoing cost would be similar to the \$1.7 million lost from residential properties taxes in Grande Cache.

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

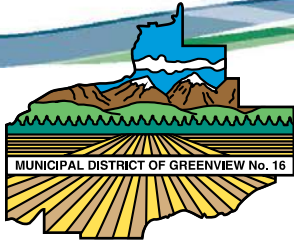
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the Bylaw to Council for Third Reading.

ATTACHMENT(S):

- Proposed Bylaw 19-811



BYLAW NO. 19- 812 of the Municipal District of Greenview No. 16

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

Whereas, pursuant to section 297 and 313 of the *Municipal Government Act*, gives council jurisdiction to divide residential property assessment class into subclasses “on any basis it considers appropriate”;

Therefore, the council for the Municipal District of Greenview No. 16, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

1.1 This bylaw may be cited as the “Residential Assessment Sub-Class Bylaw”.

2. PURPOSE

2.1 The purpose of this bylaw is to authorize the assessment and supplementary assessment sub-classes for residential property.

3. DEFINITIONS

In this bylaw, unless the context otherwise requires:

- a. **Act** means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26;
- b. **Assessment Roll** means assessment roll as defined in section 303 of the Act;
- c. **Residential** means a sub-class of property classified as Class 1 – residential, as set out in section 297 of the *Municipal Government Act*;
- d. **Hamlet Residential** means the Hamlets of Little Smoky, Ridgevalley, DeBolt, Grovedale and Landry Heights;
- e. **Urban Hamlet Residential** means the Hamlet of Grande Cache;
- f. **Greenview Rural Residential** means any outlying residential properties within Greenview that have minimal services.

4. RESIDENTIAL ASSESSMENT AND SUPPLEMENTARY ASSESSMENT SUB-CLASSES

4.1 For the purpose of the 2019 Assessment and Supplementary Assessment Rolls, all Residential Assessment Class Property within the boundaries of the Municipal District of Greenview No. 16 is hereby divided into the following sub-classes:

4.2 Residential Assessment Class Property

- (i) Hamlet Residential
- (ii) Urban Hamlet Residential
- (iii) Greenview Rural

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

Read a first time this _____ 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



REQUEST FOR DECISION

SUBJECT:	2019 Tax Rate Bylaw 19 - 810		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 25, 2019	ICAO: DT	MANAGER: DD
DEPARTMENT:	FINANCE	GM: RO	PRESENTER: DD
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act of Alberta, Sections 353 to 359 inclusive.

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council give First Reading to the 2019 Tax Rate (Property Tax) Bylaw 19 - 810.

MOTION: That Council give Second Reading to the 2019 Tax Rate (Property Tax) Bylaw 19 - 810.

BACKGROUND/PROPOSAL:

The Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, (February 1, 2019); Section 353 requires Council to pass an Annual Property Tax Bylaw. The bylaw authorizes Council to impose an annual property tax to ensure that the funds collected provide sufficient revenue to cover the budgeted expenditures of the municipality.

All bylaws must have three (3) successful readings before the bylaw is implemented. A bylaw can be given up to three (3) readings at the same meeting, however this is not preferred. Council prefers to give Greenview's stakeholders an opportunity to speak to a bylaw before the third reading. Usually a bylaw other than Planning and Development Bylaws, are given two readings at the initial meeting, with the third reading being presented at the next Regular Council meeting.

The Grande Cache Administration based their 2019 Budget on the former town's 2018 mil rates creating total revenues of \$9,108,602.00 and operational expenditures of \$12,850,491.00.

The former Greenview Administration based their 2019 Budget on Greenview's 2018 mil rates creating revenues of \$134,475,692.00 with operational expenses of \$95,155,515.00.

Due to the requirements of the MGA, the non-residential mil rate for Grande Cache must be the same mil rate (7.8280) as the rest of Greenview. As per Order In Council 361/2018, Council does have the option of adding a special tax to the properties in Grande Cache to meet the former Town's annual borrowing obligations of \$487,664.00.

If Council chooses to use this option, the special tax mil rate of 1.2880 must be added to all properties within the Hamlet of Grande Cache.

For the Hamlet of Grande Cache residential properties, Administration is recommending that Council adjust the 2019 mil rate to 7.7120 with a special tax rate of 1.2880, for an overall mil rate of 9.0000 mils. This rate would be equivalent to their 2018 mil rate. By maintaining the 9.0000 mils, the estimated residential property tax revenue would be equivalent to the 2019 budget.

Due to the requirements of the Municipal Government Act, Greenview must use the same mil rate throughout the municipality for all non-residential properties.

Therefore, for non-residential properties within the Hamlet of Grande Cache, Administration is recommending that Council set the 2019 mil rate at 7.8280 with a special tax rate of 1.2880, for an overall mil rate of 9.1160 mils. In comparison to the 2018 mil rate, this reduction in the non-residential mil rate will decrease revenue by \$1,149,528.00.

Despite any decision of Council regarding mil rates for 2019, some property owners may see an increase in their 2019 tax notice. This may be due to increase in municipal assessments and changes in the Education requisition rates.

The following table summarizes Greenview’s 2019 Approved Budget.

2019 Council Approved Budget – March 11, 2019	Revenues	Expenditures
2019 Gross Revenue (taxes, grants and sale of services)	\$ 143,584,294.00	
2018 Capital Project Funds Carryover	\$ 35,287,789.00	
2019 Capital Reserves Withdrawal to balance 2019 budget	\$ 10,563,794.00	
2019 School & Senior Lodge Requisitions		\$ 23,655,934.00
2019 Operational Expenditures		\$ 84,350,072.00
2019 Capital Project Expenditures		\$ 81,429,871.00
2019 Contingency Budget		\$.00
Balanced Budget	\$ 189,435,877.00	\$ 189,435,877.00

Historically, Greenview’s tax and assessment notices have been released by May 1st. However due to the changes to the MGA, Greenview must release the assessment and tax notices by April 25th. To ensure that Administration meets the required deadline, Administration is requesting that Council pass the first and second readings of the 2019 Tax Rate Bylaw at the March 25th meeting. This will enable Council to pass the third reading of the 2019 Tax Rate Bylaw at the April 8th meeting, therefore ensuring Administration has sufficient time to prepare and release the 2019 tax and assessment notices by April 25th.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that it will provide Council an opportunity to give direction to Administration regarding the 2019 mil rate.

2. The benefit of the recommended motion is that it will provide Administration with the opportunity to prepare third reading of the bylaw for Council's approval at the April 8th regular Council meeting.
3. The benefit of the recommended motion is that it will ensure Greenview's mil rates are within the maximum tax ratio of 5:1 noted in Section 358.1 of the MGA.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages because of following the recommended action.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may increase the mil rates within the 2019 Tax Rate Bylaw.

Alternative #2: Council may decrease the mil rates within the 2019 Tax Rate Bylaw.

FINANCIAL IMPLICATION:

The 2019 Consolidated Approved Budget is a balanced budget, comprised of revenues garnered from tax, grants, and fee for service and operational and capital expenditures totalling \$189,435,877.00.

STAFFING IMPLICATION:

There are no staffing implications.

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

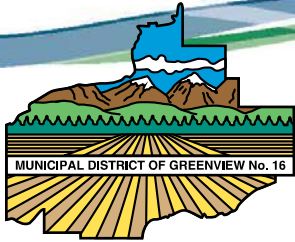
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council Makes a decision, Administration's follow up action will be to prepare the third reading of Bylaw 19-810 for the April 8th, 2019 Regular Council meeting Agenda.

ATTACHMENT(S):

- 2019 Proposed Tax Rate Bylaw 19-810 – Option 1
- 2019 Proposed Tax Rate Bylaw 19-810 – Option 2
- 2019 Tax Rate Bylaw Information Only
- Copy of sections 353 – 359 of the MGA



BYLAW NO. 19-810
of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to authorize the rates of taxation to be levied against assessable property within the Municipal District of Greenview No. 16 for the 2019 taxation year

Whereas, the Municipal District of Greenview No. 16 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on March 11, 2019; and

Whereas, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2019 total \$ 189,435,877; and

Whereas, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$ 69,213,372 and the balance of \$ 120,222,505 is to be raised by general municipal taxation; and

Whereas, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farm land	2,491,056
Non-residential	21,059,961
Opted Out School Boards	
Residential/Farm land	69,664
Non-residential	2,150

Total School Requisitions	23,622,831
Requisition Allowance MGA(359(2))	100,000
Seniors Foundation	1,530,474

Whereas, the Council of the Municipality is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

Whereas, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

Whereas, the assessed value of all property in the Municipality of Alberta as shown on the assessment roll is:

Greenview (not including Grande Cache)	<u>Assessment</u>
Residential	695,515,300
Non-residential	6,609,519,030
Farm land	57,624,090
Machinery and equipment	<u>4,834,317,410</u>
	12,196,975,830
Greenview (Grande Cache only)	
Residential	267,901,110
Non-residential	<u>110,701,901</u>
	378,603,020
Total	12,575,578,850

THEREFORE under the authority of the Municipal Government Act, the Council of the Municipal District of Greenview, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipal District of Greenview No. 16:

	Tax Levy	Assessment	Tax Rate
General Municipal (w/o GC)			
Hamlet Residential/Farmland	2,033,476	753,139,390	2.7000
Non-Residential	89,582,352	11,443,836,440	7.8280
General Municipal (GC)			
Urban Hamlet Residential	2,066,053	267,901,110	7.7120
Non-Residential	866,575	110,701,910	7.8280

**Grande Cache Special Tax
(Borrowing)**

Residential/Farmland	345,057	267,901,110	1.2880
Non-Residential	142,584	110,701,910	1.2880

ASFF

Residential/Farm land	2,485,551	991,325,889	2.5073
Non-residential	20,994,897	6,636,813,795	3.1634

Opted-Out School Boards

Residential/Farm land	74,503	29,714,611	2.5073
Non-residential	983	310,710	3.1634

Requisition Allowance

	100,000	6,673,089,400	0.0150
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Seniors Foundation

	1,530,474	12,575,578,850	0.1217
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2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.
 - a) Non-Residential Municipal taxes are due and payable on June 30th
 - b) Residential/Farmland Municipal taxes are due and payable on November 15th.
3. In the event of any current taxes remaining unpaid for Non-Residential after June 30th of the current year, there shall be levied a penalty of 8%.
4. In the event of any current taxes remaining unpaid for Residential/Farmland after November 15th of the current year, there shall be levied a penalty of 8%.
 - a) In the event of any taxes of Non-Residential and Residential/Farmland after December 31st, in the current year, there shall be levied a penalty of 10% on January 1st
 - b) In the event of any arrears of taxes of Non-Residential and Residential/Farmland remaining unpaid after December 31st, in the succeeding year, there shall be levied a penalty of 18% on January 1st, and in each succeeding year thereafter, so long as the taxes remain unpaid.
5. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid Portion must be severed and the remainder of the bylaw is deemed valid.
6. This Bylaw shall come into force and effect upon the day of the third and final reading.

Read a first time this ____ day of _____, A.D., 2019.

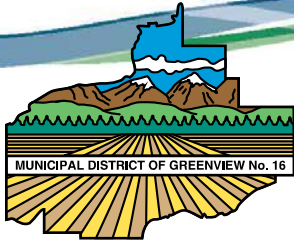
Read a second time this ____ day of _____, A.D., 2019.

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

OPTIONAL



BYLAW NO. 19-810
of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to authorize the rates of taxation to be levied against assessable property within the Municipal District of Greenview No. 16 for the 2019 taxation year

Whereas, the Municipal District of Greenview No. 16 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on March 11, 2019; and

Whereas, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2019 total \$ 189,435,877; and

Whereas, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$ 71,043,734 and the balance of \$ 118,392,143 is to be raised by general municipal taxation; and

Whereas, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farm land	2,491,056
Non-residential	21,059,961
Opted Out School Boards	
Residential/Farm land	69,664
Non-residential	2,150

Total School Requisitions	23,622,831
Requisition Allowance MGA(359(2))	100,000
Seniors Foundation	1,530,474

Whereas, the Council of the Municipality is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

Whereas, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

Whereas, the assessed value of all property in the Municipality of Alberta as shown on the assessment roll is:

	<u>Assessment</u>
Residential	963,416,410
Non-residential	6,720,220,940
Farm land	57,624,090
Machinery and equipment	<u>4,834,317,410</u>
	12,575,578,850

THEREFORE under the authority of the Municipal Government Act, the Council of the Municipal District of Greenview, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipal District of Greenview No. 16:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential/Farmland	2,756,809	1,021,040,500	2.7000
Non-Residential	90,448,926	11,554,538,350	7.8280
ASFF			
Residential/Farm land	2,485,551	991,325,889	2.5073
Non-residential	20,994,897	6,636,813,795	3.1634
Opted-Out School Boards			
Residential/Farm land	74,503	29,714,611	2.5073
Non-residential	983	310,705	3.1634
Requisition Allowance	\$100,000	6,673,089,400	0.0150
Seniors Foundation	1,530,474	12,575,578,850	0.1217

2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.

a) Non-Residential Municipal taxes are due and payable on June 30th

- b) Residential/Farmland Municipal taxes are due and payable on November 15th.
3. In the event of any current taxes remaining unpaid for Non-Residential after June 30th of the current year, there shall be levied a penalty of 8%.
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- a) In the event of any taxes of Non-Residential and Residential/Farmland after December 31st, in the current year, there shall be levied a penalty of 10% on January 1st
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5. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid Portion must be severed and the remainder of the bylaw is deemed valid.
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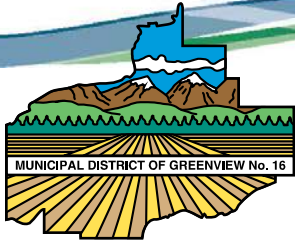
Read a first time this ____ day of _____, A.D., 2019.

Read a second time this ____ day of _____, A.D., 2019.

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

REEVE

CHIEF ADMINISTRATIVE OFFICER



BYLAW NO. 19-810
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Whereas, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2019 total \$ 189,435,877; and

Whereas, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$ 68,063,844 and the balance of \$ 121,372,033 is to be raised by general municipal taxation; and

Whereas, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farm land	2,491,056
Non-residential	21,059,961
Opted Out School Boards	
Residential/Farm land	69,664
Non-residential	2,150

Total School Requisitions	23,622,831
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Non-Residential	89,582,352	11,443,836,440	7.8280
General Municipal (GC)			
Residential/Farmland	2,411,110	267,901,110	9.0000
Non-Residential	2,158,687	110,701,910	19.5000
ASFF			
Residential/Farm land	2,485,551	991,325,889	2.5073
Non-residential	20,994,897	6,636,813,795	3.1634

Opted-Out School Boards			
Residential/Farm land	74,503	29,714,611	2.5073
Non-residential	983	310,710	3.1634
Requisition Allowance	\$100,000	6,673,089,400	0.0150
Seniors Foundation	1,530,474	12,575,578,850	0.1217

2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.
 - a) Non-Residential Municipal taxes are due and payable on June 30th
 - b) Residential/Farmland Municipal taxes are due and payable on November 15th.
3. In the event of any current taxes remaining unpaid for Non-Residential after June 30th of the current year, there shall be levied a penalty of 8%.
4. In the event of any current taxes remaining unpaid for Residential/Farmland after November 15th of the current year, there shall be levied a penalty of 8%.
 - a) In the event of any taxes of Non-Residential and Residential/Farmland after December 31st, in the current year, there shall be levied a penalty of 10% on January 1st
 - b) In the event of any arrears of taxes of Non-Residential and Residential/Farmland remaining unpaid after December 31st, in the succeeding year, there shall be levied a penalty of 18% on January 1st, and in each succeeding year thereafter, so long as the taxes remain unpaid.
5. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid Portion must be severed and the remainder of the bylaw is deemed valid.
6. This Bylaw shall come into force and effect upon the day of the third and final reading.

Read a first time this ____ day of _____, A.D., 2019.

Read a second time this ____ day of _____, A.D., 2019.

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

REEVE



CHIEF ADMINISTRATIVE OFFICER

INFORMATION ONLY

**Division 2
Property Tax**

Property tax bylaw

- 353** (1) Each council must pass a property tax bylaw annually.
(2) The property tax bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of
(a) the expenditures and transfers set out in the budget of the municipality, and
(b) the requisitions.
(3) The tax must not be imposed in respect of property
(a) that is exempt under section 351, 361 or 362, or
(b) that is exempt under section 363 or 364, unless the bylaw passed under that section makes the property taxable.

1994 cM-26.1 s353

Tax rates

- 354** (1) The property tax bylaw must set and show separately all of the tax rates that must be imposed under this Division to raise the revenue required under section 353(2).
(2) A tax rate must be set for each assessment class or sub-class referred to in section 297.
(3) The tax rate may be different for each assessment class or sub-class referred to in section 297.
(3.1) Despite subsection (3), the tax rate for the class referred to in section 297(1)(d) and the tax rate for the sub-classes referred to in section 297(2.1) must be set in accordance with the regulations.
(4) The tax rates set by the property tax bylaw must not be amended after the municipality sends the tax notices to the taxpayers unless subsection (5) applies.
(5) If after sending out the tax notices the municipality discovers an error or omission that relates to the tax rates set by the property tax bylaw, the Minister may by order permit a municipality to revise the property tax bylaw and send out a revised tax notice.

RSA 2000 cM-26 s354;2016 c24 s52

Calculating tax rates

355 A tax rate is calculated by dividing the amount of revenue required by the total assessment of all property on which that tax rate is to be imposed.

1994 cM-26.1 s355;1995 c24 s47

Calculating amount of tax

356 The amount of tax to be imposed under this Division in respect of a property is calculated by multiplying the assessment for the property by the tax rate to be imposed on that property.

1994 cM-26.1 s356

Special provision of property tax bylaw

- 357** (1) Despite anything in this Division, the property tax bylaw may specify a minimum amount payable as property tax.
(1.1) Despite section 353, a council may pass a bylaw separate from the property tax bylaw that provides for compulsory tax instalment payments for designated manufactured homes.
(2) If the property tax bylaw specifies a minimum amount payable as property tax, the tax notice must indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the requisition referred to in section 326(1)(a)(ii).

RSA 2000 cM-26 s357;2016 c24 s53

Tax rate for residential property

357.1 The tax rate to be imposed by a municipality on residential property or on any sub-class of residential property must be greater than zero.

2016 c24 s54

Maximum tax ratio

358.1 (1) In this section,

(a) “non-conforming municipality” means a municipality that has a tax ratio greater than 5:1 as calculated using the property tax rates set out in its most recently enacted property tax bylaw as at May 31, 2016;

(b) “non-residential” means non-residential as defined in section 297(4);

(c) “tax ratio”, in respect of a municipality, means the ratio of the highest non-residential tax rate set out in the municipality’s property tax bylaw for a year to the lowest residential tax rate set out in the municipality’s property tax bylaw for the same year.

(2) No municipality other than a non-conforming municipality shall in any year have a tax ratio greater than 5:1.

(3) A non-conforming municipality shall not in any year have a tax ratio that is greater than the tax ratio as calculated using the property tax rates set out in its most recently enacted property tax bylaw as at May 31, 2016.

(3.1) If in any year after 2016 a non-conforming municipality has a tax ratio that is greater than 5:1, the non-conforming municipality shall reduce its tax ratio for subsequent years in accordance with the regulations.

(4) If in any year after 2016 a non-conforming municipality has a tax ratio that is less than the tax ratio it had in the previous year but greater than 5:1, the non-conforming municipality shall not in any subsequent year have a tax ratio that is greater than that new tax ratio.

(5) If in any year after 2016 a non-conforming municipality has a tax ratio that is equal to or less than 5:1, the non-conforming municipality shall not in any subsequent year have a tax ratio greater than 5:1.

(6) Where an order to annex land to a municipality contains provisions respecting the tax rate or rates that apply to the annexed land, the tax rate or rates shall not be considered for the purposes of determining the municipality’s tax ratio.

(7) For the purposes of this section,

(a) the tax set out in a municipality’s property tax bylaw to raise revenue to be used toward the payment of

(i) the expenditures and transfers set out in the budget of the municipality, and

(ii) the requisitions, shall be considered to be separate tax rates, and

(b) the tax rate for the requisitions shall not be considered for the purposes of determining the municipality’s tax ratio.

(8) The Lieutenant Governor in Council may, for the purposes of subsection (3.1), make regulations establishing one or more ranges of tax ratios that must be reduced to 5:1 within a specified period.

Requisitions

359 (1) When a requisition applies to only part of a municipality, the revenue needed to pay it must be raised by imposing a tax under this Division in respect of property in that part of the municipality.

(2) In calculating the tax rate required to raise sufficient revenue to pay the requisitions, a municipality may include an allowance for non-collection of taxes at a rate not exceeding the actual rate of taxes uncollected from the previous year’s tax levy as determined at the end of that year.

(3) If in any year the property tax imposed to pay the requisitions results in too much or too little revenue being raised for that purpose, the council must accordingly reduce or increase the amount of revenue to be raised for that purpose in the next year.

1994 cM-26.1 s359;1995 c24 s49

Alberta School Foundation Fund requisitions

- 359.1** (1) In this section, “Alberta School Foundation Fund requisition” means a requisition referred to in section 326(1)(a)(ii).
- (2) In 1995 and subsequent years, when an Alberta School Foundation Fund requisition applies only to
- (a) one of the assessment classes referred to in section 297,
 - (b) a combination of the assessment classes referred to in section 297, or
 - (c) designated industrial property, the revenue needed to pay it must be raised by imposing a tax under this Division only in respect of property to which that one assessment class has been assigned, property to which any assessment class in that combination has been assigned or designated industrial property, as the case may be.
- (3) Despite subsection (2), if a council has passed bylaws under sections 364(1.1) and 371, the council may apply an appropriate amount received under the business tax to the payment of the Alberta School Foundation Fund requisition on the non-residential assessment class referred to in section 297 to offset the increase in the tax rate applicable to that class that would otherwise result.
- (4) The tax rate required to raise the revenue needed to pay the Alberta School Foundation Fund requisition
- (a) must be the same within the assessment class to which the requisition applies if it applies to only one class,
 - (b) must be the same for all assessment classes that are to be combined if the requisition applies to a combination of assessment classes, and
 - (c) must be the same for all designated industrial property.
- (5), (6) Repealed by Revision.
- (7) In calculating the tax rate required to raise sufficient revenue to pay an Alberta School Foundation Fund requisition, a municipality
- (a) must not include the allowances referred to in section 359(2),
 - (b) may impose a separate tax to raise the revenue to pay for the allowances referred to in section 359(2), and
 - (c) may include the amounts referred to in section 359(3).
- (8) Section 354 does not apply to tax rates required to raise revenue needed to pay an Alberta School Foundation Fund requisition.

RSA 2000 cM-26 s359.1;2016 c24 s135;2017 c13 s1(32)

School board requisitions

- 359.2** (1) In this section, “school board requisition” means a requisition referred to in section 326(1)(a)(iii).
- (2) In 1995 and subsequent years, when a school board requisition applies only to
- (a) one of the assessment classes referred to in section 297,
 - (b) a combination of the assessment classes referred to in section 297, or
 - (c) designated industrial property, the revenue needed to pay it must be raised by imposing a tax under this Division only in respect of property to which that one assessment class has been assigned, property to which any assessment class in that combination has been assigned or designated industrial property, as the case may be.
- (3) Despite subsection (2), if a council has passed bylaws under sections 364(1.1) and 371, the council may apply an appropriate amount received under the business tax to the payment of the school board requisition on the non-residential assessment class referred to in section 297 to offset the increase in the tax rate applicable to that class that would otherwise result.
- (4) The tax rate required to raise the revenue needed to pay the school board requisitions
- (a) must be the same within the assessment class to which the requisition applies if it applies to only one class,
 - (b) must be the same for all assessment classes that are to be combined if the requisition applies to a combination of assessment classes, and
 - (c) must be the same for all designated industrial property.
- (5), (6) Repealed by Revision.

(7) In calculating the tax rate required to raise sufficient revenue to pay a school board requisition, a municipality

(a) may include the allowances referred to in section 359(2), and

(b) may include the amounts referred to in section 359(3).

(8) Section 354 does not apply to tax rates required to raise revenue needed to pay school board requisitions.

RSA 2000 cM-26 s359.2;2016 c24 s135;2017 c13 s1(33)

Designated industrial property assessment requisitions

359.3 (1) In this section, “designated industrial property requisition” means a requisition referred to in section 326(1)(a)(vi).

(2) The Minister must set the property tax rate for the designated industrial property requisition.

(3) The property tax rate for the designated industrial property requisition must be the same for all designated industrial property.

2016 c24 s57

Cancellation, reduction, refund or deferral of taxes

359.4 If the Minister considers it equitable to do so, the Minister may, generally or with respect to a particular municipality, cancel or reduce the amount of a requisition payable under section 326(1)(a)(vi).

2016 c24 s57



REQUEST FOR DECISION

SUBJECT: **Bylaw 19-811 – 2019 Grande Cache Special Tax – Borrowing Bylaw**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 25, 2019 ICAO: DT MANAGER:
DEPARTMENT: FINANCE GM: RO PRESENTER: RO
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – Sections 382, 284 and Order in Council 361/2018.

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 19-811 – 2019 Grande Cache Special Tax – Borrowing Bylaw.

MOTION: That Council give second reading to Bylaw 19-811 – 2019 Grande Cache Special Tax – Borrowing Bylaw.

BACKGROUND/PROPOSAL:

The Province of Alberta Order In Council 361/2018 – Dissolving the Town of Grande Cache into a designated hamlet of Greenview, has made allowance under section 2 (g) and (h) for the receiving municipality to impose an additional tax under Part 10 of the Municipal Government Act on the properties located in the former area of the town. This option includes all properties within the former town boundaries with the exemption of exempt properties.

Council is governed by the MGA and does not have any options in regards to the non-residential property tax mil rate for the former area of the town. The 2019 property tax mil rate for the non-residential properties within the Hamlet of Grande Cache will see a reduction in the property tax mil rate by 11.6720 mils, if Council maintains the 2018 property tax mil rate of 7.8280 mils. This reduction in the property tax mil rate will create a loss in revenue of \$1,292,113.00 for Greenview compared to the mil rate used when the former Grande Cache Council approved the 2019 Budget.

Administration has prepared this bylaw to allow Council to impose a special tax of 1.2880 on all non-exempt properties within the former area of the town. This special tax will allow Council to collect \$487,670.00 to cover the 2019 debenture payments on behalf of the former area of the town.

Adding a special tax of 1.2880 mils to the property tax mil rate of 7.8280 will total 9.1160 mils for the non-residential properties within the former town boundaries. Non-residential properties within the former town boundaries will see a 10.3840 reduction in their mil rate. Under this scenario, the property taxes imposed on

these properties with the combined rate of 9.1160 will see their tax invoice reduced as compared to their 2018 property taxes.

Since the special tax rate must be charged to all non-exempt properties within the former town boundaries, and to ensure that the residential property owners do not receive a higher mil rate overall on their properties than 2018, Administration is recommending that the property tax mil rate for the residential properties within the former town boundaries be 7.7120 mils. The 7.7120 property tax mil rate plus the 1.2880 special tax mil rate equals the 9.0000 mil rate that the former Grande Cache Council used when doing their 2019 Budget.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have maintained a portion of the budgeted revenue from the former town Council 2019 approved budget.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative not to accept the recommended motion. Should Council not pass the Special Tax Bylaw, Council will not have an option to charge the residents of the former town boundaries the cost of paying for the debentures that were outstanding when Greenview inherited the former town.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

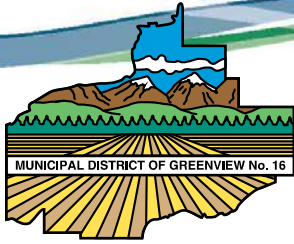
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes the recommended decision Administration will prepare the bylaw for third reading at the April 8th meeting.

ATTACHMENT(S):

- Bylaw 19-811 2019 Grande Cache Special Tax – Borrowing Bylaw
- 2019 Debenture Payments
- Filter Plant Loan Schedule



BYLAW NO. 19- 811 of the Municipal District of Greenview No. 16

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

Whereas, pursuant to section 382 of the *Municipal Government Act*, a council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more special taxes, including a borrowing tax;

And Whereas, pursuant to the Order In Council 361/2018, dissolving the Town of Grande Cache, section 2 (g) the receiving municipality may impose an additional tax under Part 10 of the Act on property located in the former area of the town, including designated industrial property as defined in section 284 (1) (f.01) of the Act, to pay for any liabilities referred to in clause (e) that exceed the assets referred to in clause (e);

And Whereas, pursuant to the Order In Council 361/2018, dissolving the Town of Grande Cache, section 2 (h) the receiving municipality may, by bylaw, impose an additional tax under Part 10 of the Act on property located in the former area of the town to meet obligations under a borrowing that was made (i) by the town prior to its dissolution, and (ii) in respect of the former area of the town;


And Whereas, all properties within the former area of the Town of Grande Cache did benefit from the borrowings to provide recreational services at the Grande Cache Recreation Complex and the Filter Treatment System that was installed in the former area of the town;

And Whereas, it is deemed to be in the public interest to impose a special tax in respect of all non-exempt properties within the area of the former Town of Grande Cache;

And Whereas, it is deemed to be just and equitable to set a special tax rate that will collect an equal amount of special tax from each parcel of land within the area of the former Town of Grande Cache sufficient to raise the annual debenture payments of \$487,670.

Therefore, the council for the Municipal District of Greenview No. 16, in the Province of Alberta, duly assembled, enacts as follows:

1. This bylaw may be cited as the “2019 Grande Cache Special Tax - Borrowing Bylaw”.
2. A special tax for the 2019 year at the rate of 1.2880 mils will be charged on each parcel of land within the boundaries of the former Town of Grande Cache that is not exempt from taxation under section 351 of the *Municipal Government Act*.
3. The 2019 special tax imposed by this bylaw is for the specific purpose of raising revenue to fund the cost of the former Town of Grande Cache borrowings, which cost are estimated at \$487,670.



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

Read a first time this _____ day of _____, A.D., 2019.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

PAYMENT CONFIRMATION REPORT FOR THE PERIOD FROM 01-JAN-2019 TO 31-DEC-2019

Town of Grande Cache

DUE DATE	ACCOUNT NUMBER	OPENING BALANCE	PAYMENT NUMBER	MATURITY DATE	PRINCIPAL PORTION	INTEREST PORTION	TOTAL PAYMENT
LOAN PAYMENTS DUE FROM: Town of Grande Cache							
15-Mar-2019	4000902	1,167,379.50	18 of 30	15-Mar-2025	79,405.03	23,621.92	103,026.95
TOTAL FOR PAYMENT DUE DATE: March 15, 2019							
15-Jun-2019	4000968	1,165,669.46	18 of 30	15-Jun-2025	79,388.83	23,348.36	102,737.19
TOTAL FOR PAYMENT DUE DATE: June 15, 2019							
15-Sep-2019	4000902	1,087,974.47	19 of 30	15-Mar-2025	81,011.79	22,015.16	103,026.95
TOTAL FOR PAYMENT DUE DATE: September 15, 2019							
01-Oct-2019	1179514	259,370.67	22 of 25	01-Oct-2022	58,634.28	17,507.52	76,141.80
TOTAL FOR PAYMENT DUE DATE: October 01, 2019							
15-Dec-2019	4000968	1,086,280.63	19 of 30	15-Jun-2025	80,978.99	21,758.20	102,737.19
TOTAL FOR PAYMENT DUE DATE: December 15, 2019							
TOTAL FOR YEAR: Year Ending 2019					PAYMENTS: 5	108,251.16	487,670.08
TOTAL FOR BORROWER:					379,418.92	108,251.16	487,670.08

ALBERTA CAPITAL FINANCE AUTHORITY
DEBENTURE REPAYMENT

ATTN: Finance Department
RE: Alberta Capital Finance Authority – 2019 Loan Payments

Please note:

- 1) The payment confirmation report only reflects payments for all outstanding loans issued before 2019.
- 2) It is not necessary to produce cheques for these payments as they are charged directly to your bank account on each due date.
- 3) For school districts and divisions, loan account numbers beginning with the digits 15, 35 or 40 will be charged directly to your bank account, loan account numbers beginning with the digits 14 will not be charged.



Town of Grande Cache

ISSUED: 1-Oct-1997

**LOAN REPAYMENT SCHEDULE FOR: \$907,672.00
TO ALBERTA MUNICIPAL FINANCING CORPORATION**

1179514

Payment Number	Date	Payment Amount	Principal	6.75000% Interest	Outstanding Principal
1	01-Oct-1998	\$76,141.80	\$14,873.94	\$61,267.86	\$892,798.06
2	01-Oct-1999	\$76,141.80	\$15,877.93	\$60,263.87	\$876,920.13
3	01-Oct-2000	\$76,141.80	\$16,949.69	\$59,192.11	\$859,970.44
4	01-Oct-2001	\$76,141.80	\$18,093.80	\$58,048.00	\$841,876.64
5	01-Oct-2002	\$76,141.80	\$19,315.13	\$56,826.67	\$822,561.51
6	01-Oct-2003	\$76,141.80	\$20,618.90	\$55,522.90	\$801,942.61
7	01-Oct-2004	\$76,141.80	\$22,010.67	\$54,131.13	\$779,931.94
8	01-Oct-2005	\$76,141.80	\$23,496.39	\$52,645.41	\$756,435.55
9	01-Oct-2006	\$76,141.80	\$25,082.40	\$51,059.40	\$731,353.15
10	01-Oct-2007	\$76,141.80	\$26,775.46	\$49,366.34	\$704,577.69
11	01-Oct-2008	\$76,141.80	\$28,582.81	\$47,558.99	\$675,994.88
12	01-Oct-2009	\$76,141.80	\$30,512.15	\$45,629.65	\$645,482.73
13	01-Oct-2010	\$76,141.80	\$32,571.72	\$43,570.08	\$612,911.01
14	01-Oct-2011	\$76,141.80	\$34,770.31	\$41,371.49	\$578,140.70
15	01-Oct-2012	\$76,141.80	\$37,117.30	\$39,024.50	\$541,023.40
16	01-Oct-2013	\$76,141.80	\$39,622.72	\$36,519.08	\$501,400.68
17	01-Oct-2014	\$76,141.80	\$42,297.25	\$33,844.55	\$459,103.43
18	01-Oct-2015	\$76,141.80	\$45,152.32	\$30,989.48	\$413,951.11
19	01-Oct-2016	\$76,141.80	\$48,200.10	\$27,941.70	\$365,751.01
20	01-Oct-2017	\$76,141.80	\$51,453.61	\$24,688.19	\$314,297.40
21	01-Oct-2018	\$76,141.80	\$54,926.73	\$21,215.07	\$259,370.67
22	01-Oct-2019	\$76,141.80	\$58,634.28	\$17,507.52	\$200,736.39
23	01-Oct-2020	\$76,141.80	\$62,592.09	\$13,549.71	\$138,144.30
24	01-Oct-2021	\$76,141.80	\$66,817.06	\$9,324.74	\$71,327.24
25	01-Oct-2022	\$76,141.80	\$71,327.24	\$4,814.56	\$0.00
		<u>\$1,903,545.00</u>	<u>\$907,672.00</u>	<u>\$995,873.00</u>	

Filter Plant Loan

Town of Grande Cache

ISSUED: 15-Mar-2010

LOAN REPAYMENT SCHEDULE FOR: \$2,300,000.00

4000902

TO ALBERTA CAPITAL FINANCE AUTHORITY

Rec

Payment Number	Date	Payment Amount	Principal	4.04700% Interest	Outstanding Principal
1	15-Sep-2010	\$103,026.95	\$56,486.45	\$46,540.50	\$2,243,513.55
2	15-Mar-2011	\$103,026.95	\$57,629.45	\$45,397.50	\$2,185,884.10
3	15-Sep-2011	\$103,026.95	\$58,795.59	\$44,231.36	\$2,127,088.51
4	15-Mar-2012	\$103,026.95	\$59,985.31	\$43,041.64	\$2,067,103.20
5	15-Sep-2012	\$103,026.95	\$61,199.12	\$41,827.83	\$2,005,904.08
6	15-Mar-2013	\$103,026.95	\$62,437.48	\$40,589.47	\$1,943,466.60
7	15-Sep-2013	\$103,026.95	\$63,700.90	\$39,326.05	\$1,879,765.70
8	15-Mar-2014	\$103,026.95	\$64,989.89	\$38,037.06	\$1,814,775.81
9	15-Sep-2014	\$103,026.95	\$66,304.96	\$36,721.99	\$1,748,470.85
10	15-Mar-2015	\$103,026.95	\$67,646.64	\$35,380.31	\$1,680,824.21
11	15-Sep-2015	\$103,026.95	\$69,015.47	\$34,011.48	\$1,611,808.74
12	15-Mar-2016	\$103,026.95	\$70,412.00	\$32,614.95	\$1,541,396.74
13	15-Sep-2016	\$103,026.95	\$71,836.79	\$31,190.16	\$1,469,559.95
14	15-Mar-2017	\$103,026.95	\$73,290.40	\$29,736.55	\$1,396,269.55
15	15-Sep-2017	\$103,026.95	\$74,773.44	\$28,253.51	\$1,321,496.11
16	15-Mar-2018	\$103,026.95	\$76,286.48	\$26,740.47	\$1,245,209.63
17	15-Sep-2018	\$103,026.95	\$77,830.13	\$25,196.82	\$1,167,379.50
18	15-Mar-2019	\$103,026.95	\$79,405.03	\$23,621.92	\$1,087,974.47
19	15-Sep-2019	\$103,026.95	\$81,011.79	\$22,015.16	\$1,006,962.68
20	15-Mar-2020	\$103,026.95	\$82,651.06	\$20,375.89	\$924,311.62
21	15-Sep-2020	\$103,026.95	\$84,323.50	\$18,703.45	\$839,988.12
22	15-Mar-2021	\$103,026.95	\$86,029.79	\$16,997.16	\$753,958.33
23	15-Sep-2021	\$103,026.95	\$87,770.60	\$15,256.35	\$666,187.73
24	15-Mar-2022	\$103,026.95	\$89,546.64	\$13,480.31	\$576,641.09
25	15-Sep-2022	\$103,026.95	\$91,358.62	\$11,668.33	\$485,282.47
26	15-Mar-2023	\$103,026.95	\$93,207.26	\$9,819.69	\$392,075.21
27	15-Sep-2023	\$103,026.95	\$95,093.31	\$7,933.64	\$296,981.90
28	15-Mar-2024	\$103,026.95	\$97,017.52	\$6,009.43	\$199,964.38
29	15-Sep-2024	\$103,026.95	\$98,980.67	\$4,046.28	\$100,983.71
30	15-Mar-2025	\$103,026.95	\$100,983.71	\$2,043.24	\$0.00
		\$3,090,808.50	\$2,300,000.00	\$790,808.50	

Town of Grande Cache

ISSUED: 15-Jun-2010

LOAN REPAYMENT SCHEDULE FOR: \$2,300,000.00

4000968

TO ALBERTA CAPITAL FINANCE AUTHORITY

Rec

Payment Number	Date	Payment Amount	Principal	4.00600% Interest	Outstanding Principal
1	15-Dec-2010	\$102,737.19	\$56,668.19	\$46,069.00	\$2,243,331.81
2	15-Jun-2011	\$102,737.19	\$57,803.25	\$44,933.94	\$2,185,528.56
3	15-Dec-2011	\$102,737.19	\$58,961.05	\$43,776.14	\$2,126,567.51
4	15-Jun-2012	\$102,737.19	\$60,142.04	\$42,595.15	\$2,066,425.47
5	15-Dec-2012	\$102,737.19	\$61,346.69	\$41,390.50	\$2,005,078.78
6	15-Jun-2013	\$102,737.19	\$62,575.46	\$40,161.73	\$1,942,503.32
7	15-Dec-2013	\$102,737.19	\$63,828.85	\$38,908.34	\$1,878,674.47
8	15-Jun-2014	\$102,737.19	\$65,107.34	\$37,629.85	\$1,813,567.13
9	15-Dec-2014	\$102,737.19	\$66,411.44	\$36,325.75	\$1,747,155.69
10	15-Jun-2015	\$102,737.19	\$67,741.66	\$34,995.53	\$1,679,414.03
11	15-Dec-2015	\$102,737.19	\$69,098.53	\$33,638.66	\$1,610,315.50
12	15-Jun-2016	\$102,737.19	\$70,482.57	\$32,254.62	\$1,539,832.93
13	15-Dec-2016	\$102,737.19	\$71,894.34	\$30,842.85	\$1,467,938.59
14	15-Jun-2017	\$102,737.19	\$73,334.38	\$29,402.81	\$1,394,604.21
15	15-Dec-2017	\$102,737.19	\$74,803.27	\$27,933.92	\$1,319,800.94
16	15-Jun-2018	\$102,737.19	\$76,301.58	\$26,435.61	\$1,243,499.36
17	15-Dec-2018	\$102,737.19	\$77,829.90	\$24,907.29	\$1,165,669.46
18	15-Jun-2019	\$102,737.19	\$79,388.83	\$23,348.36	\$1,086,280.63
19	15-Dec-2019	\$102,737.19	\$80,978.99	\$21,758.20	\$1,005,301.64
20	15-Jun-2020	\$102,737.19	\$82,601.00	\$20,136.19	\$922,700.64
21	15-Dec-2020	\$102,737.19	\$84,255.50	\$18,481.69	\$838,445.14
22	15-Jun-2021	\$102,737.19	\$85,943.13	\$16,794.06	\$752,502.01
23	15-Dec-2021	\$102,737.19	\$87,664.57	\$15,072.62	\$664,837.44
24	15-Jun-2022	\$102,737.19	\$89,420.50	\$13,316.69	\$575,416.94
25	15-Dec-2022	\$102,737.19	\$91,211.59	\$11,525.60	\$484,205.35
26	15-Jun-2023	\$102,737.19	\$93,038.56	\$9,698.63	\$391,166.79
27	15-Dec-2023	\$102,737.19	\$94,902.12	\$7,835.07	\$296,264.67
28	15-Jun-2024	\$102,737.19	\$96,803.01	\$5,934.18	\$199,461.66
29	15-Dec-2024	\$102,737.19	\$98,741.97	\$3,995.22	\$100,719.69
30	15-Jun-2025	\$102,737.19	\$100,719.69	\$2,017.50	\$0.00
		\$3,082,115.70	\$2,300,000.00	\$782,115.70	



REQUEST FOR DECISION

SUBJECT:	Bylaw 19-809	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	ICAO: DT	MANAGER:
MEETING DATE:	March 11, 2019	GM:	PRESENTER: DL
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 give Third reading to Bylaw 19-809 “Procedural Bylaw.”

BACKGROUND/PROPOSAL:

The Following Changes were made from First reading:

1. CAO was added to Provision 5.1.1.a as it was missing and now reads “The CAO or their designate will:”
2. “Majority vote of” was added to provision 5.4.2 and now reads “Delegations will present at Committee of the Whole Meetings unless otherwise directed by the majority vote of Council.”
3. “Whenever possible” was added to provision 6.3.4 and now reads “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 whenever possible.”
4. “While the meeting has been called to order was added to order” was added to 7.1.3.a and now reads “Not approach or speak to Council or Committee without the permission of the Chair while the meeting has been called to order.”
5. “Chair” was added to 7.2.2 and now reads “The Chair will determine the speaking order when two or more Committee Members or Councillors wish to speak, subject to a challenge.

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 third 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:

The Procedural Bylaw will be implemented and Bylaw 13-699, 13-692, and 13-713 will be repealed.

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. 13-692
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
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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

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. 13-713
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 CAO 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 majority vote of 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:

- a. Notice is given to the public of the meeting, including the way in which it will be conducted;
- b. The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and
- c. The facilities enable all the meetings participants to watch and/or hear each other.
- d. Council Members participating in a meeting held by means of a communications facility, or by electronic means, are deemed to be present at the meeting.

5.6.2 Members of Council or Committees may participate in meetings through electronic means or other communication facilities if:

- a. 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
- b. 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:

- a. 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;
- b. Provide to the Reeve or Chair the reason that they cannot attend the meeting at the scheduled location; and
- c. Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting.

5.7 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 whenever possible.
- 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 of 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 while the meeting has been called to order;
- 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 Chair will determine the speaking order when two or more Committee Members or Councillors wish to speak, subject to a challenge.
- 7.2.3 Councillors or Members must address the Chair when speaking.
- 7.2.4 Councillors or Members who have been assigned their turn to speak may only be interrupted:
- a. When a Councillor or member is discussing a subject and there is no motion on the floor;
 - b. By a Call for Orders of the Day;
 - c. By a Point of Privilege;
 - d. By a Point of Order;
 - e. By an objection to the considered motion; or
 - f. By a Challenge.

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

7.3 Motions

7.3.1 Consideration of Motions

- a. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

7.3.2 A Councillor may move a motion whether or not the Councillor intends to support it.

7.3.3 After a motion is moved, it can only be withdrawn by the person who made it.

7.3.4 Motions placed before Council do not require a seconder.

7.3.5 All motions shall be concise and provide clear direction for Administration.

7.3.6 Council will generally not make a decision on issues brought forward from delegations the first time they are heard. The item should be addressed in a motion to “accept for information.”

- a. At the discretion of the Chair, motions of Council to immediately address the item may be brought forward.

7.3.7 Motions to the main motion.

7.3.8 When a motion is been made and is being considered, no Council Member may make another motion, except to:

- a. Amend the motion;
- b. Amend the amendment to the motion;
- c. Refer the main motion for consideration; or
- d. Move a motion that has privilege.

7.3.9 Privileged Motions include the following:

- a. A motion to recess;
- b. A motion to adjourn;
- c. A motion to set a time for adjournment; or
- d. A point of privilege

7.3.10 Motion to Recess:

- a. The Chair, without a motion, may recess the meeting for a specific period.
- b. Any Councillor may move that Council recess for a specific period;
- c. After they recess, business will resume at the point where it was interrupted

7.3.11 Amending Motions:

- a. A Councillor may, after a motion is made, with the consent of the original mover, make a friendly amendment to the motion. This involves minor changes to the wording of the motion where the change does not alter the intent of the motion.

- b. Only one amendment to the main motion and only one amendment to that amendment are allowed.
 - c. The main motion will not be debated until all amendments to it have been voted on.
 - d. When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.
- 7.3.12 A Councillor may move to refer any motion to the appropriate Council Committee or Administration for investigation and report, and the motion to refer:
 - 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



REQUEST FOR DECISION

SUBJECT:	Transfer of Greenview Tower Site	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	ICAO: DT	MANAGER:
MEETING DATE:	March 25, 2019	GM: RO	PRESENTER: SG
DEPARTMENT:	CORPORATE SERVICES		
STRATEGIC PLAN:	Infrastructure		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to enter into an agreement with Keyera Energy Limited to transfer a 3.75 Acre leased parcel of land located at NW-5-63-25-5 for \$1.00, plus associated transfer and Greenview’s legal cost.

BACKGROUND/PROPOSAL:

Keyera Energy Limited contacted Administration with regards to acquiring the 3.75 Acre parcel located at NW-5-63-25-5 (Roll# 186834). This request was made as the company is looking to expand its operations in that area and sees the parcel as a viable site for expansion.

At present, the parcel has a 200 foot communications tower and equipment building located on it that are not being used. There are no plans by Administration to use the existing equipment for communications purposes in the Municipality in the near future. This parcel of land is leased from the Province.

To transfer ownership of this lease to Keyera, Greenview will need to complete an Assignment of Disposition for the province to move the lease from Greenview to Keyera. The Provinces’ Assignment fee is \$3,150.00 and a security deposit of \$3,750.00.

With this agreement, Administration had to engage Greenview’s legal representatives to provide input on the agreement. This cost is approximately \$3,000.00. It is Administration’s opinion that all of these cost should be borne by Keyera.

Administration informed Keyera that our recommendation to Council is that all cost be borne by Keyera and their representative has advised Administration that they are in agreement with that stipulation.

Keyera Energy has offered a solution where if they would be able to acquire the land through transfer, they will provide a formal memorandum that would outline the following:

- 1) Greenview indemnifies Keyera for all matters prior to the Effective Date (except for Environmental Liability).
- 2) Keyera indemnifies Greenview for all matters subsequent to the Effective Date.
- 3) Keyera assumes all Environmental Liability for all time (except in the case of Greenview's gross negligence), which includes dismantling, abandonment and reclamation of the radio tower and a long term guarantee of space on Keyera's radio tower at its Simonette Facility at no cost to the MD.
- 4) Greenview may co-locate future radio equipment on Keyera's Tower at the Simonette Gas Plant free of charge.
- 5) Keyera shall pay for all legal expenses and costs incurred in registering any transfer, and all costs of registering any further assurances required to convey the Assets.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the location, including the tower structure will not require maintenance by Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to have Administration continue to maintain the parcel and tower structure.

FINANCIAL IMPLICATION:

There will be a reduction in maintenance and leasing costs for the site and tower structures.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Should Council make the recommended decision, Administration with the assistance of Greenview's legal advisors will form an agreement with Keyera Energy Limited for the transfer of the parcel of land and tower assets.

ATTACHMENT(S):

- Aerial images of 3.75 Acre parcel located at NW-5-63-25-5
- Basic map of location of 3.75 Acre parcel in Greenview
- Unsigned Memorandum of Understanding (MOU) between Keyera Energy Limited and the MD of Greenview



Keyera Corp.
 Suite 200, Sun Life Plaza West Tower Tel: 403 205 8300
 144 – 4th Avenue SW Fax: 403 205 8318
 Calgary, Alberta T2P 3N4 www.keyera.com

February 8, 2019

MD of Greenview No. 16
 PO Box 1079
 Valleyview, Alberta
 T0H 3N0

Attention: Shane Goalder, Information Systems Technician

Re: Proposed Acquisition by Keyera Energy Ltd. of DML 750090 (the “Lease”) pertaining to 063-25-W5: Ptn NW 05 from MD of Greenview No. 16

The purpose of this memorandum of understanding (“**MOU**”) is to confirm the intentions of both Keyera Energy Ltd. (“**Keyera**”) and the MD of Greenview No. 16 (“**Greenview**”) with respect to the proposed acquisition by Keyera of Greenview’s interest in the Lease (the “**Transaction**”) all as further described in the following chart:

Agreement	Asset Sale Agreement
Parties	Keyera Energy Ltd. MD of Greenview No. 16
Assets	Surface Rights granted under the Lease, Tangibles (i.e. radio tower), and miscellaneous documents relating to the Surface Rights and Tangibles
Interest	Greenview’s entire interest – 100%
Purchase Price	\$1.00 (with no adjustments) payable on Closing
Closing Date	The later of (i) April 1, 2019 and (ii) 7 days following the date the condition set out in Section 5.1 is satisfied or waived (or such other date as may be agreed to by the parties).
Effective Date	April 1, 2019 (or such other date as agreed to by the parties)
Assignment Documents	“General Assignment of Disposition” form
Condition Precedent met by May 1, 2019	Approval of Transaction by Greenview Council
Condition Subsequent met within 90 days of the Closing Date	Lessor agrees to assignment of the Lease Lessor agrees to change the purpose of the Lease from “Tower Site” to “Industrial”
Terms and Conditions (to be set out in the Asset Conveyance)	<ul style="list-style-type: none"> • Greenview indemnifies Keyera for all matters prior to the Effective Date (except for Environmental Liability) • Keyera indemnifies Greenview for all matters subsequent to the Effective Date • Keyera assumes all Environmental Liability for all time (except in the case of Greenview’s gross negligence), which includes dismantling, abandonment and reclamation of the radio tower • Greenview may co-locate its radio equipment on the existing radio tower at the Keyera Simonette Gas Plant free of charge

1. Transaction

This MOU expresses the intentions of the Parties to progress towards the Transaction, but it does not create a legally binding obligation to proceed with the Transaction.

The obligation to proceed with the Transaction will arise only upon the negotiation, execution and delivery of an asset sale agreement that gives effect to the Transaction ("**Sale Agreement**").

The Sale Agreement will expand on the terms and conditions described in the chart above, and will also contain terms and conditions that are standard for the nature of the Transaction.

The obligation of the Parties to complete the Transaction will be subject to any conditions set out in the Sale Agreement, which must be satisfied or waived by the applicable Party by the applicable time.

2. Expenses and Costs

Keyera ~~and Greenview~~ shall ~~each~~ pay for their own all expenses and costs ~~related to the negotiation of this MOU and the Transaction incurred in registering any transfer, and all costs of registering any further assurances required to convey the Assets.~~

3. Termination

This MOU will terminate on the earlier of (i) the execution and delivery of the Sale Agreement; (ii) thirty (30) days' written notice; or (iii) June 1, 2019.

4. Miscellaneous

- This MOU shall be governed by the laws of the Province of Alberta.
- This MOU may be amended only by written agreement.
- This MOU may be executed in counterpart and delivered electronically. This MOU shall become effective when all counterparts have been executed and delivered by each of the Parties.

Please evidence Greenview's acknowledgment of the terms and conditions of this MOU by executing this MOU and returning one copy thereof to Keyera no later than 4:00 p.m. (MST) on March 22, 2019.

Yours truly,

KEYERA ENERGY LTD.

By: _____
Name:
Title:

By: _____
Name:
Title:

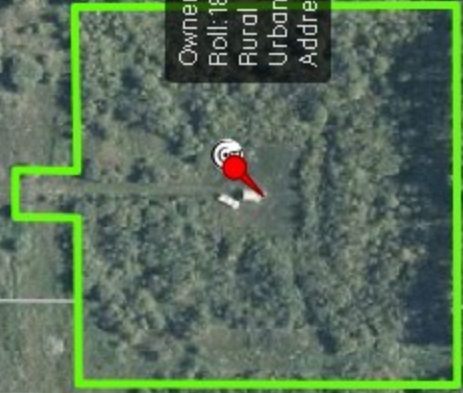
Acknowledged this _____ day of _____, 2019.

MD of GREENVIEW No. 16

By: _____
Name:
Title:

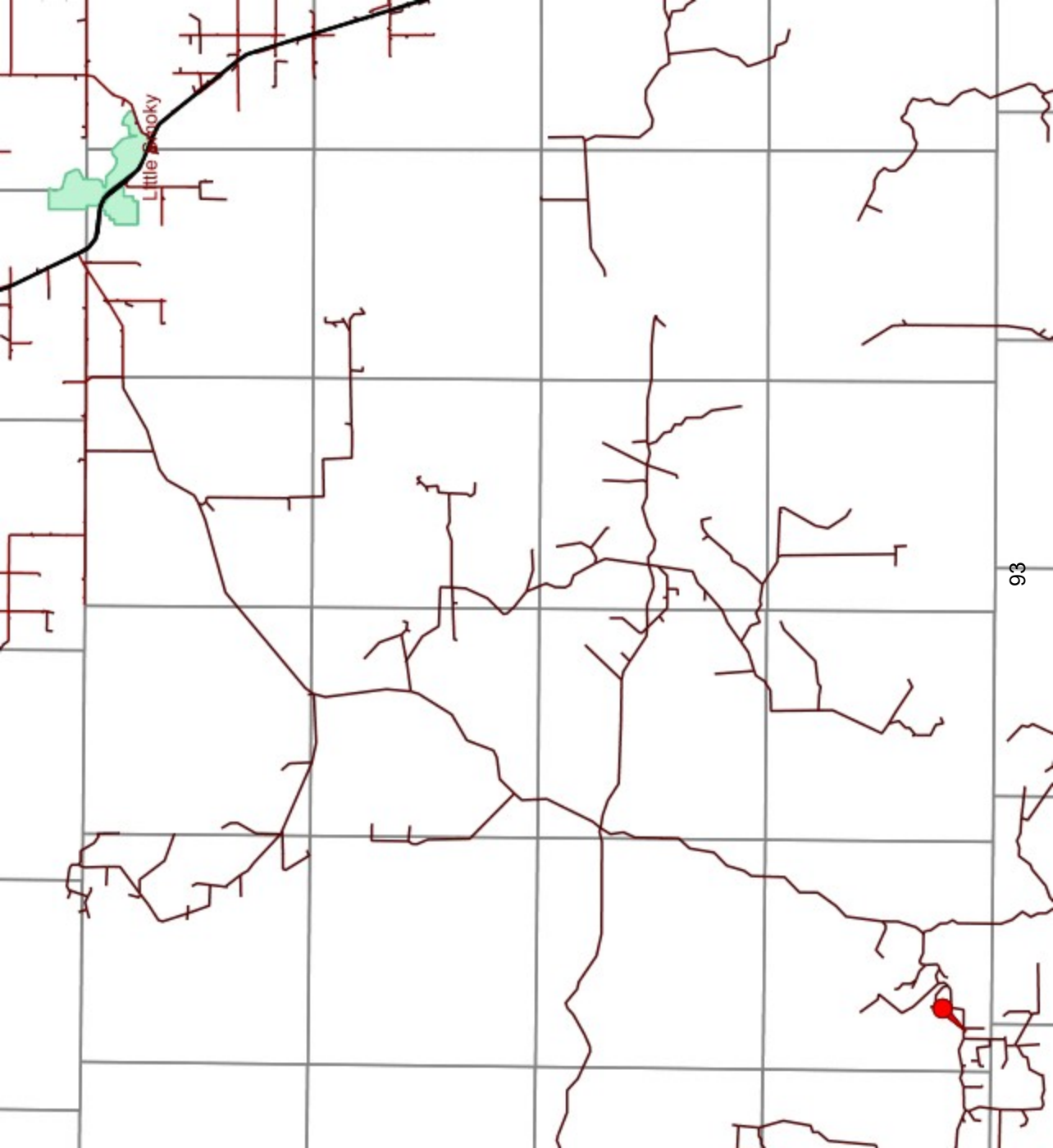
By: _____
Name:
Title:

Owner: Municipal District Of Greenview No.16
Roll: 186834
Rural Legal: NW-5-63-25-5
Urban Legal: DML750090
Address:





Owner: Keyera Energy Ltd
Roll: 159796
Rural Legal: SW-5-63-25-5
Urban Legal: 1178TR OT
Address:



Little Tokyo

93



REQUEST FOR DECISION

SUBJECT: **Application Minister's Awards for Municipal Excellence**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 25, 2019 ICAO: MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to submit an application for the Minister's Awards for Municipal Excellence for precedence set in the dissolution of Grande Cache to a Hamlet of Greenview.

BACKGROUND/PROPOSAL:

Reeve Gervais inquired to the CAO that Administration look into submitting an application for the Minister's Awards for Municipal Excellence for the expedited process of Greenview and the former Town of Grande Cache in the viability and dissolution of Grande Cache.

In the handling of this issue Greenview and the former Town of Grande Cache Council and Administration worked together to expedite the viability review and dissolution of Grande Cache in a manner that has the potential to set a precedence for viability reviews in the future in Alberta.

The application deadline is March 29, 2019.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of the recommended motion is that Greenview could be recognized by the Province of Alberta for the contributions it has made in to the viability review process.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to take no action on an application for this award.

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):

- NONE



REQUEST FOR DECISION

SUBJECT: Grande Cache Census

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

MEETING DATE: March 25, 2019 **ICAO:** DT **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 direct Administration to conduct the Hamlet of Grande Cache Census in September 2019.

MOTION: That the Grande Cache Census questions include: the number of usual residents in the dwelling, as well as the age and gender of each resident, consistent with the census conducted by the M.D of Greenview in 2018.

BACKGROUND/PROPOSAL:

The M.D of Greenview conducted a census in 2018 from April 30-June 15. This census was conducted in accordance with the Census Regulation. The official results for the census' conducted by municipalities have not been released from the Government of Alberta as of March 14, 2019. Until that time, the results posted on Greenview's website will remain the unofficial census numbers. A census conducted in a single ward or Hamlet of a municipality, is an unofficial census and is not required to abide by the Census regulation. As an unofficial census, the numbers that are determined by this census cannot be used in conjunction with the 2018 results for provincial or federal grant funding. The calculation for Greenview's population, from the Provincial or Federal Government perspective, will be the 2016 Census for the Town of Grande Cache plus the accepted population results for the M.D of Greenview (assuming these will be approved and released). Conducting a census in the Hamlet of Grande Cache will allow Greenview Council and Administration to have an idea of the total population of the municipality for our planning and service delivery through 2021 until the Federal Census is conducted.

Because this is an unofficial census, there is no requirement to conduct the census according to the Census Regulation. It is advised to follow the Regulation as closely as possible for best practices. One benefit of conducting a census informally or unofficially, is that there is no requirement to conduct the census at a particular time of year. Administration is recommending to conduct the census in fall 2019 to capture potential changes in the Grande Cache population with the mine re-opening. Administration could conduct the census in May and June if Council would prefer that option.

The proposed budget for the Hamlet of Grande Cache Census is \$50,000. The Legislative Services Coordinator will act as the Census Coordinator for this project. The City of Airdrie has an electronic census program which was used to conduct the M.D of Greenview Census in 2018. This program was easy to use for the enumerators (door to door collectors of census information). It also allowed the public to have the option to fill in the census online themselves through Greenview’s website, or to call in their census information over the phone. It also allows the Coordinator to work remotely. The census will require 6 enumerators to collect information. Administration would be looking to hire the 6 individuals from Grande Cache to fill the temporary positions, which is included in the budget.

Administration recommends the Census of the Hamlet of Grande Cache ask the same questions as the M.D of Greenview Census in order to maintain consistency in the results used by Administration, which is number of usual residents in the dwelling, and the age and gender of each individual. The census regulation is currently under review. The discussion of gender identification in census’ is at the forefront of this. No determination of best practice has been made at this time. The standard question used in census’ at this time is Male, Female, prefer not to answer.

The 2018 Census Results:

WARD	POPULATION
Grande Cache (Co-ops and Enterprises)	310
Little Smoky	594
Valleyview	752
Sunset House & Sweat House	476
New Fish Creek	699
DeBolt & Puskwaskau	868
Crooked Creek & Sturgeon Heights	882
Grovedale	1463
TOTAL	6044

The full Unofficial Census report is available on the M.D of Greenview website.

The 2016 Federal Census was the most recent population assessment done on the former Town of Grande Cache. The population of Grande Cache at that time was 3,286. The 2016 Federal Census found the M.D of Greenview’s population to be 5,583.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview Council and Administration will have a more current and accurate idea of the total population of the M.D of Greenview with the addition of the Hamlet of Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The census information for the Hamlet of Grande Cache cannot be used in the application for grant funding from the Provincial or Federal government. Census information will have to be used from the 2016 Federal Census. This will only negatively impact the funding we are eligible for if the population of Grande Cache is higher at this unofficial census than in 2016.

ALTERNATIVES CONSIDERED:

Alternative #1: Council can decide not to conduct a census of the Hamlet of Grande Cache and wait until the Federal Census of 2021 to see the official total numbers.

Alternative #2: Council has the alternative add additional questions to the census.

FINANCIAL IMPLICATION:

Direct Costs: \$50,000 approved in 2019 budget

STAFFING IMPLICATION:

Six temporary staff will be hired from the Grande Cache area for the approximately 2 months it will take to conduct the census.

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 identifies the time frame for the unofficial census of the Hamlet of Grande Cache, Administration will begin preparing for the census.

ATTACHMENT(S):

- NONE



REQUEST FOR DECISION

SUBJECT: **Goodwin Road Phase II Tender Award**

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: March 25, 2019 ICAO: DT MANAGER: OM

DEPARTMENT: CONSTRUCTION & ENGINEERING GM: RA PRESENTER: OM

STRATEGIC PLAN: Infrastructure

RELEVANT LEGISLATION:
Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Expenditure and Disbursement Policy No.1018

RECOMMENDED ACTION:

MOTION: That Council award Prairie North Construction Ltd. the Goodwin Road Phase II Tender in the amount of \$4,847,988.10 (excluding GST) with funds to come from the 2019 Road Construction Capital Budget.

BACKGROUND/PROPOSAL:

Goodwin Road Phase II is the construction of the Goodwin Road (Range Road 21), south of Township 734, along Township Road 741 to secondary Highway 736. Approximately 14 km of preliminary work that will include legal surveying, design, land acquisitions, utility moves and other preliminary costs prior to the construction year. This project begins from approximately 13.6 km north of highway 43 to 2.12 to km 16.12.

A tender was closed on February 26, 2019.

Prairie North Construction Ltd. has submitted the lowest tender, with a total of \$4,847,988.10.

Tenders were received from a total of twelve bidders.

TENDER RESULTS	
Contractor	Amount Bid
Prairie North Construction Ltd.	\$4,847,988.10
Location Cats Ltd.	\$4,984,531.88
Northern Road Builders L.P.	\$5,249,856.75
Pidherney's Inc.	\$5,444,347.36
Howitt Construction Ltd.	\$5,688,018.00
Mainline Construction (2014) Ltd.	\$5,847,777.78
Klassen Brothers (Northern) Ltd.	\$5,978,350.02
Cox Contractors Ltd.	\$6,077,953.00
Norellco Contractors Ltd.	\$6,870,879.38

Greenfield Construction Ltd.	\$7,181,305.60
Crow Enterprises Ltd.	\$7,749,980.00
Dechant Construction Ltd.	\$7,954,335.49

Expenditures for this project if awarded to Prairie North are anticipated to be as follows:

	Totals
Contract Amount (Less Site Occ.)	\$4,622,988.10
Contingency (10%)	\$462,298.81
Estimated Engineering	\$713,637.00
Potential Site occ. Bonus (9 days)	\$22,500.00
Total	\$5,821,423.91
<i>The above noted totals do not include GST</i>	

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion if awarded by Council, will have the lowest bid constructing the project to completion.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There is no perceived disadvantage to construct Goodwin Road Phase II.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the recommended motion, however administration does not recommend this because the project may be delayed.

Alternative #2: Council has the alternative to re-tender Goodwin Road Phase II, however Administration does not recommend this action as the bids could come in higher and require additional funding.

FINANCIAL IMPLICATION:

This project will result in added operational costs.

Direct Costs: Funds in the amount of \$4,847,988.10 (excluding GST) to come from the 2019 Road Construction Capital Budget. There is a 2018 carryover amount of \$6,134,275.00 for this project.

Ongoing / Future Costs: Operational Costs

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Upon the approved motion an award letter will be sent to Prairie North Construction Ltd.

ATTACHMENT(S):

- Tender results letter from WSP
- Expenditure & Disbursement Policy – 1018



March 7, 2019

WSP File: 15Q-00047-00
(RD15005)

MD of Greenview No. 16
Infrastructure and Planning
Box 1079
Valleyview, AB T0H 3N0

ATTENTION: Omar Mohamed

**RE: Contract No. 15Q-00047-00
Goodwin Road – Phase II (RD15005)
From: Approx. 13.6 km north of Hwy 43
To: 2.12 to km 16.12 (14.00 km)
Grading, Bridge File and Other Work and Other Work**

Tenders were received from a total of twelve (12) bidders for the above noted project on February 26, 2019. The low bidder was **Prairie North Construction Ltd.** with a total tender value of **\$4,837,988.10** (excluding GST). We have reviewed the bid from Prairie North Construction Ltd. and have found they have essentially met the contractual requirements at the bid stage.

In addition, please find attached the “Bidder’s Schedule For Work”, the Listing of Equipment and the prospective Borrow Agreements from each of the low three bidders to assist in your tender awarding process.

If awarded to Prairie North Construction Ltd., we anticipate expenditures for this project as follows:

	Totals
Contract Amount (Less Site Occ.)	\$ 4,622,988.10
Contingency (10 %)	\$ 462,298.81
Estimated Engineering	\$ 713,637.00
Potential Site Occ. Bonus (9 days)	\$ 22,500.00
Total	\$ 5,821,423.91

The above noted totals do not include GST.



Your council's decision regarding the awarding of this contract to **Prairie North Construction Ltd.** is hereby requested. The complete listing of the tender results and the complete tender summary are also attached for your information. Please contact the undersigned if you require further information or clarification.

Yours truly,

A handwritten signature in black ink, appearing to be 'Iain Herzog'.
2019-03-07

Iain Herzog, P. Eng.

/vb

Attachments

cc: Roger Autio, MD Greenview
Doug Buyar, Area Manager, WSP
Garth McCulloch, Regional Manager, WSP
Darren Passmore, P. Eng., Bridges, WSP
Greg Plewis, P. Eng., WSP

****UNOFFICIAL****

WSP Canada Inc.	
Unofficial Tender Results	
M.D. of Greenview No. 16	Project: Goodwin Road Phase II
Grading, Bridge File and Other Work	Contract No. 15Q-00047-00
	Date: February 26, 2019
Contractor	Amount Bid
Prairie North Construction Ltd.	\$4,847,988.10
Location Cats Ltd.	\$4,984,531.88
Northern Road Builders L.P.	\$5,249,856.75
Pidherney's Inc.	\$5,444,347.36
Howitt Construction Ltd.	\$5,688,018.00
Mainline Construction (2014) Ltd.	\$5,847,777.78
Klassen Brothers (Northern) Ltd.	\$5,978,350.02
Cox Contractors Ltd.	\$6,077,953.00
Norellco Contractors Ltd.	\$6,870,879.38
Greenfield Construction Ltd.	\$7,181,305.60
Crow Enterprises Ltd.	\$7,749,980.00
Dechant Construction Ltd.	\$7,954,335.49
Low Tender Received From:	
Prairie North Construction Ltd.	\$4,847,988.10

Title: EXPENDITURE AND DISBURSEMENT POLICY

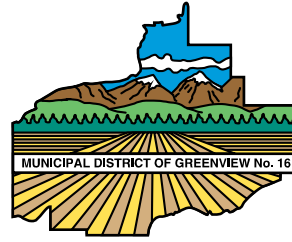
Policy No: 1018

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 NWTPA 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.



REQUEST FOR DECISION

SUBJECT: **Township Road 701**

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: March 25, 2019 ICAO: DT MANAGER: OM

DEPARTMENT: CONSTRUCTION & ENGINEERING GM: RA PRESENTER: OM

STRATEGIC PLAN: Infrastructure

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Schedule of Fees Bylaw 18-790

RECOMMENDED ACTION:

MOTION: That Council provide direction to Administration on how to proceed regarding the land acquisition for the construction of road 701.

BACKGROUND/PROPOSAL:

Greenview's Stakeholder Liaison spoke with the landowner of NE-3-70-6 W6M. This land owner does not want to sell the required 5.87 acres of severed land at \$2,400.00 per acre as per Greenviews Schedule of Fees Bylaw 18-790. He is willing to negotiate for a higher rate, closer to \$20,000.00 per acre. He also wouldn't sell (at \$2400.00/ac) the approximately 0.2 acres required to provide access to the property located at SE-10-70-6-W6M property that we are currently proposing. The landowner wants Greenview to move the road allowance to the property line if we can't pay more than \$2400.00/acre., this was the original proposal although it still didn't provide access for the property located at SE-10-70-6-W6M.

The construction cost will be above the land acquisition cost (approximately an additional \$500,000 to move the road to the property line).

The proposed options to resolve the issue are as follows:

- **Option #1 (\$117,400 Cost)** - Move the whole road to the North as requested by the landowner of the NE-3-70-6-W6M. This is the most expensive option and would require reclamation and partial road closure of existing road. Greenview would be required to purchase a new road allowance from NE-3-70-6-W6M or from SE-10-70-6-W6M. (There is not any road construction request or motion found to support this option)
- **Option #2 (\$1,200 Cost)**- - Use existing road allowance to the North off of 701 and buy approximately 20m X 100m (0.5 acre) from the landowner of the West ½ of the SE – 10. This will also provide access to the property located at SE-10-70-6-W6M.

- **Option #3 (\$9,600 Cost)** - Move the whole road to the North as requested by the landowner of the NE-3-70-6-W6M. This would require reclamation and partial road closure of existing road. Greenview would be required to purchase a new road allowance from SE-10-70-6-W6M and from SW-10-70-6-W6M.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council would give direction to administration on how to proceed in acquiring land for the construction of township road 701.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. Without direction by Council, administration will not proceed.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no direct costs 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

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

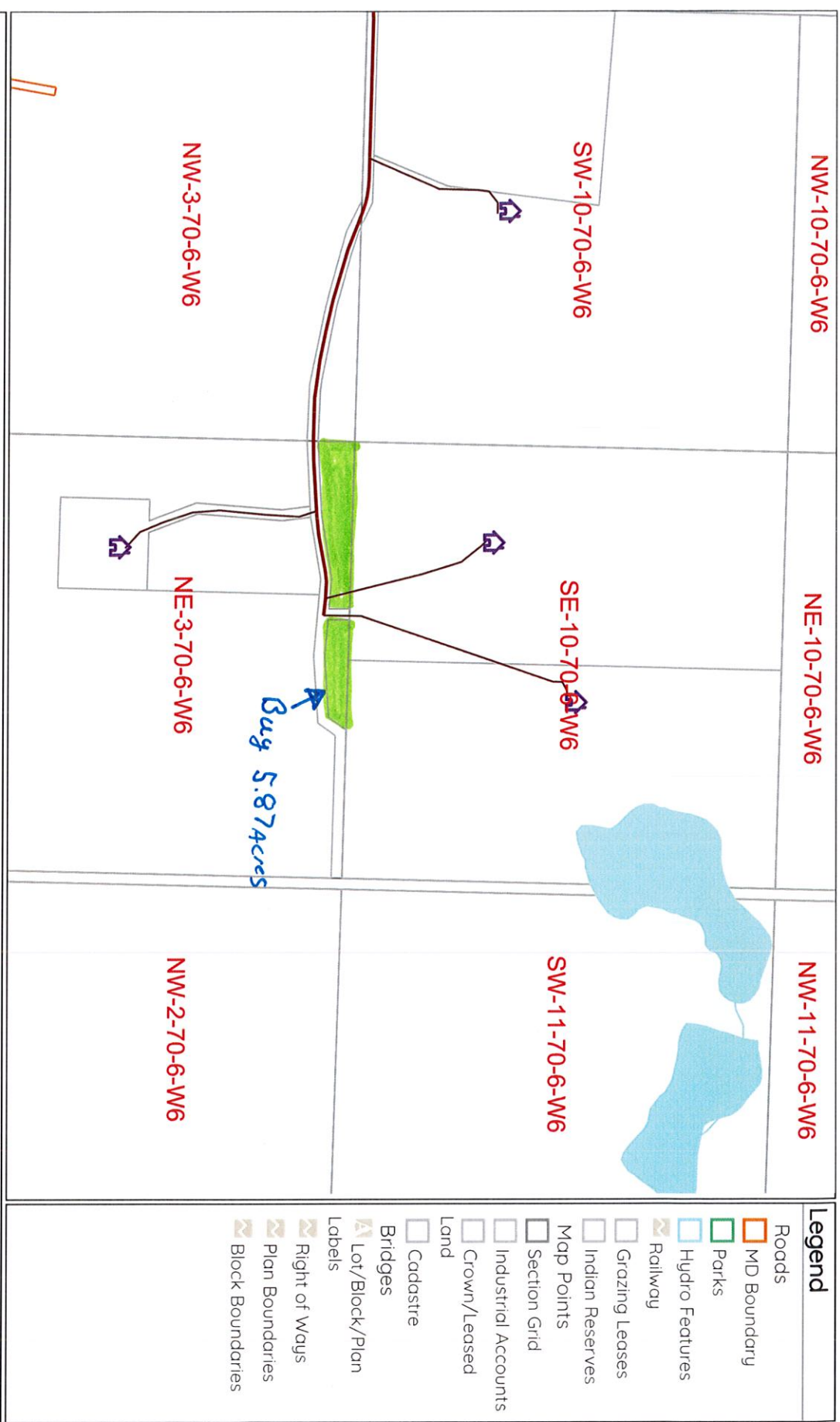
Consult - We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision

FOLLOW UP ACTIONS:

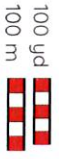
Administration will proceed as per Council's direction.

ATTACHMENT(S):

- Schedule of Fees Bylaw 18-790
- Aerial of Twp 701
- Option #1 map
- Option #2 map
- Option #3 map
- Internal Email Correspondence



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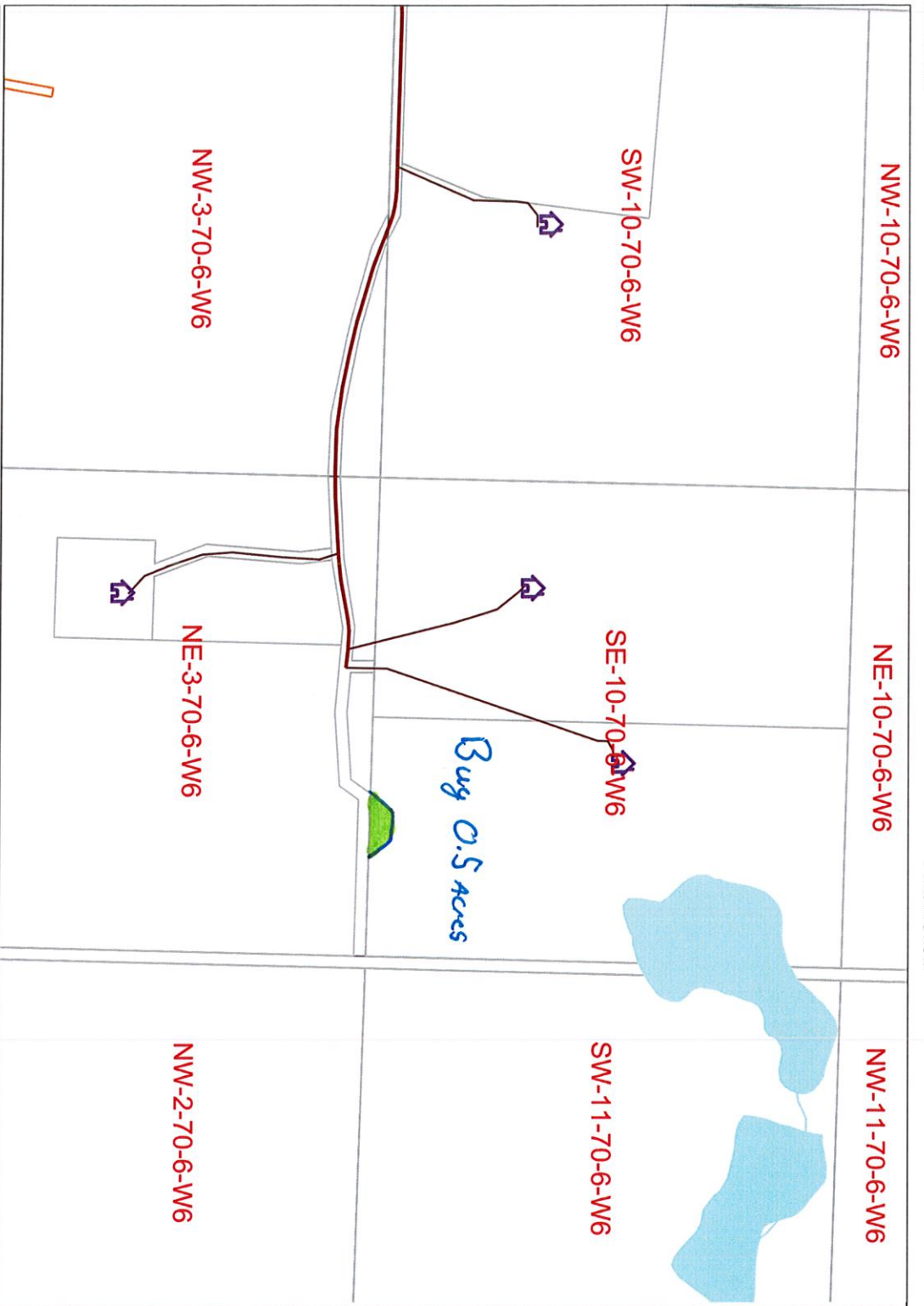


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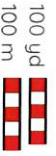
Legend

- Roads
- MD Boundary
- Parks
- Hydro Features
- Railway
- Grazing Leases
- Indian Reserves
- Map Points
- Section Grid
- Industrial Accounts
- Crown/Leased Land
- Cadastre
- Bridges
- Lot/Block/Plan Labels
- Right of Ways
- Plan Boundaries
- Block Boundaries

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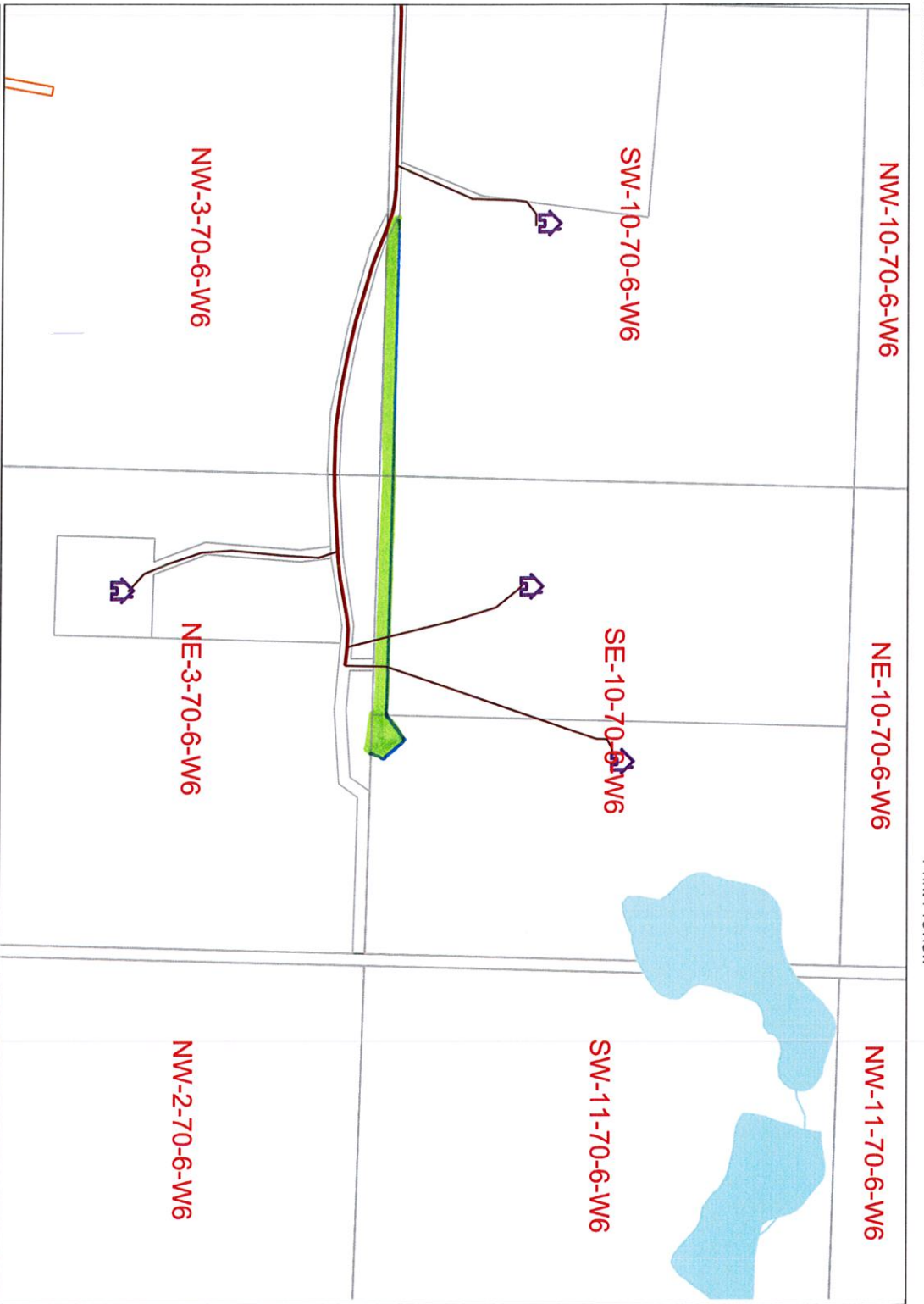


Option #2

MD of Greenview

MD of Greenview

Date Created: 21/03/2019



Legend

- Roads
- MD Boundary
- Parks
- Hydro Features
- Railway
- Grazing Leases
- Indian Reserves
- Map Points
- Section Grid
- Industrial Accounts
- Crown/Leased Land
- Cadastre
- Bridges
- Lot/Block/Plan Labels
- Right of Ways
- Plan Boundaries
- Block Boundaries



Scale 1: 10,157



100 yd
100 m

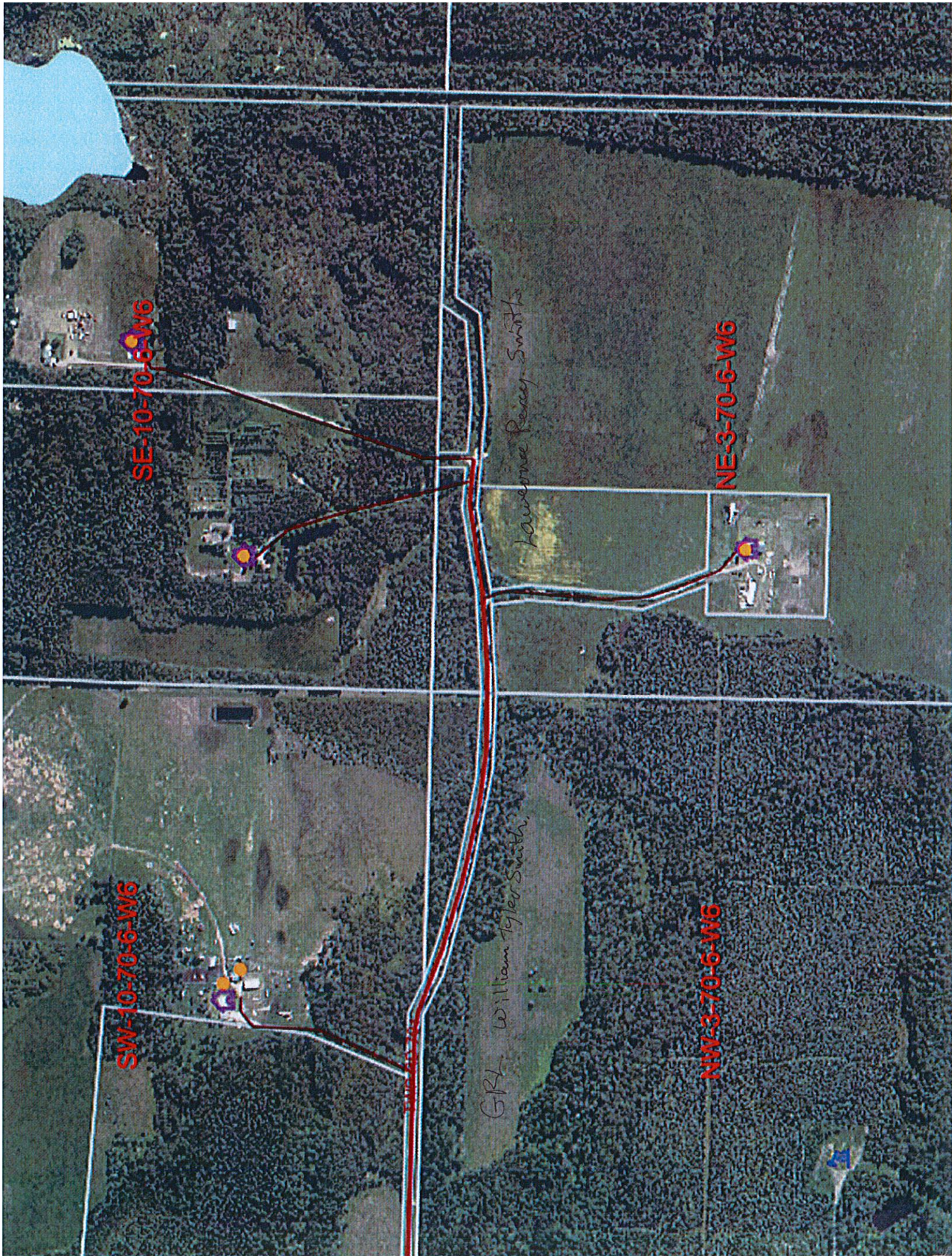
Option #3

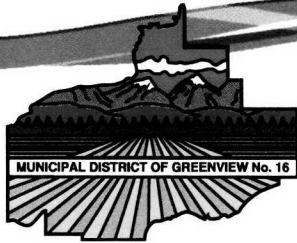
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Date Created: 21/03/2019





BYLAW NO. 18-790
Of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of adopting a revised Schedule of Fees, as attached to this bylaw.

Whereas, the Council of the Municipal District of Greenview No. 16, duly assembled, deems it expedient from time to time to revise the Schedule of Fees for the municipality.

Therefore, be it resolved that in accordance with the Municipal Government Act, Chapter M-26, R.S.A. and amendments thereto; the Planning Act, Chapter P-9, R.S.A. and amendments thereto; and the Municipal Taxation Act, Chapter M-31, R.S.A. and amendments thereto; that Council adopts the Schedule of Fees, attached to and forming part of this bylaw.


Municipal District of Greenview Bylaw Number 17-784 is hereby repealed.

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

Read a first time this 26th day of March, A.D., 2018.

Read a second time this 23rd day of April, A.D., 2018.

Read a third time and passed this May day of 14th, A.D., 2018.



REEVE



CHIEF ADMINISTRATIVE OFFICER



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

Community Services

	Description	GST Status	Fee in \$
A. Agricultural Services			
<i>All decisions being at the Agricultural Fieldsman's discretion</i>			
1.	Haying or Pasturing Permits		
i.	Application fee		\$100.00
ii.	<i>plus</i> annual per acre charge		\$15.00
2.	Spray Exemption Signs		
i.	Spray Exemption Signs (One-time fee only)	T	Free
ii.	Lost or Replacement Signs, each	T	\$30.00
3.	Guides		
i.	Guide to Crop Protection - Chemical/Cultural	T	\$12.00
ii.	Weed Seedling Guide	T	\$10.00
iii.	Nutrition and Feeding Management for Horse Owners	T	\$20.00
iv.	Horse Health	T	\$15.00
4.	Picnic Tables		
i.	Non-profit organizations - community event		No charge
ii.	Private affair, non-public event - maximum of 10 days	T	\$10.00/day
iii.	Delivery charge, per loaded kilometer	T	\$2.00/km
5.	Barbecue		
i.	Non-profit organizations - community event		No charge
ii.	Private affair, non-public event - maximum of 10 days	T	\$100.00/day
iii.	Deposit (all organizations)	E	\$200.00
iv.	Delivery charge, per loaded kilometer	T	\$2.00/km
6.	Weed & Insect Control Equipment		
i.	Field Sprayer c/w GPS <i>All Locations</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
ii.	Boomless Sprayer <i>Valleyview</i>	T	\$20.00 Each Day (3 Days Maximum if Lineup)
iii.	Water Tank on Trailer (for spraying) <i>Valleyview, Grovedale</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)
iv.	Estate Sprayer (Pull type) <i>All Locations</i>	T	\$20.00 Each Day (3 Days Maximum if Lineup)
v.	Estate Sprayer (3 Point Hitch) <i>Valleyview</i>	T	\$20.00 Each Day (3 Days Maximum if Lineup)
vi.	Quad Wick Applicator <i>All Locations</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
vii.	Quad Mount Sprayer <i>All Locations</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
viii.	Backpack Sprayer (15 Liters) <i>All Locations</i>	T	\$5.00 Each Day (3 Days Maximum if Lineup)
ix.	Hand Wick Applicator (Holds 600 ml.) <i>All Locations</i>	T	Free First 3 Days, \$5.00 Each Additional Day. (3 Days Maximum if Lineup)
x.	Granular Pesticide Bait Applicator (Holds 135 lbs Bran) <i>Valleyview</i>	T	\$30.00 Each Day (3 Days Maximum if Lineup)



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
7.	Spreaders		
i.	Manure Spreader <i>Valleyview, Grovedale</i>	T	\$200.00 Each Day (3 Days Maximum if Lineup)
ii.	Fertilizer Spreader <i>Valleyview</i>	T	\$100.00 Each Day (3 Days Maximum if Lineup)
8.	Earth Moving Equipment		
i.	1000 Earth Mover <i>Valleyview, Crooked Creek</i>	T	\$200.00 Each Day (3 Days Maximum if Lineup)
ii.	900 Earth Mover <i>Grovedale</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
iii.	425 Earth Mover <i>Grovedale</i>	T	\$100.00 Each Day (3 Days Maximum if Lineup)
iv.	12' Pull-Type Blade <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
v.	Vee Ditcher <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
9.	Post Pounders		
i.	Post Pounder <i>All Locations</i>	T	\$125.00 Each Day (3 Days Maximum if Lineup)



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
10.	Bin Crane		
i.	Bin Crane <i>Valleyview, Grovedale</i>	T	\$100.00 Each Day (3 Days Maximum if Lineup)
11.	Cattle Equipment		
i.	Cattle Squeeze <i>All Locations</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)
ii.	Loading Chute <i>All Locations</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)
iii.	Panel Trailer <i>Valleyview, Grovedale</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)
iv.	Spare Panels <i>Crooked Creek, Grovedale</i>	T	Free First 3 Days, \$5.00 Each Additional Day
v.	Dehorner, Gougers, Burdizzo Clamps <i>Valleyview</i>	T	Free First 3 Days, \$5.00 Each Additional Day
vi.	Tag Reader <i>Valleyview</i>	T	Free, \$100.00 Deposit Required (3 Days Maximum if Lineup)
12.	Conservation Equipment		
i.	50' Heavy Harrow with Granular Applicator <i>Valleyview</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
ii.	33' Heavy Harrow with Granular Applicator <i>Grovedale</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
iii.	30' Land Roller <i>Valleyview, Grovedale</i>	T	\$200.00 Each Day (3 Days Maximum if Lineup)
iv.	14' Disc <i>Grovedale</i>	T	\$250.00 Each Day (3 Days Maximum if Lineup)
v.	No Till Drill <i>Valleyview</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
13. Broadcast Seeders			
i.	Truck Mount Seeder <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
ii.	Quad Mount Seeder <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
iii.	Hand Seeder <i>Valleyview</i>	T	Free First 3 Days, \$5.00 Each Additional Day
14. Water Pumping Equipment			
i.	Water Pump and Pipe Trailer (AB. Agriculture Unit) <i>Valleyview</i>	T	\$250.00 Each Day (3 Days Maximum if Lineup)
15. Miscellaneous Equipment			
i.	Bag Roller <i>Valleyview</i>	T	\$125.00 Each Day (3 Days Maximum if Lineup)



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
ii.	Survey Equipment <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
iii.	Metal Detector <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
iv.	Hay Sampler, Measuring Wheel, Bin Probe, Soil Sampler <i>Valleyview</i>	T	Free First 3 Days, \$5.00 Each Additional Day
v.	Scare Cannons <i>Valleyview</i>	T	Free First 3 Days, \$5.00 Each Additional Day
vi.	Rodent Traps (Two Styles) <i>Valleyview</i>	T	\$10.00 Each Day, \$100 Deposit Required (3 Days Maximum if Lineup)
vii.	Grain Vacuum <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
viii.	Bale Wagon <i>Valleyview, Grovedale</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
ix.	Pressure Washer on Trailer <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
16.	Recovery of A.S.B. Equipment **Minimum one hour charge for recovery of equipment**		
i.	Recovery of rental equipment requiring 1-ton min. for transport	T	\$100.00/hr
ii.	Recovery of rental equipment requiring vehicle under 1-ton for transport	T	\$75.00/hr



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
iii.	Cleaning (when equipment is returned unclean)	T	\$60.00/hr
iv.	Removal of contaminated soil (Remediation purposes for club root)	T	\$60.00/hr + Disposal Fee
17.	Adult Wolf Carcass	E	\$300.00

B. Family and Community Support Services			
1.	Home Support <i>*This fee can be varied as evaluated and approved by the FCSS Manager.</i>	E	\$20.00*



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

Corporate Services

	Description	GST Status	Fee in \$
A. Finance & Administration			
1. Photocopying			
i.	Tax, Utilities, and other documents	T	\$0.50/page
ii.	Minutes or Bylaws	T	\$1.00/page
2. Documents			
i.	Planning or otherwise, any size	T	\$10.00
ii.	Faxed Copies (incoming/outgoing)	T	\$1.00/page
iii.	Access to Information (FOIP), Research	T	\$25.00/hr
3. Taxes			
i.	Tax certificate to registered landowner	E	No charge
ii.	Tax certificate to others	E	\$50.00/roll number
iii.	Tax Search to others	E	\$50.00/roll number
iv.	Online Tax Certificate to others	E	\$25.00
v.	Online Tax Search	E	\$15.00
vi.	Tax Notification Charges	E	\$75.00
4. Assessment			
i.	Assessment record to landowner	E	\$5.00/roll number
ii.	Assessment record to others	E	\$10.00/roll number



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

Infrastructure & Planning

	Description	GST Status	Fee in \$
A. Infrastructure & Planning			
1. Road Allowance License			
i.	Road Allowance License, application fee	E	\$100.00
ii.	<i>plus</i> advertising costs, <i>plus</i> per quarter section or portion thereof, per year	E	\$10.00
2. Road Closure			
i.	Application Fee	E	\$1,500.00
ii.	Sale of Road Allowance for the purpose of road closure. As determined by Accurate Assessment.	E	Fair Market Value
3. Approaches			
i.	Approach Application Request fee (non-refundable)	E	\$175.00/per approach
ii.	Construction: Gravel Approach	E	\$2000.00/per approach
iii.	Upgrade/Relocation: Gravel Approach	E	\$2500.00/per approach
iv.	Construction: Asphalt Approach	E	\$5000.00/per approach
v.	Upgrade/Relocation: Asphalt Paved Approach	E	\$5500.00/per approach
4. Inspections			
i.	Seismic pre-inspections, per occurrence	E	\$100.00
ii.	Seismic post-inspections, per occurrence	E	\$100.00
iii.	Seismic non-compliance, per inspection	E	\$100.00
5. Land Acquisition			
i.	Right of Way from properties up to 40 acres	T	See Schedule "A"
ii.	Right of Way from properties over 40 acres	T	\$2400.00 /acre
iii.	Right - of-Way: from properties minimum payment	T	\$150.00/per occurrence
iv.	On parcels more than 40 acres, where an existing residence is on the property, for up to 50 meters each side of the residential driveway	T	\$3,000/acre



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
v.	Borrow Pit Acquisition	T	\$1.00/m ³
vi.	Shelterbelt Loss, tree height under 10 feet	T	\$1,500.00/km
vii.	Shelterbelt Loss, tree height over 10 feet	T	\$2,500.00/km
6. Fencing			
i.	Removal of old fence by landowner	T	\$2,000/mile (1,250/km)
ii.	Removal of old fence by M.D. without replacement	T	\$1,000/mile (625/km)
iii.	Replacement of old fence by landowner with MD supplying material	T	\$4,000/mile (2,500/km)
iv.	Replacement of old fence by landowner including labour and materials	T	\$8,000/mile (5,000/km)
v.	Replacement of old fence by M.D.	T	No Compensation

B. Environmental Services			
	<i>Accounts for metered services and bulk accounts if not paid within 30 days of the billing date will incur a 1.5% penalty monthly.</i>		
	<i>Where work is done at cost, the cost will include the amount expended by Greenview for all expenditures incurred doing the work, including administration. All invoices will be paid within 30 days of billing. If not paid within 30 of billing, are subject to interest.</i>	<i>1.5% penalty/month</i>	
	<i>Water Meter/Replacement (Owner Responsibility)</i>	<i>Based on actual replacement costs</i>	
1. Requested Turn on/Shut off of Service Curb Stop			
i.	Regular Hours	T	\$20.00 Flat Rate
ii.	After Hours	T	\$80.00/hr
2. Hamlet Water Distribution Systems (DeBolt, Grovedale, Landry Heights, Little Smoky, and Ridgevalley)			
i.	Residential Rate (0 - 30 m ³ /month)	E	\$3.50/m ³
ii.	Residential Rate (Over 30 m ³ /month)	E	\$4.00/m ³
iii.	Non Residential Rate	E	\$4.00/m ³



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
iv.	Installation Fee (To install from main line to property line)	E	\$8,000.00 deposit (based on actual invoice)
v.	Connection Fee (Rights to connect)	E	\$12,500.00 per service
vi.	Utilities Account Deposit	E	\$100.00
3.	Rural Water Distribution System (Valleyview)		
i.	Residential Rate (Over 30 m ³ /month)	E	\$10.00/m ³
ii.	Non Residential Rate	E	\$10.00/m ³
iii.	Connection Fee	E	\$12,500.00 /per service
iv.	Utilities Account Deposit	E	\$100.00
4.	Rural Water Distribution System (Crooked Creek)		
i.	Residential Rate (0-30 m ³ /month)	E	\$3.50/m ³
ii.	Residential Rate (Over 30 m ³ /month)	E	\$10.00/m ³
iii.	Non Residential Rate	E	\$10.00/m ³
iv.	Connection Fee	E	\$12,500.00
v.	Utilities Account Deposit	E	\$100.00
	Rural Water Distribution System (Ridgevalley)		
i.	Residential Rate (0-30 m ³ /month)	E	\$3.50/m ³
ii.	Residential Rate (Over 30 m ³ /month)	E	\$10.00/m ³
iii.	Non Residential Rate	E	\$10.00/m ³
iv.	Connection Fee	E	\$12,500.00
v.	Utilities Account Deposit	E	\$100.00
5.	Water Point Facilities		
i.	Potable Water Points Residential/Agriculture	E	\$3.50/m ³
ii.	Potable Water Points Commercial	E	\$8.50/m ³
iii.	Non-Potable Water Points	E	\$2.00/m ³
6.	Gravity Wastewater Collection System (DeBolt & Ridgevalley)		
i.	Sanitary Service Installation Fee	E	\$8,000.00 deposit (based on actual invoice)
ii.	Connection Fee	E	\$500.00 per service



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
7.	Low Pressure Wastewater Collection System (Little Smoky & Grovedale & Ridgevalley)		
i.	Sanitary Service Installation Fee	E	\$8,000.00 deposit (based on actual invoice)
ii.	Connection Fee	E	\$500.00 per service
8.	Septage Classification		
i.	Residential – Single Family Dwelling	E	\$24.00 /month
ii.	Residential – Duplex (per dwelling unit)	E	\$24.00 /month
iii.	Residential – Multi Family Dwelling (per self-contained dwelling unit)	E	\$24.00 /month
iv.	Commercial – General Store	E	\$36.00 /month
v.	Commercial – Laundromat	E	\$56.00 /month
vi.	Commercial – Hotels (rooms & beer parlor)	E	\$80.00 /month
vii.	Commercial – Cafes	E	\$48.00 /month
viii.	Commercial – Garages	E	\$48.00 /month
ix.	Commercial – Office	E	\$36.00 /month
x.	Commercial – Not elsewhere classified	E	\$36.00 /month
xi.	Community Halls & Other Recreation Facilities	E	\$48.00 /month
xii.	Churches	E	\$24.00 /month
xiii.	Schools (per classroom)	E	\$24.00 /month
xiv.	Royal Canadian Legion Hall	E	\$24.00 /month
xv.	Senior Citizen’s Drop-In Centre	E	\$24.00 /month
9.	Wastewater Lagoon		
i.	Commercial/Industrial Tipping Rate	T	\$7.50/m ³
	Lagoon Keys		
i.	Key (Initial/replacement)	T	\$150.00

C. Operations			
<i>Greenview’s Equipment Rates will be the same as the EOIP rates</i>			
1.	Snowplowing Signs		
i.	Any driveway up to 400 meters	T	\$50.00



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
ii.	Any driveway greater than 400 meters	T	\$50.00 + \$100.00/hr for time over the first ½ hour
iii.	Lost or replacement signs	T	\$30.00/hr
2. Culverts – used or salvaged			
i.	500 mm or less	T	\$13.00/meter
ii.	600 mm	T	\$15.00/meter
iii.	700 mm	T	\$16.00/meter
iv.	800 mm	T	\$25.00/meter
v.	900 mm	T	\$28.00/meter
vi.	1000 mm	T	\$29.00/meter
vii.	1200 mm or greater	T	\$30.00/meter
3. Grade Blades			
i.	Used	T	\$5.00/each
4. Dust Control			
i.	Application of calcium product for residents and landowners (up to April 15 th each year)	E	\$150.00 per 200 meters
ii.	<i>plus:</i> for sections over 200 meters	E	\$5.35/meter
iii.	Application of calcium product for multi-parcel subdivisions	E	\$100.00 per 100 meters
iv.	Application of calcium product for industrial and road use agreement holders (up to April 15 th each year) <i>If in front of a residence, the industrial user will be charged the residential rate for a maximum distance of 200 meters</i>	E	\$1605.00 per 300 meters
v.	<i>plus:</i> for sections over 300 meters	E	\$5.35/meter
5. Road Bond			
i.	Overload Road Bond Fees (non-refundable payment)	E	\$1,125.00/km
ii.	<i>plus:</i> Security Deposit (refundable subject to final inspections)	E	\$6,375.00/km
iii.	Fixed Fee for the TRAVIS MJ Permitting System	E	\$15.00 per permit
6. Community Aggregate			
i.	Community Aggregate Payment Levy	E	\$0.30/tonne



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
D. Planning and Development			
1. Planning Bylaw (New or Amended)			
i.	Land Use Bylaw Amendment Application	E	\$800.00
ii.	Developer's Area Structure Plan	E	\$10,000.00
2. Development Permits			
i.	Development Permit Applications	E	\$50.00 per \$100,000 or portion thereof
ii.	Variance Request	E	\$160.00
3. Subdivisions (including Bare Land Condominium Plans)			
i.	Subdivision and Condominium Plan Applications, Single Lot	E	\$450.00
ii.	<i>plus:</i> each additional lot/unit created	E	\$150.00
iii.	Plan of Subdivision Endorsement Fees	E	\$150.00 per title created
iv.	Condominium Plan Endorsement Fees	E	\$40.00 per unit
v.	Time Extension Request	E	\$250.00
4. Subdivision and Development Appeal Board			
i.	Development Appeal Fee (refundable if successful)	E	\$500.00
ii.	Subdivision Appeal Fee (refundable if successful)	E	\$500.00
5. Development Agreement Review			
i.	Residential: up to 4 lot subdivision	E	\$1,500.00
ii.	Residential: greater than 4 lot subdivision	E	\$3,000.00
iii.	All other Recreational, Commercial and Industrial subdivisions	E	\$3,000.00
6. Business Licensing			
i.	Business License Fee - new application	E	\$20.00
ii.	Business License Fee - annual renewal	E	\$10.00
7. Rural Addressing			
i.	Rural Addressing Signage New/ Replacement	T	\$50.00 per sign



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

	Description	GST Status	Fee in \$
8.	Signage		
i.	Individual Lot Sign	T	\$50.00 per sign
ii.	Large Address Sign with address Tab for Subdivisions of 4 lots or greater	T	\$800.00 per sign
9.	Orthographic Printing		
	<i>Based on size and quality of paper, image and graphics.</i>		
i.	Colour 8 ½" x 11" orthographic (aerial) photo	T	\$10.00 residents, \$15.00 non-residential
ii.	Colour 11" x 17" orthographic (aerial) photo	T	\$20.00 residents, \$25.00 non-residential
10.	Cadastral Map Pricing		
i.	Hardcopy – landowner	T	\$25.00 per sheet
11.	Certificate of Compliance	E	\$100.00
12.	Letter of Concurrence for Communication Towers	E	\$100.00
13.	Environmental Site Assessment Inquiries	E	\$200.00 per parcel



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

Schedule "A"

Land Acquisition
 Right of Way from properties up to 40 acres

Valleyview Area

Owner Parcel	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
0-1	\$ 30,000	\$ 22,600	\$ 16,600	\$ 13,600	\$ 12,600
1-3	\$ 12,600	\$ 12,000	\$ 8,750	\$ 7,350	\$ 7,275
3-5	\$ 8,900	\$ 8,600	\$ 6,300	\$ 5,300	\$ 5,250
5-10	\$ 6,100	\$ 5,850	\$ 4,350	\$ 3,700	\$ 3,650
10-20	\$ 3,900	\$ 3,900	\$ 2,850	\$ 2,700	\$ 2,600
20-30	\$ 2,800	\$ 2,750	\$ 2,700	\$ 2,600	\$ 2,550
30-40	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400

DeBolt Area

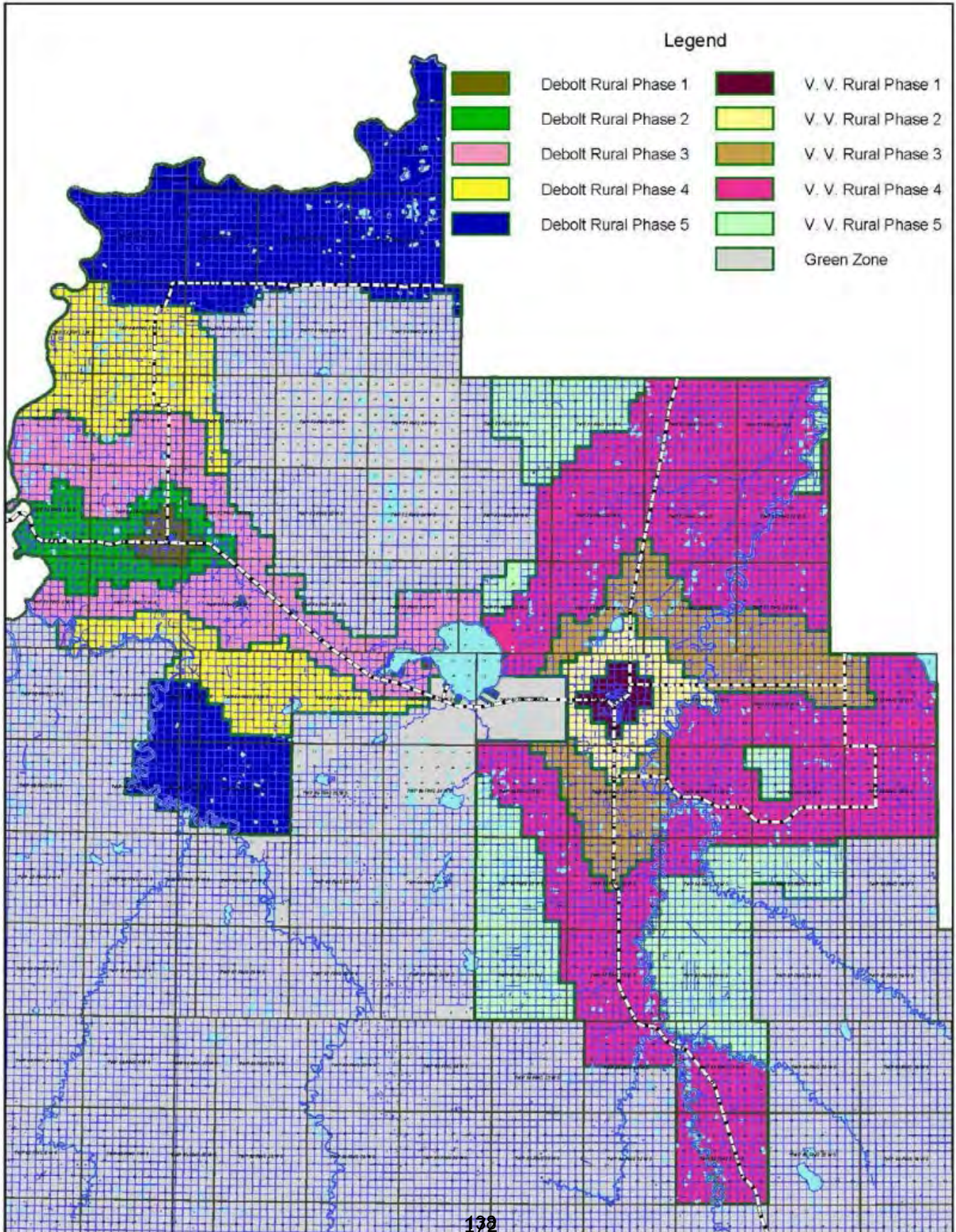
Owner Parcel	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
0-1	\$ 40,600	\$ 36,600	\$ 32,600	\$ 24,600	\$ 16,600
1-3	\$ 20,600	\$ 8,600	\$ 16,400	\$ 12,600	\$ 8,600
3-5	\$ 14,750	\$ 13,250	\$ 11,600	\$ 9,050	\$ 6,200
5-10	\$ 9,900	\$ 8,900	\$ 7,850	\$ 6,150	\$ 4,250
10-20	\$ 6,250	\$ 5,650	\$ 5,000	\$ 3,950	\$ 2,850
20-30	\$ 3,810	\$ 3,950	\$ 3,550	\$ 2,850	\$ 2,700
30-40	\$ 3,450	\$ 3,150	\$ 2,800	\$ 2,500	\$ 2,500
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400

Grovedale Area

Owner Parcel Size in Acres	Landry Heights Price/Acre	Grovedale Price/Acre	Aspen Grove Price/Acre	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES					
				Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
0-1	\$ 55,600	\$ 43,600	\$ 23,600	\$ 49,000	\$ 47,600	\$ 30,600	\$ 29,100	\$ 26,600	\$ 25,600
1-3	\$ 27,900	\$ 22,200	\$ 12,400	\$ 25,100	\$ 2,410	\$ 15,400	\$ 14,900	\$ 13,700	\$ 13,250
3-5	\$ 19,750	\$ 15,750	\$ 8,900	\$ 17,750	\$ 17,100	\$ 10,950	\$ 10,600	\$ 9,800	\$ 9,450
5-10	\$ 13,150	\$ 10,550	\$ 6,050	\$ 11,850	\$ 11,450	\$ 7,400	\$ 7,200	\$ 6,650	\$ 6,450
10-20	\$ 8,250	\$ 6,650	\$ 3,900	\$ 7,450	\$ 7,200	\$ 4,750	\$ 4,600	\$ 4,250	\$ 4,150
20-30	\$ 5,700	\$ 4,600	\$ 2,800	\$ 5,200	\$ 5,000	\$ 3,400	\$ 3,300	\$ 3,050	\$ 2,950
30-40	\$ 4,600	\$ 3,600	\$ 2,500	\$ 4,050	\$ 3,900	\$ 2,700	\$ 2,600	\$ 2,500	\$ 2,500
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 12,400	\$ 2,400

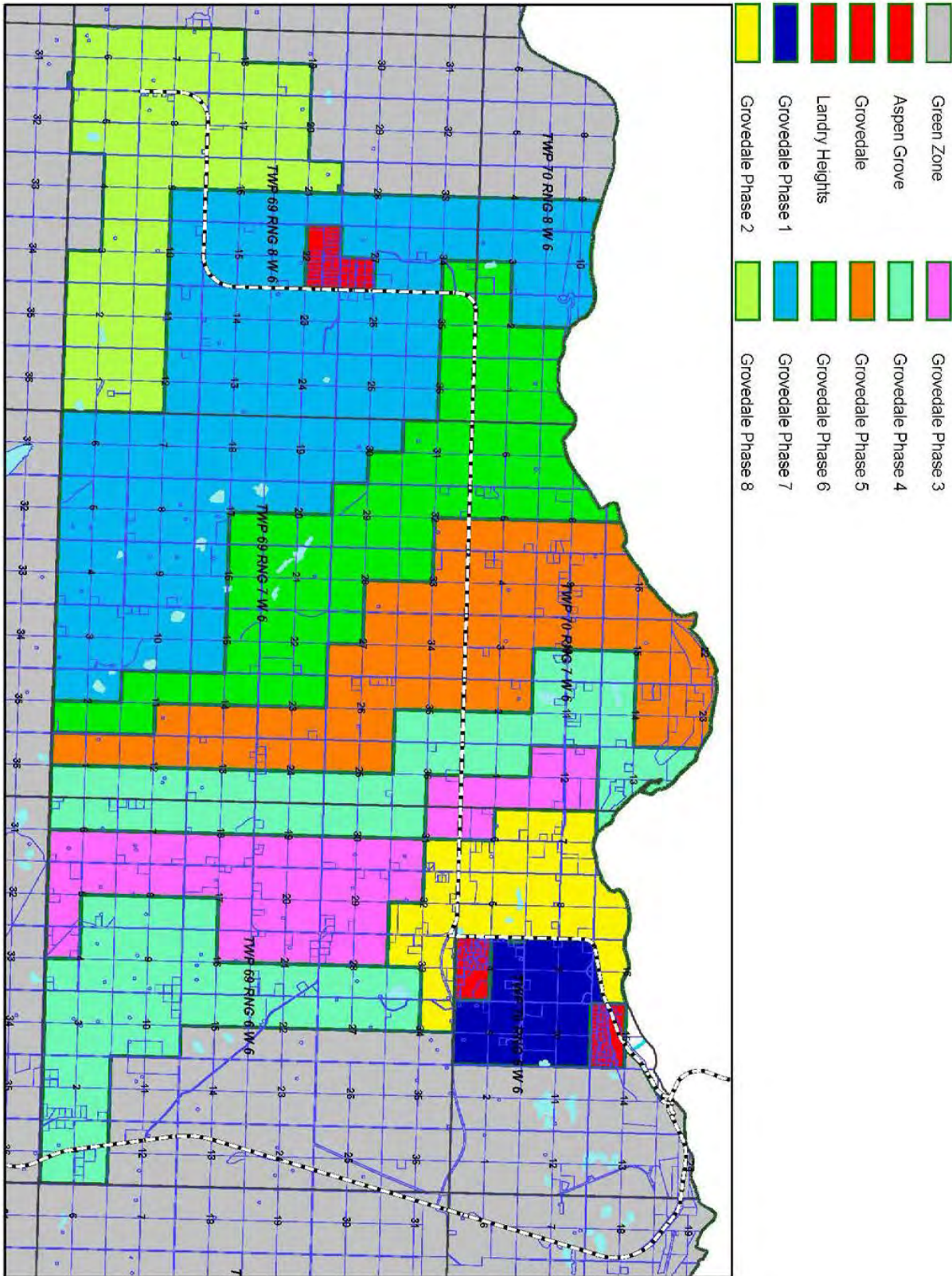


Schedule 'A'
Schedule of Fees
 Bylaw 18-790





Schedule 'A'
Schedule of Fees
 Bylaw 18-790





REQUEST FOR DECISION

SUBJECT: Road & Bridge Construction Inspector Position
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 25, 2019 ACAO: DT MANAGER: OM
DEPARTMENT: CONSTRUCTION & ENGINEERING GM: RA PRESENTER: RA
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

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

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 has one approved position for inspector for road and bridge construction projects and requesting an additional (2nd) position. The additional position is to help achieve the current workload for Greenview. The contractors provide 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 within Greenview.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to align with the ACAO and Council's goals and objectives to do some projects in house, which will save some on 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 within Greenview. 1FTE

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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FOLLOW UP ACTIONS:

The follow up actions to the recommended motion would be to 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 – Within Greenview, Alberta

STATUS: Vacant

POSITIONS REQUIRED: 1

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 Road 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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REQUEST FOR DECISION

SUBJECT: Grande Cache Public Service Building
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 25, 2019 ICAO: DT 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 naming of the Grande Cache Fire Hall, currently under construction in Grande Cache, to be titled and hereafter referred to as the Grande Cache Public Service Building.

BACKGROUND/PROPOSAL:

In 2014 Council approved the design, procurement and construction of two identical buildings, with one each constructed respectively within the hamlets of Grovedale and DeBolt. The buildings, titled, Public Service Buildings (PSB), intended purpose was described as multi-functional, housing Greenview staff requirements, as well as the hamlets' respective Fire Department.

The DeBolt PSB currently houses the fire department; Infrastructure and Planning Department staff working in a variety of capacities; and a Corporate Services Department full time staff person ensures the building is open to the public on a condensed schedule (two days a week). The Grovedale PSB also houses the fire department, and as of April 2019, will also be the home of some of the Community Services Economic Development Department staff.

In 2018, Greenview agreed to partner with, at the time, the Town of Grande Cache, to build a replica of the DeBolt and Grovedale Public Service buildings. Like Greenview, the Town of Grande Cache had planned that a significant function of the building was to house the fire department, and though other space usage in the building had not clearly been defined at the time, the building was generally referred to as the Fire Hall. However, now that Grande Cache is a Greenview hamlet, the naming and use of the building should be re-evaluated.

The commonality, is that all three buildings, Grovedale PSB, DeBolt PSB and the Grande Cache new building, house a Greenview fire department and will include a various complement of assigned staff. Administrative believes that to ensure the implementation of uniform management of all fire departments, staff within the building, and efficient management of the building itself, it is imperative that all three buildings be treated the same. As a result, it is Administration's recommendation that the Greenview building currently under

construction in Grande Cache be named the Grande Cache Public Service Building. This building will house the fire department and other staff appointments to the building will be determined at a later date.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that prior to construction completion and housing of the commonly referred to Grande Cache Fire Hall the name will be reflective of Greenview's purpose for the intended usage of the building, thereby the recommended title Grande Cache Public Service Building.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the recommended motion, however Administration does not recommend this action as it is deemed important to maintain consistency within Greenview with respect to the three identical buildings.

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:

If Council approves the recommended motion, Administration will proficiently communicate and reference the new building name.

ATTACHMENT(S):

- N/A



REQUEST FOR DECISION

SUBJECT: Eagle Tower Victim Services
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 25, 2019
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
ICAO: DT
GM: SW
MANAGER:
PRESENTER: SW

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That no action be taken on the request from the Eagle Tower Victim Service Society for funding in the amount of \$39,456.00 to provide victim services in Fox Creek, Whitecourt and Woodlands County.

BACKGROUND/PROPOSAL:

Administration recommends no action be taken on the request from the Eagle Tower Victim Service Society for funding in the amount of \$39,456.00. This recommendation is based on the lack of clarity provided regarding the level of demand for the service within the Town of Fox Creek and Greenview.

Based in Whitecourt, Alberta and primarily serving Woodlands County, Eagle Tower Victim Services is a non-profit, police based, community supported society that works in partnership with local RCMP. Their goal is to reduce the impact of trauma to victims, both at the time of crisis and during their time of need. In addition, they strive to create an unbiased and supportive environment for those dealing with the aftermath of loss, tragedy or crime.

Eagle Tower Victim Services serves a traditionally low volume call area in the Town of Fox Creek, however are seeking to establish more of a presence with a 24 hour part time employee based out of the Town of Fox Creek RCMP detachment. The anticipate cost of this service is \$38,496.00.

Two main services that the Society delivers is to provide assistance to grieving families that need to say goodbye to a loved one for the last time and assist with next of kin notices when the RCMP are informing family members of a death in the family.

Current funding of the Society includes:

- Town of Whitecourt - \$17,278.00
- Solicitor General - \$150,000.00
- Woodlands County Grant - \$8,400.00
- Golf Tournament - \$8,000.00 (varies from year to year)

- Bi-Annual Casino - \$7,500.00

Greenview has not supported Valleyview Victims Assistance with acquiring an employee, however Greenview has provided sponsorship funds for their fundraiser event in the amount of \$500.00 in the calendar year 2014 and \$840.00 in 2018.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will ensure financial support is not provided without a complete understanding of the scope of services provided from the Eagle Tower Victim Service Society and potential impact on Greenview and the Town of Fox Creek residents.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that the Eagle Tower Victim Service Society may not have their desired presence in the Town of Fox Creek and area.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide financial assistance to the Eagle Tower Victim Service Society.

FINANCIAL IMPLICATION:

Direct cost: 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

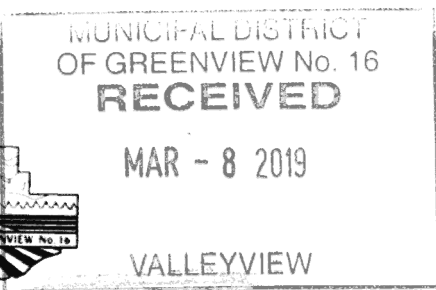
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Eagle Tower Victim Service Society Grant Application



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

GRANT APPLICATION

Organization Information:

Name of Organization: Eagle Tower Victim Service Society

Address of Organization: Box 537 Whitecourt, AB T7S 1N6

Contact Name and Phone Number: Christina Prodaniuk 780-779-5924

Position of Contact Person: Program Manager

Purpose of organization:
By providing information, referrals and support the Eagle Tower Victim Services Unit
reduces trauma to those affected by crime and tragedy.

What act are you registered under? Society's Act Registration No. 5017079657

Grant Information:

Total Amount Requested \$39,456.00

Operating Capital

Proposed Project: Since 2008 Victim Service unit funding has been capped for rural
programs and limited to responding to criminal offences. The traumatic responses that is required
for communities has been strictly fundraisied dollars, which in todays fiscal climate is extremely
challenging. We have volunteers fundraising to maintain a level of service that we provide to
communities. We need funds to maintain trained staff that respond to crisis calls in our
communities, which include Whitecourt, Fox Creek, Woodlands County and the County of
Greenview. Currently we have 4 part-time employees.

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

Grant Application Checklist

- 1) Have all final reports from previous grant applications been filed?
- 2) Has the application been fully completed and signed?
- 3) Have you attached an overall budget for your organization for the next year?
- 4) Have you attached a detailed budget for the grant application?
- 5) Have you attached your approved financial statements for the last year available?
- 6) Have you attached other supporting documentation if applicable?
- 7) Is everything you provided clearly written and easy to understand?



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

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?

We are in the process working with Woodlands County to have allocated funds given directly to the Eagle Tower Victim Service Unit instead of writing grants, we currently get \$8400.00 granted. The Town of Whitecourt allocates funding directly as a per deium yearly. \$17,278.00

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

We host an annual Golf Tournament that has raised up to \$15,000.00 - 9,000.00 depending on the fiscal climate. This provides training for advocates and staff - as well as responses to crisis calls.



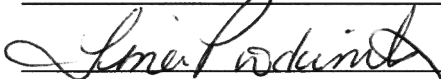
Municipal District of Greenview #16
Box 1079 Valleyview, AB T0H 3N0
Phone: (780) 524-7600 Fax: (780) 524-4307

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: Christina Prodaniuk

Signature: 

Address: Box 537 Whitecourt, AB

Telephone Number: 780-779-5924

Date: March 04, 2019



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 16	Current Year Estimates 20 25	Next Year Proposal 20 26
1.	Fees			
2.	Memberships			
3.	Other income (please list)			
	Municipal Funds	\$17,278.00	17,278.00	27,578.00
	Solicitor General	150,000.00	150,000.00	150,000.00
4.	Grants (please list)			
	Woodlands County (grant subm	\$8700.00	10,300.00	Municipal Funds
5.	Donations (please list)			
	Golf Tournament	\$8000.00	\$8000.00	\$8000.00
	Bi-Annual Casino	\$7500.00	\$7500.00	\$7500.00
6.	Interest Earned			
7.	Miscellaneous Income	\$2900.00	2900.00	2900.00
	TOTAL REVENUE (add up items 1-7)	194,378.00	195,978.00	195,978.00
EXPENSES				
8.	Honourariums/Wages/Benefits	147,625.00	149,625.00	150,000.00
9.	Travel Expenses	3723.00	4000.00	4000.00
10.	Professional Development	1709.00	2000.00	2000.00
11.	Conferences	4808.00	6000.00	6000.00
12.	Cleaning & Maintenance			
13.	Licensing Fees	4912.00	4900.00	4900.00
14.	Office Supplies	3509.00	4000.00	4000.00
15.	Utilities (phone, power, etc.)			
16.	Rent (Vehicle Lease)	12,333.00	12,333.00	12,333.00
17.	Bank/Accounting Charges			
18.	Advertising	555.00	1000.00	1000.00
19.	Miscellaneous (QB Court costs)	2624.00	3000.00	1000.00
	Advocate Appreciation	3789.00	4000.00	4000.00
20.	Capital Purchases (please list)			
	Computer(s)		2000.00	
	TOTAL EXPENSES (add up lines 8-20)	185,587.00	192,858.00	189,233.00
	NET BALANCE (subtract Total Expenses from Total Revenue)	8791.00	3120.00	6745.00

Cash on Hand	\$ 93,043.00	Operating Loans	\$ _____
Current Account Balance	\$ 142,043.00	Other Loans	\$ _____
Savings Account Balance	\$ 49,000.00	Accounts Payable	\$ _____
GIC 1/2 year op			
Accounts Receivable	\$ 0		
Inventory to Dec 31, 20 18	\$ 298.00		
Buildings	\$ _____		
Furniture/Fixtures	\$ _____		
Land	\$ _____		
Equipment	\$ _____		

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



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

APPLICATION FOR GRANT FORM B - CAPITAL

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

Eagle Tower Victim Services provides assistance during and after a crisis. 24/7.

We have been treating Fox Creek Detachment as a satellite detachment as the call volume has been low in the past. We feel to better serve this growing community we need to have full/part time staff available. Our main funder - the Solicitor General has not increased access to funds for the past 9 years. So until the government releases funding we need to find other means to serve our communities. To hire a full Part-time staff to have in Fox Creek would be a definite asset. Our wish would be to have someone 24/week work out of the Fox Creek Detachment where our office is provided by the RCMP. We are a referral agency that is an integral part of the community.

Estimated Completion Date: On - going yearly.

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

1. 12 hours per week - \$13,728.00 plus vehicle expenses \$11,040.00 (Lease & Insura

Amount \$ 24,768.00

2. 24 hours per week - \$27,456.00 plus vehicle expenses \$11,040.00 (Lease & Insura

Amount \$ 38,496.00

3. _____

Amount \$ _____

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

Program Budget

Option 1 – 12 hour Part - time Employee

	1 staff @ \$22.00	Total
Staff salary	12 hours x \$22.00	\$13,728.00
Vehicle	\$800.00/month	\$9600.00
Insurance	\$120/month	\$1440.00
Total		\$24,768.00

Option 2 – 24 hour Part – time Employee

	1 staff @ \$22.00	Total
Staff salary	24 hours x \$22.00	\$27,456.00
Vehicle	\$800/month	\$9600.00
Insurance	\$120.00/month	\$1440.00
Total		\$38,496.00

Information - Background

Eagle Tower Victim Services Unit is a non-profit, police based, community supported society that works in partnership with the local RCMP. Our goal is to reduce the impact of trauma to victims, both at the time of crisis and during their time of need. In addition, we strive to create an unbiased and supportive environment for those dealing with the aftermath of loss, tragedy or crime. All services are at no cost to the victim, confidential and available 24/7. The Eagle Tower Victim Services has a solid base of volunteers that is continuing to grow. We need to continue to engage volunteers as we have volunteers taking steps back due to work and other commitments. The process to become an advocate is a process that takes up to 1 year for security clearance and initial training is of the AVS 100 is over 70-90 hours of volunteer time just to start. Yearly training is necessary to keep these volunteers engaged and moving forward in the training process

Eagle Tower Victim Services – Volunteers

- a. Our volunteer advocates are available 24/7 to respond to the communities needs during the occurrence of crime or trauma. Provide emotional; support or assistance, information and referrals to other community agencies.
- b. Our program relies on volunteers to respond to the community's needs. Community programs like Victim Services is unique and we are able to entice volunteers from all walks of life to help out where needed. These volunteers are helpers in our community and do this type of work strictly to give back and make

our community a better place to live – with resources available when bad things happen.

- c. 10 Volunteer Advocates with 2 more undergoing security clearances, plus 9 Volunteer Board Members.
- d. Volunteers provided 9182.5 on-call hours in 2018, Over 200 hours in training, 447 hours in court, and 472.5 hours assisting victims of crime or tragedy.

1. Community Tragedy – Assistance was given the time of a horrific traumatic event in our community. We are fortunate enough to have enough trained staff during these times of community grief. We were able to provide assistance to a grieving family that needed to say goodbye to their loved one for the last time, at the same time provide a soft place to discuss hardships and grief when you are responsible for the death of another person. These are complicated matters and when before the courts, we were able to provide assistance to the family.

2. NOK's (Next of Kins) – Eagle Tower Victim Service Unit notified 24 families that their loved ones have died in 2018. Eagle Tower Victim Services along with the RCMP provide notification to families during this time of grief for the families. We assist and provide referrals and information on medical examiner information, funeral homes, grief counselling, and any other community resource that may assist the family. These are not easy calls to attend but we feel that the role we play makes it easier on the families involved.

EAGLE TOWER VICTIM SERVICES SOCIETY

Financial Statements

Year Ended December 31, 2018

(Unaudited - See Notice To Reader)

EAGLE TOWER VICTIM SERVICES SOCIETY

Index to Financial Statements

Year Ended December 31, 2018

(Unaudited - See Notice To Reader)

	Page
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Balance Sheet	2
Statement of Income and Retained Earnings	3
Schedules to Financial Statements	4



NOTICE TO READER

On the basis of information provided by management, I have compiled the balance sheet of Eagle Tower Victim Services Society as at December 31, 2018 and the statement of income and retained earnings for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Whitecourt, Alberta
January 31, 2019

SHANNON KONSMO PROFESSIONAL CORPORATION
CHARTERED PROFESSIONAL ACCOUNTANT

EAGLE TOWER VICTIM SERVICES SOCIETY

Balance Sheet

December 31, 2018

(Unaudited - See Notice To Reader)

	2018	2017
ASSETS		
CURRENT		
Cash (Schedule 2)	\$ 65,164	\$ 59,706
Accounts receivable	1,100	-
Goods and services tax recoverable	761	1,204
Security deposits	5,000	5,000
	72,025	65,910
CAPITAL ASSETS (Schedule 3)	209	298
	\$ 72,234	\$ 66,208
LIABILITIES AND SHAREHOLDERS' EQUITY		
CURRENT		
Accounts payable	\$ 2,843	\$ 2,933
Employee deductions payable	-	3,009
	2,843	5,942
RETAINED EARNINGS	69,391	60,266
	\$ 72,234	\$ 66,208

See schedules to financial statements

EAGLE TOWER VICTIM SERVICES SOCIETY

Statement of Income and Retained Earnings

Year Ended December 31, 2018

(Unaudited - See Notice To Reader)

	2018	2017
REVENUES		
Grants	\$ 174,094	\$ 173,013
Donations	7,064	12,565
Casino revenue	-	20,893
Fundraising	13,216	6,157
	194,374	212,628
EXPENSES		
Administrative costs	50	571
Advertising and promotion	555	4,387
Amortization	89	128
Casino expenses	-	5,572
Donations	-	3,331
Honoraria	-	12,500
Insurance	3,131	3,002
Interest and bank charges	312	137
Meals and entertainment	1,709	2,828
Memberships	370	-
Office	3,509	3,077
Professional fees	1,845	6,052
Program costs	1,735	1,579
Salaries and wages	147,625	151,932
Training	4,808	11,867
Travel	3,723	2,256
Vehicle	12,333	11,819
Volunteer appreciation	3,789	4,454
	185,583	225,492
INCOME (LOSS) FROM OPERATIONS	8,791	(12,864)
OTHER INCOME		
Interest income	334	375
NET INCOME (LOSS)	9,125	(12,489)
RETAINED EARNINGS - BEGINNING OF YEAR	60,266	72,755
RETAINED EARNINGS - END OF YEAR	\$ 69,391	\$ 60,266

See schedules to financial statements

EAGLE TOWER VICTIM SERVICES SOCIETY

Schedules to Financial Statements

Year Ended December 31, 2018

(Unaudited - See Notice To Reader)

1. DESCRIPTION OF BUSINESS

Eagle Tower Victim Services Society (the "society") is incorporated provincially under the Societies Act of Alberta as a not-for-profit organization and is a registered charity under the Income Tax Act. The purpose of the society is to provide information, knowledge, access to resources, advocacy, and emergency assistance to victims of crime and violence.

2. CASH

Management has internally restricted cash in the amount of \$49,453 (2016 - \$46,635) for use as a capital replacement fund.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Computer equipment	\$ 2,086	\$ 1,877	\$ 209	\$ 298



REQUEST FOR DECISION

SUBJECT: **5th Annual Big Lakes County Charity Golf Tournament**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 25, 2019 ICAO: DT MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: SW
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Bronze Sponsorship in the amount of \$1,000.00 to Big Lakes County for the 6th Annual Big Lakes County Charity Golf Tournament, with funds to come from the Community Services Miscellaneous Grants Budget.

BACKGROUND/PROPOSAL:

The Big Lakes County 6th Annual Big Lakes Invitational Charity Golf Tournament will take place on Thursday, August 22, 2019 at the High Prairie & District Golf Course. The goal is to raise money that will be donated to the Heart and Stroke Foundation, the Stollery Children’s Hospital Foundation, High Prairie Health Foundation and Swan Hill’s Hospital Foundation. In an effort to meet their goals, they are asking for participation from businesses and individuals by way of sponsorship or registering a team.

Big Lake County has previously donated \$500.00 to the 2015 Greenview Golf Tournament and \$500.00 to the 2018 Clay Shoot. The minimum sponsorship option available is Bronze - \$1,000.00 (includes one complimentary entry) for the Big Lakes Invitational Charity Golf Tournament.

An acceptable alternative would be to support the event with a donation of Greenview promotional items.

The Community Service Miscellaneous Grant has a balance of \$947,086.64 as of March 24, 2019.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting a neighbouring municipality in a public event that is dedicated to supporting others in need.
2. The benefit of Council accepting the recommended motion is that Greenview will be publically recognized as an event sponsor.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter the sponsorship amount specified in the recommend motion.

Alternative #2: Council has the alternative to provide event support in the form of Greenview promotional items, however this will not qualify as a sponsorship package.

FINANCIAL IMPLICATION:

The financial implication to the recommended motion is \$1000.00.

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 respond to Big Lakes County accordingly with Council's decision.

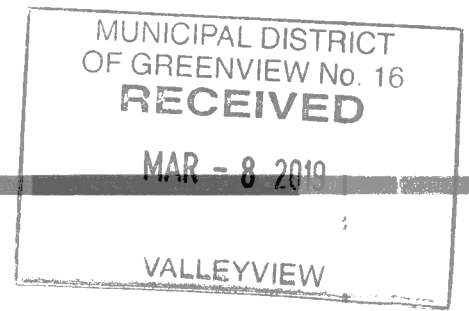
ATTACHMENT(S):

- Invitation and Sponsorship Package



BIG LAKES COUNTY

5305-56 Street Box 239, High Prairie, AB T0G 1E0
T / (780) 523-5955 F / (780) 523-4227



February 28, 2019

Reeve Dale Gervais
M.D. of Greenview
Box 1079
Valleyview AB T0H 3N0

Dear Reeve Gervais,

Re: 6th Annual Big Lakes Invitational Charity Golf Tournament

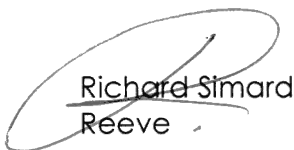
Our 6th Annual Big Lakes Invitational Charity Golf Tournament will take place on Thursday, August 22, 2019 at the High Prairie & District Golf Course. Our goal is to raise funding that will be donated to the Heart & Stroke Foundation, the Stollery Children's Hospital Foundation, the High Prairie Health Foundation, and the Swan Hill's Hospital Foundation. In order to meet our goal, we are asking for sponsorship and participation from businesses and individuals.

By supporting this annual event you'll be supporting very worthy charities and helping us provide assistance to local organizations within our community. We ask that you consider sponsoring or registering a team. A copy of our registration/sponsorship form has been attached. As a sponsor, your name will be placed on signage that is posted at the event.

We hope that we can count on you to help support our charities. If you have any questions, please feel free to contact Sherry Monteith at 780-523-5955 or smonteith@biglakescounty.ca.

Thanks in advance for your consideration!

Sincerely,



Richard Simard
Reeve

Enclosure

6TH ANNUAL BIG LAKES CHARITY GOLF TOURNAMENT

Thursday, August 22, 2019
High Prairie & District Golf Course

TITLE SPONSOR

TOLKO

SPONSORSHIP PACKAGES

GOLD - \$3,000
Two Complimentary Entries

SILVER - \$2,000
One Complimentary Entry

BRONZE - \$1,000
One Complimentary Entry

HOLE #1 - \$2,500
One Complimentary Entry

HOLE IN ONE - \$1,500
One Complimentary Entry

GOLF CARTS - \$2,000
One Complimentary Entry

REGULAR HOLE - \$1,500
One Complimentary Entry

BBQ - \$3,000
Two Complimentary Entries

BREAKFAST - \$2,000
One Complimentary Entry

PEROGIES & SAUSAGE - \$1,500
One Complimentary Entry

WINGS & BEER - \$1,500
One Complimentary Entry

SHRIMP & CAESARS - \$1,500
One Complimentary Entry

BEVERAGE CART - \$1,500
One Complimentary Entry

SCOTCH & SHOTS - \$1,500
One Complimentary Entry

PROUDLY SUPPORTING...

High Prairie Health Foundation &
Swan Hills Hospital Foundation



Proceeds in support of



The Heart and Stroke Foundation of Canada recognizes the important contribution of its sponsors. However, this is not an endorsement. The heart and / icon on its own and the heart and / icon followed by another icon or words in English or French are trademarks of the Heart and Stroke Foundation of Canada used under license.

Questions: Please contact Sherry Monteith or Jessica Martinson
T/ 780-523-5955 F/780-523-4227
Email/ smonteith@biglakescounty.ca or jmartinson@biglakescounty.ca



GO BIGLAKESCOUNTRY.CA

REGISTRATION FORM

REGISTRATION DEADLINE: JULY 23, 2019

Contact Name: _____

Company Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email: _____

~ ENTRY FEE - \$150 PER PERSON ~

Includes green fee for 18 holes, cart, continental breakfast, food holes & BBQ

Please Check One: All Players on Same Team All Players on Different Teams

Players: _____

Registration Fee: _____ x \$150 = _____

Complimentary Golfers: _____

Sponsorship Amount: _____

Total: \$ _____

Credit Card #: _____

Cardholder Name: _____

METHOD OF PAYMENT:

Visa Cheque

Cash Invoice

MasterCard

Expire Date: _____

Authorized Signature: _____

PLEASE MAKE CHEQUES PAYABLE TO: BIG LAKES CHARITY GOLF

Schedule	
7:30 am	Breakfast & Registration
8:45 am	Welcome & Group Photo
9:00 am	Texas Scramble Shotgun Start
3:30 pm	BBQ & Live/ Silent Auction

Questions: Please contact Sherry Monteith or Jessica Martinson
T/ 780-523-5955 F/780-523-4227
Email/ smonteith@biglakescounty.ca or jmartinson@biglakescounty.ca



GO BIGLAKESCOUNTRY.CA



REQUEST FOR DECISION

SUBJECT: Canadian Motorcycle Tourism Fundraiser
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 25, 2019 ICAO: DT MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: SW
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That no action be taken on the request from the Canadian Motorcycle Tourism Association for funding of a Veterans Memorial Garden in Grande Prairie, Alberta.

BACKGROUND/PROPOSAL:

Administration recommends that no action be taken on the request from the Canadian Motorcycle Association for funding of a Veterans Memorial Garden in Grande Prairie, Alberta. This recommendation is due to Greenview providing \$9,000.00 to this association for another project at the same location within the last 3 months.

The Canadian Motorcycle Tourism Association is a non-profit group that is spearheading a project to create a Veterans Memorial Gardens to surround the Afghanistan Monument in Grande Prairie. The monument was unveiled in 2017 and the proposed gardens will be located nearby next to the Army, Navy & Air force Veterans in Canada's Unit 389 Community Center in Grande Prairie.

The Veterans Memorial Gardens items in need of funding include:

- Memory benches, \$6,500.00 each (10 required)
- Trees & Shrubs, \$275.00 each (45 trees and 90 shrubs required)
- Paving and river stone pathways, \$15,000.00
- Solar lighting, \$7,500.00

On January 14, 2019, Council approved \$9000.00 to assist the Canadian Motorcycle Tourism Association with the installation of a sound system in the Army, Navy & Air force Veterans in Canada's Unit 389 Community Center in Grande Prairie. Due to the recentness of this grant, Administration is not aware if those funds have been used.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will not set a precedent of multiple successful grant requests in a short period of time.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide the Canadian Motorcycle Tourism Association with a sponsorship.

FINANCIAL IMPLICATION:

There are no financial implication 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 inform the Canadian Motorcycle Tourism Association accordingly with Council's decision.

ATTACHMENT(S):

- Fundraising Letter



Canadian Motorcycle Tourism Association
10908-102 St.
Grande Prairie AB T8V 2X3
Phone: (780) 933-0182
Email: exec.director@motorcycltourism.ca
Websites: veteransmemorialgardens.com
motorcycltourism.ca



Afghanistan War Monument
Unveiling & Dedication, October 2017
Grant Cree Photo

To whom it may concern:

From the MD of Opportunity to the BC border and Grande Cache to the NT border, this sparsely populated region of Northwestern Alberta has offered up it's fair share of patriots. Our non profit, the Canadian Motorcycle Tourism Association is spearheading a project to create **Veterans Memorial Gardens** to surround the **Afghanistan Monument** in Grande Prairie.

The monument, which was unveiled in 2017, and the future gardens are next door to the Army, Navy & Airforce Veterans in Canada's Unit 389 Community Centre at 10117- 93 St. Grande Prairie, which is in the process of being sold. We have a long term lease, and our development permit has been approved by the City of Grande Prairie.

We were awarded a CIP grant that allows us to have our program for students grade 4-6 created for us by the Loyal Edmonton Regiment Museum. That program is slated to be available in September 2019. The grant also allows us to have videography work done by CIA Solutions to capture some of the stories of our regional Indigenous & Metis veterans and killed in action (Silver Cross) families.

We have received grant approval from the Alberta Culture & Tourism that is allowing us to create and install the first 75 memorial panels this summer. The Canadian Fallen Heroes Foundation and the Commonwealth War Graves Commission are both working with us.

Because we were not successful in our CFEP grant application, we are going to be doing some serious fundraising and we are looking for the support we need from our communities and local businesses. We need to install our concrete sidewalks, program delivery building, chain link fencing, sound system and more this year.

We intend to have, in time for school in September, a place for students to come and visit and partake in our programs and that on Indigenous Veterans Day we will have a warm place to go for a coffee and fellowship after our service.

These gardens will provide regional teachers with an excellent field trip facility for their students!
In all there are over 300+ Killed in Action soldiers from our region that we intend to tell the stories of!

We need the support for the research, biography creation, the translations etc for the next 225+.

Beyond assistance with the program delivery building, the memorial panels research and creation, on the following pages I have created a list of the items we need help with.

We are grateful for any item or items that you can help with.

I have also attached our project information package separately, it gives you a high level overview of each segment of the project.

Thank you for your time and consideration of our project.

Renee Charbonneau - DStG
Executive Director - Canadian Motorcycle Tourism Association
Project Lead - Veterans Memorial Gardens
Email: exec.director@motorcycltourism.ca
Phone: (780) 933-0182

Our Needs List:

Program Delivery Building \$80,000

As we did not attain our CFEP grant this year, we will need to raise the funds for a 24' x 60' Lunchroom on skids from Horizon North that will become our programs delivery building.

Price includes the cost of renovations to incorporate 2 wheelchair accessible restrooms and a small non commercial kitchen area.

Memory Benches: \$6,500 (10 required)

Have your community, county or region's name and message to our soldiers, silver cross families and killed in action soldiers inscribed on a black granite memory bench. (3 Lines of text total)



Trees & Shrubs: \$275

Sponsor one of 45 trees or 90 shrubs that we need for these gardens and we will put a plaque at the foot of the tree with your communities message of inspiration and gratitude. We need half of these items in 2019 and half in 2020.

Irrigation and Other Gardening Needs:

Bulbs, annuals and perennial - \$2,500 - \$3,000

Irrigation & water containment system installed - Approx \$15,000

Memorial Panels: \$275 per Memorial.

These 18" x 12" panels tell the stories and history of our Killed in Action Regional Soldiers from the East border of Opportunity County to the BC Border and from Grande Cache to the Northwest Territory Border.

Each panel represents not only a soldier who gave up their life, but the family that was left behind to mourn them. In all we have discovered some 300+ regional killed in action soldiers.

The first 75 panels are funded and will be installed in the gardens in late June/July.

Indigenous Memorial Panels: Because they will be written in three languages, English, French & their traditional language; Cree, Beaver, Dene or Michif - they are more expensive to create than the regular panels as they need to be bigger, and the translations are very expensive into their Traditional Languages.

To sponsor an Indigenous Memorial, please contact our executive director, Renee Charbonneau directly (780) 933-0182. (We begin the research stage for these memorials in earnest in January of 2020 due to the granting cycle.) We need matching funds for the research portion and matching funds for the creation of these memorials in order to apply.)

Sculptures:

There are 8 gardens that we will be creating and each garden has a specific meaning or a specific group of people it is honouring, we would like to have 10 sculptures in the Animals of War garden of birds, horses, dogs, cats, camels, donkeys etc. We'd also like a lantern to contain an eternal light in the garden designated to honour the soldiers of suicide. In our Indigenous Gardens, we will need sculptures of a bear, a beaver, a wolf, an eagle, a buffalo, and a wapiti which are shared symbols of the Canadian Military & Indigenous Peoples. In all we have need of approximately 12-16 animal sculptures & one eternal light. Perhaps you have a local wood or stone sculptor that you would like to sponsor to provide an item for our gardens. Please contact our executive director directly so that you can discuss the needs and possibilities. (780) 933-0182

Paving and river stone walkways:

We are looking for a sponsor who will help create walking paths through the gardens. Approx \$15,000

Solar Lighting:

We are looking for a sponsor to help us with the cost of solar lighting for the gardens pathways.
Approx \$7,500

Windows, Wheelchair Accessible Entry & Skirting:

The "floor to ceiling" windows that we want to have installed for the front of the building cost \$7,500 + \$2,500 for the install. The wheelchair accessible entry estimate is \$7,500 - to create the ramp, railing, widen the entry, new door, sweep etc plus labour.

Skirting and backfilling all the way around and the replacement of building tin so everything matches In total
Approx \$17,500

Barn Doors:

Big Doors on a slider rail to cover the floor to ceiling windows up at night. Approx \$2,500

Chain Link Fencing: Partially sponsored by Canadian Legion of Riders

Approx \$21,000

Concrete for Sidewalks:

6610 sq.ft. concrete need 70m³ 32 MPA - Approx \$25,000

174 tonne gravel 3/4 crush delivered - Approx \$6,000

350 pc of 10mm 20 ft. rebar - Approx \$4,000

Labour - \$16,000

Approx \$51,000

Sound & CCTV System: Partially sponsored by the MD of Greenview

Approx \$18,000 installed.

Sea Can for Storage + it's delivery: Approx \$6,500

We require a seaworthy sea can with two - roll up doors on the 20' side - 20' long by 8' wide.

(Insulated with lights would be amazing)

Furniture & Kitchen Equipment: \$25,000

Tables, chairs, pop cooler, microwave, coffee maker, water dispenser + water contract, garbage cans, serving utensils, some pots, pans, coffee cups, cutlery, cabinets, small stove (This is not a commercial kitchen)

Electricity:

Install \$9,600 + Materials of \$1,500 = \$11,100
Hook-Up - SPONSORED by Magnum Electric

Natural Gas:

Install and Hook up \$4,500

Self Contained Water & Sewage System (Insulated and heated or underground):

Approx \$25,000

Decor: Shadow Boxes, LED lighting, Military Paraphernalia, Photos etc. Approx \$15,000

Dempsey Dumpster:

A small 2 yard dumpster + contract for refuse removal

Cash:

There are always expenses that you did not factor into a project or items whose prices increase drastically from the time when you built your proposal and plan to the time when you are in a position to enact it!

Cash is always welcome!

Charitable Receipts:

For those wishing to support Veterans Memorial Gardens in Grande Prairie Alberta but who would prefer a charitable donation receipt as opposed to a sponsorship receipt, you may now donate to Veterans Memorial Gardens through the Order of St George Foundation.

Please make Cheques payable to:

Order of St George Foundation - tagged with FOR Veterans Memorial Gardens/Cascadia Command

Mail cheques to:

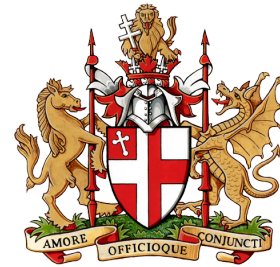
The Order of St. George Foundation
PO Box 40023, 761 King St. West
Toronto, ON M5V 0K7

Email Inquires:

info.foundation@orderstgeorge.ca

The Order of St George Foundation:

Charitable Business Number: 83351 2049 RR0001



Please visit our website to see the various sponsor thank you's we offer.

We are always pleased to work with our sponsors and supporters to find creative and innovative ways to ensure recognition is given. (www.veteransmemorialgardens.com)



REQUEST FOR DECISION

SUBJECT: **Cornwall Community Cemetery**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 25, 2019
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Quality of Life

REVIEWED AND APPROVED FOR SUBMISSION
ICAO: DT
GM: SW

MANAGER:
PRESENTER: SW

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve an annual operating grant in the amount of \$1,500.00 made payable to the Cornwall Community Cemetery for upkeep and maintenance of the cemetery, with funds to come from Community Service Budget.

BACKGROUND/PROPOSAL:

The Gospel Light Church is the owner of the Cornwall Community Cemetery and have designated the Cornwall Cemetery Committee to maintain and operate it. Documentation noting the designation of the committee for this purpose is enclosed within the grant application. The Cemetery Committee was instructed to open a bank account in the name of the Cornwall Community Cemetery for collecting the \$200.00 per plot fees. They sell very few plots to assist them financially with the costs associated with the maintenance requirements of the cemetery.

The Committee informed that it is usually the same three (3) to four (4) families conducting the work required to ensure the state of the cemetery is maintained in an acceptable condition. The younger generation within the community are many times not available to assist the elderly volunteers.

It is becoming increasingly difficult for the few volunteers to maintain the cemetery grounds on a regular basis, therefore the committee is requesting funds that will enable them to hire a local lawn care provider. The Committee received a quote from the local lawn care business provider in the amount of \$250.00 per mow/trim. If Greenview approves the \$1,500.00 annual operating grant it will give them 6 mow/trims per year, thereby cutting down on the number of volunteer hours required for maintaining the cemetery.

Greenview has provided funds to the Cornwall Community Cemetery in 2020 for fencing the cemetery perimeter in the amount of \$4,280.00 and a grant in the amount of \$3,800.00 in 2003 for the ride on lawnmower.

As a comparison Greenview has provided \$1,500.00 per year for the next three years to the Sturgeon Heights Cemetery Committee for maintaining the Sturgeon Heights Cemetery. Therefore, Administration is recommending that the funding request be approved.

The Community Service Miscellaneous Grant has a balance of \$\$947,086.64 as of March 24, 2019.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will be assisting a community organization with their efforts to upkeep and maintain a cemetery within Greenview.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to take no action on the funding request from the Cornwall Community Cemetery Committee or provide an alternate amount.

FINANCIAL IMPLICATION:

Direct Costs: \$1,500.00

Ongoing / Future Costs: \$1,500.00

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

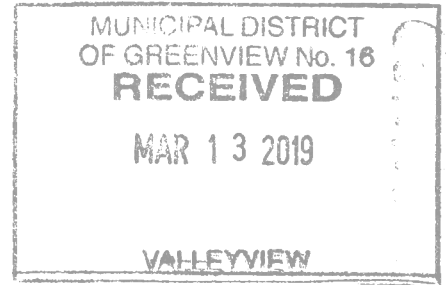
Administration will inform the Cornwall Cemetery Committee accordingly with Council's decision.

ATTACHMENT(S):

- Cornwall Cemetery Committee Grant Application



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



GRANT APPLICATION

Organization Information:

Name of Organization: CORNWALL COMMUNITY CEMETERY

Address of Organization: Box 8 Site 4 RRI Crooked Creek

Contact Name and Phone Number: Barbara Viravec AB T0H0Y0

Position of Contact Person: Secretary/Treasurer 780.957.2613

Purpose of organization:

- * Serve the Community with a cemetery
- * Care & maintenance of property

What act are you registered under? Non-charitable Cemetery Act Registration No. _____
Registered under MD of Greenview No. 16

Grant Information:

Total Amount Requested \$ 1500.00 N/A
Annual = Operating per year Capital

Proposed Project: Day to day maintenance which
includes, mowing, weeding, stone trim etc.
from May until Sept/Oct each year.

* Presently: all done by volunteers but many have
left Community or passed away.

* 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. (not required if an operating
grant is approved)

FORM A **must** be filled out with **all** grant applications. Fill out FORM B for any capital requests.



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

Additional Information:

Have you previously applied for grant from the M. D. of Greenview?

Yes No

List the last two grants your organization has received from the M.D. of Greenview

1. Amount \$ 4280.00 Year 2002

Purpose: Fencing the Cemetery Perimeter

2. Amount \$ 3800.00 Year 2003

Purpose: Ride on Lawnmower + Shed

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? *

* One time donation received from

"DADS" - DeBolt Association of Dirt Savers

Jan, 2016 ~ \$5720.37

* Used to build + install new steel gates @ cemetery.



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

APPLICATION FOR GRANT FORM B - CAPITAL OPERATIONS

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

* All past work done by volunteers within the Community. (same 3-4 families)
* Younger generation - many not available
* Fewer plots sold @ \$200.00 and many members have moved away or may be deceased. (fewer volunteers)

* Request for assistance in "upkeep" Annual
* \$1500.00 // \$250 per) to mow & trim
Local Lawn care Business quote (approximate)

Estimated Completion Date. On-going maintenance (summer)

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

1. _____

Amount \$ _____

2. _____

Amount \$ _____

3. Note: _____

Amount \$ _____

Lawnmower purchased from MD. Grant in 2003 is old & no longer dependable.



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

By signing this application, I/we concur with the following statements:

- The organization applying for the grants is registered with Corporate Registries or under the Societies Act;
- The grant application is complete and includes all supporting documentation, including most recent financial statement (based on legislative requirements of our organization), balance sheet, current bank balances and current year detailed operating budget or completed Form "A".
- The grant shall be used for only those purposes for which the application was made;
- If the original grant application or purposes for which the grant requested have been varied by the M.D. of Greenview Council, the grant will be used for those varied purposes only;
- The organization will provide a written report to the M.D. of Greenview within 90 days of completion of the grant expenditure providing details of expenses, success of project and significance to the ratepayers of the municipality; failure to provide such a report will result in no further grant funding being considered until the final report is filed and grant expenditure verified;
- The organization agrees to submit to an evaluation of the project related to the grant, and;
- The organization will return any unused portion of the grant funds to the Municipal District of Greenview #16 or to request approval from the Municipality to use the funds for an optional project.

Applicant Information:

Name: Barbara Viravec

Signature: Barb Viravec

Address: Box 8 Site 4 RRI Crooked Creek AB

Telephone Number: 780-957-2613 T0H 0Y0

Date: March 10, 2019



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

APPLICATION FOR GRANT
 FORM A - OPERATING

2016-2018

Summer of

REVENUE		Previous Year Actual 2016	Current Year Estimates 2018	Next Year Proposal 2019
1.	Fees (Plot fees \$ 200)	\$ 200.00	0	?
2.	Memberships	-	-	-
3.	Other income (please list)			
	* Someone has to be deceased to buy a plot	0	0	?
4.	Grants (please list)	0	0	\$ 1500.00 (M.D.) ?
5.	Donations (please list)	*		
	"DAD's"	5720.37	-	
6.	Interest Earned	0		
7.	Miscellaneous Income			
	TOTAL REVENUE (add up items 1-7)	5920.37	0	-
EXPENSES				
8.	Honourariums/Wages/Benefits	0	0	0
9.	Travel Expenses			
10.	Professional Development			
11.	Conferences			
12.	Cleaning & Maintenance			
13.	Licensing Fees	0	0	-
14.	Office Supplies	0	0	-
15.	Utilities (phone, power, etc.)	0	0	-
16.	Rent	0	0	-
17.	Bank/Accounting Charges	65.32	0	-
18.	Advertising	0	0	-
19.	Miscellaneous Maintenance	83.93	* Volunteer	\$ 1500.00
20.	Capital Purchases (please list)			
	* Build Gates	5173.35	0	-
	* Install Gates	483.80		-
	TOTAL EXPENSES (add up lines 8-20)	5805.60	0	-
	NET BALANCE (subtract Total Expenses from Total Revenue)	\$ 2041.16	\$ 2041.16	?

Cash on Hand \$ 2041.16 Operating Loans \$ 0
 Current Account Balance \$ 2041.16 Other Loans \$ 0

(Barb Vivacez / Sec. Treas)

Opening Balance

June 2015 - March 2019
Cornwall Community Cemetery

June 2015 ...
(new executive)

\$ 1926.39

INCOME :

Jan. 4, 2016 ... Donation from DADS \$ 5720.37

Jan. 11, 2016 ... Plot fee for Jim Cornelson \$ 200.00

\$ 5920.37

Opening + 1926.39

\$ 7846.76

Expenses:

Sept. 16, 2015 ... Penner's / paint for shed \$ 83.93

Aug. 6, 2015 ... Customer Cheques ... \$ 58.32

Dec. 9, 2015 ... Bank ~~fee~~ for chargeback ... \$ 7.00

Aug. 5, 2016 ... Star Fabrication (Build + deliver gates) \$ 5173.35

Aug. 15, 2016 ... Dirtworx Ventures (skidsteer/anger) \$ 483.00

\$ 5805.60

March 2018 Total Balance :

Closing :

\$ 2041.16

* Barb Vivacez



MUNICIPAL DISTRICT OF GREENVIEW No. 16

File: 715-5
December 19, 2001

Cornwall Cemetary
RR 1, Site 4, Box 1
Crooked Creek, AB
T0H 0Y0

Attention: Carol Penner

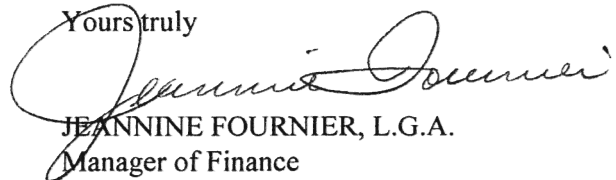
RE: **2002 BUDGET APPROVAL
Grant Request**

Council has reviewed your application and has favorably recommended that you receive a grant as follows:

\$4,280.00 for fencing

A cheque will be mailed to your organization in late January. Congratulations on the great work you are doing for your community.

Yours truly



JEANNINE FOURNIER, L.G.A.
Manager of Finance



MUNICIPAL DISTRICT OF GREENVIEW No. 16

File: 715-5
December 12, 2003

Cornwall Cemetary
RR 1, Site 4, Box 1
Crooked Creek, Alberta
TOH OYO

Attention: Harvey Penner

RE: COUNCIL APPROVAL OF GRANT

On December 10, 2003 your application and approval was given as follows: \$3,800. A cheque will be mailed out by the end of January 2004.

If you require further clarification, please do not hesitate to call.

Yours truly


JEANNINE FOURNIER, L.G.A.
Manager of Finance

ADMINISTRATION OFFICE:

Box 1079, 4707 - 50 Street, Valleyview, AB T0H 3N0 . Phone: (780) 524-7600 Fax: (780) 524-4307 Email: mdgreenview.ab.ca

FIELD SERVICES OFFICE:

Box 1079, 3609 - 46 Street, Valleyview, AB T0H 3N0 . Phone: (780) 524-7601 Fax: (780) 524-4432 Email: mdgreenview.ab.ca

GROVEDALE AREA: Phone us direct: (780) 957-2244

Includes copy of
land title for Gospel Light
Church

Community Meeting held at Bob Viravac's on March 18, 2000
Minutes

7:00 PM

Present: Bob & Barb Viravac, Abe & Miryom Fast, Ed & Eleanor Huber, Harv Penner,
Roger & Anne Rieger, Otto Selke, Brent Minni, Larry & Ena May Clegg,
Herb Wohlgemuth, Paul Warnock

I. Welcome

II. GLC perspectives - Pastor Paul

- * Background of decision to ask community people to look after the
cemetary
 - * GLC Board Recommendation of October 27, 2000 (see attached)
 - * GLC will retain title and will keep original records as owner
(This means that any burial permits must be submitted to GLC
for safe keeping)
 - * GLC will turn over funds earmarked for the cemetary to the cemetary
committee established by you, the people from this community who are
willing to take responsibility for the cemetary. I believe that there
is ±\$600 designated for the cemetary.
 - * Before we turn over these funds we would like to see at least two
things in place:
 1. a bank account set up in the name of the Cornwall Cemetary Committee
with duly appointed signing authorities (at least two persons with
joint signing authority, preferably)
 2. the designation of two persons mutually agreed upon by you, the
interested community people, to be the chair-person and to be the
secretary/treasurer of the Cornwall Cemetary Committee.
- I am suggesting that you have these things in place as a way of protecting
yourselves either from wrongful accusations or from someone
trying to illegitimately access the cemetary funds.
- * When you have these things in place, I will write you a formal letter
on church stationery outlining what we have just discussed and affirming
the role of the Cornwall Cemetary Committee as the ones who will look
after the cemetary in the future.
 - * Questions? Thanks so much for your interest.

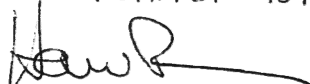
III. Historical perspectives - Abe & Miryom Fast

Miryom also expressed some concern that the name of the cemetary be
kept as "Cornwall Cemetary". There was some discussion and a general
consensus was expressed that the intent was to retain that name.

IV. Composition of Cemetary Committee

After some discussion it was agreed to have four members on the Cemetary
Committee. Bob Viravac will serve as chair. Harv Penner will serve as
Secretary/Treasurer. Ena May Clegg and Roger Rieger will also serve
as members. Bob & Harv will open a bank account for the Committee.

Bob Viravac and Harv Penner for signing officers
Both to sign.



November 13, 2004

Dear Friends and Relatives,

In case some of you weren't aware, as of the year 2000, the Gospel Light Church handed the Cornwall MB Cemetery over to the community. It is now called the 'Cornwall Community Cemetery' which is operated and maintained by us as community people on a volunteer basis.

In the past few years we have seen improvements consisting of the completion of the chain link fence around the entire perimeter. This past year we have purchased a new ride-on John Deere lawnmower. Both of these improvements were made possible through substantial grants set out by the Municipal District of Greenview No. 16. Additional projects that we would like to work on are a building to store the lawnmower and equipment in, as well as a sign indicating the name of our cemetery.

On behalf of the cemetery committee, we are asking for donations to help cover the cost of these improvements. Any and all gifts would be greatly accepted and your consideration in this matter would be greatly appreciated. Cheques should be made payable to the 'Cornwall Community Cemetery' and mailed to the following address:

RR#1 Site 4 Box 1
Crooked Creek, AB
TOH OYO

If you have any questions, please feel free to call Bob Viravec at 957-2613 or Harv Penner at 957-2683.

Thank you for your consideration.

President,
Bob Viravec

Secretary-Treasurer,
Harv Penner

Board Members:
Ena May Clegg
Roger Rieger

LAND TITLES ACT, Sec. 64 — The land mentioned in any certificate of title granted under this Act shall by implication and without any special mention therein, be subject to—

- (a) Any subsisting reservations or exceptions including royalties contained in the original grant of the land from the Crown;
- (b) All unpaid taxes, including irrigation and drainage district rates;
- (c) Any public highway or right-of-way or other public easement, howsoever created upon, over or in respect of the land;
- (d) Any subsisting lease or agreement for a lease for a period not exceeding three years, where there is actual occupation of the land under the same;
- (e) Any decrees, orders or executions against or affecting the interest of the owner of the land which have been registered and maintained in force against the owner;
- (f) Any right of expropriation which may by statute be vested in any person, body corporate, or Her Majesty;
- (g) Any right-of-way or other easement granted or acquired under the provisions of any Act or law in force in the Province.



Issued on instrument registered at 11.52 o'clock
 A. m. on the 8 day of SEPT.
 A.D. 19 69
 Number 4725 Book R.L. Folio 144
 E. F. GAMACHE
 Registrar, N.A.L.R.D.

Duplicate Certificate of Title

Assoc. Fund Value \$200.00

Refer Cert. No. 108-G-112

North Alberta Land Registration District.

This is to Certify that THE MENNONITE BROTHERS CHURCH OF CROOKED CREEK

IMPORTANT NOTICE
 It will be to the interest of every Owner and Mortgagee to furnish the Land Titles Office, Edmonton, with his full address (Post Office and Street number) or any change in address where Notices of dealings with this Title may be sent.

is now the owner of an estate in fee simple

of and in ALL THAT PORTION OF THE SOUTH WEST QUARTER OF SECTION THIRTY FOUR (34) TOWNSHIP SEVENTY (70) RANGE TWENTY SIX (26) WEST OF THE FIFTH MERIDIAN, IN THE PROVINCE OF ALBERTA, CANADA, DESCRIBED AS FOLLOWS:-

COMMENCING AT THE NORTH WEST CORNER OF THE SAID QUARTER SECTION; THENCE SOUTHERLY ALONG THE WEST BOUNDARY THEREOF FIVE HUNDRED (500) FEET; THENCE EASTERLY AND AT RIGHT ANGLES TO THE SAID WEST BOUNDARY ONE HUNDRED AND SEVENTY FIVE (175) FEET; THENCE NORTHERLY AND PARALLEL TO THE SAID WEST BOUNDARY TO THE NORTH BOUNDARY OF THE SAID QUARTER SECTION; THENCE WESTERLY ALONG THE SAID NORTH BOUNDARY TO THE POINT OF COMMENCEMENT, CONTAINING TWO AND ONE HUNDREDTH (2.01) ACRES MORE OR LESS.

RESERVING UNTO HER MAJESTY ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME AS SET FORTH IN NOTIFICATION 17135.

subject to the encumbrances, liens and interests notified by memorandum underwritten or endorsed hereon, or which may hereafter be made in the register.

In Witness Whereof I have hereunto subscribed my name and affixed my official seal this EIGHTH day of SEPTEMBER A.D. 19 69

[Signature] Registrar

P.O. Address CROOKED CREEK, ALTA.

North Alberta Land Registration District

.120-K-239

Duplicate Certificate of Title

THE MENNONITE BRETHERN CHURCH OF
CROOKED CREEK

PT. S.W. 34 -70 -26 -W.5TH.

2.01 ACRES

I certify that the within instrument is a true duplicate of the certificate of title as contained in the register in the Land Titles Office for the North Alberta Land Registration District at Edmonton in the Province of Alberta.

Issued on instrument registered at 11.52
o'clock A m. on the 8 day
of SEPT. A.D. 19 69
Number 4725 Book R.L. Folio 144
E.F. GAMACHE
Registrar N.A.L.R.D.



REQUEST FOR DECISION

SUBJECT: Grande Cache Ball Diamond Revitalization
SUBMISSION TO: REGULAR COUNCIL MEETING **REVIEWED AND APPROVED FOR SUBMISSION**
MEETING DATE: March 25, 2019 **ICAO: DT** **MANAGER: KG**
DEPARTMENT: COMMUNITY SERVICES **GM: SW** **PRESENTER: DW**
STRATEGIC PLAN: Development

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve funding in the amount of \$220,000.00 for the revitalization of the Grande Cache Ball Diamond and adjacent area, with funds to come from the Grande Cache Recreation Budget.

MOTION: That Council direct Administration to transfer \$220,000.00 from Contingency Reserves to the Grande Cache Recreation Budget.

BACKGROUND/PROPOSAL:

The Grande Cache Community Ball Diamonds are host to several tournaments and league play in Grande Cache every year. The Grande Cache Ball Diamonds currently occupies approximately 9.5 ha, including the land in and around the diamonds. With upgraded facilities, the hosting of regional tournaments would provide a huge draw to the area and support increased tourism for events and have a direct positive economic impact to the community. In addition, given the area of land that the Grande Cache Ball Diamonds currently sits on, there is potential to have an additional diamond created, additional green space for spectators to enjoy, with more access to parking and tenting opportunities to accommodate the additional influx of people.

Grande Cache is currently experiencing aging infrastructure, including the existing ball diamonds, which are nearing the end of their life cycle. Given the current state of the facilities, a number of safety concerns have been identified, which negatively impact the integrity of sport, having an adverse effect on residents' quality of life. New regulations for ball diamond facilities also require revisions to the existing facilities to align with compliance guidelines.

Given the proximity of the Grande Cache Base Ball Diamonds to each other, a number of areas pose serious safety risk to onlookers and players alike. Safety netting should be in place to protect the public. The backstops on all of the diamonds need to be replaced due to fence condition and ground materials. The existing chain link fence around the diamonds needs replacing as it is sagging and tattered in sections.

Cementing poles in the semi marsh like conditions on diamonds 3 and 4, structurally creates a challenge for fencing. In addition, each diamond requires a 6' extension of chain link fence from the backstop to the dugouts. In diamond 3, a 6' extension of chain link, extending from the dugout 30' due to the pathways proximity to the diamond and safety for the users. The original turf mats at home plate are also worn, ripped and need to be replaced for players' safety.

Spectators are adversely affected. The current existing ball diamonds have limited spectator seating and in some sections the original bleachers are old, worn out and require annual maintenance. There are 2 outhouses currently at the diamonds. Although at the time served their purpose, they are no longer in a condition to support multiple users and sanitary requirements. The outhouses need to be replaced. In addition, there currently is not a suitable location to prepare food, provide shelter and aid in the hosting of tournaments. There are currently no utilities going to any of the diamonds, which limits the scope of events that are able to be facilitated. The utilities terminate at the old ball diamond storage facility.

Administration has determined that there are two possible options available to address the needs and issues prevalent at this location:

Option A – To enhance the existing ball diamonds.

- Estimated costs: \$100,000.00 capital and \$5,000.00 annual operating.
- Cons of Option A: Presently there a number of dilapidated fence posts that may need replacing to support the newly proposed fencing.

Option B – To develop a multiuse ball diamond area with an additional ball diamond, cook area, parking, lighting, green space and tenting accommodations'.

- Estimated costs: \$220,000.00 capital and \$20,000.00 operating.
- Cons of Option B: This option may take longer to complete due to the complexity of the project.

Administration is recommending that Option B be considered in order to accommodate all current primary needs as well as maintain the ability to expand the site amenities offered if deemed appropriate at a later date. Administration would also like to note that maintaining the ability to expand the site amenities may also result in future cost recovery opportunities by way of user fees.

The Contingency Reserves currently has a balance of \$7,751,814.00 as of March 24, 2019.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the quality of life for Grande Cache residents will be enhanced by providing additional access and opportunities to participate in safe recreation activities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that the timing of the proposed work does not align with the forthcoming recreation master plan that was approved in the 2019 budget for Grande Cache and area. This may result in proceeding with recreation work before the Grande Cache and area recreation needs and priorities are fully realized.

ALTERNATIVES CONSIDERED:

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

Alternative #2: Council has the alternative to refer the recommended motion until such time that the Grande Cache and area recreation master plan is complete.

FINANCIAL IMPLICATION:

There are no direct costs.

STAFFING IMPLICATION:

Staffing implications to the recommended motion may vary if the project is outsourced to an independent firm.

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:

If the recommended motion is approved, Administration will proceed with this project accordingly.

ATTACHMENT(S):

1. Appendix A: Town of Grande Cache Open Space Assessment, EDS Group 2008.
2. Appendix B: Photo of the MD of Greenview, Grande Cache Ball Diamonds 2008.



Useable Area: 10.3 ha
 Classification: Existing Active Use
 General Aesthetics: Grassy, Manicured, Exposed Soil
 Access and Circulation: Vehicular, Non-motorized, ATV
 Parking: Large Parking Lot
 Signage: Minimal
 Landscape: Flat to Hilly
 Support Facilities: Recycling Centre

EXISTING CONDITIONS

The Grande Cache Ball Diamonds site is accessible through the industrial park, on the way to the golf course / campground. There is a large gravel parking lot for incoming vehicles and an informal dirt trail connection to the Town on the west edge, adjacent to an existing BMX park. There is a small gravel parking area on the west side of the area, used to access a small recycling station. In the northeast corner of this area, a large pile of natural rubbish, including gravel and soil has been placed- this will have to be removed to accommodate any large scale changes to the site. To the north of the ball diamonds, the landscape becomes densely forested, hilly and steep in areas.

POSSIBLE DEVELOPMENT

The existing ball diamonds are in relatively good condition- the dugouts and backstops do not need to be replaced for a number of years. An additional ball diamond or soccer field could be added if the existing pile of soil and gravel is removed. It is not recommended to expand further into the forest, as the terrain could be an obstacle for any feature requiring less than 1% slope. With the success of the Death Race bringing thousands of tourists each year, a proper venue site could be necessary to accommodate the influx of people. The removal of the recycling center would accommodate a small venue structure, as well as washroom facilities, storage space, a snack shack and emergency station. Controlled onsite camping could also be introduced to promote the festival component to Death Race participants. This site would be connected to the proposed multiuse trail via a gravel path at the southeast corner of the site. The existing BMX park requires a comprehensive retrofit, and could be expanded to include a system of mountain bike trails within existing treed areas.

POSSIBLE FEATURES AND ACTIVITIES

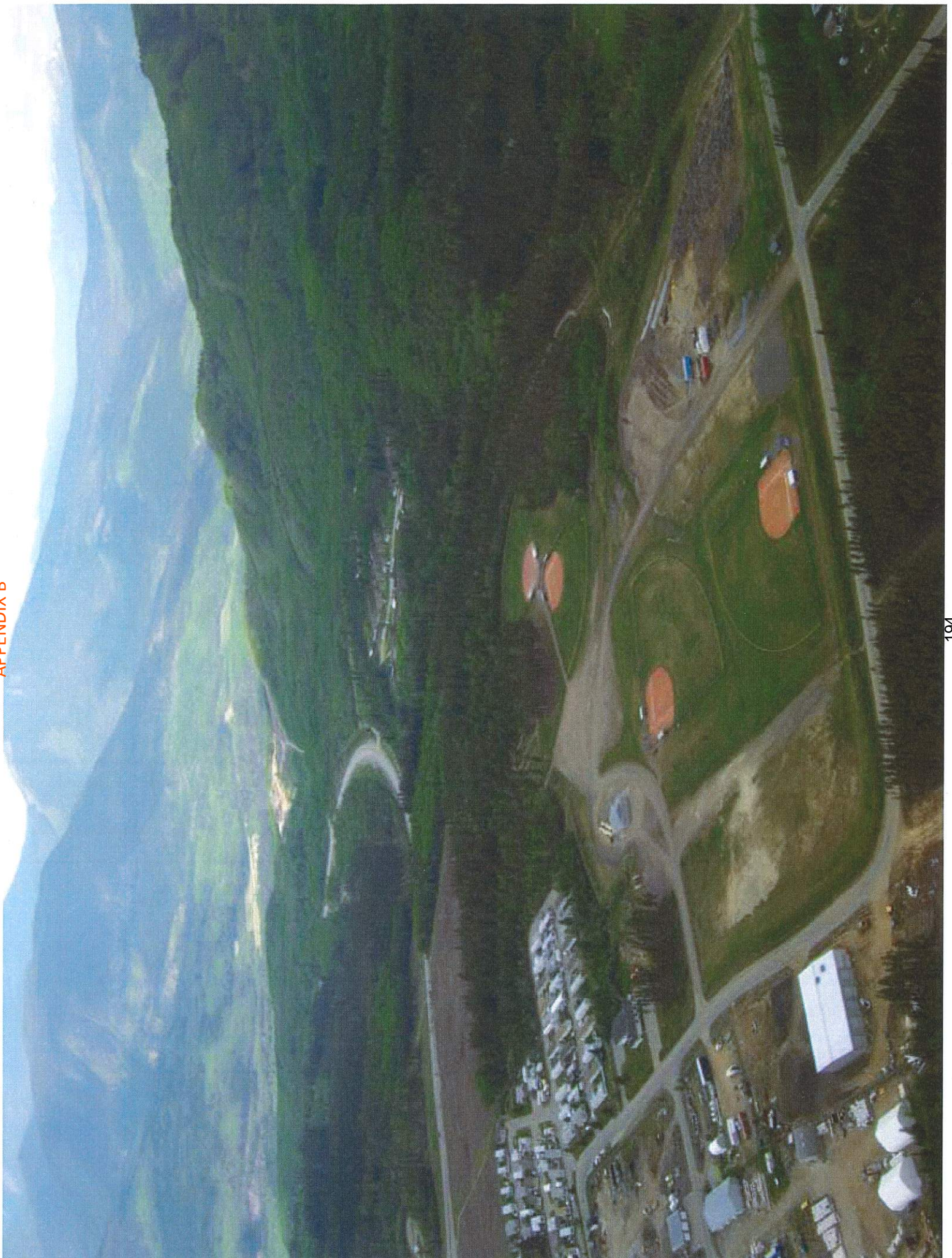
- | | | | |
|-----------------------|---------------------------|------------------|-----------------|
| 102 Emergency Station | 110 Venue- rental | 504 Gravel Trail | 801(c)Soft Ball |
| 103 Flush toilet | 401 Bench | 604 Camping | 808 Soccer |
| 108 Snack Shack | 404(b)Directional Signage | 801(a)Fast Ball | |
| 109 Storage Space | 405 Waste Receptacle | 801(b)Slow Pitch | |



BALL DIAMONDS

Site:

21





REQUEST FOR DECISION

SUBJECT: Grande Cache Municipal Campground Project Management
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 25, 2019 ICAO: DT MANAGER: KG
DEPARTMENT: RECREATION GM: SW PRESENTER: DW
STRATEGIC PLAN: Development

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to enter into an agreement with EDS Group Inc. to provide project engineering, including underground services, structural engineering, and surface improvements, tendering and construction management of the Grande Cache Municipal Campground with an upset limit of \$18,362.00, with funds to come from the Grande Cache Recreation Budget.

BACKGROUND/PROPOSAL:

Located within the hamlet limits, the Grande Cache Municipal Campground offers full service RV or tent camping with immediate access to baseball diamonds, hiking and multi-use trails, a BMX track and the Grande Cache Golf and Country Club.

Over the last several years, Administration has identified deficiencies within the campground and has progressively taken steps to address them. One project of significance is the Campground Entrance Revitalization Project and in 2018, cost estimates were obtained and some work began with other work subsequently included in the planning of the 2019 budget. In an effort to minimize costs, Administration planned to proceed with the projects through a collaborative effort of several departments. The project is comprised of:

- EDS Group Inc. providing design drawings of the entrance to the campground.
- Public Works to acquire quotes for paving and ground work to complete the entrance.
- Contracting of the new water valve shack which would house necessary entrance gate electrical.
- A new entrance / exit gate by the administration office.
- Garbage and recycling collection spot.
- Public works to relocate the fire hydrant.

The project was brought to a standstill due to staffing delays and weather restrictions and work was halted until the project could continue in 2019. The former Town of Grande Cache Council approved a total of \$78,000.00 for capital expenditures, including design drawings by EDS Group Inc. and did not include paving

for the campground entrance. Approximately \$37,000.00 of the \$78,000.00 approved capital funds remain after the expenditures were paid in 2018, which will be utilized to partially complete the project in 2019. Council has approved an additional \$100,000.00 in the 2019 capital budget to fully complete the project, however, this does not address Administration entering into a contract with EDS Group Inc. for their professional services to manage the project to completion. Administration does not have the capacity and expertise to fulfill the Project Manager role.

The Grande Cache Municipal Campground opens for the season on May long weekend. The goal is to have the project as near completion as possible, minus the paving by opening day. The entrance paving will be planned in conjunction with the 2019 paving plan for Grande Cache.

Project completion of the campground will establish a professional appearance throughout the campground. The proposed timeline will ensure that the project is complete prior to the Grande Cache 50th Anniversary celebration event.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is an agreement will be in place to have an independent contract company oversee the completion of the project in a timely manner.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. A disadvantage of the recommended action would be possible hidden costs associated with unresolved ground work surrounding the hydrant relocation. Some history with similar projects has proven there is an inaccurate understanding of what equipment or services are buried underground.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to continue to utilize staff resources to finish the project as outlined, however this is not recommended as the campground is scheduled to open for business as of May long weekend.

FINANCIAL IMPLICATION:

Direct Costs: \$18,362.00 for the services of EDS Group Inc.

Ongoing / Future Costs: Ongoing or future costs associated with this decision is not anticipated.

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 carry out Council's decision accordingly.

ATTACHMENT(S):

- Attachment #1 – Proposal for services EDS Group Inc.



EDS Group Inc.

15, 51109 Range Road 271

Spruce Grove, AB T7Y 1G7

Tel: 780.271.1689

EDS File: 40073

March 1, 2019

Municipal District of Greenview No. 16

10450 Hoppe Avenue

Grande Cache, AB T0E 0Y0

Attention: Kevin Gramm, Manager of Community Services

Re: Proposal for Professional Services
Grande Cache Municipal Campground: Design & Implementation

Mr. Gramm:

Further to our telephone discussion, EDS Group Inc. (EDS) is pleased to provide you with this summary of our assumptions, proposed services, fees and schedule. Ultimately, this assignment includes the addition of engineering aspects of the project to our scope (underground services, structural engineering, surface improvements), tendering and construction management.

A. Our Firm

EDS Group Inc. (EDS) is an inter-disciplinary design firm with a focus on providing unique and innovative design solutions to a range of project types. Since inception in 2003, EDS has assembled a talented team of professional, technical and support staff with a broad range of experience. Our collaborative model of customizing teams to each specific project has allowed us to offer our range of expertise for diverse types of projects. Our firm operates under the principle of sustainable development through innovative community engagement, and current knowledge in how projects can be funded, executed, constructed and delivered.

EDS is based out of rural Parkland County, Alberta and actively working across central and western Canada. Over its past 15 years EDS has completed over 250 projects in community planning, landscape architecture, public engagement and environmental planning. EDS sets itself apart from our competitors having the ability to be uniquely nimble and responsive to each Client's and each project's needs. Our team only takes on reasonable workloads to ensure that timelines can be strictly adhered to - that ensures our Clients get the attention they demand for their important projects. We are

extremely respectful of our Client's time and financial resources put toward projects, and as such you have our commitment of diligent, efficient and transparent services. EDS is very familiar with Grande Cache, having completed several assignments in Town since approximately 2005.

B. Project Understanding

Further to our conversation, we understand this project to include assisting Municipal staff in taking over project oversight and construction management for work at the Municipal Campground. EDS was hired in 2018 to oversee landscape design of campground improvements, including new plant materials, designating driving lanes, a new access gate, building to house water distribution valves, and conceptual design of three options for an entrance sign. That scope of work is now complete. Our new scope includes:

- Engineering civil design – providing assistance with specifying proper hydrant products to relocate the existing hydrant on site. We would also provide a recommended asphalt structure for paved areas over top existing grassed or graveled areas, and over top existing pavement;
- Engineering structural design – providing detailed drawing sealed by a professional structural engineer for the chosen entrance sign (Option 3) design. Drawings will also include the proper materials to be specified along with details of proposed signage, likely to replicate other signage in the Town;
- Tender package – preparing a schedule of units and soliciting quotes through a tender process, provided to contractors that are available on the Municipality's list of qualified contractors. We understand that contracts may need to be separated between disciplines in order to keep the total contract price under a specific threshold value. We assume that the Municipality will enter into an agreement directly with the Contractor. Should contract document preparation, review and execution be required but our team, we can do so at a time and materials basis; and
- Construction oversight – have staff available on site to oversee implementation, assuring proper construction in accordance with the drawings and any specifications. At minimum, we will require staff to oversee structural components of the entrance feature. The Municipality may opt to do other inspections on their own, such as planting installation, hydrant relocation, fencing and asphalt installation.

To complete this work, EDS is pleased to include staff and expertise from Beirsto & Associates Engineering Ltd. from Grande Prairie, Alberta. Beirsto and EDS have a very strong working relationship and currently have several projects underway that we partner on. Beirsto also has a slight advantage of reasonable distance to the site and would be able to deploy staff for construction inspections of engineering components in a cost effective manner.

C. Proposed Services

The following is our proposed services for this assignment. We anticipate that the Municipality will choose to authorize EDS to move forward with some of these elements, depending on available budgets, timelines and internal resources.

1. **Civil Engineering Design & Specifications.** We will provide specifications and the appropriate schedule of units for hydrant components, water lines, bedding material and backfill to relocate the existing hydrant. We understand some work was done in 2018 to attempt to move this hydrant, and we would need to speak with the Municipal representative most familiar with that process. We also understand that a quote was received for paving to conform to the EDS detailed drawing. We would ensure that a proper paving structure is in that quote, and likely make recommendations for new proposed structure to be most cost effective yet structurally sound. If the Town has sufficient staff to oversee asphalt construction, we would eliminate that task from our scope. Otherwise, we are available to provide inspection services at a time and materials basis.
2. **Entrance Feature Detailed Design.** EDS provided three concept plans for entrance signs, and we understand your direction for us to pursue Option 3 for detailed design and implementation. Due to the structure's size and location, you will require certification from a professional structural engineer for the foundation and for the overhead components. EDS will work with Beirsto staff to complete these drawings, and to also ensure proper materials and signage design that conforms to other signage we have assisted with in the Town in past years. Having our staff available for inspecting the structural pile installation and other structural elements will be required, and will be billed at a time and materials basis under part 4 of this proposal;
3. **Tender Package.** EDS will compile all work into a schedule of units that includes the proper quantities and specifications for all work. This will cover all components that have yet to be completed since some work was done in 2018 and managed by Municipal staff. This package will require some specifications to ensure that bids are directed toward the proper construction methodologies. We will distribute this tender package to contractors as directed by your team, likely working with a list of pre-approved vendors that are local to Grande Cache. Once prices are received, we will provide a recommendation for award and also make any recommendations for cost savings if they can be found; and
4. **Construction Management.** EDS and Beirsto will provide staff on site during construction to ensure proper construction techniques and conformance with the drawings and specifications. We have provided a best guess on the time required for this task, however will only bill you on a time and materials basis.

D. Schedule

We are prepared to start this work immediately, and understand the Municipality wants to have this work completed prior to the campground being open for the May long weekend. We will endeavor to have drawings and specifications completed in the next

two weeks, ready for contractor quotes by third week of March. A condition of the contract between the Municipality and the Contractor will be to have the work complete prior to May long weekend, with asphalt paving likely delayed to later in the summer when other paving projects are taking place.

E. Project Fees

The following are our proposed staff and rates for this assignment. The rates noted will be applied to hourly work required. Our proposed fees include a combination of fixed fee tasks, and tasks that would be completed at a time and materials basis. Please refer to the spreadsheet below for our estimate of fees. We propose to bill items i), ii), and iii) on a fixed fee basis, for the scope of work described above.

Municipal District of Greenview No. 16 Municipal Campground Design & Construction		John Buchko	Anne McKinn	Heather Hodgson	Kraig Gramli	Joe Moser	Total Fees	Expens.	Totals	
		\$165	\$115	\$135	\$154	\$136				
C. Proposed Services										
i)	civil engineering design & specifications	2	2		16	6	\$ 3,840	\$ 40	\$ 3,880	
ii)	entrance feature detailed design	4	8	6		22	\$ 5,382	\$ 40	\$ 5,422	
iii)	tender package, specifications, tendering	8	6	6	4	4	\$ 3,980	\$ 80	\$ 4,060	
iv)	construction management	* time and materials at rates included in proposal (est. \$5,000)					TBD		\$ -	
Subtotal Core Hours		14	16	12	20	32				
Subtotal Core Fees		\$2,310	\$1,840	\$1,620	\$3,080	\$4,352	\$13,202	\$ 160	\$13,362	

For task iv) – construction management, we estimate approximately \$5,000 of time and materials for both EDS and Beairsto staff to be available to the site to review all work. We would also work with Town staff to have some minor aspects reviewed while we are away from the site to reduce costs as much as possible. For construction management, we would offer our services on a time and materials basis at the hourly rates in the chart below.

Staff Member	Qualifications	Title	Year Exp.	Hourly Rate
J. Buchko	Doctorate, Master x 2 AALA and CIP Professional	Principal Land. Arch., Planner	24	\$165
H. Hodgson	Tech. Diploma in Landscape Architecture & Architecture	Arch. / Land. Arch. Technologist	7	\$135
A. McKinnon	Tech. Diploma in Planning & Landscape Architecture	Planning / Land. Arch. Technologist	18	\$115
Joe Moser	Masters of Engineering, P.Eng.	Structural Engineer	7	\$136
Kraig Gramlick	Bachelors in Engineering, Tech. Dipl	Civil Engineer	11	\$154

F. Closing

EDS would like to thank the MD of Greenview and your team for the opportunity to provide services for this scope of work, and your continued trust in EDS to help deliver parks and opens space projects. Should you require any refinement to our scope of

work or would like to discuss this proposal in more detail, please contact the undersigned at your convenience.

Best Regards,

A handwritten signature in black ink, appearing to read 'JB' or 'John Buchko', written in a cursive style.

John Buchko, Principal
EDS Group Inc.
780.271.1689
jbuchko@edsgroup.ca



REQUEST FOR DECISION

SUBJECT: Northern Anarchy Women's Tackle Football
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 25, 2019 ICAO: DT MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: SW
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That no action be taken on the grant and sponsorship request from the Northern Anarchy Women's Tackle Football team located in Grande Prairie, Alberta.

BACKGROUND/PROPOSAL:

Administration is recommending that no action be taken on the grant and sponsorship request from the Northern Anarchy Women's Tackle Football team located in Grande Prairie, Alberta. This recommendation is due to Greenview historically not providing support such as this to other sporting teams. Greenview and area has an extraordinary amount of youth and amateur hockey, soccer, baseball, volleyball, basketball, football etc. sports teams that may also request financial assistance if this team is supported.

Based in Grande Prairie, the Northern Anarchy Women's Tackle Football team is the only tackle football team north of Edmonton that is available for women to play on. It is a regional team that belongs to the Western Women's Canadian Football League and is open to players from the entire area and provides an opportunity to excel in a game that is predominantly male. The team is seeking financial assistance for the 2019 season in the form of a grant and sponsorship request.

The sponsorship request ranges from \$500.00 to \$10,000.00 and depending on the level of sponsorship, includes recognition in the form of social media, game day programs, corporate logos on equipment and jerseys, banners, etc. Throughout the season, the sponsorship advertisements will be viewed by fans, families and football players throughout Alberta.

The grant request is in the amount of \$8,000.00 and is to be used for the replacement of uniforms and the purchase of more equipment including helmets and specialized shoulder pads which are designed to fit women properly.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that a precedent of sponsoring or providing grants to sport teams will not be set.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide a grant and/or a sponsorship with an amount of their choosing to the Northern Anarchy Women’s Tackle football team.

Alternative #2: Council has the alternative to direct Administration to inform the team of other Greenview fundraising alternatives that organizations and groups have accessed for support, such as garbage collection at the Greenview Regional Waste, Greenview roadside cleanup and the Financial Assistance for Achievement Recognition grant.

FINANCIAL IMPLICATION:

There is no financial implication 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 inform the Northern Anarchy Women’s Tackle Football team accordingly with Council’s decision.

ATTACHMENT(S):

- Sponsorship Letter
- Grant Application



Northern Anarchy Women's Tackle Football Team

To Potential Business Sponsors:

My name is Lori Szmul, and I hold a very unique position. I am the team president and general manager of a remarkable group of women.

Northern Anarchy Women's Tackle Football Team.

Northern Anarchy is based in Grande Prairie, Alberta. We are a part of the Western Women's Canadian Football league, a league of 8 teams that come from across the Prairies.

Our team is the embodiment of women. We are strong. We are beautiful. We are diverse. We range in age from 16 to our 40s. We are mothers, students, teachers, entrepreneurs. We cover the gamut of who a woman can be. We have mothers and daughters standing beside each other as teammates, proudly sporting the black and pink. My daughter is number 60. She's a mom and an educational assistant for special needs children. She played three games last year as centre with a broken finger. She's a leader, an athlete, and my hero.

Our team has so much fortitude and resilience. Last season we travelled many miles, lost every game, cried many tears, and were inspirational. We have young girls counting the time until they are old enough to join Anarchy. When people say "you don't really hit do you?" we show them how hard. We are proving women belong in cleats and shoulder pads.

I felt you should know about my ladies that are breaking the barriers of gender with strength, character and grace.



Northern Anarchy Women's Tackle Football Team is gearing up for the 2019 Western Women's Canadian Football League season! We are creating a souvenir program for our home games at CKC field. The program will profile each player and give sponsors an opportunity to show their support to our teams. As part of this fundraising effort, we are asking your business to place an advertisement in our program. Throughout the football season, the program with your advertisement will be viewed by fans, families and football players throughout Alberta. We will also feature your company logo on our social media, and possibly uniforms.

SPONSOR PROGRAM ADVERTISING RATES:

Diamond package \$10,000

All jerseys will have stitched on company logo for 5 years on front
Full page ad in game day program
Banner hung up at home games
Recognition on social media
Framed team picture

Platinum package \$5,000

Company logo on game pants
Half page ad in game day program
Recognition on social media
Team picture

Gold package \$2,500

Company logo on team gear bags
Quarter page company logo in game day program
Recognition on social media

Silver package \$1,000

Quarter page company logo in game day program
Recognition on social media

Bronze package \$500

Individual player sponsorship
Recognition on social media
Company logo in game day program

ALL SPONSORSHIPS WILL BE ANNOUNCED DURING OUR HOME GAMES AT CKC FIELD.

The "Travel Banner" goes with the team whenever they travel and is proudly displayed at the stadium of the opposing teams.

BANNER ADVERTISING RATES:

11"x11" Banner Spot....\$1000.00
Full Color Page & Spot.....\$1850.00

All advertising artwork must be submitted no later than APRIL 15, 2019

Funds raised will go towards new uniforms, equipment, home field, and travel expenses.
Receipts will be issued.

Please make cheques payable to: **Northern Anarchy Women's Football Team**
Please mail payment to: Tara Szmul, Box 87, Grovedale Alberta, T0H1X0
Ph : (780)518-5009

Please email all jpeg ads to northernanarchy@live.com

PLAYER'S NAME: _____

Thank you for your continued support of Women's Tackle Football!



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

GRANT APPLICATION

Organization Information:

Name of Organization: Northern Anarchy Women's Tackle Football Team

Address of Organization: Box 87 Grovedale Alberta T0H 1X0

Contact Name and Phone Number: Lori Szmul 780 814 0709

Position of Contact Person: President and General Manager

Purpose of organization:

Northern Anarchy is the only tackle football team north of Edmonton that women play on. It is a regional team open to players from the entire area. All women 16+ are welcome. It provides women in the area with the opportunity to excel in a game that is predominantly male. We belong to the WWCFL, a Western Canadian league.

What act are you registered under? Society - GPFA Registration No. _____

Grant Information:

Total Amount Requested \$ 8000.00 \$0
Operating Capital

Proposed Project: We are in the enviable position of growing as a team in numbers. Our jerseys are well worn and a very heavy material. We need to replace our uniforms, as well as purchase more equipment, including helmets and specialized shoulder pads that fit the female physique. We would like to be able to provide the safest helmets and padding we possibly can to ensure the safety of our players.

Operating costs are the costs of day-to-day operations.

Capital costs are costs more than \$2,500, which is not consumed in one year and/or those costs, which add value to property owned and operated by the organization.

FORM A must be filled out with all grant applications. Fill out FORM B for any capital requests.



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

Additional Information:

Have you previously applied for grant from the M. D. of Greenview?

Yes No

List the last two grants your organization has received from the M.D. of Greenview

1. Amount \$ _____ 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?

we have not received any funding as of yet but we are hoping!

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

Yes! - Bottle drives - approximately \$2000 Cash raffle - \$5400 Volunteer Big Brothers
Big Sisters banquet \$750 Family Day Barbecue \$ 500 Festival of Trees \$350



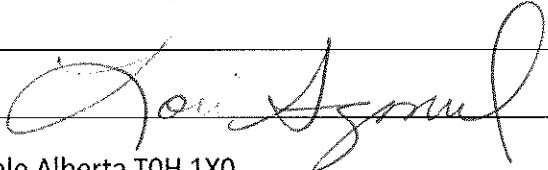
Municipal District of Greenview #16
Box 1079 Valleyview, AB T0H 3N0
Phone: (780) 524-7600

By signing this application, I/we concur with the following statements:

- The organization applying for the grants is registered with Corporate Registries or under the Societies Act;
- The grant application is complete and includes all supporting documentation, including most recent financial statement (based on legislative requirements of our organization), balance sheet, current bank balances and current year detailed operating budget or completed Form "A".
- The grant shall be used for only those purposes for which the application was made;
- If the original grant application or purposes for which the grant requested have been varied by the M.D. of Greenview Council, the grant will be used for those varied purposes only;
- The organization will provide a written report to the M.D. of Greenview within 90 days of completion of the grant expenditure providing details of expenses, success of project and significance to the ratepayers of the municipality; failure to provide such a report will result in no further grant funding being considered until the final report is filed and grant expenditure verified;
- The organization agrees to submit to an evaluation of the project related to the grant, and;
- The organization will return any unused portion of the grant funds to the Municipal District of Greenview #16 or to request approval from the Municipality to use the funds for an optional project.

Applicant Information:

Name: Lori Szmul

Signature: 

Address: Box 87 Grovedale Alberta T0H 1X0

Telephone Number: 780 814 0709

Date: March 14, 2019



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

APPLICATION FOR GRANT
 FORM A - OPERATING

REVENUE		Previous Year Actual 20 18	Current Year Estimates 20 19	Next Year Proposal 20 20
1.	Fees	\$4800	\$9600	\$12000
2.	Memberships			
3.	Other income (please list)			
	Pub night	\$5700	\$5000	\$5000
	Casino	\$ 2000	\$2000	\$2000
4.	Grants (please list)			
5.	Donations (please list)			
6.	Interest Earned			
7.	Miscellaneous Income			
	TOTAL REVENUE	\$12500	\$16600	\$19000
	(add up items 1-7)			
EXPENSES				
8.	Honourariums/Wages/Benefits	0	0	0
9.	Travel Expenses	\$13800	\$10000	\$15000
10.	Professional Development	\$700		\$700
11.	Conferences			
12.	Cleaning & Maintenance			
13.	Licensing Fees			
14.	Office Supplies	\$500	\$500	\$500
15.	Utilities (phone, power, etc.)			
16.	Rent	\$6800	\$4900	\$4900
17.	Bank/Accounting Charges			
18.	Advertising			
19.	Miscellaneous			
	Reffing	\$600	\$600	\$600
20.	Capital Purchases (please list)			
	TOTAL EXPENSES	\$22400	\$16000	\$21700
	(add up lines 8-20)			
	NET BALANCE	\$- 9900	\$-600	\$-1700
	(subtract Total Expenses from Total Revenue)			

Cash on Hand \$ \$600
 Current Account Balance \$ \$ 6570.22
 Savings Account Balance \$ _____

Operating Loans \$ _____
 Other Loans \$ _____
 Accounts Payable \$ _____

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

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



GRANDE CACHE UPDATE

Grande Cache Transition Report

Now with the 2019 Capital and Operating budgets approved, the hamlet of Grande Cache will soon see many new projects and equipment within the hamlet area. Already, the staff are well-equipped with resources including nearly a dozen newer vehicles. The financial resources that assisted in several water main repairs already in 2019 has be appreciated by staff and many citizens in Grande Cache have expressed their gratitude.

Economic Development is gaining momentum; building relationships, assessing inventory and planning assessments and studies that will continue to improve the economic health in the region.

Staffing positions continue finalize; one staff member at a time. Managers will be tasked to invest even more time in the coming months to solidify working relationships, develop new processes and policies with the Grande Cache staff.

The structure in which will house the fire department is making great strides. The last time I was in Grande Cache the steel structure was going up. The project manager continues to provide excellent progress reports and has not raised any significant issues to date.

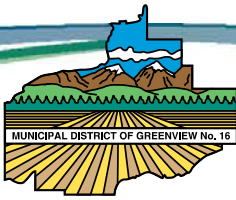
Excitement and plans for Grande Cache's 50th Anniversary are coming together. Grande Cache staffers are providing soft supports to the committee that is primarily volunteer driven. I will be tasking several staff with looking to contribute to the parade for the anniversary event.

People are anxious about the library and it will be settling to the community to have it reopened soon.

The 2018 Audit is underway and should be wrapped up in the coming weeks. Much of the Accounts Payable is being handled in Grande Cache, utility bills and tax payments are processed there and development permits can be received as well. The Community Relation person works with all departments to continue to keep the residents well informed with accurate, timely information.

I travel to Grande Cache about twice a month and work from the administration office there for a day each time. Now that the weather has improved and the daylight hours are increasing, traveling back and forth is not nearly so arduous. I will continue to try to have a presence in the community a couple of times a month. I am hoping we can integrate the two administration offices soon so that our two original staffers in Grande Cache can feel included into the staffing unit there.

Denise Thompson



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 1 Deputy Reeve Winston Delorme

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/11/2019	Regular Council Meeting	
3/21/2019	Evergreens Foundation	
3/18/2019	RMA	



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 2 Reeve Dale Gervais		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/11/2019	Regular Council Meeting	
3/12/2019	Municipal Planning Commission	
3/18/2019	RMA	
3/20/2019	Other	Met with Terrapin



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
03/11/2019	Regular Council Meeting	
03/12/2019	Municipal Planning Commission	
03/12/2019	Valleyview & District Recreation Board	
03/15/2019	South Peace Regional Archives	
03/18/2019	RMA	
03/20/2019	Other	Met with Terrapin



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Councillor Tom Burton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/11/2019	Regular Council Meeting	
3/12/2019	Municipal Planning Commission	
3/13/2019	MD of Greenview Library Board	
3/15/2019	Grande Prairie Regional Tourism Association	
3/16/2019	MD of Greenview Library Board	
3/18/2020	RMA Spring Conference	



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 8 Councillor Bill Smith		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/11/2019	Regular Council Meeting	
3/11/2019	Other	Beef Conference
3/18/2019	RMA Spring Conference	
3/21/2019	South Wapiti Recreation Board Meeting	



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Tyler Olsen

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/11/2019	Regular Council Meeting	
3/12/2019	Municipal Planning Commission	
3/13/2019	MD Greenview Library Board	
3/18/2019	RMA	
3/19/2019	RMA	
3/20/2019	RMA	
3/20/2019	Other	Meeting with Terrapin
3/16/2019	Library Board Basics	Introduction to being on Library Board