



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Monday April 8, 2019

9:00 AM

Council Chambers  
Administration Building

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#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 a Regular Council Meeting minutes held Monday, March 25, 2019 to be adopted.	4
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 19-809 "Procedural Bylaw"	16
		6.2 Bylaw 19-810 "2019 Tax Rate Bylaw"	46
		6.3 Bylaw 19-811 "2019 Grande Cache Special Tax-Borrowing Bylaw"	57
		6.4 Bylaw 19-812 "Residential Assessment Sub-Class"	66
		6.5 Bylaw 19-814 "Repealing Bylaw"	71
#7	OLD BUSINESS		
#8	NEW BUSINESS	8.1 Policy 6309 Agriculture Improvement Policy Revision	109
		8.2 Policy 6310 Agriculture Service Board Policy Revision	113
		8.3 Policy 6311 Animal Health Policy Revision	119

	8.4 Policy 6312 Voluntary Program Participation Alberta Agriculture and Forestry Policy Revision	124
	8.5 Policy 6314 Soil Conservation Policy Revision	129
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	8.16 Grande Cache Community Friends Association (100 Caring Hearts, Grande Cache)	197
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#9	MEMBERS BUSINESS REPORTS	
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	Councillor Les Urness	231
	Councillor Shawn Acton	232
	Councillor Tom Burton	233
	Councillor Roxie Rutt	234
	Councillor Bill Smith	235
	Councillor Duane Didow	236

#10 CORRESPONDENCE

- RMA Correspondence
- FCM Correspondence
- Grande Prairie Chambers Correspondence

#11 CLOSED SESSION

11.1 Privileged Information  
(*FOIPP; Section 27*)

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

#12 ADJOURNMENT

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta, on Monday, March 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	Diane Carter
Recording Secretary	Lianne Kruger

**ABSENT**

**#2:** MOTION: 19.03.212. Moved by: COUNCILLOR DALE SMITH  
**AGENDA** That Council adopt the March 25, 2019 Regular Council Meeting Agenda as amended:

- Move Agenda Item 6.3 to before Agenda Item 6.2
- Add Closed Session Agenda Item 11.5 Disclosure Harmful to Personal Privacy

CARRIED

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

CARRIED



MOTION: 19.03.213. Moved by: COUNCILLOR ROXIE RUTT  
That Council adopt the minutes of the Regular Council Meeting held on Monday  
March 11, 2019 as presented.

CARRIED

#3.2  
BUSINESS ARISING  
FROM MINUTES

**3.2 BUSINESS ARISING FROM MINUTES:**

#4.0  
PUBLIC HEARING

**4.0 PUBLIC HEARING**

There were no Public Hearings presented.

#5  
DELEGATIONS

**5.0 DELEGATIONS**

There were no Delegation Presentations.

#6  
BYLAWS

**6.0 BYLAWS**

**6.1 BYLAW 19-812 RESIDENTIAL ASSESSMENT SUB-CLASS**

BYLAW 19-812  
FIRST READING

MOTION: 19.03.214. Moved by: COUNCILLOR DALE SMITH  
That Council give First Reading to Bylaw 19-812 "Residential Assessment Sub-  
Class" as presented.

CARRIED

BYLAW 19-812  
SECOND READING

MOTION: 19.03.215. Moved by: COUNCILLOR LES URNESS  
That Council give Second Reading to Bylaw 19-812 "Residential Assessment Sub-  
Class" as presented.

CARRIED

**6.3 BYLAW 19-811 GRANDE CACHE SPECIAL TAX – BORROWING BYLAW**

BYLAW 19-811  
FIRST READING

MOTION: 19.03.216. Moved by: COUNCILLOR ROXIE RUTT  
That Council give First Reading to Bylaw 19-811 – 2019 Grande Cache Special Tax  
– Borrowing Bylaw.

CARRIED

BYLAW 19-811  
SECOND READING

MOTION: 19.03.217. Moved by: COUNCILLOR SHAWN ACTON  
That Council give Second Reading to Bylaw 19-811 – 2019 Grande Cache Special  
Tax – Borrowing Bylaw.

CARRIED

## 6.2 BYLAW 19-810 2019 TAX RATE

BYLAW 19-810  
FIRST READING

MOTION: 19.03.218. Moved by: COUNCILLOR DALE SMITH  
That Council give First Reading to the 2019 Tax Rate (Property Tax) Bylaw 19 – 810 with option 1, to include the Designated Industrial Property Assessment (DIP) calculation.

CARRIED

BYLAW 19-810  
SECOND READING

MOTION: 19.03.219. Moved by: DEPUTY REEVE WINSTON DELORME  
That Council give Second Reading to the 2019 Tax Rate (Property Tax) Bylaw 19 – 810 with option 1, to include the Designated Industrial Property Assessment (DIP) calculation.

CARRIED

MOTION  
WITHDRAWN

MOTION: 19.03.220. Moved by: DEPUTY REEVE WINSTON DELORME  
That Council withdraw motion 19.03.219., Second Reading to 2019 Tax Rate Bylaw 19-810.

CARRIED

## 6.4 BYLAW 19-809 PROCEDURAL BYLAW

BYLAW 19-809  
THIRD READING

MOTION: 19.03.221. Moved by: COUNCILLOR ROXIE RUTT  
That Council give Third Reading to Bylaw 19-809 “Procedural Bylaw” as amended.

MOTION: 19.03.222. Moved by: COUNCILLOR DALE SMITH  
That Council defer motion 19.03.221., Bylaw 19-809 to the April 8, 2019 Regular Council Meeting.

CARRIED

#7  
OLD BUSINESS

## 7.0 OLD BUSINESS

There was no Old Business presented.

#8  
NEW BUSINESS

**8.0 NEW BUSINESS**

**8.1 TRANSFER OF GREENVIEW TOWER SITE**

TRANSFER OF  
GREENVIEW  
TOWER SITE

MOTION: 19.03.223. Moved by: COUNCILLOR TOM BURTON  
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 DML 750090, NW-5-63-25-5 for \$1.00, plus associated transfer and Greenview's legal cost.

CARRIED

**8.2 APPLICATION MINISTER'S AWARD FOR MUNICIPAL EXCELLENCE**

MUNICIPAL  
EXCELLENCE  
AWARD

MOTION: 19.03.224. Moved by: COUNCILLOR SHAWN ACTON  
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.

CARRIED

**8.3 GRANDE CACHE CENSUS**

GRANDE CACHE  
CENSUS

MOTION: 19.03.225. Moved by: COUNCILLOR TYLER OLSEN  
That Council direct Administration to conduct the Hamlet of Grande Cache Census in September 2019.

CARRIED

GRANDE CACHE  
CENSUS

MOTION: 19.03.226. Moved by: DEPUTY REEVE WINSTON DELORME  
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.

CARRIED

**8.4 GOODWIN ROAD PHASE II TENDER AWARD**

GOODWIN ROAD  
PHASE II

MOTION: 19.03.227. Moved by: COUNCILLOR TOM BURTON  
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.

CARRIED

### 8.5 TOWNSHIP ROAD 701

Councillor Bill Smith vacated the meeting due to pecuniary interest.

TOWNSHIP ROAD  
701

MOTION: 19.03.228. Moved by: COUNCILLOR ROXIE RUTT  
That Council direct Administration to proceed with negotiation on land acquisition for the construction of TWP Road 701.

CARRIED

Councillor Bill Smith re-entered the meeting.

### 8.6 ROAD & BRIDGE CONSTRUCTION INSPECTOR POSITION

ROAD & BRIDGE  
CONSTRUCTION  
INSPECTOR

MOTION: 19.03.229. Moved by: COUNCILLOR DALE SMITH  
That Council approve an additional fulltime position for a Road & Bridge Construction Inspector for the Construction & Engineering Department within Greenview.

MOTION: 19.03.230. Moved by: COUNCILLOR TOM BURTON  
That Council refer motion 19.03.229. Road and Bridge Construction Inspection Position to a future council meeting.

CARRIED

### 8.7 GRANDE CACHE PUBLIC SERVICE BUILDING

GRANDE CACHE  
PUBLIC SERVICE  
BUILDING

MOTION: 19.03.231. Moved by: COUNCILLOR TOM BURTON  
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.

Councillor Tyler Olsen requested a recorded vote.

**For:** Councillor Tom Burton, Councillor Dale Smith, Councillor Roxie Rutt, Reeve Dale Gervais, Councillor Les Urness

**Against:** Councillor Duane Didow, Councillor Tyler Olsen, Deputy Reeve Winston Delorme, Councillor Bill Smith, Councillor Shawn Acton

DEFEATED

Reeve Gervais recessed the meeting at 12:03 p.m.

Reeve Gervais reconvened the meeting at 1:03 p.m.

MOTION: 19.03.232. Moved by: DEPUTY REEVE WINSTON DELORME  
That Council direct administration to bring back alternative names for the now called Public Service Buildings.

CARRIED

### 8.8 EAGLE TOWER VICTIM SERVICES

EAGLE TOWER  
VICTIM SERVICES

MOTION: 19.03.233. Moved by: COUNCILLOR DUANE DIDOW  
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.

CARRIED

### 8.9 5<sup>TH</sup> ANNUAL BIG LAKES COUNTY CHARITY GOLF TOURNAMENT

BIG LAKES COUNTY  
GOLF  
TOURNAMENT

MOTION: 19.03.234. Moved by: COUNCILLOR ROXIE RUTT  
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.

CARRIED

### 8.10 CANADIAN MOTORCYCLE TOURISM FUNDRAISER

CANADIAN  
MOTORCYCLE  
TOURISM  
FUNDRAISER

MOTION: 19.03.235. Moved by: COUNCILLOR SHAWN ACTON  
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.

CARRIED

### 8.11 CORNWALL COMMUNITY CEMETERY

CORNWALL  
COMMUNITY  
CEMETERY

MOTION: 19.03.236. Moved by: COUNCILLOR ROXIE RUTT  
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.

CARRIED

BYLAW 19-810  
2019 TAX RATE  
SECOND READING

MOTION: 19.03.237. Moved by: COUNCILLOR DALE SMITH  
That Council give Second Reading to Bylaw 19-810 2019 Tax Rate (Property Tax).

CARRIED

### **8.12 GRANDE CACHE BALL DIAMOND REVITALIZATION**

**GRANDE CACHE  
BALL DIAMOND**

MOTION: 19.03.238. Moved by: DEPUTY REEVE WINSTON DELORME  
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.

CARRIED

**GRANDE CACHE  
BALL DIAMOND  
REVITALIZATION -  
CONTIGENCY**

MOTION: 19.03.239. Moved by: COUNCILLOR DUANE DIDOW  
That Council direct Administration to transfer \$220,000.00 from Contingency Reserves to the Grande Cache Recreation Budget.

CARRIED

### **8.13 GRANDE CACHE MUNICIPAL CAMPGROUND PROJECT MANAGEMENT**

**GRANDE CACHE  
MUNICIPAL  
CAMPGROUND**

MOTION: 19.03.240. Moved by: DEPUTY REEVE WINSTON DELORME  
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.

CARRIED

### **8.14 NORTHERN ANARCHY WOMEN'S TACKLE FOOTBALL**

**NORTHERN  
ANARCHY  
WOMEN'S TACKLE  
FOOTBALL**

MOTION: 19.03.241. Moved by: COUNCILLOR DALE SMITH  
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.

CARRIED

### **8.15 GRANDE CACHE UPDATE**

**GRANDE CACHE  
UPDATE**

MOTION: 19.03.242. Moved by: COUNCILLOR TOM BURTON  
That Council accept the Grande Cache Update 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;  
March 11, 2019 Regular Council Meeting  
Evergreens Foundation Meeting  
Rural Municipalities of Alberta Spring Conference  
Standing Supper with Senior Leadership Team  
Met with Terrapin Geothermics

**WARD 2**

**REEVE DALE GERVAIS** submitted his update to Council on his recent activities, which include;  
March 11, 2019 Regular Council Meeting  
Municipal Planning Commission Meeting  
Rural Municipalities of Alberta Spring Conference  
Met with Terrapin Geothermics  
Standing Supper with Senior Leadership Team

**WARD 3**

**COUNCILLOR LES URNESS** submitted his update to Council on his recent activities, which include;  
March 11, 2019 Regular Council Meeting  
Municipal Planning Commission Meeting  
Greenview Regional Multiplex Meeting  
Rural Municipalities of Alberta Spring Conference  
Standing Dinner with Senior Leadership Team

**WARD 4**

**COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;  
March 11, 2019 Regular Council Meeting  
Municipal Planning Commission Meeting  
Standing Dinner with Senior Leadership Team  
Valleyview & District Recreation Board Meeting  
South Peace Regional Archives Meeting  
Rural Municipalities of Alberta Spring Conference  
Met with Terrapin Geothermics

**WARD 5**                    **COUNCILLOR DALE SMITH** updated Council on his recent activities, which Include;  
March 11, 2019 Regular Council Meeting  
Dinner with Senior Leadership Team  
Municipal Planning Commission Meeting  
Wetland Farming Seminar  
Provincial Agriculture Service Board Meeting

**WARD 6**                    **COUNCILLOR TOM BURTON** submitted his update to Council on his recent activities, which include;  
March 11, 2019 Regular Council Meeting  
Municipal Planning Commission Meeting  
MD of Greenview Library Board Meeting  
Rural Municipalities of Alberta Spring Conference

**WARD 7**                    **COUNCILLOR ROXIE RUTT** submitted her update to Council on her recent activities, which include;  
March 11, 2019 Regular Council Meeting  
Standing Dinner with Senior Leadership Team  
Peace Library Systems Board Meeting  
Rural Municipalities of Alberta Spring Conference  
Mighty Peace Watershed Alliance Meeting  
Grande Spirit Foundation Meeting  
Met with Terrapin Geothermics

**WARD 8**                    **COUNCILLOR BILL SMITH** updated Council on his recent activities, which Include;  
March 11, 2019 Regular Council Meeting  
Alberta Beef Conference  
Rural Municipalities of Alberta Spring Conference  
South Wapiti Recreation Board Meeting

**DIVISION 9**                **COUNCILLOR DUANE DIDOW** updated Council on his recent activities, which Include;  
March 11, 2019 Regular Council Meeting  
Dinner Meeting with Greenview's Senior Leadership Team  
Municipal Planning Commission Meeting  
Meet and Greet for new Doctor to Grande Cache  
Rural Municipalities of Alberta Spring Conference  
Review of Cheque Schedule – Grande Cache Office  
Met with Terrapin Geothermics  
Meeting regarding Grande Cache 50<sup>th</sup> Anniversary



**DIVISION 9**

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

March 11, 2019 Regular Council Meeting  
Municipal Planning Commission Meeting  
MD of Greenview Library Board Meeting  
Rural Municipalities of Alberta Spring Conference  
Met with Terrapin Geothermic  
Library Board Basics  
Meeting regarding Grande Cache 50<sup>th</sup> Anniversary

**MEMBERS  
BUSINESS**

MOTION: 19.03.243. Moved by: **COUNCILLOR TOM BURTON**  
That Council accept the Members Business for information.

CARRIED

**#10  
CORRESPONDENCE**

**10.0 CORRESPONDENCE**

**COUNCIL  
CORRESPONDENCE**

MOTION: 19.03.244. Moved by: **COUNCILLOR ROXIE RUTT**  
That Council accept the correspondence for information, as presented.

CARRIED

Reeve Gervais recessed the meeting at 2:32 p.m.  
Reeve Gervais reconvened the meeting at 2:44 p.m.

**#11 CLOSED  
MEETING**

**11.0 CLOSED SESSION**

**CLOSED SESSION**

MOTION: 19.03.245. Moved by: **DEPUTY REEVE WINSTON DELORME**  
That the meeting go to Closed Session, at 2:45 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

**11.1 DISCLOSURE HARMFUL TO 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)*

**11.5 DISCLOSURE HARMFUL TO PERSONAL PRIVACY**

*(FOIPP; Section 17)*

OPEN SESSION

MOTION: 19.03.246. Moved by: COUNCILLOR TYLER OLSEN  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 4:17 p.m.

CARRIED

GEOTHERMAL  
PROJECT  
COMMITTEE -  
MEMBERS

MOTION: 19.03.247. Moved by: COUNCILLOR DALE SMITH  
That all members of Greenview Council form a Geothermal Project Committee.

CARRIED

GEOTHERMAL  
PROJECT  
COMMITTEE

MOTION: 19.03.248. Moved by: COUNCILLOR DUANE DIDOW  
Council to appoint Dale Smith chair of the Geothermal Project Committee from within Greenview Council and Dale Gervais as vice chair.

CARRIED

GEOTHERMAL  
PROJECT  
COORDINATOR

MOTION: 19.03.249. Moved by: DEPUTY REEVE WINSTON DELORME  
Council directs Administration to develop a job description for a geothermal project coordinator.

CARRIED

GEOTHERMAL  
PROJECT  
RECRUITER

MOTION: 19.03.250. Moved by: COUNCILLOR ROXIE RUTT  
Council directs Administration to engage an external human resources recruiter to identify individuals with the skills and experience to advance this geothermal project.

CARRIED

MUNICIPALLY  
CONTROLLED  
DEVELOPMENT  
CORPORATIONS

MOTION: 19.03.251. Moved by: COUNCILLOR ROXIE RUTT  
Council directs the Interim Chief Administrative Officer to provide recommendations for legal counsel with experience in establishing municipally controlled development corporations.

CARRIED

COMMUNITY  
SERVICES  
COORDINATOR

MOTION: 19.03.252. Moved by: COUNCILLOR TOM BURTON  
That Council authorize Administration to create a Community Services Coordinator, Community Services position.

CARRIED

**ENFORCEMENT**

**MOTION: 19.03.253.** Moved by: COUNCILLOR TYLER OLSEN  
That Council direct Administration to notify property owners located on Plan 772 2953, Block 29, Lots 27 & 25 and Plan 772 2953, Block 26, Lot 124 of their existing encroachment onto adjacent municipal properties, and proceed with necessary enforcement actions in accordance with the Land Use Bylaw.

CARRIED

**REGIONAL FIRE  
CHIEF**

**MOTION: 19.03.254.** Moved by: DEPUTY REEVE WINSTON DELORME  
That Council approve the job title change from Manager, Protective Services to Regional Fire Chief.

CARRIED

**DEPUTY FIRE  
CHIEFS**

**MOTION: 19.03.255.** Moved by: COUNCILLOR BILL SMITH  
That Council approve three fulltime position for a Deputy Fire Chiefs for Grovedale, Grande Cache and DeBolt locations.

CARRIED

**12.0 ADJOURNMENT**

**#12  
ADJOURNMENT**

**MOTION: 19.03.256.** Moved by: COUNCILLOR SHAWN ACTON  
That this meeting adjourn at 4:22 p.m.

CARRIED

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INTERIM CHIEF ADMINISTRATIVE OFFICER

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REEVE



# REQUEST FOR DECISION

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SUBJECT: **Bylaw 19-809 "Procedural Bylaw"**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: April 8, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

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RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –N/A

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RECOMMENDED ACTION:

**MOTION: That Council give Third reading to Bylaw 19-809 "Procedural Bylaw."**

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BACKGROUND/PROPOSAL:

The Following Changes were made from March 25, Regular Council Meeting:

1. The definition of Reeve was corrected.
  2. Appointment of Deputy Reeve was changed to include:
    - a. The Appointment of Deputy Reeve will be made at the annual Organizational Meeting.
    - b. The Appointment of Deputy Reeve will be for a period of six (6) months and will rotate between Council Members.
    - c. The order of appointment for the duration of the election term will be determined at the first Organizational Meeting following an election. To determine the order of appointment, Council Members names will be drawn by the CAO from an appropriate receptacle. The appointments will occur in the order that the names are drawn and the order will be noted in the Minutes.
    - d. A Member of Council is not obligated to serve as Deputy Reeve. In a case where the Councillor declines their turn as Deputy Reeve, the appointment will pass to the next Councillor in the order.
  3. Provision 5.6.2.a was amended to read: "There is a quorum of Council or Committee, including those attending through electronic means, with at least half the Members present in person in the actual meeting place."
- 

BENEFITS OF THE RECOMMENDED ACTION:

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

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DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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ALTERNATIVES CONSIDERED:

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

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

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

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

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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. 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.
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 26<sup>th</sup> day of November, AD, 2013.

Read a second time this 10<sup>th</sup> of day of December, AD, 2013.

Read a third time and finally passed this 10<sup>th</sup> 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 the person elected or appointed as chief elected official under Section 150 of the *Municipal Government Act*.
- 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 made at the annual Organizational Meeting.
      - ii. The Appointment of Deputy Reeve will be for a period of six (6) months and will rotate between Council Members.
      - iii. The order of appointment for the duration of the election term will be determined at the first Organizational Meeting following an election. To determine the order of appointment, Council Members names will be drawn by the CAO from an appropriate receptacle. The appointments will occur in the order that the names are drawn and the order will be noted in the Minutes.
      - iv. A Member of Council is not obligated to serve as Deputy Reeve. In a case where the Councillor declines their turn as Deputy Reeve, the appointment will pass to the next Councillor in the order.
    - d. In the case of tied votes for either 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.

- 5.1.2 Establish the dates, times and places for regular meetings of Council, Committee of the Whole, and the Municipal Planning Commission.
  - 5.1.3 Appoint Council Committee and Board Members.
  - 5.1.4 Conduct other business as identified within the organizational meeting agenda.
- 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 Council or Committee, including those attending through electronic means, with at least half the Members present in person in the actual meeting place; 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 if the meeting, the Chair will call meetings to order.
- b. The Chair will preserve order and decorum and decide all questions of procedure;
- c. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, they must provide a reason for their decision.
- d. If the Chair wishes to leave the chair for any reason, they must call upon the Deputy Reeve or Vice Chair to preside.
- e. Anyone who is not a Councillor or Member- At-Large is not allowed to cross the Council Bar to speak to any Member without the Reeve or Chair’s permission.
- f. The Chair may call to order any Councillor or Member who is out of order.
- g. If the Reeve and Deputy Reeve, or Chair and Vice-Chair, are not present within thirty (30) minutes after the time set for the meeting, and a quorum is present, the CAO or their designate shall call the meeting to order, and a Member shall be chosen by the Members present to Chair the meeting.
- h. Upon the arrival of the Reeve or Deputy Reeve, or Chair or Vice-Chair, they shall resume their role as Chair.

#### 7.1.2 Quorum

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

- c. If at any time during a meeting, quorum is lost, the meeting shall be recessed and if a quorum is not achieved within fifteen (15) minutes, the meeting shall be deemed to be adjourned.
- 7.1.3 Members of the Public during the meeting shall:
  - a. Not approach or speak to Council or Committee without the permission of the Chair 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.

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Reeve

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Chief Administrative Officer



# REQUEST FOR DECISION

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<b>SUBJECT:</b>	<b>2019 Tax Rate Bylaw 19-810</b>		
<b>SUBMISSION TO:</b>	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
<b>MEETING DATE:</b>	April 8, 2019	ICAO: DT	MANAGER: DD
<b>DEPARTMENT:</b>	FINANCE	GM: RO	PRESENTER: DD
<b>STRATEGIC PLAN:</b>	Level of Service		

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## RELEVANT LEGISLATION:

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

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council give Third and Final Reading to the 2019 Tax Rate (Property Tax) Bylaw 19 - 810.**

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## 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 the 2018 mil rate. By maintaining the 9.0000 mils, the estimated residential property tax revenue would be equivalent to the 2019 Council approved 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 by 10.3840 mils will decrease non-residential property tax 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.

<b>2019 Council Approved Budget – March 11, 2019</b>	<b>Revenues</b>	<b>Expenditures</b>
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
<b>Balanced Budget</b>	<b>\$ 189,435,877.00</b>	<b>\$ 189,435,877.00</b>

Historically, Greenview’s tax and assessment notices have been released by May 1<sup>st</sup>. However due to the changes to the MGA, Greenview must release the 2019 assessment and tax notices by April 25<sup>th</sup>. On March 25<sup>th</sup> at Council’s regular meeting, Council passed first and second readings of the 2019 Tax Rate Bylaw. Administration is requesting that Council pass third reading of the 2019 Tax Rate Bylaw, thus ensuring Administration will have sufficient time to prepare and release the 2019 tax and assessment notices by April 25<sup>th</sup>.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended motion is that Council will give direction to Administration regarding the 2019 mil rate.
2. 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.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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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.

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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.

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STAFFING IMPLICATION:

There are no staffing implications.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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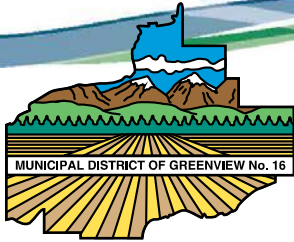
FOLLOW UP ACTIONS:

Once Council Makes a decision, Administration's follow up action will be to prepare the 2019 assessment and tax notices that will be mailed the week of April 26<sup>th</sup>.

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ATTACHMENT(S):

- 2019 Proposed Tax Rate Bylaw 19-810
- 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
	23,622,831
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 Municipal District of Greenview No. 16 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
<b>General Municipal (without Grande Cache)</b>			
Residential/Farmland	2,033,476	753,139,390	2.7000
Non-Residential	89,582,352	11,443,836,440	7.8280
<b>General Municipal (Grande Cache only)</b>			
Residential/Farmland	2,066,053	267,901,110	7.7120
Non-Residential	866,575	110,701,910	7.8280

<b>Grande Cache Properties</b>			
<b>Special Tax (Borrowing)</b>			
Residential/Farmland	345,057	267,901,110	1.2880
Non-Residential	142,584	110,701,910	1.2880
<b>ASFF</b>			
Residential/Farm land	2,485,551	991,325,889	2.5073
Non-residential	20,994,897	6,636,813,795	3.1634
<b>Opted-Out School Boards</b>			
Residential/Farm land	74,503	29,714,611	2.5073
Non-residential	983	310,710	3.1634
<b>Requisition Allowance</b>	100,000	6,673,089,400	0.0150
<b>Seniors Foundation</b>	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 30<sup>th</sup>
  - b) Residential/Farmland Municipal taxes are due and payable on November 15<sup>th</sup>.
3. In the event of any current taxes remaining unpaid for Non-Residential after June 30<sup>th</sup> 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 15<sup>th</sup> 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 31<sup>st</sup>, in the current year, there shall be levied a penalty of 10% on January 1<sup>st</sup>
  - b) In the event of any arrears of taxes of Non-Residential and Residential/Farmland remaining unpaid after December 31<sup>st</sup>, in the succeeding year, there shall be levied a penalty of 18% on January 1<sup>st</sup>, 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 25<sup>th</sup> day of March, A.D., 2019.

Read a second time this 25<sup>th</sup> day of March, A.D., 2019.

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

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REEVE

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CHIEF ADMINISTRATIVE OFFICER



**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

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SUBJECT: **Bylaw 19-811 – 2019 Grande Cache Special Tax – Borrowing Bylaw**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: April 8, 2019 ICAO: DT MANAGER: DD  
DEPARTMENT: FINANCE GM: RO PRESENTER: RO  
STRATEGIC PLAN: Level of Service

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RELEVANT LEGISLATION:

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

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council give Third and Final Reading to Bylaw 19-811 – 2019 Grande Cache Special Tax – Borrowing Bylaw.**

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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.

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**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.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

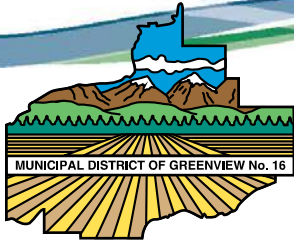
Once Council makes the recommended decision Administration will have the Reeve and Interim Chief Administrative Officer sign the bylaw for general distribution.

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ATTACHMENT(S):

- Bylaw 19-811 2019 Grande Cache Special Tax – Borrowing Bylaw
- 2019 Debenture Payments
- Copy of Loan Schedules



## 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 25<sup>th</sup> day of March, A.D., 2019.

Read a second time this 25<sup>th</sup> day of March, A.D., 2019.

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

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REEVE

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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
<b>TOTAL FOR PAYMENT DUE DATE: March 15, 2019</b>							
15-Jun-2019	4000968	1,165,669.46	18 of 30	15-Jun-2025	79,388.83	23,348.36	102,737.19
<b>TOTAL FOR PAYMENT DUE DATE: June 15, 2019</b>							
15-Sep-2019	4000902	1,087,974.47	19 of 30	15-Mar-2025	81,011.79	22,015.16	103,026.95
<b>TOTAL FOR PAYMENT DUE DATE: September 15, 2019</b>							
01-Oct-2019	1179514	259,370.67	22 of 25	01-Oct-2022	58,634.28	17,507.52	76,141.80
<b>TOTAL FOR PAYMENT DUE DATE: October 01, 2019</b>							
15-Dec-2019	4000968	1,086,280.63	19 of 30	15-Jun-2025	80,978.99	21,758.20	102,737.19
<b>TOTAL FOR PAYMENT DUE DATE: December 15, 2019</b>							
<b>TOTAL FOR YEAR: Year Ending 2019</b>					<b>PAYMENTS: 5</b>	<b>108,251.16</b>	<b>487,670.08</b>
<b>TOTAL FOR BORROWER:</b>					<b>379,418.92</b>	<b>108,251.16</b>	<b>487,670.08</b>

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	<del>\$25,082.40</del>	<del>\$51,059.40</del>	<del>\$731,353.15</del>
10	01-Oct-2007	\$76,141.80	\$26,775.46	\$49,366.34	\$704,577.69
11	01-Oct-2008	\$76,141.80	<del>\$28,582.81</del>	\$47,558.99	\$675,994.88
12	01-Oct-2009	\$76,141.80	<del>\$30,512.15</del>	<del>\$45,629.65</del>	<del>\$645,482.73</del>
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
		<u>\$3,082,115.70</u>	<u>\$2,300,000.00</u>	<u>\$782,115.70</u>	



# REQUEST FOR DECISION

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SUBJECT: **Bylaw 19-812 “Residential Assessment Sub-Class”**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 8, 2019 ICAO: DT MANAGER:  
DEPARTMENT: CORPORATE SERVICES GM: RO PRESENTER: RO  
STRATEGIC PLAN: Level of Service

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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

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RECOMMENDED ACTION:

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

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

In an effort to provide Council with options Administration has created this bylaw which if Council opts to use residential sub-classes, Greenview is able to collect \$1.7 million dollars from the residential properties in the Hamlet of Grande Cache. Nevertheless keeping the 2019 overall residential tax mil rate at 9.0000 mils that Grande Cache's 2019-budgeted tax revenue was based upon.

*In making our decision for classification recommendations, we reference the following information: Hamlets - consists of five (5) or more dwellings, has a generally accepted boundary and name, and contains land that is used for residential and non-residential purposes. A municipality is considered an urban municipality where there is a population of 1,000 or more people.*

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**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 however, 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.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

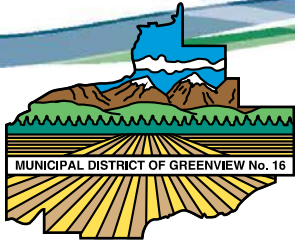
Administration will have the Reeve and Interim Chief Administrative Officer sign the bylaw for general distribution.

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**ATTACHMENT(S):**

- Proposed Bylaw 19-812





## 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 25<sup>th</sup> day of March, 2019.

Read a second time this 25<sup>th</sup> day of March, 2019.

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

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REEVE

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CHIEF ADMINISTRATIVE OFFICER



# REQUEST FOR DECISION

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SUBJECT:	<b>Bylaw 19-814 Repealing Bylaw</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	ICAO: DT	MANAGER:
MEETING DATE:	April 8, 2019	GM:	PRESENTER: DL
DEPARTMENT:	CAO SERVICES		
STRATEGIC PLAN:	Level of Service		

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## RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act*, Chapter M-26, R.S.A 2000. Order in Council 361/2018.

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION: That Council give First Reading to Bylaw 19-814 a Bylaw to repeal former Town of Grande Cache Bylaws deemed irrelevant or that address the same subject matter as M.D of Greenview Bylaws.**

**MOTION: That Council give Second Reading to Bylaw 19-814 a Bylaw to repeal former Town of Grande Cache Bylaws deemed irrelevant or that address the same subject matter as M.D of Greenview Bylaws.**

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## BACKGROUND/PROPOSAL:

The Order in Council 361/2018 states that bylaws and resolutions of the town of Grande Cache continue to apply in the former area of the town until the bylaws or resolutions are repealed, amended or replaced by the council of the M.D of Greenview.

The Municipal Government Act requires that a Council must repeal Bylaws in the same manner with which they were passed. Legal Counsel recommended that Greenview pass a bylaw, or a series of bylaws to repeal the irrelevant or duplicate bylaws as necessary. Bylaw 19-814 repeals a series of Bylaws relating to Council, CAO and various authorities already established in Greenview. They are as follows:

- Bylaw No. 822 – Chief Administrative Officer
- Bylaw No. 795 – Council Procedures
- Bylaw No. 800 – Grande Cache Municipal Library Board
- Bylaw No. 806 – Municipal Planning Commission
- Bylaw No. 656 – Permanent Election Register
- Bylaw No. 805 – Subdivision Authority
- Bylaw No. 136 – Town Crest

Administration anticipates 1-2 more similar bylaws to come forward as we continue to navigate this transition and the departments continue to navigate and evaluate what bylaws of the former Town are necessary to apply in Grande Cache and what Bylaws of the M.D of Greenview will apply in Grande Cache.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. There will be clarity as to which bylaws continue to apply in Grande Cache, duplicate bylaws will be removed and irrelevant bylaws will be eliminated.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to remove one or more of the Grande Cache bylaws from the above listing however, any bylaw that isn't repealed by this bylaw will remain in effect.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will remove the affected Bylaws from the register.

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**ATTACHMENT(S):**

- Bylaw No. 822 – Chief Administrative Officer
- Bylaw No. 795 – Council Procedures
- Bylaw No. 800 – Grande Cache Municipal Library Board
- Bylaw No. 806 – Municipal Planning Commission
- Bylaw No. 656 – Permanent Election Register
- Bylaw No. 805 – Subdivision Authority
- Bylaw No. 136 – Town Crest

**Town of Grande Cache  
BYLAW NO. 822**

**BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO OUTLINE THE DUTIES AND RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER AND TO REPEAL BYLAW NO. 634**

**WHEREAS** pursuant to the *Municipal Government Act, RSA 2000, Chapter M-26 as amended*, a municipal council has authority to govern and the authority to pass bylaws respecting the municipality;

**WHEREAS** Section 205 of the *Municipal Government Act, RSA 2000, Chapter M-26 as amended* provides that a municipal council must by bylaw establish the position of a Chief Administrative Officer and appoint a person to carry out the powers, duties and functions of such position;

**AND WHEREAS** Sections 207 and 208 of the *Municipal Government Act, RSA 2000, Chapter M-26 as amended*, provides that the Chief Administrative Officer shall exercise the powers and duties set out in the *Municipal Government Act*, and such other duties as may be delegated by bylaw or resolution of council;

**AND WHEREAS** Council deems it proper and expedient to establish the position of Chief Administrative Officer, and define the duties, responsibilities and authority thereof;

**THEREFORE BE IT RESOLVED THAT** the Council of the Town of Grande Cache, duly assembled in Council Chambers in Grande Cache, Alberta, enacts as follows:

**Part 1 – Title and Definitions**

- 1.1 This bylaw shall be cited as the 'Chief Administrative Officer Position Bylaw'.
- 1.2 In this bylaw, including this section, unless the context otherwise requires:
  - a) **Act** means the *Municipal Government Act, Chapter M-26, RSA 2000* and any amendments thereto.
  - b) **CAO** means the Chief Administrative Officer.
  - c) **Council** means the Council of the Town of Grande Cache acting at a duly assembled meeting.
  - d) **Municipality** means the municipal corporation of the Town of Grande Cache.

**Part 2 – Establishment of the Position and Appointment of a CAO**

- 2.1 Council hereby establishes the position of Chief administrative Officer of the Town of Grande Cache and the individual appointed to that position will have the title 'Chief Administrative Officer' ('CAO').
- 2.2 Council will, by resolution, appoint an individual to the position of Chief Administrative Officer and will, by contract, establish the terms and conditions of his/her appointment. Council retains the right to negotiate adjustments to the contract during the term of the contract.
- 2.3 The Council may, by resolution, appoint an acting CAO, and prescribe the duties, who shall act during illness, absence or other incapacity that may prevent the CAO from performing the duties of his or her office. The CAO shall designate an Acting CAO in planned absences from the office for any period longer than one day.

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### **Part 3 - Responsibility/Authority**

- 3.1 The CAO is responsible to Council for the overall administration of municipal operations of the municipality in accordance with objectives, policies and plans approved by Council. In carrying out these responsibilities, the CAO shall work in close liaison with the Mayor. He or she shall direct, control and coordinate the activities of the various departments as per the attached position description in Appendix A.

### **Part 4 - Personnel Administration**

- 4.1 The CAO shall supervise all agents and employees of the municipality to the extent allowed by this bylaw and the Act.
- 4.2 All employees and agents of the municipality shall be appointed or engaged for employment with the municipality on the basis of qualifications and merit.
- 4.3 The CAO shall make recommendations on all salaries of those employees subject to his or her supervision, within the limitations of any salary plan or salary contract agreement, after which plan or agreement has been adopted by Council.

### **Part 5 - Purchasing Authority**

- 5.1 The CAO shall be the Chief Purchasing Agent of the municipality in accordance with policies established by Council.

### **Part 6 - Delegation of CAO**

- 6.1 In accordance with Section 209 of the Act, the Chief Administrative Officer may delegate any of his/her powers, duties or functions under this or any other enactment or bylaw to a designed officer or an employee of the municipality. In all instances, Council shall hold the CAO responsible for his or her duties.
- 6.2 To the extent that it is necessary to bring to bear on a given subject several disciplines, the CAO is hereby authorized to establish committees for the proper and efficient administration of the municipal business. Such committees may be used for coordination of daily operations as well as for the furnishing of full information to Council upon inquiry.

### **Part 7 - Organization**

- 7.1 The organizational chart, as approved by Council from time to time, shall indicate the reporting and responsibility structure of the municipality.
- 7.2 Except for the purpose of general inquiry, the Council shall deal with the administrative service and control thereof solely through the CAO and shall not give orders to any of the subordinates of the CAO. Council shall require that its directives be carried out through the offices of the CAO.

### **Part 8 – Repeal and Effect**

- 8.1 The following bylaws are hereby repealed:
- a) Bylaw No. 6 to appoint a Secretary/Treasurer;
  - b) Bylaw No. 86 to appoint a Secretary/Treasurer;
  - c) Bylaw No. 93 to appoint a Secretary/Treasurer;
  - d) Bylaw No. 153 to appoint a Secretary/Treasurer;

- e) Bylaw No. 183 to appoint an Assistant Municipal Administrator; and
- f) Bylaw No. 639 the Chief Administrative Officer Position Bylaw.

8.2 This bylaw takes effect following third and final reading.

READ a first time this twenty second day of February, 2017

READ a second time this twenty second day of February, 2017

READ a third and final time this      day of                      , 2017

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Herb Castle  
Mayor

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Loretta Thompson  
Chief Administrative Officer



**TOWN OF GRANDE CACHE**  
**BYLAW NO. 795**  
**(consolidated version – October 2016)**

**BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES AND TO DEFINE DUTIES OF COUNCIL, COMMITTEES AND OFFICERS**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act, RSA 2000, Chapter M-26, as amended*, a Council may pass bylaws respecting the procedures and conduct of Council, Council committees, and the conduct of the members thereto; and to define the duties of the Chief Administrative Officer and designated officers with respect to Council and Council committee meetings;

**AND WHEREAS** pursuant to the provisions of the *Municipal Government Act, RSA 2000, Chapter M-26*, and amendments thereto, Council may, by bylaw, delegate its powers, duties or functions to a Council Committee;

**NOW THEREFORE** the Council of the Town of Grande Cache, duly assembled in Grande Cache, Alberta, hereby enacts as follows:

**1.0 TITLE, PURPOSE, DEFINITIONS AND INTERPRETATION**

- 1.1 This bylaw may be referred to as the 'Council Procedures Bylaw'.
- 1.2 The purpose of this bylaw is to establish rules to follow in governing the Town of Grande Cache and to establish Committees of Town Council.
- 1.3 In this bylaw:
- a) **CAO** means the person appointed to the position of Chief Administrative Officer by Council and includes any person that the Chief Administrative Officer may appoint as his/her designate for purposes of carrying out responsibilities under this bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer.
  - b) **Chairperson** means the member elected from among the members of a Committee to preside at all meetings of the Committee.
  - c) **Committee** means a committee, task force, board, commission authority or other body established by Council under the Act.
  - d) **Committee of the Whole** is a committee comprised of all Councillors which is a procedural device that permits Council greater freedom of debate.
  - e) **Council** means the Mayor and Councillors of the Town of Grande Cache.
  - f) **Delegation** shall be one or more persons who have formally requested and been granted an audience with Council at a Regular Meeting in accordance with this bylaw.
  - g) **Deputy Mayor** means the member of Councillor appointed pursuant to this bylaw to act as Mayor in the absence or incapacity of the Mayor.
  - h) **Inaugural Meeting** means the first organizational meeting after a general municipal election.
  - i) **In Camera** means a part of the meeting closed to the public at which no resolution or bylaw may be passed except a resolution to revert to a meeting held in public.
  - j) **Mayor** shall mean the Chief Elected Officer.

Chair Initial \_\_\_\_\_

CAO Initial \_\_\_\_\_

- k) **Municipality** means the Town of Grande Cache, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the municipality.
- l) **MGA** means the Alberta Municipal Government Act, RSA 2000, Chapter M-26 and all amendments thereto.
- m) **Officer** shall be the designated officer attending at the Council Meeting, and to whom the Chief Administrative Officer has delegated certain responsibilities pertaining to Council meetings and minutes.
- n) **Person** shall refer to any member of Council or committee member, any member of the Town of Grande Cache Administration, any delegation addressing Council or any committee, special task force, any member of the media and any member of the public present at a meeting.
- o) **Point of Information** means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another member or to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure.
- p) **Point of Order** means the raising of a question by a member with the view of calling attention to any departure from this bylaw or the customary proceedings in debate or in the conduct of Council's business.
- q) **Point of Privilege** refers to all matters affecting the rights and exemptions of Council collectively or the position and conduct of individual members and includes, but is not limited to:
  - i. the organization or existence of Council
  - ii. the comfort of members
  - iii. the conduct of Administration or members of the public in attendance at the meeting, and
  - iv. the reputation of member or Council as a whole.
- r) **Point of Procedure** means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council regarding the business at hand in order to assist a member to:
  - i. make an appropriate resolution,
  - ii. raise a Point of Order,
  - iii. understand the procedure, or
  - iv. understand the effect of a resolution.
- s) **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 where they were interrupted.
- t) **Terms of Reference** means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this bylaw.

1.4 For the purposes of this bylaw, the words 'he or his' shall be interpreted to mean 'she or her'.

~ Amended, Bylaw No. 816 (October 26, 2016)

## 2.0 APPLICATION

- 2.1 If a question relating to the procedures of Council or Committees is not answered by this bylaw, the answer to the question is to be determined by referring to the most recent revision of '*Robert's Rules of Order, Newly Revised*'.

- 2.2 The precedence of the rules of governing the procedures of Council is:
- a) the MGA,
  - b) other provincial legislation,
  - c) this bylaw, and
  - d) Roberts' Rules of Order, Newly Revised.
- 2.3 Council may suspend any provision of this bylaw, for a defined period of time, by resolution except:
- a) the provisions about statutory hearings, and
  - b) the provisions for amending or repealing this bylaw.

### **3.0 ORGANIZATION OF COUNCIL**

- 3.1 Council will hold its Inaugural Meeting the first Wednesday following a general municipal election at the time and place set by the CAO.
- 3.2 At this meeting:
- a) all Councillors, including the Mayor must take the oath of office as per the Alberta Oath of Office Act,
  - b) Council will confirm the seating of elected Councillors, and
  - c) all other matters required by section 3.4 must be dealt with.
- 3.3 An Organizational Meeting must be held each year, not later than two weeks after the third Monday in October, as defined in the Act.
- 3.4 At this meeting, Council:
- a) shall appoint members of Council to a specific schedule as Deputy Mayor to act as Mayor in the absence or incapacity of the Mayor, and can, by resolution at a regular council meeting, make changes or alter the Deputy Mayor schedule,
  - b) shall establish dates, times and places for Regular and Committee of the Whole meetings and if a scheduled meeting falls on a statutory holiday, that meeting will be rescheduled,
  - c) shall appoint members of Council and members-at large to Boards and Committees,
    - i. appointments of Council members to Committees shall be for a term of one year, unless otherwise specified, andwill deal with any other business described in the notice of the meeting.
- 3.5 Councillor's Annual Disclosure Statements
- a) The purpose of this section is to require Councillors, including the Mayor, to file an annual disclosure statement with the municipality disclosing the names of people, corporations or partnerships in which the councillor has an interest.
  - b) Every Councillor must file a Councillor's Annual Disclosure Statement with the CAO on the last working day of January every year. A Councillor's Annual Disclosure Statement will be in the form attached as Schedule D to this bylaw.
  - c) The Councillor's Annual Disclosure Statement must include the names of:
    - i. the Councillor's family,
    - ii. the Councillor's employers,
    - iii. any non-distributing corporation(s) which the Councillor owns shares or is a director or officer,
    - iv. any distributing corporation(s) which the Councillor beneficially owns ten percent (10%) of the voting shares, and
    - v. any partnership(s) or firm(s) which the Councillor is a member.
  - d) The CAO may provide a copy of a Councillor's Annual Disclosure Statement to any Town employee the CAO deems appropriate.

#### **4.0 MEETINGS**

##### **4.1 Regular Meetings**

Regular Meetings of Council shall be held on the second and fourth Wednesday of each month at 6:30 pm in Council Chambers, notwithstanding any deviations as established at the annual Organizational Meeting.

4.2 Public Hearings will be scheduled for and conducted during a Regular Meeting.

##### **4.3 In Camera Session**

Council may consider a matter in camera in accordance with the *Alberta Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25*.

No resolutions may be made when Council is sitting in closed session except the resolution to reconvene the Regular Meeting.

##### **4.4 Committee of the Whole Meetings**

Council Committee of the Whole Meetings shall be held on the first Wednesday of each month at 12:00 noon in Council Chambers, notwithstanding any deviations as established at the annual Organizational Meeting.

##### **4.5 Special Meetings**

The Mayor 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.

A special meeting requested by Councillors must be held within fourteen (14) days after the request is received.

##### **4.6 Change of Time, Date or Location of Meetings**

Council may change the time, date or location of any meeting by resolution only.

##### **4.7 Cancellation**

Council may cancel any Regular, Committee of the Whole or Special meeting if notice is given in accordance with section 4.8 (c).

##### **4.8 Notice of Meetings**

- a) The CAO will ensure that a quarterly calendar of scheduled meetings is posted at the Town Office and will give notice of any change or cancellation of these meetings.
- b) For all meetings requiring notice, the notice must:
  - i. be issued a minimum of 24 hours prior to the meeting date,
  - ii. be in writing and specify the time, date, location and purpose of the meeting,
  - iii. be delivered or emailed to each Councillor,
  - iv. be posted at Council Chambers in the Provincial Building, and
  - v. give any other notification as requested by Council or Committee.
- c) Notwithstanding section 4.8 (b), the Mayor may call a Council meeting on shorter notice and without providing notice to the public provided all Councillors are notified of the meeting and 2/3 of Councillors give written consent, as per 'Waiver of Notice of Special Meeting' (Schedule B attached) to holding the meeting before the meeting begins.

4.9 Quorum

Quorum for Council is a majority of Councillors and for Committees is a majority of the members of the Committee, unless otherwise specified by this or any other bylaw.

4.10 Commence Proceedings

- a) The Mayor, when present, shall preside as Chair over all meetings of Council, unless otherwise provided for in this bylaw. The Deputy Mayor shall Chair council meetings when the Mayor is absent or unable to act as Mayor, and shall have the powers and responsibilities of the Mayor under this bylaw.
- b) In case the Mayor or Deputy Mayor shall not be in attendance within fifteen (15) minutes after the hour appointed, the Officer shall call the meeting to order and shall call for a Presiding Officer to be chosen by a resolution of Council.
- c) A majority of the members of Council constitutes a quorum. A quorum of Council for the Town of Grande Cache shall be four (4) members. If a position on Council is vacant, the quorum will be the majority of the remaining members of Council provided that the minimum number for a quorum cannot be less than three (3) members. In the case of a Council committee, excluding standing committees of Council, the minimum number for a quorum is two (2).
- d) As soon after the hour of the meeting as there is a quorum present, the Mayor shall take the chair and the members of Council shall be called to order.
- e) The Officer shall record the time of arrival and departure of all in attendance at meetings, should a member of Council arrive late or depart prior to the completion of the meeting.

4.11 No Quorum

Unless there is a quorum present within thirty (30) minutes after the time scheduled for the meeting of Council, the Officer shall call the roll and take down the names of members of Council present, and the Council shall then stand absolutely adjourned until the next day of meeting unless a special meeting is duly called in the meantime.

4.12 Order of Business

Unless otherwise specified in this bylaw, the order of business for a Regular Meeting of Council shall be contained within the agenda for the meeting. Agendas shall follow the format outlined as per Schedule A of this bylaw.

**5.0 AGENDAS AND RECORDS OF MEETINGS**

5.1 The agenda of Council shall be prepared under the joint direction of the Mayor and the Chief Administrative Officer and shall include copies of all reports or communications to be dealt with at each regular meeting.

5.2 Agenda Distribution

- a) The agenda shall be distributed to Council at least three (3) working days prior to the Council meeting.
- b) If reports and supplementary information/materials are not available when the agenda package is ready to be sent out, the items will be removed from the agenda.
- c) Agenda packages will be emailed to Council and will be made available online for department managers, media and the general public.

5.3 Adoption of Agenda

Council must vote to adopt the agenda prior to transacting other business and may:

- a) add new items, including reports that were not available at the time the agenda package was distributed, and
- b) delete any matter from the agenda.

5.4 Preparation of Meeting Minutes

The CAO will ensure the minutes for all Council meetings are prepared and available in the next Regular Meeting agenda package for review and adoption by Council.

5.5 Adoption of Meeting Minutes

The minutes of each meeting will be circulated in the agenda package at the next Regular Meeting, and if:

- a) there are errors or omissions, Council must pass a resolution to adopt the minutes as amended, or
- b) there are no errors or omissions, Council must adopt the minutes as circulated.

**6.0 COMMUNICATIONS**

6.1 Any communication intended for Council or a Committee which is received at the Town Office must:

- a) be legible and coherent,
- b) be able to identify the writer, the writer's address and telephone number or email address,
- c) be on paper in a printable format, and
- d) not be libelous, impertinent or improper.

6.2 If the requirements in section 6.1 are met, the CAO will:

- a) add the communication under 'Correspondence' on the next Regular Meeting agenda,
- b) draft a report for Council regarding the communication and add it to the next Regular Meeting,
- c) send a copy of the communication to all Councillors for information, or
- d) take any other appropriate action on the communication and inform Council of said action.

6.3 Council will be provided copies of communications in the agenda packages for review and discussion. Council may:

- a) refer any communication to Administration for a report, and
- b) give other instructions on the communication.

6.4 The CAO must make reasonable efforts to respond to the person sending the communication and advise that person of any action taken on the subject of the communication following the Regular Meeting where it was discussed.

6.5 Any matter required to be brought to Council by way of petition must be supported by a petition that complies with the MGA or other legislation.

**7.0 PRESENTATIONS, DELEGATIONS AND OPEN PUBLIC FORUM**

7.1 Presentations may be made to Council by individuals or groups.

7.2 Individuals or groups may request an appointment to be heard by Council as a delegation, as per the 'Delegations Before Council' policy and guidelines.

- 7.3 Delegates must submit a request in writing for an appointment with Council to the Chief Administrative Officer. All delegates are required to provide written documentation to the Chief Administrative Officer which clearly outlines the nature of their business for inclusion in the agenda package. All documentation is to be submitted by noon the Wednesday prior to the date of Regular Council Meeting to which the delegation is to attend.
- 7.4 The Chief Administrative Officer will review the request in consultation with any affected departments and may:
- a) undertake an Administrative Review and provide a written response to the individual or group to satisfy the request for an appointment with Council. This process will be undertaken only with the consent of Administration and the individual or group requesting the appointment with Council,
  - b) add the appointment to the next Regular Council meeting agenda, or
  - c) add the appointment to a future Regular Council meeting agenda if
    - i. requested by the individual or group making the request; or
    - ii. If Administration requires more time to properly investigate and report on the matter.
- 7.5 Any taxpayer or Town of Grande Cache resident shall be provided the opportunity to address Council provided they have not addressed Council on the same subject within the previous six (6) months. Delegates requesting reappearance on a specific matter shall only be permitted to do so if the information to be presented is new or a significant addition to which was previously presented.
- 7.6 In questioning presenters or delegates at the Council meeting, Councillors will only ask those questions which are relevant to the subject of the appointment and will avoid repetition of questions. Likewise, presenters and delegates speaking to a subject will be restricted to speaking on the subject matter only.
- 7.7 Delegations shall not speak for more than ten (10) minutes, unless the time is extended by the majority vote of Council.
- 7.8 Council shall, at the next Regular Meeting following the delegation presentation, make any decisions, if required, regarding the issue raised by the delegation unless there is unanimous support for Council decision at the Regular Meeting at which the delegation presentation was made and the issue is discussed under New Business.
- 7.9 Open Public Forum is an opportunity granted to members of the public present at a Regular Council Meeting, to ask questions of Council or Administration or make comments regarding topics relating to the municipality. Guidelines and conduct for the Open Public Forum are listed in the Town's Policy and Procedures Manual, C-1, Council – 'Open Public Forum at Regular Council Meetings'.

## **8.0 CONDUCT OF BUSINESS**

- 8.1 The Presiding Officer shall preserve order, decorum and decide questions of procedure subject to an appeal to the Council and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the members present without debate.
- 8.2 When any Point of Order, Point of Procedure or Question of Privilege arises, it shall be immediately taken into consideration.

When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, Question of Privilege or practice, the point shall be stated without unnecessary comment and the Presiding Officer shall cite the rule or authority applicable to same.



- 8.3 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate member of Council or Administration.
- 8.4 When a Point of Order is raised or when a member of Council is called to order by the Presiding Officer, the member of Council speaking shall immediately cease speaking until the Presiding Officer decides the point raised.
- 8.5 The Presiding Officer shall give each member of Council who wishes to speak on an item an opportunity to do so before calling the question. No member of Council shall speak without first being recognized by the Presiding Officer and being granted the floor.

No member of Council shall speak to the same question or in reply for longer than five (5) minutes.

- 8.6 Every member of Council and every member of Administration present at the meeting, in speaking to any question or resolution, shall address himself only to the Presiding Officer.

When a member of Council is addressing Council, he shall:

- a) not speak disrespectfully of Her Majesty the Queen, her official representatives or her government;
- b) not use offensive, disrespectful or unkind words in referring to any member or to any official or staff member of the Town or any member of the public;
- c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the members who voted on the resolution or the mover of the resolution;
- d) not shout or immoderately raise his voice or use profane, vulgar or offensive language;
- e) assume personal responsibility for any statement he quotes to Council or upon request of Council shall give the source of the information.

The Presiding Officer may rule any member of Council out of order for failing to observe any of the above-noted restrictions, and any member of Council so ruled out of order shall immediately cease to speak.

- 8.7 When two or more members of Council desire to speak to a matter, the Presiding Officer shall establish the priority.
- 8.8 A member of Council called to order shall immediately cease to speak but may afterwards explain. Council, if appealed to, shall decide the same without debate, and if there is no appeal, the decision of the Presiding Officer shall be complied with. During the reading of the minutes, reports, communications or other papers, and when a member of Council or any other person is addressing Council, silence shall be observed and no person shall be allowed to disturb the meeting.
- 8.9 Any member of Council may require the question or resolution under discussion to be read at any time during the debate, but not so as to interrupt a member of Council while speaking.
- 8.10 A member of Council may introduce a resolution at a meeting and present the resolution for discussion and vote of Council. A seconder is not required when a resolution is presented. When a resolution is stated and upon request by any member of Council, it shall be read by the Presiding Officer or Officer before debate.

After a resolution is read by the Presiding Officer or Officer, it shall be deemed to be in possession of Council, but may be withdrawn at any time before decision or amendment with the permission of all the members of Council present.



- 8.11 Whenever the Presiding Officer is of the opinion that a resolution offered to Council is contrary to the rules and privileges of Council, he shall apprise the members of Council thereof immediately before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.
- 8.12 Resolutions may be offered on items that are not on the Council or Committee agenda as adopted. Members of Council wishing to introduce resolutions at a meeting shall do so by Notice of Resolution and present the resolution for discussion and vote of Council.
- 8.13 No resolution shall be offered that is subsequently the same as one on which the judgment of the meeting has already been expressed during the same meeting.
- 8.14 A Resolution to Defer any matter until it is decided, shall preclude all amendments to the main question. Further, said resolution to defer is open to debate, but only as to whether or not to defer.

A member of Council making a Resolution to Defer shall be required to include in the resolution:

- a) the terms on which the matter is being deferred;
- b) the time when the matter is to be returned;
- c) whatever explanation is necessary as to the purpose of the resolution.

- 8.15 A member of Council making a Resolution to Table any matter shall include in the tabling resolution:
- a) the time at the present meeting or the date of a future meeting to which the matter is to be tabled; or
  - b) a provision that the matter is to be tabled indefinitely.

A Resolution to Table a matter shall not be put forward until every member of Council has had an opportunity to speak on the item and will not be debated thereafter, except as to the time when Council will again consider the matter.

- 8.16 When the question under consideration contains distinct propositions, upon the request of any member of Council, the vote for each proposition shall be taken separately. If the vote is taken for each proposition, it then becomes unnecessary to vote upon the whole question.
- 8.17 A resolution to rescind an action of Council may be offered at any time subsequent to the meeting at which the original resolution was passed upon service of a Notice of Resolution by the member of Council intending to seek the rescinding of the resolution. Any member of Council may make the resolution to rescind and a majority vote of 2/3 of the members of Council is required for the passage of a resolution to rescind.
- 8.18 A member of Council may make a Resolution to Adjourn a meeting at any time except when:
- a) another member of Council has the floor;
  - b) a call for a vote has been made;
  - c) the members of Council are voting;
  - d) Council is in a closed session;
  - e) a previous Resolution to Adjourn has been defeated and no other intermediate proceedings have taken place.

A Resolution to Adjourn shall be put without comment or debate and a Resolution to Adjourn cannot be reconsidered.

- 8.19 After any question is finally put by the Presiding Officer, no member of Council shall speak to the question nor shall any other resolution be made until after the result of the vote has been declared. The decision of the Presiding Officer as to whether the question has been finally put may be subject to appeal, subject to confirmation by the members of Council of the question being finally put.

After the Presiding Officer has declared the vote, no change of vote can be made except by the unanimous consent of the members of Council who were present when the vote was put.

- 8.20 If any member of Council wishes to have a recorded vote, the request for a recorded vote must be made prior to the vote being taken. The Presiding Officer shall directly ask every member in turn how they wish to vote on the matter at hand.
- 8.21 Every amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered on a distinct resolution after notice.
- 8.22 All amendments shall be put in the reverse order to that in which they are moved and every amendment shall be decided upon or withdrawn before the main question is put to a vote. Only one amendment to the main resolution at one time shall be allowed and only on sub-amendment shall be allowed to an amendment at one time.
- 8.23 A sub-amendment should not enlarge the scope of the amendment but should deal with matters not covered by the amending resolution.
- 8.24 An amendment proposing a direct negative to the original resolution is out of order.
- 8.25 Any resolution made in the negative shall be ruled out of order.
- 8.26 Direction to Administration by Council shall be limited to Council as a whole directing the CAO only.

## **9.0 GENERAL**

- 9.1 No member of Council shall resist the rules of Council or disobey the decision of the Presiding Officer and Council, on any question of order or practice or upon the interpretation of the rules of Council. In case any member of Council shall so resist or disobey, he may be ordered by Council, by a majority vote, to leave his seat for that meeting, and in case of his refusing to do so, he may, on order of the Presiding Officer, be removed by the police. In the case of ample apology being made by the offender, he may, by vote of Council without debate, be permitted forthwith to take his seat.
- 9.2 No member of Council shall have the power to direct or interfere with the performance of any work for the Corporation, and the Officer in charge shall be subject only to his superior officer (if any) and to the Council, or to any committee (while acting in the capacity and not otherwise) to which the Council may, in any case, give authority in that behalf.

Nothing in the foregoing shall in any way interfere or restrict the right of a Councillor to seek information from any officer or employee of the Town through the office of the Chief Administrative Officer.

- 9.3 Any member of the public who, while in the Council Chambers, interrupts and disturbs the proceedings of Council by words or actions and who, when so requested by the Presiding Officer, refuses to end such interruption or to leave the Council Chambers if so requested, shall be subject to removal from the Council Chambers by the police.

The Presiding Officer, at any meeting, may cause to be expelled and excluded any person who has been guilty of improper conduct.

- 9.4 Members of Council shall subscribe to the Alberta Urban Municipalities Association Ethical Guidelines of Conduct for Members of Council. In addition to these Guidelines, members of Council shall refrain from uttering malicious or libelous comments with respect to each other or members of Administration, either in Council Chambers or in the community at large.

A breach of this section of the bylaw by any member of Council may place himself in the position of censure by Council.

- 9.5 Where the relationship between two members of Council has deteriorated to a point so as to significantly interfere with the normal conduct of Council business, as judged by themselves, a majority of Council, or the Mayor, the two members of Council shall seek to mediate their differences by any of the following steps:
- a) a joint meeting to resolve their difference,
  - b) a joint meeting with the Mayor as a neutral mediator to resolve their differences, and
  - c) a meeting with the Council to resolve their differences.
- 9.6 The reference book in resolving procedural disputes not covered in this bylaw shall be Roberts' Rules of Order, Newly Revised edition.
- 9.7 Notice of Council and committee meetings shall be by any one or more of the following methods:
- a) through advertisement or notice in the weekly newspaper circulating in the community or website, and/or
  - b) through posting of notice at the Council Chambers and the local mall.
- 9.8 The agenda format for Council meetings is attached to this bylaw outlined as per Schedule A of this bylaw.
- 9.9 The Report for Council format is attached to this bylaw as Schedule C.
- 9.10 Meetings shall be limited to duration not to exceed four (4) hours from the beginning of the meeting unless two thirds (2/3) of Council in attendance agrees to extend beyond four (4) hours.
- 9.11 Council provides the authority to the Chief Administrative Officer to publish the full Council agenda package with the exception of closed session matter prior to each Regular Council Meeting, Special Meeting and Open House.

## **10. COMMITTEE OF THE WHOLE**

- 10.1 There shall be a Committee of the Whole Committee comprising of all Council and shall be known as Committee of the Whole.
- 10.2 Subject to the Act, the Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters:
- a) the budget,
  - b) the audit,
  - c) transportation issues,
  - d) development issues,
  - e) strategic planning,
  - f) legislative reform,
  - g) policing matters, and
  - h) policy formulation.

- 10.3 Committee of the Whole may:
- a) conduct non-statutory public hearings,
  - b) receive delegations and submissions,
  - c) meet with other municipalities and other levels of governments, and
  - d) recommend appointments of members of the public to Council committees, other Town committees and other bodies on which the Town is entitled to have representation.
- 10.4 Council may receive briefings in Committee of the Whole.
- 10.5 In addition to the restrictions contained in Section 203(2) of the Act, the Committee of the Whole shall not hold statutory public hearings.
- 10.6 Committee of the Whole may make the following resolutions:
- a) to receive agenda reports as information,
  - b) to refer matters to Administration or a committee for review,
  - c) make recommendations to Council.
- 10.7 A quorum of Committee of the Whole is a majority of Council.
- 10.8 The Committee will be chaired by the Deputy Mayor, and in the case of his/her absence, a Chair will be nominated by the members present at the meeting. The Committee will be comprised of all members of Council.
- 10.9 At a Committee of the Whole meeting, the procedures of Council shall be relaxed as follows:
- a) a Councillor may speak even though there is no resolution on the floor, but if there is a resolution on the floor, a Councillor shall only address that resolution,
  - b) a Councillor may speak more than once on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so,
  - c) no notice needs to be given of any resolution to be made.
- 10.10 Members of the public shall be restricted to the public seating area.
- 10.11 Committee of the Whole may consider a matter in closed session in accordance with the *Alberta Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25*.

## 11.0 COUNCIL COMMITTEES

- 11.1 Council may, by bylaw, appoint committees consisting of one or more of the members of Council and public representatives, and may delegate to any such committees any of Council's powers, duties or functions, excepting:
- a) the power to enter into contracts,
  - b) the function of publicly expressing or communicating any opinion that may be misconstrued as being Council's opinion,
  - c) those duties and responsibilities that Council cannot delegate, pursuant to the *Alberta Municipal Government Act*.

A committee to which a duty or power is delegated may exercise or perform it in like manner and with same effect as Council.

- 11.2 All Committees shall be appointed on resolution of a member of Council by consent of a majority of the members of Council present at a meeting of Council. Any member of Council may be placed on a Committee, notwithstanding the absence of any such member of Council at the time of his being named upon such Committees. The Mayor shall be ex-officio member of all committees and as such member of the committees shall have all the powers and privileges of any member of the same, including the right to vote upon all questions to be dealt with by such committee.

- 11.3 In any case where a member of a committee is absent from the Town or is otherwise unable to attend meetings of the committee(s) of which he is a member, the Mayor may appoint a member of Council to such committee(s) to attend the meetings of the committee(s) concerned and such appointment to be restricted to one meeting unless authorized by Council.

The member so appointed by the Mayor shall during the term of such appointment have all the powers, rights and duties as a member of the committee(s) concerned as if appointed by Council thereto.

- 11.4 A special committee(s) may be appointed at any time by Council or by the Mayor acting upon the instructions of Council, providing only that a resolution has been adopted specifying the matters to be dealt with by the committee(s), and including the term of the committee(s).

- 11.5 The membership of the committee(s) shall be subject to revision on a yearly basis at the Organizational Meeting of each year of a Council's term of office.

Each proposed change will be voted upon and decided by a majority vote.

Each committee shall select one of its members to be the Chairperson unless Council designates:

- a) the Chairperson of a committee,
- b) the manner in which the Chairperson shall be selected.

- 11.6 The business of committee(s) shall be conducted under the following regulations and subject to the rules governing procedures in Council:

- a) the Chairperson shall preside at every meeting,
- b) the name of the Chairperson shall appear on all reports and recommendations made by the committee,
- c) in the absence of the Chairperson, the Deputy Chairperson shall preside,
- d) the minutes of the transactions of every committee meeting shall be accurately entered in a book to be provided for that purpose,
- e) when a division takes place on any question and the question may be put to a vote, the votes of the members may be recorded,
- f) no report or recommendation to do with any matter or thing shall be recognized as emanating from any committee unless it is in writing, nor unless it bears the name of the Chairperson or Acting Chairperson and has been certified correct by the Secretary and refers to the minutes of the committee under which it is issued,
- g) the Town staff person in attendance, or a committee member designated by the committee chairperson shall record the minutes of the committee meetings,
- h) any member of Council not a member of a committee shall have the right to attend committee meetings with right of debate but not to make resolutions or to vote.

- 11.7 The general duties of all the committees of Council shall be as follows:

- a) to report to Council whenever so desired by Council and as often as the interests of the Town may require on all matter connected with the duties imposed on each such committee and to recommend such action by the Council as it deems necessary within its terms of reference,
- b) to observe, unless otherwise specifically permitted, the rules prescribed by the bylaws of Council.

- 11.8 Each of the committees may create any sub-committee(s) it considers necessary and shall designate the duties, powers and responsibilities of each sub-committee(s), including the requirements for reporting on its findings.

A committee may terminate the existence of any of the sub-committee(s) created by it and a sub-committee/special task force shall cease to exist on the submission of its final report.

- 11.9 All committee meetings shall be open to the public.

11.10 Internal and external Council committees:

- |  |                         |
|--|-------------------------|
| - Council as a Whole                                   | All of Council          |
| - Community Futures West Yellowhead                    | 2 positions + alternate |
| - Evergreens Foundation                                | 1 position + alternate  |
| - Grande Cache Emergency Management Advisory Committee | 2 positions             |
| - Grande Cache Environmental Committee                 | 2 positions             |
| - Grande Cache Municipal Library Board                 | 1 position              |
| - Grande Cache Transportation Committee                | 2 positions             |
| - Municipal Planning Commission                        | 2 positions             |
| - Yellowhead Regional Library Board                    | 1 position              |

~ Amended, Bylaw No. 816 (October 26, 2016)

**12.0 BYLAWS**

- 12.1 A bylaw appearing on the Council agenda when listed as ready for first reading shall be introduced by a member of Council making the resolution, '... that first reading be given to bylaw (quoting the bylaw number)'. Council may then discuss or debate the bylaw prior to the vote for first reading.

If a bylaw fails to receive first reading it may be struck from the agenda.

Proposed bylaws may be referred to Town committees after the first reading.

- 12.2 A bylaw shall be introduced for second reading by a member of Council proposing a resolution '... second reading be given to bylaw (quoting the bylaw number)'. After a member of Council has made a resolution for second reading of a bylaw, Council may:
- debate on the substance of the bylaw, and
  - propose and consider amendments to the bylaw.

When all amendments have been accepted or rejected, the vote for second reading of the bylaw, as amended, shall be taken.

- 12.3 A bylaw shall be introduced for third reading by a member of Council proposing a resolution that '... third reading be given to bylaw (quoting the bylaw number)'. After a member of Council has made a resolution for third reading of a bylaw, Council may:
- debate on the substance of the bylaw, and
  - propose and consider amendments to the bylaw.

- 12.4 Every bylaw which has passed the Council shall, as soon as reasonably possible after third reading, be signed by the Presiding Officer and the Officer, sealed with the corporate seal and be deposited with the Officer for safe storage.

- 12.5 Every bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties. Other bylaws shall be recorded and filed as well as amendments thereto and the Officer shall retain the original of every bylaw on file and properly record amendments thereto.

**13.0 STATUTORY AND NON-STATUTORY HEARINGS**

13.1 Statutory Public Hearings:

- public hearings will be held in conjunction with a Regular Council meeting,
- persons interested in speaking at a public hearing may register with the Chief Administrative Officer prior to the public hearing.
- persons interested in providing a written submission may provide the Chief Administrative Officer with their submission prior to 12:00 noon of the Wednesday preceding the public hearing. Written submissions received prior to 12:00 noon of the Wednesday preceding the public hearing will become public information on the Friday prior to the public hearing. Council will accept written submissions on the date of the public hearing.

- d) public hearings will commence as close and reasonably practicable to the advertised time of a Regular Council meeting and will normally be held in the Council Chambers.
  - e) Council may change the date, time and place of a public hearing by resolution. If any of the date, time or place is changed, the public hearing must be re-advertised, as per the MGA.
- 13.2 Conduct of statutory public hearings:
- a) the Mayor shall chair all public hearings;
  - b) once the Mayor has called the public hearing to order and identified the matter to be discussed, the mayor shall review the process to be followed, including the expectations relating to public feedback, rules for speaking, timelines and the process for decision making following the public hearing.
  - c) Administration shall introduce the matter and provide any background material.
  - d) after Administration has introduced the matter, the Mayor shall invite interested parties and members of the public to speak to the matter.
- 13.3 The Mayor shall call upon those persons who have registered with the Chief Administrative Officer to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. If there is more than one person who wishes to speak, the Mayor shall establish the order of speaking.
- a) members of the public who wish to speak shall be asked to speak from the podium.
  - b) all those who wish to speak to a matter (for or against) may only speak once and shall be limited to ten (10) minutes.
  - c) the decision of the Mayor with regard to imposition of the time limit to speak and the order of speaking shall be final and not debated.
  - d) a delegation of more than one member shall be considered to be one person for the purposes of a public hearing and only a spokesperson shall be entitled to speak once for a limit of ten (10) minutes regardless of the number of members of the delegation who may be present.
  - e) the Council shall not debate an issue with any speaker, but each member of Council may ask questions for clarification of each speaker. All questions must be directed through the chair.
  - f) Council may accept a written submission in lieu of a verbal presentation as long as the document is signed, dated and shows the street address of the person making the submission. All written submissions will be filed with the Chief Administrative Officer.
  - g) 'Recess' used in relation to a public hearing means to take a short break in the public hearing, with the intent of returning to the public hearing later in the same meeting, or to adjourn the public hearing to another Council meeting.
  - h) 'Close' used in relation to a public hearing means to terminate the public hearing.
  - i) when all persons who wish to speak to an issue have been given their opportunity to speak, the Mayor shall declare the public hearing closed.
  - j) once closed, a public hearing may not be reopened. Council may hold a second 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.

#### 14.0 GENERAL

- 14.1 Procedures Bylaw No. 768 and all amendments thereto are hereby rescinded.
- 14.2 This bylaw shall come into force and take effect upon the date of third and final reading.

READ a first time this twenty-eighth day of October, 2015  
READ a second time this twenty-eighth day of October, 2015  
READ a third and final time this twenty-eighth day of October, 2015

*Original signed and available at the Town Office or contact the Legislative Services Coordinator*

Herb Castle  
Mayor

Loretta Thompson  
Chief Administrative Officer



## SCHEDULE 'A' – Agenda for Regular Council Meetings



Town of Grande Cache  
**AGENDA**  
**REGULAR MEETING**  
Wednesday, <date> at 6:30 pm  
Council Chambers

*Grande Cache will be a progressive mountain community that achieves excellence by embracing cultural diversity, encouraging safe and healthy lifestyles while fostering environmental stewardship within a thriving and diversified economy*

### 1.0 CALL TO ORDER AND RELATED BUSINESS

- 1.1 Call to Order
- 1.2 Adoption of Agenda
- 1.3 Adoption of Meeting Minutes
  - a)

### 2.0 ITEMS FOR DISCUSSION AND RELATED BUSINESS

- 2.1 Public Hearing
  - a)
- 2.2 Presentations (Delegations)
  - a)
- 2.3 Open Public Forum
- 2.4 Unfinished Business
- 2.5 New Business

### 3.0 REPORTS

- 3.1 Mayor
- 3.2 Deputy Mayor
- 3.3 Councillors
  - a)
- 3.4 Chief Administrative Officer
  - a) Bi-monthly Report
  - b) Financial Report for October (meeting on the 4<sup>th</sup> Wednesday only)
    - i. Cheque Listing – October (meeting on the 4<sup>th</sup> Wednesday only)

### 4.0 CORRESPONDENCE

- |     | <u>From</u> | <u>Subject</u> |
|-----|-------------|----------------|
| 4.1 |             |                |
| 4.2 |             |                |

### 5.0 CLOSED SESSION

### 6.0 ADJOURNMENT

The next Regular Council Meeting is on Wednesday, \_\_\_\_\_ at 6:30 pm  
in Council Chambers.

**SCHEDULE B**



Town of Grande Cache

**Waiver of Notice of Special Meeting**

<date>

Waiver of Notice of a Special Meeting of Council for the Town of Grande Cache called under the authority of the Alberta Municipal Government Act, Section 194.

We, the undersigned members of Council of the Town of Grande Cache, hereby waive notice of a Special Meeting of Council to be held on <date>, at <time> for the purpose of discussing and acting upon the following item(s):

1.

Signed

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Date

**SCHEDULE C**



TOWN OF GRANDE CACHE

**Report to Council**  
**<Name of> Meeting**

<date of meeting>

**SUBJECT**

—

**BACKGROUND**

—

**DISCUSSION**

—

**RECOMMENDATION**

—

Prepared by: \_\_\_\_\_ Reviewed by: Loretta Thompson, CAO

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Sample

**SCHEDULE D**

**TOWN OF GRANDE CACHE**



**Council Annual Pecuniary Disclosure Statement**

As per Bylaw No. 795

Member of Council \_\_\_\_\_  
Please print name

**Part A – Councillor’s Family Members**

Relationship	Relationship
Spouse _____	Mother _____
Children _____	Father _____
_____	Spouse’s Mother _____
_____	Spouse’s Father _____
_____	
_____	

**Part B – Councillor’s Employers**  
(other than Town or Council directed employment)

Name of Employee(s)

**Part C – Non-Distributing Corporations in which the Councillor is a shareholder, officer or director**

Name(s) of Corporation(s)

**Part D – Distributing Corporations in which the Councillor is a director, officer or holds 10% of the voting shares**

Name(s) of Corporation(s)

**Part E – Firms or partnerships in which the Councillor is a member**

Name(s) of Firm(s) or Partnership(s)

If additional space is required, please use the back of this form or attached the information to this form.

\_\_\_\_\_  
Councillor’s Signature

\_\_\_\_\_  
Date

**INFORMATION DISCLOSURE**

The personal information requested in this document is being collected pursuant to the authority given in Section 171 of the Alberta Municipal Government Act, Chapter M-26, RSA 2000 and the Freedom of Information and Protection of Privacy Act, F-25, RSA 2000. If you have any questions regarding the collection of this information, please contact the Executive Assistant at the Town Administration Office, Provincial Building, 10001 Hoppe Avenue, Grande Cache, Alberta T0E 0Y0.



**THE TOWN OF GRANDE CACHE  
BYLAW NO. 800**

**BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF  
ALBERTA, TO PROVIDE FOR A MUNICIPAL LIBRARY BOARD**

**WHEREAS** *the Alberta Municipal Government Act, RSA 2000, Chapter M-26 as amended*, provides as follows:

Section 7 A council may pass bylaws for municipal purposes respecting the following matters:  
(f) services provided by or on behalf of the municipality;

**AND WHEREAS** *the Alberta Libraries Act, RSA 2000, Chapter L-11 as amended*, provides as follows:

Section 3(1) The council of a municipality may, by bylaw, establish a municipal library board.

(4) On being established, the municipal library board is a corporation and shall be known as the 'Grande Cache Municipal Library Board'.

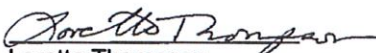
**NOW THEREFORE** the Council of the Town of Grande Cache, duly assembled in Council Chambers at Grande Cache, Alberta, hereby enacts as follows:

- (1) The Town of Grande Cache will provide facilities for a Municipal Library and appoint a Municipal Library Board consisting of eight (8) members, which will include one (1) representative from Town Council, two (2) representatives from the Grande Yellowhead Public School Division No. 77, one (1) representative from the Municipal District of Greenview No. 16 appointed by the Municipal District of Greenview No. 16 Council, and four (4) members at large from the Town of Grande Cache.
- (2) The Grande Yellowhead Public School Division No. 77 shall be authorized to have two (2) representatives appointed to the Municipal Library Board for as long as the Municipal Library is located in the Grande Cache Community High School.
- (3) The Municipal District of Greenview No. 16 shall appoint a representative to the Grande Cache Municipal Library Board as long as they provides an equal grant each year for operating purposes as per the Memorandum of Agreement with the Town of Grande Cache for the joint provision of library services.
- (4) That appointments to the Grande Cache Municipal Library Board shall be for a term of three (3) years, and shall be eligible for re-appointment as set forth in Section 4 (4) and (7) of the *Alberta Libraries Act*.
- (5) That the members appointed to the Grande Cache Municipal Library Board shall elect a chairperson of the said Board annually.

THIS Bylaw rescinds Bylaw No. 672 - Town of Grande Cache Municipal Library Board, and shall become effective on the date of the final reading thereof.

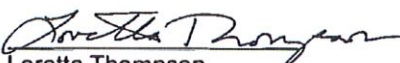
**Read a first time this thirteenth day of January, 2016  
Read a second time this thirteenth day of January, 2016**

  
Herb Castle  
Mayor

  
Loretta Thompson  
Chief Administrative Officer

**Read a third and final time this thirteenth day of April, 2016**

  
Herb Castle  
Mayor

  
Loretta Thompson  
Chief Administrative Officer

**Town of Grande Cache  
BYLAW NO. 806**

**BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE GRANDE CACHE MUNICIPAL PLANNING COMMISSION**

*WHEREAS pursuant Section 626 of the Municipal Government Act, RSA 2000, Chapter M-26 as amended,*

**THEREFORE BE IT RESOLVED THAT** the Council of the Town of Grande Cache, duly assembled in Council Chambers in Grande Cache, Alberta, enacts as follows:

**1.0 Title**

This Bylaw shall be cited as the 'Grande Cache Municipal Planning Commission Bylaw'.

**2.0 Definitions**

In this bylaw:

- 2.1 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Municipality appointed by Council;
- 2.2 **Council** means the duly elected officers of the Municipality;
- 2.3 **Land Use Bylaw** means the Town of Grande Cache Land Use Bylaw 799, and any amendments thereto;
- 2.4 **Municipality** means the Town of Grande Cache;
- 2.5 **Municipal Government Act (MGA)** means the Municipal Government Act, RSA 2000, Chapter M-26 as amended or legislation substituted therefor;
- 2.6 **Municipal Planning Commission (MPC)** means members of Council and public-at-large appointed by resolution of Council to the Municipal Planning Commission of the Municipality in accordance with this bylaw;
- 2.7 **Organizational Meeting of Council** means the annual organizational meeting of Council held in October;
- 2.8 **Recording Secretary** means a person appointed to the position of recording secretary of the MPC pursuant to this bylaw;
- 2.9 **Simple Majority** means more than 50% of the votes or persons;
- 2.10 **Staff Advisor** means a person appointed to the position of staff advisor of the MPC pursuant to this bylaw;
- 2.11 **Subdivision Authority Bylaw** means the Town of Grande Cache Subdivision Authority Bylaw No. 805, and any amendments thereto;
- 2.12 **Town Planning Consultant** means a planning consultant who is a professional, registered member in good standing with the professional planning association recognized under regulation with the Province of Alberta, contracted to and at the disposal of the Municipality for the purposes of land use planning, subdivision and development control; and
- 2.13 **Vacancy** means the absence of a member that is unable to continue to fulfill his or her obligation as a member.

ALL OTHER TERMS used in this bylaw shall have the meaning assigned to them by the MGA, to the extent that said meaning differs from the ordinary mean.

Chair Initial



CAO Initial






**3.0 Establishment, Membership and Term of Office**

- 3.1 The MPC is hereby established and shall consist of five (5) members, being two (2) members of Council and three (3) members from the public-at-large.
- 3.2 Council members on the MPC as required by Section 3.1, shall be appointed at the annual Organizational Meeting of Council for a one-year term. Any member of Council's appointment to the MPC terminates upon ceasing to be a member of Council.
- 3.3 Council shall appoint the MPC members from the public-at-large as required by Section 3.1 by resolution of Council at the Organizational Meeting of Council and in accordance with the following:
- a) Members of the MPC from the public-at-large shall be appointed for a three (3) year term and no such member may serve more than three (3) consecutive terms on the MPC.
  - b) Members sitting on the MPC as of the adoption date of this bylaw shall be put forward for appointment for a three (3) year term by resolution of Council at the Organizational Meeting of Council, which will be considered as the commencement of their first term.
  - c) Any vacancy occurring may be filled for the remainder of the term by Council resolution.
  - d) The appointment of a member of the MPC from the public-at-large terminates upon expiry of their term as established by resolution of Council pursuant to this section, ceasing to be a resident of the Municipality, upon a member's formal request to resign, or for other reasons as may be determined by Council.
- 3.4 No member of the MPC may be an employee of the Municipality, a person who carries out subdivision or development powers, duties and functions on behalf of the Municipality, or is a member of the Subdivision and Development Appeal Board.
- 3.5 MPC members shall be entitled to such remuneration, travelling and living expenses as may be fixed from time to time.

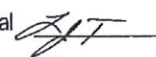
**4.0 Quorum, Chairperson, Vice-Chairperson and Rules of Procedure**

- 4.1 A simple majority of the members of the MPC shall constitute a quorum.
- 4.2 The members of the MPC shall appoint one (1) member as Chairperson and one (1) member as Vice Chairperson, who shall act in the absence of the Chairperson. To ensure compliance with this section, the appointed Chairperson or, in the absence of the appointed Chairperson, the appointed Vice Chairperson, must always be present to form the MPC.
- 4.3 The Chairperson and Vice Chairperson shall hold office for a period of one (1) year from the date of appointment.
- 4.4 The duties of the Chairperson shall consist of:
- a) presiding at the regular and special meetings of the MPC;
  - b) direction and control of the operation of the MPC;
  - c) direct consultation with the CAO, or designate;
  - d) reviewing all information and material for inclusion in an agenda for all regular and special meetings of the MPC; and
  - e) acting as the spokesperson for the activities of the MPC.

Chair Initial



CAO Initial



- 4.5 The duties of the Vice Chairperson shall consist of fulfilling the duties of the Chairperson in his or her absence.
- 4.6 For those matters not covered in this bylaw or Part 17 of the MGA, the MPC may establish rules of procedure as necessary for the conduct of its meetings and other business that is consistent with this bylaw and the MGA. For those matters not otherwise covered, the MPC may refer to the Procedures Bylaw of the Municipality.

**5.0 Role of Staff and the Town Planning Consultant**

- 5.1 The CAO, or their designate, may appoint a staff advisor or the Town's Planning Consultant, or a designate, to the MPC and may, where appropriate, attend meetings of the MPC in a non-voting, ex-officio capacity.
- 5.2 The role of the staff advisor and Town Planning Consultant, or a designate, appointed hereunder, would be that of an advisor to the MPC in respect of those matters within the jurisdiction of the MPC.
- 5.3 The duties of the recording secretary, or the staff advisor where a recording secretary is not appointed, shall consist of:
- a) attendance at all regular and special meetings of the MPC;
  - b) attendance at all regular or special meetings of any sub-committees of the MPC as required by the MPC;
  - c) to record and distribute minutes of such meetings in accordance with the provisions of this bylaw or as directed by the MPC;
  - d) to prepare and provide an agenda to members of the MPC at least two (2) working days prior to the meeting for which the agenda is prepared; and
  - e) to perform all other duties as may be assigned by the MPC from time to time.

**6.0 Meetings**

- 6.1 Meetings of the MPC shall be held as required at the call of the Chairperson.
- 6.2 Special meetings may be called on 24 hours' notice by the chairperson or at the request of a simple majority of the members of the MPC. The MPC may, by unanimous consent, waive notice of a special meeting at any time if every member of the MPC is present and has signed a waiver of notice of special meeting.

**7.0 Minutes**

- 7.1 A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the recording secretary. Copies of all minutes shall be filed with the Municipality and circulated to all members prior to the next regular meeting.

**8.0 Decisions**

- 8.1 The decision of the simple majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole MPC.
- 8.2 Only those MPC members present at a meeting shall vote on any matter before the MPC.

Chair Initial



CAO Initial





**9.0 Sub-Committees**

9.1 The MPC may appoint sub-committees to deal with any special phase of the matters coming within the scope of the jurisdiction of the MPC. Upon the filing of a final report by a sub-committee to the MPC on its activities, the sub-committee shall be dissolved.

**10.0 Duties of the MPC**

10.1 The MPC is authorized to act as a Development Authority in accordance with the Land Use Bylaw.

10.2 The MPC is authorized to act as a Subdivision Authority in accordance with the Subdivision Authority Bylaw.

10.3 The MPC shall assume the role as a planning advisory committee with respect to planning initiatives and projects as may be assigned by the Council, CAO or their designate.

10.4 In addition to any duties and responsibilities the MPC set out in this bylaw or as prescribed by the MGA, the duties and responsibilities of the MPC shall be determined by resolution of Council.

10.5 The MPC may advise Council with respect to the making of policies as it deems necessary from time to time, provided such policies are not inconsistent with the powers herein conferred.

**11.0 General**

11.1 Council shall review this bylaw annually and make any changes deemed necessary.

**12.0 Severability**

12.1 If any section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

**13.0 Repeal and Enactment**

13.1 That Bylaw No. 673 and all amendments thereto are hereby repealed when this bylaw receives third and final reading.

READ a first time this eighth day of June, 2016  
READ a second time this eighth day of June, 2016  
READ a third and final time this eighth day of June, 2016

  
\_\_\_\_\_  
Herb Castle  
Mayor

  
\_\_\_\_\_  
Loretta Thompson  
Chief Administrative Officer

**THE TOWN OF GRANDE CACHE  
BY-LAW NO. 656**

**BEING A BY-LAW OF THE TOWN OF GRANDE CACHE, IN THE PROVINCE OF ALBERTA, PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26.1 OF THE REVISED STATUTES OF ALBERTA 1980 AND AMENDMENTS THERETO, TO ESTABLISH A PERMANENT REGISTER OF RESIDENTS WHO ARE ENTITLED TO VOTE IN AN ELECTION.**

**WHEREAS** Sections 48.1 of the Local Authorities Election Act provides that Council may direct the permanent register of residents in a municipality who are entitled to vote in an election.

**NOW, THEREFORE**, the Council of the municipality, duly assembled, enact as follows:

1. The Returning Officer for the Town of Grande Cache is hereby directed to prepare a permanent register of residents entitled to vote in elections.
2. The Returning Officer is authorized to:
  - a) Establish the procedure and forms necessary to complete an enumeration.
  - b) Establish methods of compiling and revising the permanent electors registry.
  - c) Enter into an agreement with the Chief Electoral Office under the Local Authorities Election Act for the use of information collected for the permanent electors register.

Read a first time this 26th day of November, 2007 A.D.

Read a second time this 26th day of November, 2007 A.D.

Read a third and final time this 26th day of November, 2007 A.D.

**DISCLAIMER: This by-law has been signed, sealed and is available for viewing at the Administration Office.**

\_\_\_\_\_  
Louise Krewusik,  
Mayor

\_\_\_\_\_  
Darren Ottaway,  
Chief Administrative Officer

Town of Grande Cache  
BYLAW NO. 805

**BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE GRANDE CACHE SUBDIVISION AUTHORITY**

**WHEREAS** pursuant to Section 623 of the *Municipal Government Act, RSA 2000, Chapter M-26 as amended*, enables a municipality, by bylaw, to establish a subdivision authority to exercise subdivision powers on behalf of the municipality;

**THEREFORE BE IT RESOLVED THAT** the Council of the Town of Grande Cache, duly assembled in Council Chambers in Grande Cache, Alberta, enacts as follows:

**1.0 Title**

This Bylaw shall be cited as the 'Subdivision Authority Bylaw'.

**2.0 Definitions**

In this Bylaw:

- 2.1 **Chief Administrative Officer** means the Chief Administrative Officer of the Municipality appointed by Council;
  - 2.2 **Council** means the duly elected officers of the Municipality;
  - 2.3 **Land Use Bylaw** means the Town of Grande Cache Land Use Bylaw No. 799, and any amendments thereto;
  - 2.4 **Municipal Government Act (MGA)** means the Municipal Government Act, RSA 2000, Chapter M-26, as amended or legislation substituted therefore;
  - 2.5 **Municipality** means the municipal corporation of the Town of Grande Cache;
  - 2.6 **Municipal Planning Commission** means the Municipal Planning Commission established through the Town's Municipal Planning Commission Bylaw No. 806, pursuant to the MGA and any amendments thereto;
  - 2.7 **Subdivision Authority** means the Subdivision Authority established by this bylaw who shall process, make decisions and execute all other matters concerning subdivision applications on behalf of the Municipality in accordance with the MGA, any regulations made thereunder, and any other applicable statutes, regulations and bylaws, including the Land Use Bylaw; and,
  - 2.8 **Town Planning Consultant** means a planning consultant who is a professional, registered member in good standing with the professional planning association recognized under regulation with the Province of Alberta contracted to and at the disposal of the Municipality for the purposes of land use planning, subdivision and development control.
- 3.0 Powers, Duties and Decisions**
- 3.1 The Subdivision Authority is hereby granted the powers and duties as set out in the MGA, any regulations made thereunder, and any other applicable statutes, regulations or bylaws, including the Land Use Bylaw.
  - 3.2 For the purposes of this bylaw, the Subdivision Authority insofar as making decisions concerning subdivision applications shall be the Municipal Planning Commission with their duties and responsibilities as described elsewhere in this bylaw.

Chair Initial



CAO Initial





- 3.3 The Town Planning Consultant, or a designate, shall be responsible for the processing of applications for subdivision approval and, together with the CAO when required, executing all other matters concerning subdivision applications in accordance with the MGA, any regulations made thereunder, and any other applicable statutes, regulations and bylaws, including the Land Use Bylaw.
- 3.4 The Town Planning Consultant will refer to the Municipal Planning Commission, with recommendations, any subdivision for decision and the Municipal Planning Commission may approve or refuse said application in accordance with the MGA, any regulations made thereunder, and any other applicable statutes, regulations and bylaws, including the Land Use Bylaw.
- 3.5 The signing authority for all subdivision related matters shall be the Town Planning Consultant, or a designate, together with the CAO when required.
- 3.6 Upon endorsement of a subdivision plan, the Town Planning Consultant, or designate, is authorized to accept minor modifications from an approved plan of subdivision provided that:
- a) the number of parcels does not increase or decrease with the exception of public utility lots;
  - b) the area of municipal, school, or environmental reserve does not change;
  - c) roadway standards of the Municipality are not compromised;
  - d) such minor adjustments comply with municipal bylaws; and
  - e) from a planning perspective, it is appropriate to proceed under the provisions of this section.

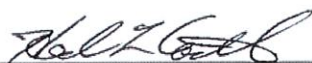
**4.0 Severability**

- 4.1 If any section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

**5.0 Enactment**

- 5.1 That this Bylaw shall come into full force and effect upon the final passing thereof.

READ a first time this eighth day of June, 2016  
READ a second time this eighth day of June, 2016  
READ a third and final time this eighth day of June, 2016

  
\_\_\_\_\_  
Herb Castle  
Mayor

  
\_\_\_\_\_  
Loretta Thompson  
Chief Administrative Officer

THE NEW TOWN OF GRANDE CACHE

BY-LAW NO. 136

BEING A BY-LAW OF THE NEW TOWN OF GRANDE CACHE TO  
AUTHORIZE THE ADOPTION OF A CREST.

WHEREAS, Section 145 of the Municipal Government Act  
empowers a council with the approval of the Lieutenant Governor in Council  
to adopt a Crest or Coat of Arms; and

WHEREAS, the Board of Administrators of the New Town of  
Grande Cache considers it desirable to adopt an official Crest for the  
New Town.

NOW THEREFORE, the Board of Administrators of the New Town  
of Grande Cache duly assembled enacts as follows:


- (1) That the Crest as set out in Schedule "A" attached  
hereto and forming part of this by-law is hereby  
adopted by the Board of Administrators as the  
official Crest for the New Town of Grande Cache,  
subject to the approval of the Lieutenant Governor  
in Council.
- (2) That the adoption of the Crest is effective upon  
the date of the final passing of this by-law.

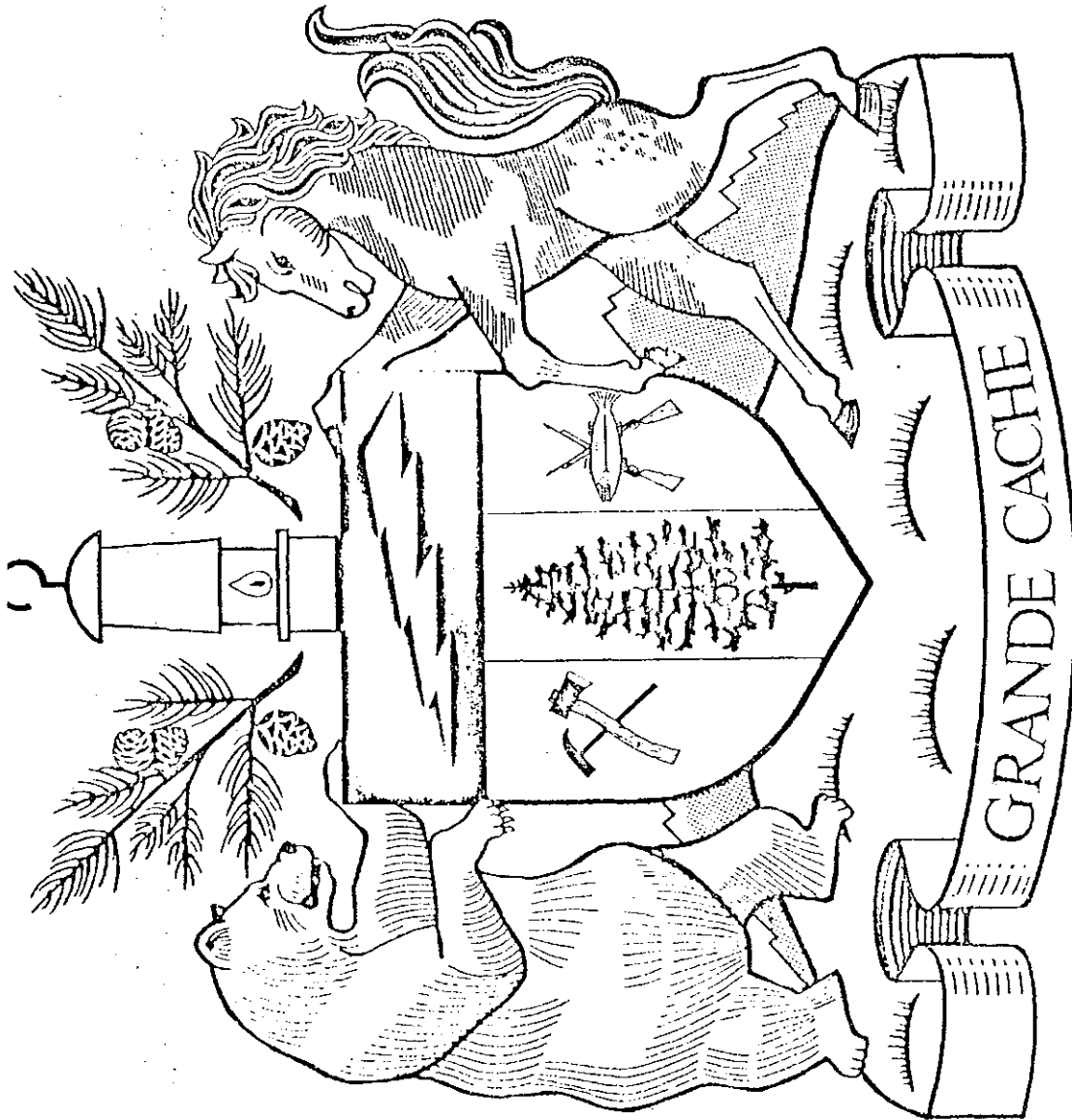
READ a first time this 16 day of Feb, 1974.

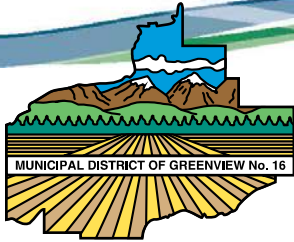
READ a second time this 26 day of Feb, 1974.

READ a third and final time and passed with unanimous consent this 26  
day of Feb, 1974.

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
SECRETARY-TREASURER





**BYLAW NO. 19-814**  
**of the Municipal District of Greenview No. 16**

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**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, in accordance with the Municipal Government Act, Chapter M-26, R.S.A 2000 and amendments thereto, for the purpose of repealing former Town of Grande Cache Bylaws that are irrelevant and/or have subsequent bylaws in place for those matters.**

**Whereas**, under the provisions of the *Municipal Government Act*, Chapter M-26, R.S.A 2000, Council has been granted the authority to pass bylaws for municipal purposes; and

**Whereas**, in accordance with Order in Council 361/2018 the Town of Grande Cache was dissolved and directed to become a hamlet in the M.D of Greenview No. 16 on November 27, 2018; and

**Whereas**, under the Provisions of the Order in Council 361/2018, bylaws and resolutions of the town continue to apply in the former area of the town until the bylaws or resolutions are repealed, amended or replaced by the council of the M.D of Greenview, and

**Whereas**, there are a number of former Town of Grande Cache Bylaws that can be repealed because the M.D of Greenview has a bylaw that addresses the same subject matter or the bylaw is irrelevant;

**Therefore**, the Council of the M.D of Greenview, duly assembled in the Province of Alberta, hereby repeal the following:

1. Bylaw No. 822 – Chief Administrative Officer  
Bylaw No. 795 – Council Procedures  
Bylaw No. 800 – Grande Cache Municipal Library Board  
Bylaw No. 806 – Municipal Planning Commission  
Bylaw No. 656 – Permanent Election Register  
Bylaw No. 805 – Subdivision Authority  
Bylaw No. 136 – Town Crest
  
2. 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

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**SUBJECT:** Agricultural Improvement Policy Revision  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** April 8, 2019 ICAO: DT MANAGER: QFB  
**DEPARTMENT:** AGRICULTURE GM: SW PRESENTER: QFB  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Greenview Policy AG 01

---

**RECOMMENDED ACTION:**

**MOTION: That Council approve Policy 6309 “Agricultural Improvement” as presented.**

**MOTION: That Council repeal Policy AG 01.**

---

**BACKGROUND/PROPOSAL:**

The current AG 01 Agricultural Improvement Policy was last updated in 2012. This policy serves to enhance the productivity of the agricultural industry and to promote multiple best practices and new technologies for improving the agricultural industry, and to support economical, environmentally sustainable agriculture industry, while preserving and protecting the natural environment. The Policy Review Committee (PRC) recommended forwarding this policy to Council for approval at the February 12, 2019 PRC meeting.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The revision of the policy allows Greenview to continue the adoption of new practices and technologies for supporting growth of the agricultural industry.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could choose to not accept the revised version of the Agricultural Improvement policy, and maintain the current 2012 version.

---

**FINANCIAL IMPLICATION:**

There are no financial implication in accepting the revised policy.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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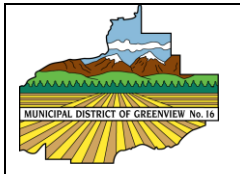
**FOLLOW UP ACTIONS:**

Administration will inform the public.

---

**ATTACHMENT(S):**

- Current Policy AG 01
- Revised Policy 6309



*M. D. OF GREENVIEW NO. 16*  
***POLICY & PROCEDURES MANUAL***

Section:  
**AGRICULTURE**

**POLICY NUMBER: AG 01**

**POLICY TITLE: AGRICULTURAL IMPROVEMENT**

**Page 1 of 1**

**Date Adopted by Council / Motion Number:**

**12.06.357**

**PURPOSE:**

The Municipal District of Greenview recognizes that it is beneficial to Municipal residents and ratepayers to actively encourage the adoption of innovative technologies and best management practices, in order to improve agricultural production and support an economical, environmentally sustainable agriculture industry, while preserving and protecting the natural environment.

**POLICY:**

1. The Municipal District will undertake measures to enhance productivity by providing information to area producers regarding the application of research findings on crop varieties, tillage techniques, crop management strategies, livestock health, livestock nutrition and management practices;
2. The Municipal District will undertake measures to preserve and protect agriculture and the natural environment by encouraging the adoption of preventative measures proven to reduce or eliminate soil erosion, air pollution, contamination of ground and surface water, invasive weeds, harmful insects, and crop or animal pests and diseases.
3. Agricultural Services will offer innovative programs and information services for municipal residents, ratepayers and affected stakeholders, with the goal of improving the economic viability of producers while protecting the natural environment.
4. Agricultural Services will collaborate with other agencies, federal and provincial government departments, watershed groups, and applied research and/or demonstration organizations in encouraging the adoption of innovative technologies, and may provide assistance with demonstration plots, public information seminars, field tours, and extension events to promote public awareness of agricultural and environmental concerns.

(Original signed copy on file)  
REEVE

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

**Title: AGRICULTURAL IMPROVEMENT**

**Policy No: 6309**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: AG 01**

**Review Date:**



**Purpose:** Greenview recognizes that it is beneficial to residents and ratepayers to actively encourage the adoption of innovative technologies and best management practices, in order to improve agricultural production and support economical, environmentally sustainable agriculture industry, while preserving and protecting the natural environment.

**POLICY**

1. Greenview Agricultural Services shall offer innovative programs and information services for municipal residents, ratepayers and affected stakeholders, with the goal of improving the economic viability of producers while protecting the natural environments.
2. Greenview Agricultural Services shall collaborate with other agencies, federal and provincial government departments, watershed groups, and applied research and/or demonstration organizations in encouraging the adoption of innovative technologies, and may provide assistance with demonstration plots, public information seminars, field tours, and extension events to promote public awareness of agricultural and environmental concerns.

**PROCEDURE**

1. Greenview shall undertake measures to enhance productivity by providing information to area producers regarding the application of research findings on crop varieties, tillage techniques, crop management strategies, livestock health, livestock nutrition and management practices;
2. Greenview shall undertake measures to preserve and protect agriculture and the natural environment by encouraging the adoption of preventative measures proven to reduce or eliminate soil erosion, air pollution, contamination of ground and surface water, invasive weeds, harmful insects, and crop or animal pests and diseases.



# REQUEST FOR DECISION

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**SUBJECT:** Agricultural Service Board Policy Revision  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** April 8, 2019      ICAO:      MANAGER: QFB  
**DEPARTMENT:** AGRICULTURE      GM: SW      PRESENTER: QFB  
**STRATEGIC PLAN:** Level of Service

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Greenview Policy AG 02

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**RECOMMENDED ACTION:**

**MOTION: That Council approve Policy 6310 “Agricultural Service Board” as presented.**

**MOTION: That Council repeal Policy AG 02.**

---

**BACKGROUND/PROPOSAL:**

The current AG 02 Agricultural Service Board policy was last updated in 2012. This policy serves to establish an Agricultural Service Board jointly comprised of local producers and appointed Council members, whose role is to advise Greenview Council on matters and concerns facing the agricultural community. The Policy Review Committee (PRC) recommended forwarding this policy to Council for approval at the February 12, 2019 PRC meeting.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The revision of the policy allows Greenview to continue to provide support and represent the public to Greenview Council in matters pertaining to the agricultural industry.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could choose to not accept the revised version of the Agriculture Service Board policy, and maintain the current 2012 version.

---

**FINANCIAL IMPLICATION:**

There are no financial implication in accepting the revised policy.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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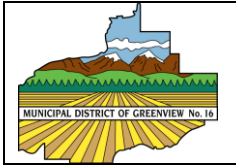
**FOLLOW UP ACTIONS:**

Administration will inform the public.

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**ATTACHMENT(S):**

- Current Policy AG 02
- Revised Policy 6310



**M. D. OF GREENVIEW NO. 16**  
**POLICY & PROCEDURES MANUAL**

Section:  
**AGRICULTURE**

**POLICY NUMBER: AG 02**

**POLICY TITLE: AGRICULTURAL SERVICE BOARD**

**Page 1 of 1**

**Date Adopted by Council / Motion Number:**

**12.06.357**

**PURPOSE**

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

**POLICY:**

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

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

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

(Original signed copy on file)

REEVE

CHIEF ADMINISTRATIVE OFFICER

**AGRICULTURAL SERVICE BOARD MISSION STATEMENT**

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

**OBJECTIVES:**

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

(Original signed copy on file)

REEVE

CHIEF ADMINISTRATIVE OFFICER



**Title: AGRICULTURAL SERVICE BOARD**

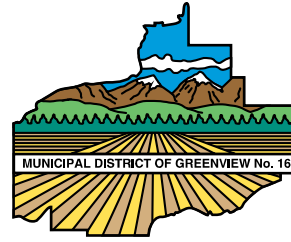
**Policy No: 6310**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: AG 02**

**Review Date:**



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

**DEFINITIONS**

**Administration** means the Manager, and Assistant Manager, for the Agriculture Services Department.

**POLICY**

1. During the annual Agricultural Service Board organizational meeting, the members shall appoint the Chair of the Board by a majority vote.
2. Once the chair has been selected, the Agricultural Service Board members shall appoint the Vice-Chair of the Board by a majority vote.
3. Including any amendments or successor legislation thereto Greenview Council shall select and appoint members, to the Agricultural Service Board to act as an advisory body to Council, and exercise the powers and perform the duties conferred on it by Municipal Council with respect to agricultural matters. Members will be appointed to the following terms (Three members for two year terms, and two members for three year terms), for a transitional period to allow for overlap in the length of terms to prevent all of the ASB coming due on the same date.
4. Agricultural Service Board Members are expected to attend at a minimum two conferences annually, and report back to the ASB what they have learned.

**Procedure**

1. The Agricultural Service Board shall, schedule monthly meetings and members shall attend all scheduled meetings or notify Greenview Administration in advance of an anticipated absence.
2. The Agricultural Service Board will advise on and provide direction to Administration with respect to programs related to weed and pest control, soil and water conservation, and the control of animal disease, under the various legislations supporting the *Agricultural Service Board Act (Weed Control Act, Agricultural Pests Act, Soil Conservation Act, and Animal Health Act)* including any amendments or successor legislation thereto.
3. The Agricultural Service Board will support activities and programs to promote, enhance and protect viable and sustainable agriculture, with a view to improving the economic viability of the agricultural producer and protection of the natural environment.
4. The Agricultural Service Board will promote and develop practical and sustainable agricultural policies to meet the needs of the agricultural community and the municipality as a whole.



# REQUEST FOR DECISION

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**SUBJECT: Animal Health Policy Revision**

**SUBMISSION TO: REGULAR COUNCIL MEETING**

**MEETING DATE: April 8, 2019**

**DEPARTMENT: AGRICULTURE**

**STRATEGIC PLAN: Level of Service**

**REVIEWED AND APPROVED FOR SUBMISSION**

**ICAO: MANAGER: QFB**

**GM: SW PRESENTER: QFB**

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**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – Greenview Policy AG 11**

---

**RECOMMENDED ACTION:**

**MOTION: That Council approve Policy 6311 “Animal Health” as presented.**

**MOTION: That Council repeal Policy AG 11.**

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**BACKGROUND/PROPOSAL:**

The current AG11 policy was last updated in 2012. This policy serves to recognize the obligation of municipalities under the Animal Health Act. It is beneficial to livestock producers and the general public for the municipality to actively support and assist the activities of the Office of the Chief Provincial Veterinarian and Officers of the Canadian Food Inspection Agency in their efforts to enact a rapid response in the event of an animal disease outbreak. The Policy Review Committee (PRC) recommended forwarding this policy to Council for approval at the February 12, 2019 PRC meeting.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The revision of the policy allows Greenview to continue to provide support to the Chief Veterinarians Office and Canadian Food Inspection with enacting a rapid response in the event of an animal disease outbreak.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could choose to not accept the revised version of the Animal Health policy, and maintain the current 2012 version.

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**FINANCIAL IMPLICATION:**

There are no financial implication in accepting the revised policy.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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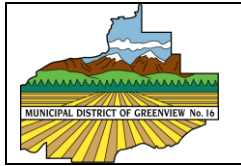
**FOLLOW UP ACTIONS:**

Administration will inform the public.

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**ATTACHMENT(S):**

- Current Policy AG 11
- Revised Policy 6311



**M. D. OF GREENVIEW NO. 16**

**POLICY & PROCEDURES MANUAL**

Section:  
**AGRICULTURE**

**POLICY NUMBER: AG 11**

<b>POLICY TITLE: ANIMAL HEALTH</b>	<b>Page 1 of 1</b>
<b>Date Adopted by Council / Motion Number:</b>	<b>12.06.357</b>

**PURPOSE:**

The Municipal District of Greenview recognizes that the *Agricultural Service Board Act* imposes obligations upon municipalities under the *Animal Health Act* including any amendments or successor legislation thereto, and that it is beneficial to livestock producers and the general public to actively support and assist the activities of the Office of the Chief Provincial Veterinarian and Officers of the Canadian Food Inspection Agency in their efforts to enact a rapid response in the event of animal disease outbreaks.

**POLICY:**

1. Agricultural Services personnel will provide information to producers, residents, and members of the public in appropriate animal disease prevention practices, and will conduct activities to encourage the adoption of farm bio-security measures.
2. The Manager of Agricultural Services or his designate will, as required by law, report known or suspected cases of reportable diseases to the Office of the Chief Provincial Veterinarian within 24 hours.
3. The Manager of Agricultural Services or his designate will serve as an Inspector under the Animal Health Act, when requested and under appointment by the Office of the Chief Provincial Veterinarian or Officers of the Canadian Food Inspection Agency.
4. Agricultural Services will provide information based on local knowledge to the Office of the Chief Provincial Veterinarian or Officers of the Canadian Food Inspection Agency, including but not limited to, numbers and types of livestock, locations of livestock operations, and owner contact information.
5. Agricultural Services will cooperate with provincial and federal authorities in the event of an outbreak.
6. The Manager of Agricultural Services or his designate will provide information to the Minister of Agriculture, and disseminate information on disease outbreaks as authorized by the Minister's office.

(Original signed copy on file)  
REEVE

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CHIEF ADMINISTRATIVE OFFICER

**Title: ANIMAL HEALTH**

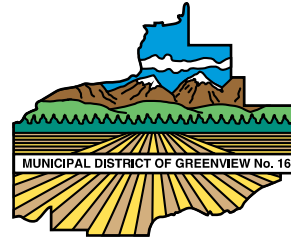
**Policy No: 6311**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: AG 11**

**Review Date:**



**Purpose:** Greenview recognizes that the *Agricultural Service Board Act* imposes obligation upon municipalities under the *Animal Health Act* including any amendments or successor legislation thereto, and that it is beneficial to livestock producers and the general public to actively support and assist the activities of the Office of the Chief Provincial Veterinarian and Officers of the Canadian Food Inspection Agency in their efforts to enact a rapid response in the event of an animal disease outbreak.

**DEFINITIONS**

**Biosecurity measures** means actions taken to minimize the spread of a disease or a disease-causing agent.

**Canadian Food Inspection Agency (CFIA)** means a regulatory agency that is dedicated to the safeguarding of food, animals, and plants, which enhance the health and well-being of Canada's people, environment and economy.

**Chief Provincial Veterinarian** means the chief provincial veterinarian appointed under Section 5 of the *Animal Health Act*.

**Notifiable disease** means a notifiable disease within the meaning of Section 4 of the *Animal Health Act*.

**Reportable disease** means a disease within the meaning of Section 3 of the *Animal Health Act*.

**POLICY**

1. The Manager of Agricultural Services or their designate shall, as required by law, report known or suspected cases of reportable and/or notifiable diseases to the Office of the Chief Provincial Veterinarian within 24 hours.
2. The Manager of Agricultural Services or their designate shall serve as an Inspector under the *Animal Health Act*, when requested and under appointment by the Office of the Chief Provincial Veterinarian or Officers of the CFIA.
3. Agricultural Services will provide information based on local knowledge to the Office of the Chief Provincial Veterinarian

**PROCEDURE**

1. Agricultural Services personnel shall provide information and technical assistance to producers, residents, and members of the public in appropriate animal disease prevention practices, and shall conduct activities to encourage the adoption of farm biosecurity measures.
2. Agricultural Services shall provide Logistical assistance when an outbreak has occurred which requires immediate containment or control; such assistance may include, but not limited to,
  - 2.1 Conducting animal health inspections
  - 2.2 Arranging facilities and public information sessions
  - 2.3 Arranging subsistence and accommodations for bio-containment officers
  - 2.4 Arranging equipment necessary for incineration and burial of diseased animal
3. The Manager of Agricultural Services or their designate shall provide information to the Minister of Agriculture and Forestry, and disseminate information on disease outbreaks as authorized by the Minister's Office.

Revised



# REQUEST FOR DECISION

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**SUBJECT: Policy 6312 Voluntary Program Participation Alberta Agriculture and Forestry Policy Revision**

<b>SUBMISSION TO:</b> REGULAR COUNCIL MEETING	<b>REVIEWED AND APPROVED FOR SUBMISSION</b>
<b>MEETING DATE:</b> April 8, 2019	<b>ICAO:</b> MANAGER: QFB
<b>DEPARTMENT:</b> AGRICULTURE	<b>GM:</b> SW PRESENTER: QFB
<b>STRATEGIC PLAN:</b> Level of Service	

---

**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – Greenview Policy AG 16**

---

**RECOMMENDED ACTION:**

**MOTION: That Council approve Policy 6312 “Voluntary Program Participation Alberta Agriculture and Forestry” as presented.**

**MOTION: That Council repeal Policy AG 16.**

---

**BACKGROUND/PROPOSAL:**

The Voluntary Program Participation policy was last updated in 2012. This policy serves to recognize the benefit to residents and ratepayers of voluntary participation by Greenview in programs offered by Alberta Agriculture and Forestry including but not limited to the Wild Boar Bounty Program and Coyote Predation Management Program. The Policy Review Committee (PRC) recommended forwarding this policy to Council for approval at the February 12, 2019 PRC meeting.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The revision of the policy allows Greenview to continue to provide support and represent the public with matters pertaining to the agricultural industry.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could choose to not accept the revised version of the Agriculture Service Board policy, and maintain the current 2012 version.

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**FINANCIAL IMPLICATION:**

There are no financial implication in accepting the revised policy.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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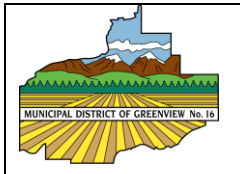
**FOLLOW UP ACTIONS:**

Administration will inform the public.

---

**ATTACHMENT(S):**

- Current Policy AG 16
- Revised Policy 6312



***M. D. OF GREENVIEW NO. 16***  
***POLICY & PROCEDURES MANUAL***

Section:  
**AGRICULTURE**

**POLICY NUMBER: AG 16**

**POLICY TITLE: VOLUNTARY PROGRAM PARTICIPATION  
ALBERTA AGRICULTURE AND RURAL DEVELOPMENT**

**Page 1 of 1**

**Date Adopted by Council / Motion Number:**

**12.06.357**

**PURPOSE:**

The Municipal District of Greenview recognizes the benefit to residents and ratepayers of voluntary participation by the Municipality in programs offered by Alberta Agriculture and Rural Development including, the Wild Boar Bounty Program and Coyote Predation Management Program.

**POLICY:**

1. The MD will administer the Wild Board Bounty Program and Coyote Predation Management Program within the guidelines specified by Alberta Agriculture and Rural Development.

(Original Signed Copy on File)

REEVE

CHIEF ADMINISTRATIVE OFFICER

**Title: VOLUNTARY PROGRAM PARTICIPATION ALBERTA AGRICULTURE AND RURAL DEVELOPMENT**

**Policy No: 6312**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: AG 16**

**Review Date:**



**Purpose:** Greenview recognizes the benefit to residents and ratepayers of voluntary participation by the Municipality in programs offered by Alberta Agriculture and Forestry including, but not limited to, the Wild Boar Bounty Program and Coyote Predation Management Program.

**DEFINITIONS**

**Wild Boar Bounty Program** – A program available through Alberta Agriculture and Forestry to help control the province’s wild boar population, which are listed as Pests under the Alberta Agricultural Pests Act.

**Coyote Predation Management Program** – A program to help reduce predation on livestock to a level that is tolerable and manageable to an individual producer. Coyotes are listed as a nuisance species under the Alberta Agricultural Pests Act.

**POLICY**

1. Greenview shall administer the Wild Boar Bounty Program, Coyote Predation Management Program, and other programs as needed within the guidelines specified by Alberta Agriculture and Forestry.

**PROCEDURE**

1. Greenview shall ensure the requirements and restrictions imposed upon participants of the Wild Boar Bounty Program are strictly adhered to; and that all reporting requirements are met;
2. The Manager of Agricultural Services or their designate shall take measures to ensure appropriate incentive reward payment is made to eligible participants; however, all reward payments shall be made at the discretion of the Manager of Agricultural Services or their designate;
3. The Manager of Agricultural Services shall present to Council, at budget deliberations, the value of anticipated incentive reward expenditures for the upcoming calendar year;
4. Council shall, during budget deliberations, establish the level of funding to be provided to program participants, with due regard for requisition values as set forth by the Agriculture and Forestry Ministry (if specified);

5. Greenview shall ensure the duties, requirements and restrictions imposed upon License holders and participants of the Coyote Predation Management Program are strictly adhered to, and that all reporting requirements are met;
6. Agricultural Services personnel shall provide practical advice and technical assistance to residents and ratepayers, and shall encourage appropriate non-lethal prevention and management practices as required by the Coyote Predation Management Program guidelines;
7. Any assistance provided to residents and ratepayers, through the distribution of toxicants or other lethal devices for coyote control, shall be at the sole discretion of the License holders (Form 7 license holders: Manager, Ag. Services; Asst. Manager, Ag. Services; Ag. Supervisor Trainee; and Problem Wildlife Officer).

Revised



# REQUEST FOR DECISION

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**SUBJECT:** Soil Conservation Policy Revision  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** April 8, 2019  
**DEPARTMENT:** AGRICULTURE  
**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**  
**ICAO:** \_\_\_\_\_  
**GM:** SW  
**MANAGER:** QFB  
**PRESENTER:** QFB

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**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – Greenview Policy AG 18**

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**RECOMMENDED ACTION:**

**MOTION: That Council approve Policy 6314 “Soil Conservation” as presented.**

**MOTION: That Council repeal Policy AG 18.**

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**BACKGROUND/PROPOSAL:**

The current AG 18 Soil Conservation policy was last updated in 2012. This policy serves to recognize that protection of soil quality and integrity is vital to agricultural and environmental sustainability. Greenview further recognizes that it is beneficial to actively encourage the adoption of best management practices and soil conservation techniques in order to protect and enhance productivity in addition to taking measures to prevent soil erosion and/or soil degradation on public, and private lands throughout the municipality. The Policy Review Committee (PRC) recommended forwarding this policy to Council for approval at the February 12, 2019 PRC meeting.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The revision of the policy allows Greenview to continue to provide support and represent the public to Greenview Council in matters pertaining to the agricultural industry.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council could choose to not accept the revised version of the Soil Conservation policy, and maintain the current 2012 version.

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**FINANCIAL IMPLICATION:**

There are no financial implication in accepting the revised policy.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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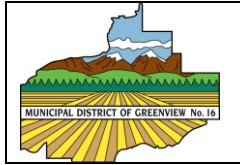
**FOLLOW UP ACTIONS:**

Administration will inform the public.

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**ATTACHMENT(S):**

- Current Policy AG 18
- Revised Policy 6314



***M. D. OF GREENVIEW NO. 16***  
***POLICY & PROCEDURES MANUAL***

Section:  
**AGRICULTURE**

**POLICY NUMBER: AG 18**

**POLICY TITLE: SOIL CONSERVATION**

**Page 1 of 2**

**Date Adopted by Council / Motion Number:**

**12.06.357**

**PURPOSE:**

The Municipal District of Greenview recognizes that protection of soil quality and integrity is vital to agricultural and environmental sustainability. The MD further recognizes that it is beneficial to actively encourage the adoption of Best Management Practices and soil conservation techniques in order to protect and enhance productivity, and to take measures to prevent soil erosion and/or soil degradation on public and private lands throughout the Municipal District of Greenview.

**POLICY:**

1. For the purpose of this Policy, the following definitions shall apply:

***Soil erosion*** is defined as:

- *the loss or movement of topsoil through the forces of wind and water.*

***Soil degradation*** is defined as:

- *the reduction in the level of soil organic matter and available crop nutrients,*
- *the redistribution of soluble salts onto the soil surface as a result of groundwater movement or evaporation, and/or*
- *the breakdown of soil structure through tillage practices.*

2. Agricultural Services personnel will provide information to residents, ratepayers, and stakeholders in appropriate soil management practices.
3. Agricultural Services personnel will conduct activities to encourage the establishment and maintenance of healthy vegetation on roadside ditches, and municipal lands.
4. As per Section 14(a) of the Soil Conservation Act, the Agricultural Service Board will be appointed as the Soil Conservation Appeal Committee to review and render decisions upon appeals submitted.
5. The Manager of Agricultural Services is, by virtue of title under the *Agricultural Service Board Act*, automatically appointed as a Soil Conservation Officer under the *Soil Conservation Act*.
6. The MD will provide appropriate identification to duly appointed Inspectors;
7. The Manager and Assistant Manager of Agricultural Services will serve as Inspectors under the *Soil Conservation Act*. Any notice of soil deteriorating through wind or water erosion or other means will be reported to the ASB for consideration and recommendation to Municipal Council.

<b>POLICY TITLE: SOIL CONSERVATION</b>	<b>Page 2 of 2</b>
<b>Date Adopted by Council / Motion Number:</b>	<b>12.06.357</b>

8. The Inspector will encourage voluntary compliance with the *Soil Conservation Act*.
9. To minimize soil erosion on Municipal lands, Agricultural Services personnel will take appropriate measures in an attempt to ensure the rapid establishment of desired vegetation on Municipal properties by:
  - a. seeding exposed areas on all Municipal properties, as soon as reasonably practical and using an appropriate grass seed blend, and maintaining healthy vegetation, once established.
  - b. seeding areas that have been disturbed as a result of Municipal construction projects, as soon as reasonably practical, using an appropriate grass seed blend and maintaining healthy vegetation, once established.
10. The Manager of Agricultural Services will coordinate with other Municipal departments to establish a method of communicating the locations of soil disturbances, which have resulted in exposed soil that requires re-vegetation measures.

(Original signed copy on file)  
REEVE

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



**Title: SOIL CONSERVATION**

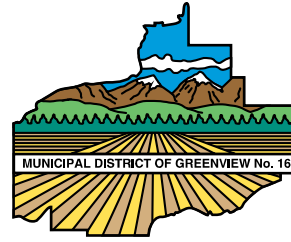
**Policy No: 6314**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: AG 18**

**Review Date:**



**Purpose:** Greenview recognizes that protection of soil quality and integrity is vital to agricultural and environmental sustainability. Greenview further recognizes that it is beneficial to actively encourage the adoption of Best Management Practices and soil conservation techniques in order to protect and enhance productivity, and to take measures to prevent soil erosion and/or soil degradation on public and private lands throughout Greenview.

**DEFINITIONS**

**Municipal Lands** – All lands that are under title or disposition to the MD of Greenview No. 16 (including: Road Allowances, Municipal Reserve, Environmental Reserve, etc.)

**Soil Degradation** – the reduction in the level of soil organic matter and available crop nutrients, the redistribution of soluble salts onto the soil surface as a result of groundwater movement or evaporation, and/or the breakdown of soil structure through tillage practices.

**Soil Erosion** – the loss or movement of soil through the forces of wind and water

**POLICY**

1. As per Section 14(a) of the *Soil Conservation Act*, the local authority (Municipal Council) shall appoint the Agricultural Service Board appointed as the Soil Conservation Appeal Committee at the beginning of each year, to review and render decisions upon appeals submitted.
2. The local authority (Municipal Council) shall appoint the Assistant Manager of Agricultural Services as a Soil Conservation Officer under the *Soil Conservation Act* for the term of their employment. The Manager of Agricultural Services is, by virtue of title under the *Agricultural Service Board Act*, automatically appointed as a Soil Conservation Officer under the *Soil Conservation Act*.
3. Greenview shall provide appropriate identification to duly appointed Inspectors.
4. The Manager of Agricultural Services shall coordinate with other Municipal departments to establish a method of communicating the locations of soil disturbances, which have resulted in exposed soil that requires re-vegetation measures.

**PROCEDURE**

1. Agricultural Services personnel shall provide practical advice and technical assistance information to residents, ratepayers, and stakeholders in appropriate soil management practices.
2. Agricultural Services personnel shall conduct activities to encourage the establishment and maintenance of healthy vegetation on roadside ditches, and municipal lands.
3. The Manager and Assistant Manager of Agricultural Services shall serve as Inspectors under the *Soil Conservation Act*, and take action and/or impose penalties upon landowners if soil is deteriorating through wind or water erosion and/or other means. Any notice of soil deteriorating through wind or water erosion or other means will be reported to the ASB for considerations and recommendation to Municipal Council.
4. The Inspector shall encourage voluntary compliance with the *Soil Conservation Act* including any amendments or successor legislation thereto, and shall as a last resort, issue and enforce such Notices to the landholder directing action to be taken as required by the Act, when the Inspector is of the opinion that appropriate measures are not being undertaken to prevent or stop soil loss and/or deterioration from taking place.
5. To minimize soil erosion on Municipal lands, Agricultural Services personnel shall take appropriate measures in an attempt to ensure the rapid establishment of desired vegetation on Municipal properties by:
  - a. Seeding exposed areas on all Municipal properties, as soon as reasonably practicable and using an appropriate grass seed blend, and maintaining healthy vegetation, once established.
  - b. Seeding areas that have been disturbed as a result of Municipal construction projects, as soon as reasonably practicable, using an appropriate grass seed blend and maintaining healthy vegetation, once established.



# REQUEST FOR DECISION

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**SUBJECT:** Brushing Request - Road Allowance License N1/2-22 & S1/2-27 -70-26 W5M  
**SUBMISSION TO:** REGULAR COUNCIL MEETING                      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** April 8, 2019                                      ICAO: DT                                      MANAGER: QFB  
**DEPARTMENT:** AGRICULTURE                                      GM: SW                                      PRESENTER: QFB  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – Traffic Safety Act, Revised Statutes of Alberta 2000, Chapter T-6, Division 3, Section 13(o). Authorizing the municipality to issue a license or permit that is terminable on 30 days’ notice in writing for the temporary occupation or use of a road allowance or highway or portion of a road allowance or highway when it is not required for public use.

**Council Bylaw/Policy** (cite) – By-Law 16-775 Road Allowance License

---

**RECOMMENDED ACTION:**

**MOTION: That Council grant the landowner permission to brush the strip of wooded area within the previous road allowance license contained between the NW quarter of 22-70-26-W5M and SW quarter of 27-70-26-W5M.**

---

**BACKGROUND/PROPOSAL:**

On November 26<sup>th</sup> 2018 Greenview Administration received a Road Allowance License application for the undeveloped road allowance between N1/2 22 & S1/2 27-70-26 W5M. This application was approved, now the landowner is requesting to clear the brush from the unused road allowance to allow for cropping the half section. Currently the unused road allowance forested area is in the middle of the farmed area for crops.

The land owner has met the criteria of our current policy, by being the registered owner of both sides of the road allowance and being in good standing with the Municipality. The forested area is currently something that the landowner has to farm around and feels that it would be beneficial to their operation to remove this strip of forested area, therefore Administration recommends approving the brushing request.

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**BENEFITS OF THE RECOMMENDED ACTION:**

The benefit of Council accepting the recommended motion is the landowner will be authorized to better utilize the land for cropping purposes.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to take no action with regard to granting the landowner permission to brush the road allowance area.

---

FINANCIAL IMPLICATION:

**Direct Costs:** There are no direct costs to the recommended motion.

**Ongoing / Future Costs:** There are no future or ongoing costs to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

The applicant will be notified of the decision made by Council.

---

ATTACHMENT(S):

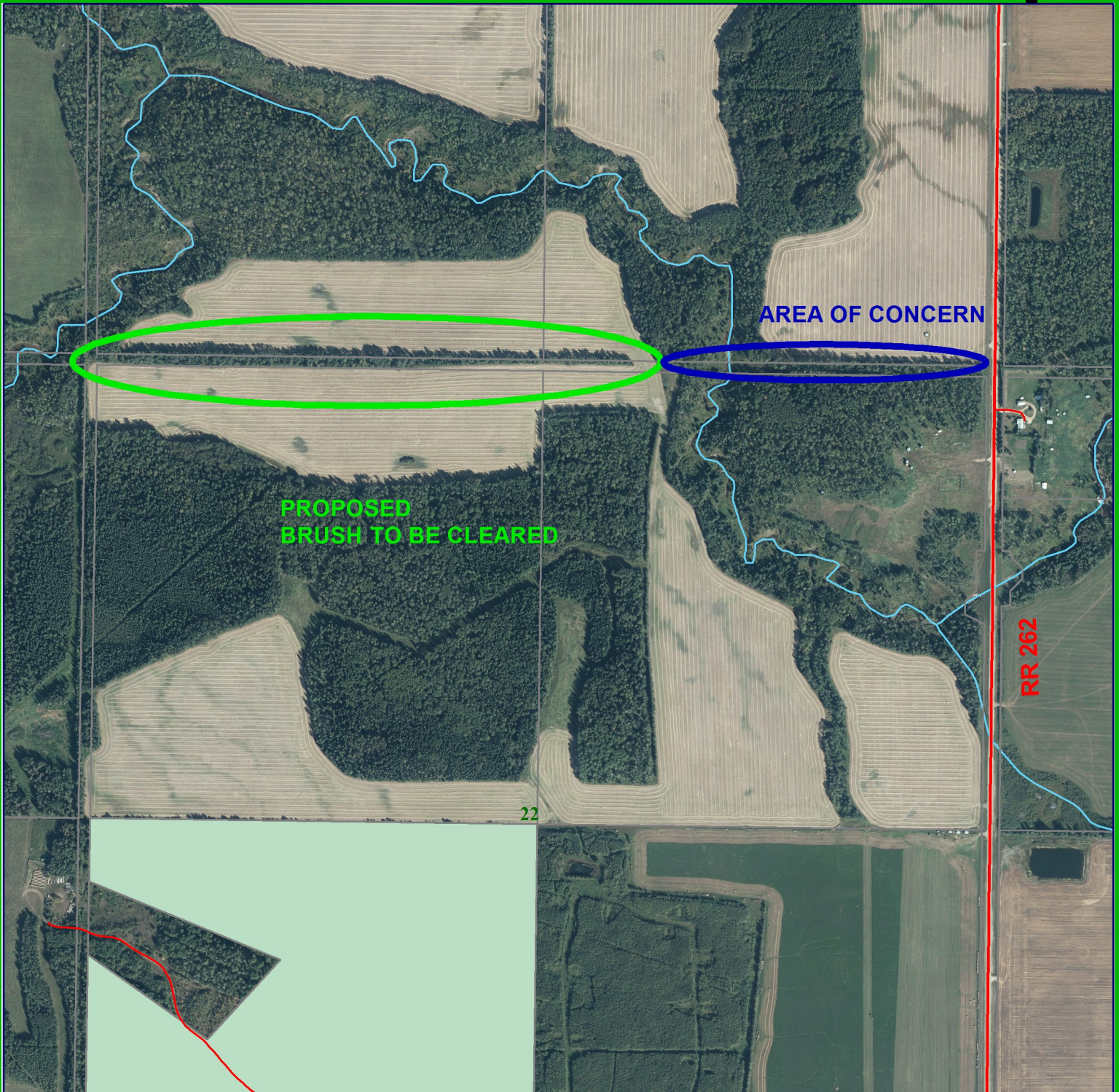
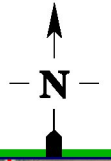
- Map of proposed Road Allowance Brushing.





# Municipal District of Greenview #16

Road Allowance License Request  
Between N 1/2 22-70-26-W5M  
and S 1/2 27-70-26-W5M



The Municipal District of Greenview makes no representation or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Municipal District of Greenview shall have no liability to such persons for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Municipal District of Greenview.





# REQUEST FOR DECISION

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**SUBJECT:** 2019 Fire Guardian Appointment  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** April 8, 2019  
**DEPARTMENT:** PROTECTIVE SERVICES  
**STRATEGIC PLAN:** Level of Service

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

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – Alberta Forest and Prairie Protection Act, RSA 2000, cF-19, s 4(2)

**Council Bylaw/Policy** (cite) – Bylaw 10-624 Municipal Emergency Services, s 7.

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint Derian Rosario Greenview Protective Service Coordinator and Brian Lott, Grande Cache Fire Chief as Greenview’s Fire Guardians for the period of March 2019 to February 2020.**

---

**BACKGROUND/PROPOSAL:**

In accordance with the provisions of the Alberta Forest and Prairie Protection Act Council shall appoint an adequate number of Fire Guardians prior to the commencement of the fire season each.

As stated in the Alberta Forest and Prairie Protection Act, Fire Guardians are responsible for issuing fire permits, enforcing the Act and helping to educate residents on safe burning practices.

The Greenview appointed Fire Guardians only have authority in Greenview White Zone. The Alberta Forest Protection Area, an area which encompasses the majority of Greenview, is under the authority of the designated Fire Guardians assigned by the Alberta Agriculture and Forestry, Wildfire Division.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of appointing Derian Rosario and Brian Lott as Greenview’s Fire Guardians for the period of March 2019 to February 2020 is that Greenview will be in compliance with the Alberta Forest and Prairie Protection Act, as well as having two qualified individuals conducting Fire Guardian responsibilities.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the option to appoint other individuals as Greenview Fire Guardians, however, Administration is recommending that the proposed qualified individuals are appointed.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

- Alberta Forest and Prairie Protection Act, RSA 2000, cF-19, s 4(2)
- Greenview Bylaw 10-624 Municipal Emergency Services, s 7

(2) When, pursuant to subsection (1), the Minister delegates to any person any power, duty or function, any reference in this Act to the Minister in connection with that power, duty or function is to be construed as also referring to that person.

RSA 2000 cF-19 s3;2003 c20 s5

#### **Fire guardians**

**4(1)** The Minister may appoint fire guardians and specify their powers and duties.

(2) Each year in time for the beginning of the fire season, the council of a municipal district shall appoint, for a term not exceeding one year, with effect from the beginning of the fire season, a sufficient number of fire guardians to enforce this Act within the boundaries of the municipal district, except that part of the municipal district that is within a forest protection area.

(3) The chief elected official, each councillor and the chief administrative officer are by virtue of their offices fire guardians in and for the municipal district except that part of the municipal district that is within a forest protection area.

RSA 2000 cF-19 s4;2003 c20 s6;2016 c22 s3

#### **Protection of Crown**

**5** Nothing in this Act imposes any obligation on

- (a) the Minister to fight fires on any land, or
- (b) the Crown to pay compensation for any property destroyed or damaged by a fire or as a result of fighting a fire.

RSA 1980 cF-14 s5

#### **Fire control agreements**

**6** The Minister may, with a view to ensuring the prevention and control of forest and prairie fires, enter into an agreement, known as a fire control agreement,

- (a) with any person carrying on an industrial or commercial operation over, under, on or adjacent to public land with respect to that operation,
- (b) with the Government of Canada with respect to land in or adjacent to Alberta that belongs to that Government or that is under its administration and control,
- (c) with the government of any province or territory, or



- c) enter a closed area under the *Forest and Prairie Protection Act* without a permit or written permission of a forest officer, subject only to the regulations of the *Forest and Prairie Protection Act*;
- d) to establish boundaries or limits around the Incident or emergency and keep persons from entering the area within the prescribed boundaries or limits;
- e) to cause voluntary evacuation of persons and the removal of livestock and personal property from any area, building, structure or thing within the municipality that is or may be affected by an incident or emergency and make arrangement for the adequate care and protection of those person or livestock and of the personal property;
- f) to cause Peace Officers to enforce restrictions on persons entering or remaining within the boundaries or limits outlined I 6.5(d) or (e) above;
- g) direct the operations of extinguishing or controlling a fire or other operations to preserve life and property;
- h) prevent interference with the efforts of persons engaged in mitigating an emergency incident by regulating the conduct of the public at or in the vicinity of any fire or incident.

#### **SECTION 7 - FIRE GUARDIANS**

- 7.1 Each year before April 1 the Council of the Municipal District shall appoint, for a term not exceeding one year with effect from the beginning of April, a sufficient number of fire guardians to enforce the *Forest and Prairie Protection Act* as it applies to the Municipality, within the boundaries of the Municipal District.

#### **SECTION 8 - CONTROL OF FIRE HAZARDS**

- 8.1 As per the *Forest and Prairie Protection Act 10(1)*, if the Municipal District of Greenview No. 16 finds, within its Municipal boundaries, on privately owned land or occupied public land conditions that in its opinion constitute a fire hazard, it may order the owner or the person in control of the land on which the fire hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Municipal District of Greenview No. 16;
- 8.2 As per the *Forest and Prairie Protection Act 10(2)*, when the Municipal District of Greenview No. 16 finds that the order it made pursuant to Section 8.1 has not been carried out the Municipal District of Greenview No. 16 may enter on the land with any equipment and any person it considers necessary and may perform the work required to eliminate or reduce the fire hazard;
- 8.3 As per the *Forest and Prairie Protection Act 10(3)*, the owner or the person in control of the land on which work was performed pursuant to Section 8.2 shall on demand reimburse the Municipal District of Greenview No. 16 for the cost of the work performed, and in default of payment the Municipal District may place a lien for the amount against the land and improvements on it, and such amounts shall be a debt owing to the Municipal District of Greenview No. 16 which may be charged against the Tax Roll for the land;
- 8.4 For the purpose of fire control the Fire Chief may prohibit the lighting of or require the extinguishing of a fire set within the non-forest protection area of the Municipality.
- 8.5 In any area affected by an order made pursuant to Section 8.4, the notice shall be immediately published for at least 2 weeks and announced at least daily during the period of the ban.



# REQUEST FOR DECISION

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**SUBJECT:** Economic Development Social Media Strategy  
**SUBMISSION TO:** REGULAR COUNCIL MEETING                      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** April 8, 2019                                      ICAO: DT                                      MANAGER: KK  
**DEPARTMENT:** ECONOMIC DEVELOPMENT                      GM: SW                                      PRESENTER: KK  
**STRATEGIC PLAN:** Development

---

**RELEVANT LEGISLATION:**

**Provincial (cite) –N/A**

**Council Bylaw/Policy (cite) –N/A**

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**RECOMMENDED ACTION:**

**MOTION: That Council approve an upset limit of \$18,000.00 for consulting services assigned to develop and initiate the Economic Development department’s social media strategy, with funds to come from Economic Development Budget.**

**MOTION: That Council direct Administration to transfer an upset limit of \$18,000.00 from Contingency to Economic Development Budget.**

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**BACKGROUND/PROPOSAL:**

Over the past two (2) years Greenview’s Economic Development department has established a number of unique projects while concurrently developing web-based tools intended to leverage and promote Greenview and the opportunities that lie within its boundaries. Upon review of industry best practices it becomes clear that Greenview lacks a strategy for utilizing social media to promote its projects and opportunities to the world.

Greenview does not have internal high level intricate expertise to develop a social media strategy. Administration wishes to engage a contracted social media consultant to develop an ongoing strategy for promotion of these benefits utilizing not only social media but also aligning print and promotional material with key messaging intended to attract industry, business, new residents and tourists to Greenview.

The underlying goal is to present a professional polished awareness campaign that will be handed over to in house by staff.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Greenview will promote and portray its business and economic opportunities in a professional, consistent manner.
2. The benefit of Council accepting the recommended motion is that the projects development will utilize current promotional models and technology.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that contingency will be reduced by an upset limit of \$18,000.00.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to take no action with the recommendation of approving the upset limit of \$18,000.00 for consulting services to develop and rollout the Economic Development department's social media strategy.

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FINANCIAL IMPLICATION:

**Direct Costs:** \$18,000.00

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

If Council approves the recommendation, Administration will request quotes for services to be submitted prior to May 2019.

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ATTACHMENT(S):

- None



# REQUEST FOR DECISION

**SUBJECT: 2019 Graders (4) Tender Award**  
**SUBMISSION TO: REGULAR COUNCIL MEETING**      **REVIEWED AND APPROVED FOR SUBMISSION**  
**MEETING DATE: April 8, 2019**      **ICAO: DT**      **MANAGER: GM**  
**DEPARTMENT: OPERATIONS**      **GM: RA**      **PRESENTER: DB**  
**STRATEGIC PLAN: Level of Service**

**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – Policy 4006 – Equipment and Vehicle Replacement**

**RECOMMENDED ACTION:**

**MOTION: That Council award Brandt Tractor Ltd. of Clairmont, Alberta the 2019 Graders Tender in the amount of \$2,059,600.00 for the purchase of four (4) graders. Funds to come from the Approved 2019 Operations Capital Budget.**

**BACKGROUND/PROPOSAL:**

The 2019 Approved Operational Capital Budget for the four (4) graders was \$1,900,000. The lowest tender came in at 8.4% higher - \$159,600.00.

Despite this price, the overall Operations Capital Budget should still be on target.

The results of the tender are as follows:

Company	Make	Model	Year	Price/Unit	# of Units	Total	Comments
Brandt Tractor Ltd.	John Deere	872G	2019	\$499,900.00	1	\$499,900.00	Awarded upon Council approval. This unit has the steering wheel only.
Brandt Tractor Ltd.	John Deere	872G	2019	\$519,900.00	3	\$1,559,700.00	Awarded upon Council approval. This unit has the steering wheel and joy stick controls.
Finning Canada	CAT	160 M3	2019	\$583,800.00	1	\$583,800.00	-

**BENEFITS OF THE RECOMMENDED ACTION:**

The benefit of Council accepting the recommended motion is to allow delivery of these graders as soon as possible.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to delay or reject the recommended motion. However, Administration does not recommend this as there will be a considerable delay in the delivery date and less offered on our present buy-back agreement with Finning Canada.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** \$2,059,600.00. Funds to come from the Approved 2019 Operations Capital Budget.

The approved 2019 Operations Capital Budget for these graders was \$1,900,000.00.

**Ongoing / Future Costs:** Regular maintenance.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

If the motion is accepted and approved by Council a letter of award will be sent to the successful tender.

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**ATTACHMENT(S):**

- None



# REQUEST FOR DECISION

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**SUBJECT:** Grovedale Public Service Building Dugout  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** April 8, 2019      ICAO: DT      MANAGER:  
**DEPARTMENT:** PROTECTIVE SERVICES      GM: SW      PRESENTER: DR  
**STRATEGIC PLAN:** Infrastructure

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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**RECOMMENDED ACTION:**

**MOTION: That Council authorize Administration to repair the Grovedale Public Service Building site dugout by installing an underground tank (Option 3) with an upset limit of \$60,000.00, with funds to come from Protective Services.**

**MOTION: That Council direct Administration to transfer an upset limit of \$60,000.00 from Contingency Reserves to the Protective Services Budget.**

---

**BACKGROUND/PROPOSAL:**

When the Grovedale Public Service Building was constructed a dugout was installed with an associated dry hydrant to provide additional firefighting water and act as a primary water source for the Grovedale Fire Department to access. A dry hydrant is a non-pressurized pipe system permanently installed in existing lakes, ponds, dugouts etc., which provides a suction supply of water to a fire department tank truck.

Throughout the history of the dugout, it has had a sloughing problem and high silt levels from runoff. The silt problem was rectified with the addition of coconut matting in August of 2017. A secondary benefit of the matting anticipated was to help stabilize the dugout walls by controlling the water entering the dugout, however the matting did not rectify this problem.

In mid-2018, it was determined that the sloughing of the dugout walls was continuing, and during that period the dry hydrant was tested for function and was found to be pulling dirt and small rocks into the pumps. The dry hydrant was determined to be unusable. The dugout was then pumped out to further the investigation of the issue(s). After the water was removed, it was found that the dugout was 19 m deep (65 feet) with a twenty degree slope and the flex line that attached to the dry hydrant was torn off.

An engineering firm was contacted to do a primary assessment on the dugout and to provide a recommendation of an engineering plan which includes a geotechnical survey of the dugout area. To provide

the engineering plan and a repair design was quoted at \$63,000.00 in 2018. This cost in 2019 could likely increase due to inflation.

Currently, Administration has exhausted research internally using 30 man hours of time to acquire information. The only solid information that can be ascertained is the dugout was to be 9 m (30 feet) deep with a 45 degree slope, as per the engineered drawings, the dugout does not conform to the design drawings. The research was conducted through FileHold (Greenview's electronic file system), previous staff's computer storage information and filing cabinets, all these sources yielded no information on how the dugout came to be in its present day condition. However, through that research it was discovered that the warranty period is over on the project. Administration was unable to locate any change orders or communications in regard to the dugout with the builder or architect. The only information discovered was the addition of the previously mentioned coconut matting, which was gleaned from internal Greenview communications and site meeting minutes from June 2, 2016. The person included in these communications no longer is employed with Greenview and are unable to be reached.

It should be noted that the sloughing issues have not arisen at the DeBolt Public Service Building as it has different soil conditions and appears to be properly sloped. Administration has developed three options for Council to consider for the repair of the Grovedale Public Service Building site dugout.

### **Option 1**

Option 1 involves removing the dry hydrant for possible install in a future location and fill the open excavation to stabilize the ground. The fire department will have access to 3,000 gallons (13,000 liters) of water at the Grovedale water point. The water point is currently set up for low loading with the fire department loading adapters provided. This solution would provide a limited water supply for firefighting needs and would also be somewhat dependent on our mutual aid partners in the County of Grande Prairie for any larger fires where high volumes of water are required. This is currently the operational model until the new water system with hydrants is installed in Grovedale and are operational in approximately 18 months. If Council wants to pursue investigating this option, Administration would proceed with acquiring associated firm costs.

### **Option 2**

This option would retain the current dugout, stabilize the walls from sloughing, and provide a permanent solution. The estimate for the engineering report that would include the geotechnical was estimated at \$63,000.00. This amount does not include the repair which may include a liner, which could drive costs for the repair as much as another \$200,000.00. The \$200,000.00 is an educated estimate from internal staff who have considerable experience on similar past Greenview projects. The total cost for this option is estimated at \$263,000.00. If Council wants to pursue investigating this option, Administration would proceed with acquiring firm associated costs.

### **Option 3**

Greenview Environmental Services currently has a non-utilized approximate 16,588 gallon (75,414 liter) underground tank valued at \$35,635.00, that they are willing to asset transfer to the Protective Services department. The tank can be installed offering a permanent solution at a significant cost savings over option two. Utilizing current Greenview staff, resources and construction equipment, the tank can be installed in the same location as the current dug out and dry hydrant. The tank can be adapted to attach to the dry hydrant for fire department loading needs, only a limited amount of hardware would be required for this option. The

tank is currently situated in Ridgevalley, therefore trucking would be required to move it to Grovedale. In consultation with experienced Greenview staff, the tank hauling, sand/soil coverage material and fittings etc. are estimated to cost \$60,000.00.

Upon the conclusion of the research, Administration recommends Option 3. This solution would see elements of Protective Services, Environmental Services, Engineering and Facilities Maintenance working collaboratively together to accomplish a cost effective permanent solution for auxiliary firefighting water supply.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that a permanent cost effective and beneficial resolution will be made for the ongoing sloughing issues with the current dugout located at the Grovedale Public Service Building.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage to the recommended motion is that the contingency funds will be reduced by \$60,000.00

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to request Administration to pursue acquiring firm costs associated with one or both of the alternative option(s).

**Alternative #2:** Council has the alternative to request Administration to pursue acquiring firm costs for option one, although if this option proceeds there will be a limited water supply for firefighting for the next 18 months in Grovedale.

**Alternative #3:** Council may choose for Administration to pursue acquiring firm costs for option two, however the price of the repair may likely exceed the estimate as the engineering report has not been executed to determine any other potential underlying deficiencies.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** \$60,000.00

**Ongoing / Future Costs:** Future costs will include trucking in water occasionally to fill the tank.

---

**STAFFING IMPLICATION:**

Protective Services will be working with internal Greenview experts from Infrastructure, Environmental Services and Facilities to execute the approved option utilizing staff time for the project.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform



**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Protective Services will contact internal Greenview resources and develop a build schedule for project completion and inform Council of the progress in the Manager's Reports.

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**ATTACHMENT(S):**

- Grovedale Public Service Building Overview Map

Hwy 666

Dugout

Grovedale Public  
Service Building





# REQUEST FOR DECISION

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**SUBJECT:** Request to have Finance Charges removed from A/R Account # 185504  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** March 11, 2019 ICAO: DT MANAGER: DD  
**DEPARTMENT:** CORPORATE SERVICES GM: RO PRESENTER: GD  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial (cite)** – In accordance with Section 7 (i) (iii) of the Municipal Government Act

**Council Bylaw/Policy (cite)** – Bylaw No. 94-118, Policy AD34

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**RECOMMENDED ACTION:**

**MOTION: That Council approve Strath Resources request to forgive finance charges to their account for \$1435.23, due to an administrative error.**

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**BACKGROUND/PROPOSAL:**

Strath Resources are asking that all finance charges be removed, as they did not receive their invoices in a timely manner.

On September 14, 2018, Strath Resources was invoiced for Oil Well Drilling. The invoice was mailed to the address we have on file, however due to an oversight, the account statement was sent separately to the client via email not mail. Our regular process is to send the backup, invoice and statement all together. As Strath Resources was unable to open the emailed statement, they request that Administration forward copies of all invoices to them via email. On September 19<sup>th</sup>, Administration responded to the client, mistakenly advising them that they had no outstanding invoices.

On November 8<sup>th</sup>, Strath Resources once again contacted the Accounts Receivable department requesting copies of any outstanding invoices. The copies of all outstanding invoices were sent, at which time Strath Resources recognized the error and sent a request to have the finance charges reversed. They advised that they had requested copies of any outstanding invoices in September and were told that there were none, therefore no payment was made. At this time, they also requested that Greenview email all future invoices, statements and backup documents to them rather than mailed.

In December 2018, Accounts Receivable, mailed Strath Resources an invoice. In January 2019, Strath Resources contacted the Accounts Receivable department, requesting that a copy of the invoice be emailed, and emphasised that in November that they had requested that all statements, invoices and backup be emailed and not be sent in the mail. In addition, they once again requested that finance charges caused by the September error be reversed.

Due to the error made by a staff member in September, Administration is recommending that Council approve the reversal of the subject finance charges for Strath Resources.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is that Council will approve the reimbursement of costs to Strath Resources due to administrative error.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. No perceived disadvantages to Greenview from the recommended action.
- 

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to deny the reversal of the subject finance charges, however as this is an administrative error, the client should not be penalized.

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**FINANCIAL IMPLICATION:**

The direct financial implication of the recommended motion is \$1435.23.

---

**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 correct the account and will write a letter of apology to Strath Resources.

---

**ATTACHMENT(S):**

## Greta Drysdale

---

**From:** Greta Drysdale  
**Sent:** September 19, 2018 9:18 AM  
**To:** AP  
**Subject:** RE: Statement of Account

Good Morning

Which Invoices are you looking for? You have no outstanding invoices.

Should you have any questions or concerns please do not hesitate to contact the undersigned

Respectfully,

Greta Drysdale

-----Original Message-----

**From:** AP [mailto:AP@strathresources.com]  
**Sent:** Friday, September 14, 2018 4:04 PM  
**To:** Greta Drysdale <Greta.Drysdale@MDGreenview.ab.ca>  
**Subject:** RE: Statement of Account

Good afternoon,

Please send a copy of all invoices.

Thanks

Bryanna Webber, BBA  
t:  
1.587.393.7287

a:  
600, 301 8th Avenue SW  
Calgary, AB T2P 1C5  
www.strathresources.com

-----Original Message-----

**From:** Greta Drysdale <Greta.Drysdale@MDGreenview.ab.ca>  
**Sent:** September-14-18 3:19 PM  
**To:** AP <AP@strathresources.com>  
**Subject:** Statement of Account

Contact Name: STRATH RESOURCES LTD.

Account Number: 185504

Any questions or concerns please contact the MD of Greenview at 780-524-7600

Greta Drysdale

Finance Coordinator , Accounts Receivable/Utilities

Municipal District of Greenview No. 16 | 4806 36 Ave.

Box 1079 Valleyview, Alberta T0H 3N0

Tel: 780-524-7600<tel:780-524-7600> | Fax: 1-780-524-4307<tel:1-780-524-4307> | Toll Free: 888-524-7601<tel:888-

524-7601> | 24/7 Dispatch: 888-524-7608<tel:888-524-7608> | Direct: 1-780-524-7642<tel:1-780-524-7642>

mdgreenview.ab.ca<<http://www.mdgreenview.ab.ca/>> | Follow us on Twitter

@mdofgreenview<<https://twitter.com/mdofgreenview>>

[[main/img/logo\\_md\\_greenview\\_web.png\]](http://mdgreenview.ab.ca/wp-content/themes/greenview-</a></p></div><div data-bbox=)

This communication, and its attachments, is confidential and intended for the addressee(s) only. If you are not the intended recipient, please notify us of our error, and disregard and delete the communication. Unauthorized use, disclosure, copying, forwarding or alteration of this communication may be unlawful.

Thank you.

## Greta Drysdale

---

**From:** AP <AP@strathresources.com>  
**Sent:** Thursday, November 08, 2018 3:42 PM  
**To:** Greta Drysdale  
**Cc:** Christine Durlacher  
**Subject:** RE: Outstanding Invoices  
**Attachments:** RE: Statement of Account

Hi Greta,

We would like to request that all invoices be sent directly to [ap@strathresources.com](mailto:ap@strathresources.com) as well as Christine Durlacher (who I have cc'd in this email) as soon as they are available as it seems we are not receiving invoices. This seems to have been an ongoing issue of not receiving invoices since August. On Sept 14<sup>th</sup> we received a statement (which I also was not able to open) and so I responded asking for a copy of all outstanding invoices. On Sept 19<sup>th</sup> you responded that Strath had no outstanding invoices so we were not aware of the September invoice and will not be paying finance charges.

Please see attached correspondence from September as backup.

If you have any questions please feel free to give me a call.

Thanks again,



**Bryanna Webber, BBA**

t: 1.587.393.7287

a: 600, 301 8th Avenue SW  
Calgary, AB T2P 1C5

[www.strathresources.com](http://www.strathresources.com)

---

**From:** Greta Drysdale <Greta.Drysdale@MDGreenview.ab.ca>  
**Sent:** November-08-18 3:21 PM  
**To:** Bryanna Webber <bwebber@strathresources.com>  
**Subject:** RE: Outstanding Invoices

Hi Bryanna

Here is what is outstanding

Should you have any questions or concerns please do not hesitate to contact the undersigned

Respectfully,

Greta Drysdale

**From:** Bryanna Webber [<mailto:bwebber@strathresources.com>]  
**Sent:** Thursday, November 08, 2018 8:14 AM  
**To:** Greta Drysdale <[Greta.Drysdale@MDGreenview.ab.ca](mailto:Greta.Drysdale@MDGreenview.ab.ca)>  
**Subject:** Outstanding Invoices

Good morning,

We recently received a copy of a statement from MD of Greenview to our [ap@strathresources.com](mailto:ap@strathresources.com) email however we were unable to open the attachments. I'm hoping you can send me a copy of any outstanding invoices we have.

Thanks,



**Bryanna Webber, BBA**

**t:** 1.587.393.7287

**a:** 600, 301 8th Avenue SW

Calgary, AB T2P 1C5

**[www.strathresources.com](http://www.strathresources.com)**





# REQUEST FOR DECISION

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**SUBJECT:** Request to have Finance Charges removed from A/R Account # 185561  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** April 8, 2019 ICAO: DT MANAGER: DD  
**DEPARTMENT:** CORPORATE SERVICES GM: RO PRESENTER: GD  
**STRATEGIC PLAN:** Level of Service

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – Municipal Government Act Section 7 (i) (iii)

**Council Bylaw/Policy** (cite) – Bylaw No. 94-118, Policy AD34

---

**RECOMMENDED ACTION:**

**MOTION: That no action be taken on the request from Ridgeback Resources to reverse finance charges on their AR Account for \$1282.71.**

---

**BACKGROUND/PROPOSAL:**

On January 23, 2018, as per documentation received on the Well Drilling Activity Report from Alberta Municipal Affairs, Ridgeback Resources was invoiced for well drilling activity. It was noted, that the address on the report was different than the one we currently had in our system, and as per our procedures, we created a secondary address and forwarded the invoice to that address.

On March 16, 2018, administration received a call, from Ridgeback Resources requesting that a copy of the invoice, including backup, be sent to them via email. The email was sent, and a reply was received advising administration that the address that was on the invoice was incorrect. Because of the mistake, they asked if Greenview would consider writing off the finance charges. We advised that this was the address we were provided on the activity report from Municipal Affairs and did not consider this to be mistake. Ridgeback Resources continued to request to have the finance charges cancelled as they had not received the original invoice within the 30 day period. After several phone calls, the client was advised that if they wished to have their request to waive the fees taken to Council they would have to forward their request in writing.

Administration feels that procedures were followed correctly and recommends that Council not waive the finance charges.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is that Council will have upheld Council's bylaw regarding penalties on outstanding accounts.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. No perceived disadvantages to Greenview from the recommended action.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to waive the \$1282.71 in outstanding finance charges, however due to the precedence this may set, Administration does not recommend this solution.

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will write a letter to Ridgeback Resources

---

ATTACHMENT(S):

- Letter from Ridgeback Resources. Inc.
- Alberta Municipal Affairs Well Drilling Activity Report
- Bylaw No 94-118
- Policy AD34



February 19, 2019

Municipal District of Greenview No. 16  
4806 36 Avenue  
Valleyview, AB T0H 3N0

Re: Finance Charges on Account # 185561

Dear Sir/Madam,

As previously requested via email dated August 20, 2018 to Greta Drysdale, to request that finance charges in the amount of \$787.78 to be reversed. Copy of current statement and email attached.

Ridgeback Resources does not pay finance charges due to not receiving invoices. If payment was late or not received in a timely manner from Ridgeback Resources, your Accounts Receivable Department should have done a follow up.

I would appreciate it if you would reverse these charges.

Thank you in advance for your assistance on this matter.

Regards,

A handwritten signature in blue ink, consisting of a series of fluid, connected loops and strokes, positioned above the typed name of the sender.

Mark Walker  
Controller

Tax Jurisdiction: 0481 Municipal District of Greenview No. 16

BA Code: A7G20

Name: **Ridgeback Resources Inc.**  
**350-520 5 AVE SW**  
**CALGARY, AB T2P 3R7**

Well Licence	Common Well ID	Surface Location	Well Name	Finished Drilling Date	Total Depth (m)	Well Drilling Equipment Tax Calculation *	Calculated Amount (\$)
0485202	00/13-36-063-19W5/2	13-31-063-18W5	RIDGEBACK HZ KAYBOB 13-36-63-19	31-Oct-2017	3,622.00	((3622.00 - 1000.00) x 4.09 + 1820.00)	12,543.98
0485428	00/12-30-063-18W5/0	11-31-063-18W5	RIDGEBACK HZ KAYBOB 12-30-63-18	12-Nov-2017	3,780.00	((3780.00 - 1000.00) x 4.09 + 1820.00)	13,190.20
<b>Total:</b>							<b>25,734.18</b>

1. AER means Alberta Energy Regulator.

2. Common Well ID is in the form LE LSD SEC TWP RGE MER ES.

3. Surface Location is in the form LSD SEC TWP RGE MER.

4. This report includes all new well licences with the first finished drilling date as reported to the AER since the previous Well Drilling Activity Report was produced.

This report is not a tax notice and is provided solely to assist municipalities.

This report applies to Division 6 of the *Municipal Government Act* and the *Well Drilling Equipment Tax Rate Regulation (Alberta Regulation 218/2014)*.

\*For formula description refer to the *Well Drilling Equipment Tax Rate Regulation (Alberta Regulation 218/2014)*.

BYLAW NO. 94-118

of the Municipal District of Greenview No. 16

A By-law of the Municipal District of Greenview No. 16 in the Province of Alberta, to authorize the imposition of interest charges on general Accounts Receivable which remain unpaid after 30 days from the date of mailing the account.

**WHEREAS** the Municipal Government Act, Chapter M-26, R.S.A. 1980, as amended, authorizes Council to impose an interest charge on general accounts receivable which remain unpaid after 30 days from the date of the mailing of the account.

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

1. that an interest charge of 1.5% per month shall be imposed on unpaid accounts receivable, excluding water and sewer public utility accounts and property tax accounts.

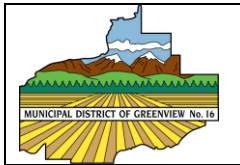
This By-law shall come into force and effect upon the day of final passing.

Read a first time this 28<sup>th</sup> day of September, A.D., 1994.

Read a second time this 28<sup>th</sup> day of September, A.D., 1994.

Read a third time and finally passed this 12<sup>th</sup> day of October, A.D., 1994.

  
H. A. Mulligan  
REEVE  
C. G. G. G. G.  
MUNICIPAL MANAGER



**M. D. OF GREENVIEW NO. 16**  
**POLICY & PROCEDURES MANUAL**

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 34**

<b>POLICY TITLE:</b>	<b>ACCOUNTS RECEIVABLE CANCELLATION OR ADJUSTMENTS</b>	<b>Page 1 of 1</b>
<b>Date Adopted by Council / Motion Number:</b>		<b>10.03.824</b>

**PURPOSE:**

To provide effective control of adjustments and cancellations to accounts receivable.

**POLICY:**

The Municipality will process adjustments / cancellations only after appropriate authorization has been obtained.

- 1.0 Administration will make a minimum of three attempts to collect outstanding Accounts Receivable prior to making a recommendation for cancellation.
- 2.0 Administration will provide written documentation to Council indicating the reason the Accounts Receivable is being cancelled or adjusted.
- 3.0 Cancellation of Accounts Receivable, *excluding tax accounts*, up to and including \$100.00 requires approval of the C.A.O. Cancellation of accounts in excess of \$100.00 requires Council approval.
- 4.0 Accounting or clerical errors (including clerical errors on tax accounts), Court of Revision or Assessment Review Board changes will be cancelled or adjusted with the authorization of the C.A.O.

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

\_\_\_\_\_  
C.A.O.



# REQUEST FOR DECISION

**SUBJECT:** **BF77756 Tender Results**  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** April 8, 2019      ICAO: DT      MANAGER: OM  
**DEPARTMENT:** INFRASTRUCTURE & PLANNING      AGM: RA      PRESENTER: RA  
**STRATEGIC PLAN:** Infrastructure

**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – N/A**

**RECOMMENDED ACTION:**

**MOTION #1: That Council direct Administration to cancel Tender 77756-19 (Bridge File 77756) because of irregularities in the Tender process.**

**MOTION #2: That Council direct Administration to re-tender BF77756 in Sweathouse Creek Area.**

**BACKGROUND/PROPOSAL:**

Through regular BIM Inspections in fall of 2011, Greenview was notified of the poor rating and advised to place this structure on a replacement list. Bridge File 77756 is a Tributary to Sweathouse Creek and is located at NW 31-69-19-W5M. The existing culvert is 1828 X 1117 mm arch X 18.9m invert length, and was built in 1974.

The replacement of BF77756 is for the construction of a new 2200 mm CSP culvert X 29m invert length. Tender for BF77756 was closed on March 20, 2019 and had 2 addendums of which were not properly acknowledged by all bidding parties. The results are as follows;

Item	Description	Cost	Addendums Added
1	Cox Contractors Ltd.	\$289,380.50	No
2	Mainline Construction Ltd. (2014)	\$306,277.78	Yes
3	Glen Armstrong	\$370,692.00	Yes
4	Wapiti Gravel Supply	\$398,586.19	Yes
5	MOP Oilfield	\$415,850.40	Yes
6	Prairie Erectors	\$440,255.00	Yes
7	Northern Road Builders	\$470,145.00	Yes
8	Unsurpassable Construction	\$472,044.06	No

9	#1690082 Alberta Ltd.	\$474,255.00	Yes
10	Kichton Contracting	\$500,000.00	No

The bidding party MUST attached and confirm the acceptance of each addendum to lawfully be in compliance of the said Tender. Greenview and MPA Engineering informed all the proper contacts of the addendums within the allowable time. There was a slip in communication on the APC (Alberta Purchasing Network site), as they do not add or make changes, but have a sub company called Buildworks which performs these duties. Buildworks did not attach the 2nd addendum to the existing contract, and 3 bidding contractors did not receive the addendum.

The lowest bid price is over the project budget and would require additional capital funding. For this project to be completed in 2019, administration is seeking further direction from Council.

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting Motion #1, will be the openness, transparency to the public, and contractors in the unfair bidding process.
2. The benefit of Council accepting Motion #2, is the Council will be in compliance with the New West Partnership Trade agreement.

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage of the recommend motions are that the project will be delayed.

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to not re-tender BF77756 until a later date, however, Administration does not recommend this because the bids could come in higher, resulting in requiring more additional funding, and could delay the project further.

**Alternative #2:** Council has the alternative to complete the project with Day Labour Forces, however Administration does not recommend this action because Greenview will not be in compliance with the New West Partnership Trade Agreement.

**FINANCIAL IMPLICATION:**

**Direct Costs:** Direct costs will depend on Council’s direction.  
**Ongoing / Future Costs:** Long term operating costs will include BIM inspections and maintenance.

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.



**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

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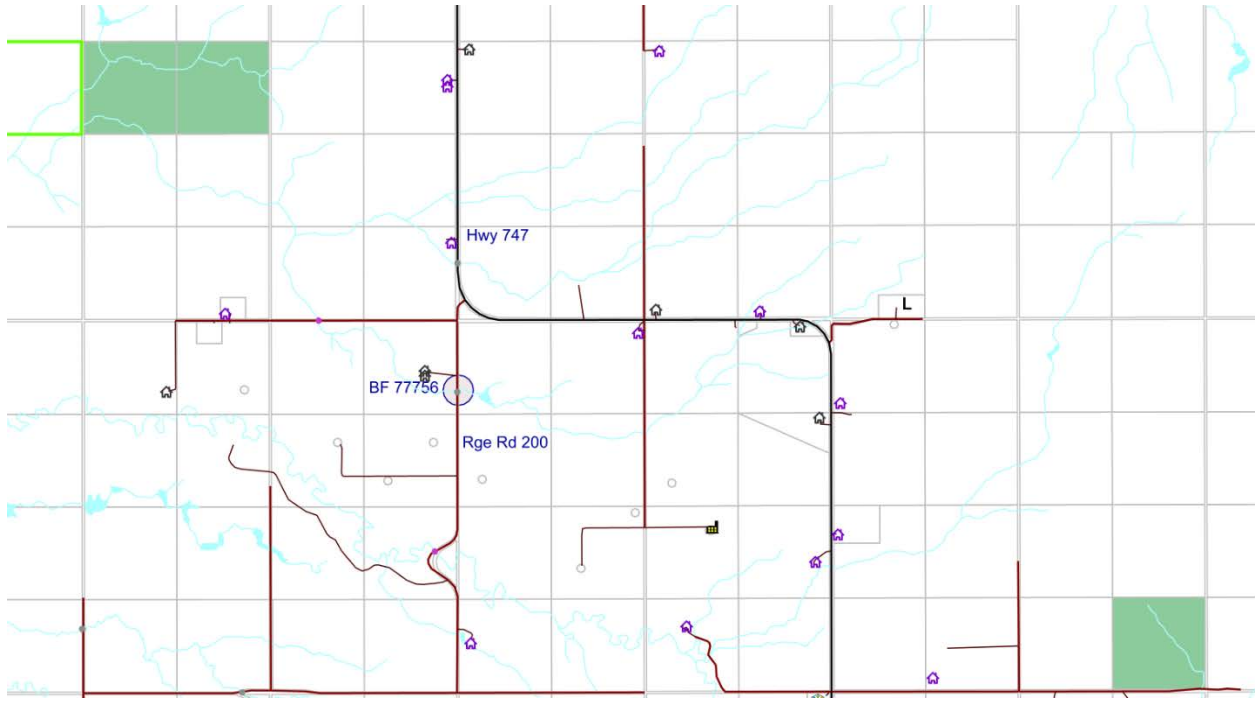
**FOLLOW UP ACTIONS:**

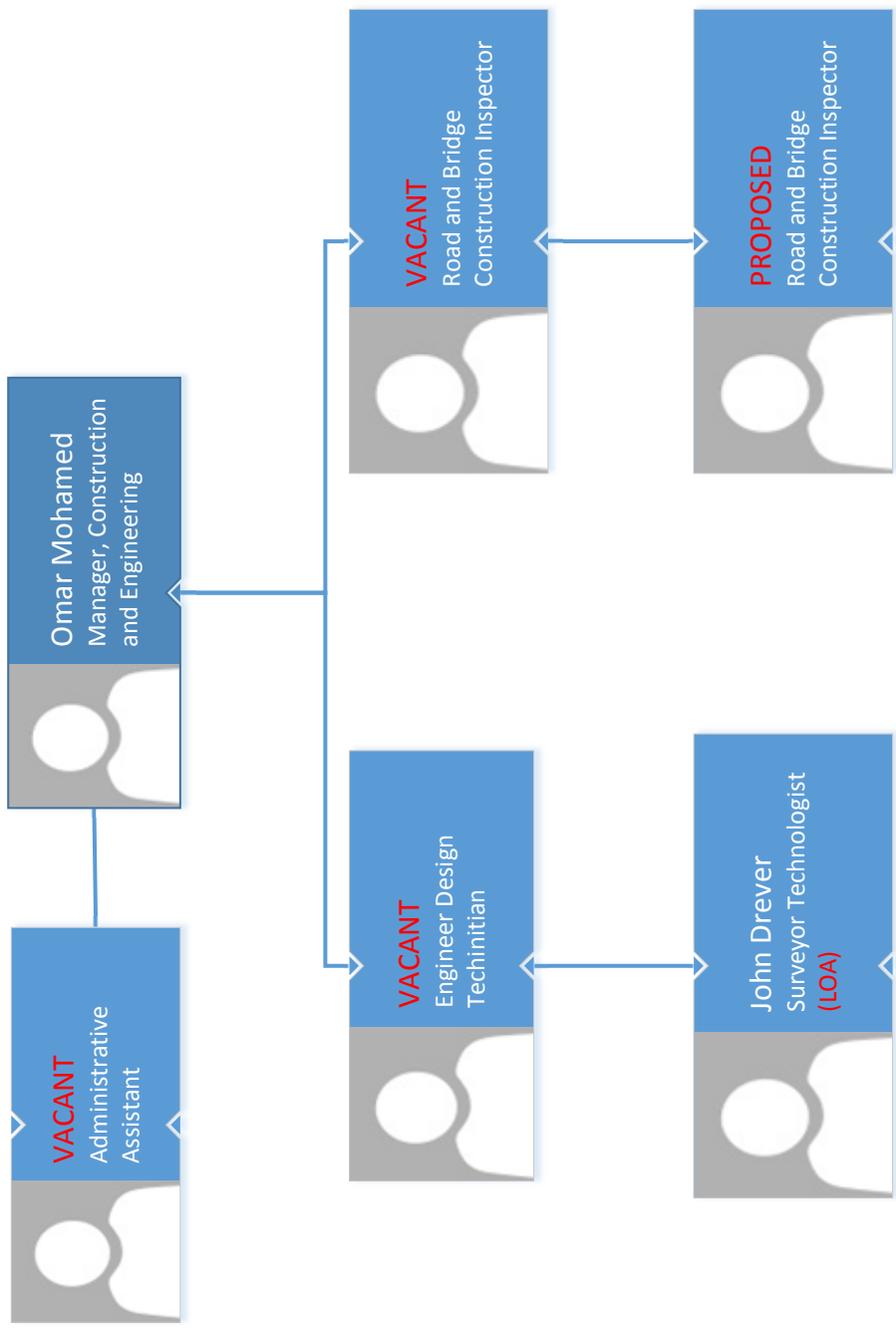
Administration will move forward, depending on Council's decision.

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**ATTACHMENT(S):**

1. PDF of bridge file location – BF77756 Location
2. PDF of Construction and Engineering Organizational Chart
3. Addendum #1
4. Addendum #2





**ADDENDUM  
TO TENDER DOCUMENTS**

ADDENDUM:           Number One  
DATE:                 March 7, 2019  
CONTRACT:           77756-19  
PROJECT:             CULVERT REPLACEMENT AND OTHER WORK

This addendum is issued prior to the close of tenders to provide certain additional instructions and/or revisions. Two sections of the tender indicated above shall be amended in accordance with the following. There will be no extension to the tendering period granted at this time.

- Section 5.14 “**Demolition, Removal and Disposal of Bridge Structure**” is hereby amended to include the following paragraph:

The Contractor shall salvage the existing culvert and all fencing material, including posts and fencing wire, which is disturbed to facilitate construction. The salvaged material shall be delivered to the nearby landowner at NE 36-69-20-W5M. The Contractor shall contact the landowner and arrange for the disposal of the salvaged material. The contact information for the landowner is as follows: Gail Marcotte, 780-524-2532.

- Section 5.19 “**Roadway Work**” is hereby amended to include the following paragraph:

The Contractor is advised that the nearby landowner located at NE 36-69-20-W5M has a potential borrow source and the MD has made arrangements to compensate the landowners for the use of the borrow material. The MD will pay the landowner directly for the borrow at the unit rate specified in the landowner agreement which includes a unit price per cubic meter as well as a unit price based on the amount of land disturbed. The Contractor shall minimize the land disturbance to the area required to access the borrow pit, to strip the borrow pit and to excavate and haul material from the borrow pit. The exact location of the borrow and extent of the area to be disturbed shall be determined by the Contractor and is subject to approval by the landowner and the Consultant. The Contractor shall acquire a minimum of 400 m<sup>3</sup> from this borrow. Regardless of the Contractor’s source of borrow, the Contractor shall supply 50 m<sup>3</sup> of non-granular material to the landowner which shall be stockpiled at an acceptable location within NE 36-69-20-W5M, as determined by the landowner and Consultant. The contact information for the landowner is as follows: Gail Marcotte, 780-524-2532.

Contractor: \_\_\_\_\_

Signed: \_\_\_\_\_

Witness to Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

N.B. A signed copy of this amendment must be returned with the CONTRACTOR’S TENDER submission.

MPA Engineering Ltd.  
per:

*Tim Edwards*  
\_\_\_\_\_

Tim Edwards, P.Eng.



**ADDENDUM  
TO TENDER DOCUMENTS**

ADDENDUM:           Number Two  
DATE:                 March 15, 2019  
CONTRACT:           77756-19  
PROJECT:             CULVERT REPLACEMENT AND OTHER WORK

This addendum is issued prior to the close of tenders to provide certain additional instructions and/or revisions. One section of the tender indicated above shall be amended in accordance with the following. There will be no extension to the tendering period granted at this time.

- The sealed envelope indicated in Section 1.1 **“Conditions for Tender Submission”** is hereby deleted and replaced with the following:

<p>Bidders Name : _____ Address: _____</p> <p style="text-align: center;"><b>TENDER</b></p> <p style="text-align: center;"><b>Municipal District of Greenview</b> Attention: Mr. Roger Autio 4806-36 Ave, Box 1079 Valleyview, Alberta T0H 3N0</p> <p style="text-align: right;">Tender No. 77756-19 Project: Culvert Replacement and Other Work <b>Opening at 2:00:00 p.m. on: March 20, 2019</b></p>
--

Contractor: \_\_\_\_\_

Signed: \_\_\_\_\_

Witness to Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

N.B. A signed copy of this amendment must be returned with the CONTRACTOR'S TENDER submission.

MPA Engineering Ltd.  
per:

*Tim Edwards*  
\_\_\_\_\_

Tim Edwards, P.Eng.





# REQUEST FOR DECISION

---

**SUBJECT:** Willmore Wilderness Foundation Grant Appeal  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** April 8, 2019      CAO: 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

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**RECOMMENDED ACTION:**

**MOTION:** That no action be taken on the request from the Willmore Wilderness Foundation’s appeal that the 2019 Greenview grant provided to the Wilmore Wilderness Foundation be increased from \$40,000.00 to \$86,900.00.

---

**BACKGROUND/PROPOSAL:**

Administration recommends that no action be taken on the Willmore Wilderness Foundation appeal that a 2019 Greenview grant provided to them in the amount of \$40,000.00 be increased to \$86,900.00. This recommendation is based on the potential of setting a significant precedent encouraging grant recipients who do not receive a desired amount to appeal for additional funds.

In January of 2019 the Willmore Wilderness Foundation applied for a grant in the amount of \$86,900.00 for the purpose of gathering digital footage to be used to produce a documentary on the founding families of Grande Cache. Named, Founding Families of Grande Cache: Celebrating 50 Years of Progress, according to the grant application budget, the request was for the entire cost of the project. Upon deliberation, Council decided to partially fund the proposed project, with any outstanding costs to be provided from the Willmore Wilderness Foundation or alternative sources. Upon receiving the letter from Greenview informing them of the \$40,000.00 grant held until written verification the project would proceed, the Willmore Wilderness Foundation contacted Administration respectfully stating that the sum will not cover the cost that the Foundation would incur to complete the project. Subsequently after the conversation, a letter of appeal arrived requesting that Council reconsider the original grant amount awarded.

At the time of the grant application and to the best of Administration’s current knowledge, the Willmore Wilderness Foundation has not applied for any funding for this project elsewhere. Since 2011, Greenview has provided the Willmore Wilderness Foundation \$658,250.00, which included \$100,000.00 in 2019 that can be used for any operating or capital costs.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Greenview will honour its original decision and not set what could be perceived as a significant precedent.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to not accept the recommended motion and provide additional funding to the Willmore Wilderness Foundation at an amount of their choosing.

---

**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:**

Administration will respond to the Willmore Wilderness Foundation accordingly with Council's decision.

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**ATTACHMENT(S):**

- Willmore Wilderness Foundation 2019 Grant Application
- Willmore Wilderness Foundation Grant Appeal letter



## GRANT APPLICATION INSTRUCTIONS

### ***Overview***

Grant requests directed to the MD of Greenview must meet a number of criteria in order to be successful. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to specified deadline.

The MD is committed to supporting sustainable activities that positively impact the ratepayers of the MD, and is faced with allocating a limited amount of resources among an ever growing list of applicants. This process is intended to help make the best use of limited funds.

You are **ineligible** to receive a grant if any of the following conditions exist:

- 1) You are not a registered charity or a registered not for profit society in active status.
- 2) The grant application is not complete.
- 3) A current financial statement is not included.
- 4) A detailed budget for the grant expenditure is not included.
- 5) A final report remains outstanding from a previous grant application.

### ***Name of Organization***

Full legal name of the organization as registered under Corporate Registries or the Societies Act. Organizations not registered or currently listed as inactive are ineligible for grants.

### ***Mailing Address of Organization***

This should include full address and postal code.

### ***Contact Name(s)***

First and last name of contact(s).

### ***Contact Telephone Number(s)***

Please include a phone with message capabilities, cell phone or work number if possible since most calls from the MD will come during the day.



### ***Position Held***

The person making the application should normally be a member of the executive of the organization or be specially appointed by way of motion.

### ***Purpose of the Organization***

Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next year of operations.

### ***Purpose of the Application***

Outline in a few sentences what these specific funds would be used for and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied.

### ***Past Financial Statements***

Provide an approved copy of your most recent financial statements. Approval can be via signatures of two board members or as prepared by an accountant, based on your organizations legislated requirements.

### ***Funding Sources that Denied this Application***

List other funding sources applied to that denied this application.

### ***Previous Grant and Reporting History (if applicable)***

List the last two grants received from the MD, including purpose and amount. Please note that starting with the October 2010 application process, final reports **MUST** be filed with the MD within 90 days of completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

### ***Final Report Content***

Within 90 days of the completion of the grant expenditure, a report must be filed with the MD verifying expenditure of the grant. This report should include:

- 1) Name of Organization
- 2) A summary of actual expenditures of grant funds compared to submitted budget
- 3) A short written description of activities, number of participants, successes etc.
- 4) Signatures of two members of the organization's executive



## **Municipal District of Greenview**

### **Grant Application Checklist**

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



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

## GRANT APPLICATION

### Organization Information:

Name of Organization: Willmore Wilderness Preservation and Historical Foundat

Address of Organization: 4600 Pine Plaza - Box 93 Grande Cach, AB T0E0Y0

Contact Name and Phone Number: Susan Feddema-Leonard 780-827-2696

Position of Contact Person: Executive Director

Purpose of organization:

The Foundation preserves the history of the area; focuses on the advancement of education of the park; restores historical packtrails and sites; and enhances the use of Willmore Wilderness Park for Albertans and visitors alike.

What act are you registered under? Alberta Societies Act Registration No. 5010217213

### Grant Information:

Total Amount Requested \$86,900

<u>Operating</u>	<u>Capital</u>
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Proposed Project: See attached

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

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

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



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

**Additional Information:**

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

Yes  No

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

1. Amount \$ 107,000 Year 2018

Purpose: Operations

2. Amount \$ 4,750 Year 2017

Purpose: Photo Exhibit, Film festival and Dinner Theatre

Have you provided the M.D. of Greenview with a final completion report for grant funds received?

Yes  No

If no, why has the report not been filed?

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

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

Yes  No

Have you received grant funds from sources **other** than the M.D. of Greenview?

If yes; who, purpose and amount?

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

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

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




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

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

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

### **Applicant Information:**

Name: Bazil Leonard

Signature: 

Address: Box 93, Grande Cache Alberta T0E0Y0

Telephone Number: 780-827-2696

Date: October 12, 2018



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

**APPLICATION FOR GRANT  
 FORM A - OPERATING**

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

Cash on Hand	\$ _____	Operating Loans	\$ _____
Current Account Balance	\$ _____	Other Loans	\$ _____
Savings Account Balance	\$ _____	Accounts Payable	\$ _____
Accounts Receivable	\$ _____		
Inventory to Dec 31, 20__	\$ _____		
Buildings	\$ _____		
Furniture/Fixtures	\$ _____		
Land	\$ _____		
Equipment	\$ _____		

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



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

## APPLICATION FOR GRANT FORM B - CAPITAL

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

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Estimated Completion Date: \_\_\_\_\_

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

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

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

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

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

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

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

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

# Founding Families of Grande Cache

## Celebrating 50 Years of Progress

### 2018 MD of Greenview Grant Application

#### ***Name of Organization***

Willmore Wilderness Preservation and Historical Foundation

#### ***Mailing Address of Organization***

Box 93 Grande Cache, Alberta, T0E 0Y0

#### ***Contact Name(s) and Contact Telephone Number(s)***

Susan Feddema-Leonard, Executive Director: 780-827-6314

Heather Devoe, Chief Financial Officer: 780-827-2696

#### ***Purpose of the Organization***

Willmore Wilderness Preservation & Historical Foundation is a non-profit society registered under the Alberta Societies Act in 2002. The Foundation became a Registered Charitable Organization in 2003.

The Foundation preserves the history of the area; focuses on the advancement of education of the park; restores historical pack trails and sites; promotes tourism and economic development, and enhances the use of Willmore Wilderness Park for Albertans and visitors alike.

- To foster understanding of the mountain community's roots.
- To keep alive the traditional skills, which are used to survive in the mountains.



- To discover, document and preserve the stories of this region, using written, film and digital formats.
- To produce documentaries that focus on traditional knowledge and landscapes of Alberta's eastern slopes through People & Peaks Productions, which is owned and operated by the Willmore Wilderness Foundation.
- To restore traditional pack trails in the Park that were used by aboriginal people, trappers, guides, and outfitters.
- To create mapping of the traditional pack trails in Willmore Wilderness Park.
- To find, preserve, and record through ArcGIS and GPS the location of historical buildings, graves, campsites, and other historical sites.
- To promote tourism and economic development and enhance the use of Willmore Wilderness Park for Albertans and visitors alike.

### ***Purpose of the Application***

#### **Founding Families of Grande Cache: Celebrating 50 Years of Progress**

There are approximately forty families that live in Grande Cache who moved here prior to December 31, 1969 and who still live in this community today. No one has filmed or recorded these brave souls who left supportive communities to move into the great unknown in the Alberta Rockies.

The Willmore Wilderness Foundation proposes to gather footage. The digital content will be catalogued to be used at a later time to produce a documentary on the Founding Families of Grande Cache: Celebrating 50 Years of Progress. The interviews will capture a collective picture of those who stayed and built this community. Foundation staff will also collect and scan archival photos of the early days to be used in conjunction with the film to tell stories on social media, documentaries and through multimedia campaigns. The footage will become

more valuable as time goes on, opening a window for future generations into the past of how Grande Cache was built. We could potentially develop a documentary featuring the story of the founding families in the coming years.

It is far better for our community pioneers to record their stories in a digital format, which will dramatize early life in our isolated mountain community. The interviews will record Grande Cache’s unique narrative in a non-fictional or historically-based way. History Matters—Lets Make It Happen!

**Budget**

	<b>Description</b>		<b>Total</b>
1.	<p><b>Phase One</b></p> <ul style="list-style-type: none"> <li>- research</li> <li>- storyboarding</li> <li>- prepare questions</li> <li>- script preparation</li> <li>- location planning</li> <li>- prepare area for filming</li> <li>- meeting with families in interviews.</li> </ul> <p>It should be noted that in most cases there will be more than one person per family. There are four or five members in some families.</p> <ul style="list-style-type: none"> <li>- explore the best way to tell each families story.</li> <li>- Obtaining releases</li> <li>- Organize interview times</li> </ul>	<p>Cost @ \$500/family x 40 families</p>	<b>\$20,000.00</b>
2.	<p><b>Phase Two:</b></p> <ul style="list-style-type: none"> <li>- setting up scenes,</li> <li>- setting up lighting</li> </ul>	<p>Creative Costs: Cinematographer Producer/Director</p>	

<ul style="list-style-type: none"> <li>- setting up of Lavalieres Mics on multiple family member</li> <li>- capture of raw footage with a trained interviewer.</li> <li>- ensuring the comfort of the interviewee.</li> </ul> <p>We propose 20 shot days which will allow us to film two families per day for 20 days. Each filming session will be one to one and a half hours long. This will allow one filming session in the afternoon. All footage will be shot in 4K.</p>	<p>Interviewer Soundman</p> <p>\$750/family x 40 families</p> <p>This includes the cost of the creatives, cameras, lightening and equipment needed to film the interviews.</p>	
Cinematographer	750/day x 20 days = \$15,000	
Producer/Director	\$250/day x 20 days = \$5000	
Interviewer	\$250/day x 20 days = \$5000	
Soundman	\$300/day x 20 days = \$6000	
<b>Total</b>		<b>\$31,000.00</b>
<ul style="list-style-type: none"> <li>- Arranging to meet with family members to look at historic family photos.</li> <li>- reviewing and choosing</li> <li>- Scanning historic photos</li> <li>- Catalogue historic photos</li> </ul>	Cost @ \$200/family x 40 families	<b>\$8,000.00</b>

	<ul style="list-style-type: none"> <li>- Archive historic photos in the Foundation's Wikipedia.</li> <li>- Storage of data on two professional servers in the Willmore Wilderness Foundation office.</li> <li>- Backup of a third copy of the data will be given to the MD of Greenview in Valleyview</li> </ul>		
3.	<p><b>Phase Three</b></p> <ul style="list-style-type: none"> <li>- off loading film footage from cards</li> <li>- archiving data</li> <li>- cataloguing data</li> <li>- Backing up the data</li> <li>- Storage of data on two professional servers</li> <li>- Backup of a third copy of the data will be given to the MD of Greenview in Valleyview</li> </ul>	<p>Cost @ \$500/family x 40 families</p> <p>This will cover the costs of the storage of data on two internal servers in the Willmore Wilderness Foundation office. These servers are maintained and checked by a professional IT technician on a regular basis.</p>	<b>\$20,000.00</b>
4.	<b>Administration of Project</b>	10% of project cost	<b>\$7,900.00</b>
5.	<b>Total</b>		<b>\$86,900.00</b>
	<p><b>Note: There may be more or less than 40 families. The budget will remain as is and the Willmore Wilderness Foundation will interview all appropriate families,</b></p>		

	<b>and have deliverables as indicated in the above financial breakdown.</b>		
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**Willmore Wilderness Foundation**  
**Form A - Operating**

	2017	2018	2019
<b>REVENUE</b>			
General Sales	20	100	200
Grants	392,599	300,000	350,000
Memberships	3,136	3,000	3,500
Book Sales	8,390	5,000	6,000
DVD Sales	613	700	1,000
Donations	180	1,000	2,000
Contracts	86,953	157,000	120,000
Interest	92	100	125
	<u>491,982</u>	<u>466,900</u>	<u>482,825</u>
<b>OPERATING EXPENSES</b>			
Accounting & Consulting	1,358	1,500	1,500
Advertising & Promotion	23,991	35,000	25,000
Donations	-	500	500
Amortization	13,942	15,000	15,000
Bank/Credit Card Charges & Fees	2,090	2,100	2,200
Insurance	2,479	3,000	3,000
License, Fees & Permits	2,498	3,000	3,000
Supplies	34,845	20,000	22,000
Conventions, Banquets & Meetings	10,092	12,000	12,000
Training & Clinics	59,312	30,000	30,000
Office	17,618	20,000	20,000
Utilities	4,696	5,000	5,000
Book & Film Production Costs	27,932	20,000	30,000
Telephone & Fax	3,954	4,500	4,500
Basement Reno Costs	19,475	8,000	8,000
Maintenance & Repairs	2,127	5,000	5,000
Travel	10,801	10,000	14,000
Wages & Benefits	149,748	170,000	175,000
Contract Services	96,252	100,000	100,000
	<u>483,210</u>	<u>464,600</u>	<u>475,700</u>
<b>EARNINGS (LOSS) FROM OPERATIONS</b>	<u>8,772</u>	<u>2,300</u>	<u>7,125</u>

Cash on Hand	15,457
Current Account Balance	15,457
Savings Account Balance	-
Accounts Receivable	328,850
Building	287,000
Furniture & Fixtures	18,934
Equipment	15,175
Line of Credit	80,000

<b>Capital Expenditures</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>
	Office Equipment	727	1,000	1,000
	Computer Equipment	7,679	5,000	10,000
	Cameras, Video & Filmmaking Equipment	8,278	10,000	15,000
	Furniture and fixtures	3,790	2,000	5,000
	<b>TOTAL</b>	<b>20,474</b>	<b>20,018</b>	<b>33,019</b>

<b>Grants</b>				
	Municipal Affairs	25,000	125,000	125,000
	Canada Summer Jobs	6,077	6,500	6,500
	Alberta Job Grant	2,940	-	3,000
	Canada Day Grant	1,200	-	1,000
	Historical Resources	14,537	14,500	12,000
	Job Grant	26,670	5,000	7,000
	Travel Alberta	1,511	-	-
	Alberta Works	1,982	-	-
	MD of Greenview		100,000	100,000
	CIP		5,000	-
		<b>\$ 79,917</b>	<b>\$ 256,000</b>	<b>\$ 254,500</b>

Please be advised that all the above named grants are allocated to various different projects that have nothing to do with this funding application. Founding Families of Grande Cache: Celebrating 50 Years of Progress, is a

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>1. Cash On Hand</b>													
[Beginning of month]	120,000	212,805	277,310	241,715	202,120	162,425	121,730	81,035	41,440	3,765	-	10,210	132,115
<b>2. Cash Receipts</b>													
(a) Cash Sales	900	900	900	900	900	900	900	900	900	900	900	900	10,800
(b) Confirmed Grants													
Municipal Affairs	125,000												125,000
Canada Summer Jobs										6,500			6,500
Alberta Job Grant										3,000			3,000
Canada Day Grant									1,000				1,000
Historical Resources										12,000			12,000
Job Grant	3,000											4,000	7,000
MD of Greenview		100,000											100,000
AMF - P&P Contract											177,000		177,000
<b>3. Total Cash Receipts</b>	<b>128,900</b>	<b>100,900</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>1,900</b>	<b>22,400</b>	<b>177,900</b>	<b>4,900</b>	<b>442,300</b>
Line of Credit - \$80,000 Available													
Credit - \$15,000 Available													
<b>4. Total Cash Available</b>	<b>248,900</b>	<b>313,705</b>	<b>278,210</b>	<b>242,615</b>	<b>203,020</b>	<b>163,325</b>	<b>122,630</b>	<b>81,935</b>	<b>43,340</b>	<b>26,165</b>	<b>167,690</b>	<b>137,015</b>	
<b>5. Cash Paid Out</b>													
Employees	14,600	14,600	14,600	14,600	14,600	14,600	14,600	14,600	14,600	14,600	14,600	14,400	175,000
Contracts	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,400	8,400	8,400	8,400	100,000
Bank charges	183	183	183	183	183	183	183	183	183	183	183	187	2,200
Office	1,600	1,600	1,600	1,600	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	20,000
Phone	375	375	375	375	375	375	375	375	375	375	375	375	4,500
utilities	420	420	420	420	420	420	420	420	410	410	410	410	5,000
Maintenance and Repairs	420	420	420	420	420	420	420	420	410	410	410	410	5,000
Advertising and Promotion	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,120	25,000
Supplies/Trail Clearing				4,000	4,000	5,000	5,000	4,000					22,000
Meetings	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Book and Film Production costs	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
Travel	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,163	14,000
Donations			100	100	100	100	100						500
Training & Clinics	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
Insurance									3,000				3,000
Accounting & Consulting	700									800			1,500
Reno Costs		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000				8,000
License/Permits/Fees	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Subtotal	<b>36,095</b>	<b>36,395</b>	<b>36,495</b>	<b>40,495</b>	<b>40,595</b>	<b>41,595</b>	<b>41,595</b>	<b>40,495</b>	<b>39,575</b>	<b>36,375</b>	<b>35,575</b>	<b>35,415</b>	<b>460,700</b>
<b>6. Cash Position</b>	<b>212,805</b>	<b>277,310</b>	<b>241,715</b>	<b>202,120</b>	<b>162,425</b>	<b>121,730</b>	<b>81,035</b>	<b>41,440</b>	<b>3,765</b>	<b>-</b>	<b>10,210</b>	<b>132,115</b>	<b>101,600</b>



WILLMORE WILDERNESS PRESERVATION AND HISTORICAL FOUNDATION  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

WILLMORE WILDERNESS PRESERVATION AND HISTORICAL FOUNDATION  
BALANCE SHEET  
AS AT DECEMBER 31, 2017

	2017	2016
	\$	\$
<b>ASSETS</b>		
Current		
Cash	0.00	1,076.46
Accounts Receivable	11,697.80	6,847.23
Security Deposits	200.00	200.00
	<u>11,897.80</u>	<u>8,123.69</u>
Capital Assets		
Building	287,000.00	287,000.00
Equipment	15,175.20	15,175.20
Office Equipment	6,062.85	5,335.97
Camera, Video & Film Equipment	72,649.40	64,371.22
Computer	73,471.55	65,792.83
Furniture & Fixtures	18,933.71	15,143.31
	<u>473,292.71</u>	<u>452,818.53</u>
Less: Accumulated Amortization	<u>132,689.06</u>	<u>118,846.71</u>
	<u>340,603.65</u>	<u>334,071.82</u>
	<u>352,501.45</u>	<u>342,195.51</u>
<b>LIABILITIES &amp; EQUITY</b>		
Current Liabilities		
Bank Overdraft	6,411.28	0.00
Accounts Payable	72,904.57	77,525.79
	<u>79,315.85</u>	<u>77,525.79</u>
Equity		
Retained Earnings	<u>273,185.60</u>	<u>264,669.72</u>
	<u>352,501.45</u>	<u>342,195.51</u>

WILLMORE WILDERNESS PRESERVATION AND HISTORICAL FOUNDATION  
STATEMENT OF EARNINGS  
FOR THE YEAR ENDED DECEMBER 31, 2017

	2017	2016
	\$	\$
REVENUE		
General Sales	20.00	20.00
Grants	392,598.79	355,004.94
Memberships	3,136.00	2,737.50
Book Sales	8,390.00	7,691.15
DVD Sales	612.50	336.50
Donations	180.00	10,820.00
Contracts	86,952.95	3,537.11
Interest	92.01	19.24
	<u>491,982.25</u>	<u>380,166.44</u>
OPERATING EXPENSES		
Accounting & Consulting	1,357.57	0.00
Advertising & Promotion	23,990.52	18,974.51
Donations	0.00	250.00
Amortization	13,942.35	12,764.58
Bank/Credit Card Charges & Fees	2,089.58	2,153.51
Insurance	2,479.05	2,289.00
License, Fees & Permits	2,497.77	1,743.60
Supplies	34,845.48	19,942.24
Conventions, Banquets & Meetings	10,092.15	2,631.45
Training & Clinics	59,312.08	27,078.01
Office	17,618.22	20,379.68
Utilities	4,696.42	4,104.45
Book & Film Production Costs	27,932.39	48,172.06
Telephone & Fax	3,953.68	2,518.59
Basement Reno Costs	19,474.74	0.00
Maintenance & Repairs	2,126.96	4,500.98
Travel	10,800.82	10,161.49
Wages & Benefits	149,748.13	122,022.50
Contract Services	96,252.46	87,593.76
	<u>483,210.37</u>	<u>387,280.41</u>
EARNINGS (LOSS) FROM OPERATIONS	<u>8,771.88</u>	<u>-7,113.97</u>



## *willmore wilderness foundation*

February 27, 2019

Municipal District of Greenview  
4806 – 36 Avenue  
PO Box 1079, Valleyview, AB T0H 3N0

Good Afternoon Stacey & Teresa:

Thanks so much for speaking with Mark Wood and myself. We are very grateful for the \$40,000 that the MD of Greenview granted us for the Founding Families of Grande Cache: Celebrating 50 Years of Progress project. It is meant as no disrespect, but the sum of \$40,000 will not cover the cost that the Willmore Wilderness Society would incur to complete the proposed project.

The scope of work would involve the following. Filming 40 of the original families who moved to Grande Cache in 1969. These families have grown and to ensure that we capture a broad spectrum of narrative from within each family. We estimate we will be filming in excess of 200 people. This requires a great deal of up-front planning and coordination to ensure that both quality audio and video are captured during the interviews.

In the original application we prepared a bare bones budget initially and submitted this to the MD of Greenview as a grant request. We tried to keep the costs in the proposal to a minimum, thus absorbing some of the cost ourselves.

I would ask if you could please revisit our initial request as we feel this is a very important opportunity to capture on film the story of the founding families of Grande Cache. This footage will be timeless and important for future generations.

We would also ask that when reconsidering the initial request, that you please keep in mind the many achievements of the Willmore Wilderness Foundation staff. We have been nominated for eleven (11) Alberta Film and Television Rosie Awards, including multiple awards for Best Director, Best Cinematography, Best Overall Sound and Best Musical Score. This highlights the great depth and breadth of skills that we have within our team to produce an exceptional product.

We look forward to working with you now and in the future.

Sincerely,

Basil Leonard, President

Willmore Wilderness Foundation | People & Peaks Productions | Alberta Rockies Adventures  
4600 Pine Plaza | Box 93, Grande Cache, Alberta T0E 0Y0  
1.780.827.2696

*stewards of willmore wilderness park*

Box 93 | 4600 Pine Plaza | Grande Cache, Alberta T0E 0Y0 | tel: 780-827-2696 fax: 780-827-4799  
info@willmorewilderness.com | www.WillmoreWilderness.com | www.PeopleandPeaks.com





# REQUEST FOR DECISION

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**SUBJECT:** East Prairie Metis Settlement Sponsorship Request  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** April 8, 2019      CAO: DT      MANAGER:  
**DEPARTMENT:** COMMUNITY SERVICES      GM: SW      PRESENTER: SW  
**STRATEGIC PLAN:** Level of Service

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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**RECOMMENDED ACTION:**

**MOTION: That no action be taken on the request from the East Prairie Metis Settlement for a sponsorship of their 2019 quad rally.**

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**BACKGROUND/PROPOSAL:**

Administration recommends that no action be taken on the request from the East Prairie Metis Settlement for a sponsorship of their 2019 quad rally. This recommendation is based on the lack of information on how Greenview funding will be used and the benefits of how sponsorship funds directly relate to the community's citizens.

Located east of Snipe Lake, within Big Lakes County, the East Prairie Metis Settlement has a population of slightly over 300 people. For a number of years, this community has hosted an annual quad rally and have used the funds raised to assist the delivery of programs and services to all ages within the community. Some examples of these programs and services are recreation programs, prevention workshops, elder/senior disabled programs, holiday events etc.

On June 1, 2019, the quad rally will once again be held and the East Prairie Metis Settlement is seeking support from Greenview. Sponsorship options include \$11,000.00 for 1<sup>st</sup> place, \$4,000.00 for 2<sup>nd</sup> place, and \$2,000.00 for 3<sup>rd</sup> place and guaranteed check point prizes of \$100.00, \$200.00 and \$300.00. All sponsors will be announced during the event and each participant will receive a list of sponsors on the back of the trail map.

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**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 the sponsorship will be used for and its overall benefits.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not accept the recommended motion and provide a sponsorship to the East Prairie Metis Settlement for their annual quad rally.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

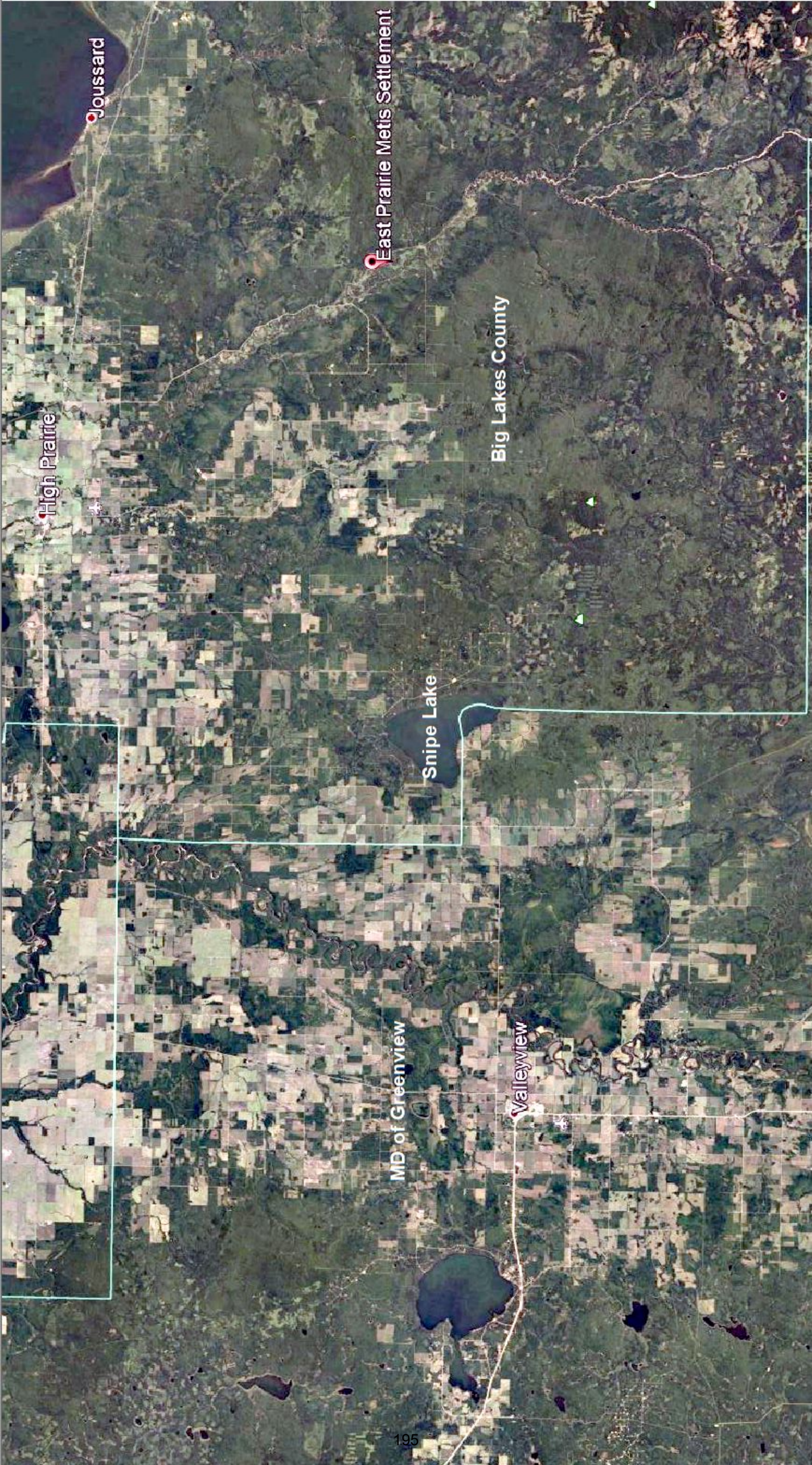
Administration will respond to the East Prairie Metis Settlement accordingly with Council's decision.

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ATTACHMENT(S):

- East Prairie Metis Settlement sponsorship request letter
- East Prairie Metis Settlement location map





High Prairie

Jousard

East Prairie Metis Settlement

Big Lakes County

Snipe Lake

MD of Greenview

Valleyview





## EAST PRAIRIE MÉTIS SETTLEMENT

*Our Land, Our Future, Our Culture*

BOX 1289, HIGH PRAIRIE, AB T0G 1E0

PH. (780) 523-2594 FAX: (780) 523-2777

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March 05, 2019

Re: Sponsorship/ Donation Request

Our organization is having our annual quad rally on June 1, 2019 in our community. The funds raised will be used to assist in the delivery of programs & services to all ages within our community.

Some examples of the program & services the fundraising will support but not limited to are; minor recreation programs, education international travel/activities/support for minor, prevention workshops, elder/senior/disabled programs, community events, such as Christmas Event, Halloween activities, Family day activities, Sports Daze, etc.

Our organization is seeking your support, either monetary or in-kind-contributions, to be used in helping with our community fundraiser. The financial sponsors that we are looking for are: guaranteed cash prizes of 1<sup>st</sup> -\$11,000, 2<sup>nd</sup> - \$4,000 and 3<sup>rd</sup> -\$2,000 and the guaranteed check point prizes of \$100, \$200 & \$300. If you want to donate big items that can be used for the raffle table then just contact us and we can make arrangements.

Any donation is truly appreciated and if your organization has donated in the past, we thank you for your kind support, and hope you are able to assist us once again by providing a donation of your choice.

All donator's names will be announced during the event and each participant will get a list of sponsors/donators on the back of the trail map. So, if you do NOT have a donation budget then you might want to use this as an advertising opportunity.

Once again, we thank you for taking time to consider our request and thank you for any support you are able to provide. If you have any concerns, please don't hesitate to contact me at 780-523-2594 (W) or 780-523-2777 (Fax) or email: [gaye@epms.ca](mailto:gaye@epms.ca)

Sincerely

A handwritten signature in black ink, appearing to read 'B. Supernault', written over a horizontal line.

Brian Supernault  
Consultation Coordinator





# REQUEST FOR DECISION

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SUBJECT:	<b>Grande Cache Community Friends Association (100 Caring Hearts, Grande Cache)</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 14, 2019	ICAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM: SW	PRESENTER: SW
STRATEGIC PLAN:	Quality of Life		

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#### RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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#### RECOMMENDED ACTION:

**MOTION: That no action be taken on the sponsorship request from the Grande Cache Community Friends Association (100 Caring Hearts, Grande Cache).**

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#### BACKGROUND/PROPOSAL:

Administration is recommending that no action be taken on the sponsorship request from the Grande Cache Community Friends Association (100 Caring Hearts, Grande Cache).

The Grande Cache Community Friends Association (100 Caring Hearts, Grande Cache) has cited the need for this charitable society arising from the fact that many community members were unable to attend medical and specialist appointments in Edmonton, Grande Prairie and/or Hinton because they did not have the wherewithal to do so. Grande Cache is an isolated area, 134 km from Hinton and 400 km from Edmonton, and the local hospital only performs triage procedures, therefore patients requiring additional care are transferred to one of the other centres. Through fundraising, they also provide assistance to individuals and groups during difficult personal situations.

The Grande Cache Community Friends Association (100 Caring Hearts, Grande Cache) is hosting a fundraising event to raise funds for their cause, Dueling Pianos will be held April, 13, 2019 in Grande Cache. They are asking Greenview to sponsor a table at the cost of \$1,000.00.

The recommendation to take no action with the charity fundraising sponsorship request is due to Greenviews history of providing subsidized transportation in Grande Cache for the Grande Cache Community Bus. In 2013, Greenview granted funds for the purchase of the bus in the amount of \$15,000.00 and also provided \$50,000.00 annually for the 2015, 2016, 2017 calendar years and \$25,000.00 in 2018. In 2019, this service is now completely taken over by Greenview who owns and schedules the bus' activities. Administration provides booking priority to passengers with medical appointments, the passenger cost is \$40.00 – round trip to Grande Prairie/Hinton and \$30.00 – one way to Grande Prairie/Hinton. . The bus trips are scheduled Tuesdays and Fridays to Grande Prairie, in-town shopping Wednesdays and Hinton Thursdays. In some

circumstances, Administration also works with the Province of Alberta through the Alberta Supports Program and the Provincial Court System. At times, these agencies request transportation for people at no cost to the person in question and Greenview is then reimbursed by the Province.

The Community Service Miscellaneous Grant has a balance of \$944,586.64 as of April 7, 2019.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Council will be aware of the request for sponsorship from this charitable society.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to approve table sponsorship, however it is unclear of where the fundraising monies collected will be distributed.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

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**ATTACHMENT(S):**

- List all the supporting documents included for this RFD

March 22 2019

Hi Stacey

Further to our brief conversation , here is the information regarding our charity event

Grande Cache Community Friends Association(100 Caring Hearts Grande Cache) is a registered non-profit charity, whose mission is to strengthen our community by providing assistance to individuals and groups to address difficult personal situations ; or to organizations, non-profits or charities, serving the Grande Cache area ,to do things which they could not otherwise do , without financial support.

The need for this charitable society arose from the fact that many community members were unable to attend medical and specialist appointments in Edmonton, Grande Prairie and/or Hinton because they did not have the wherewithal to do so. As you know, our community is located 134 km from Hinton, 184 km from Grande Prairie and over 400 km from Edmonton. Our local hospital only does triage procedures and then patients are transferred to one of the other centres. Mothers cannot give birth here, so must travel to one of the other centres. Grande Cache, like many other resource based towns, has suffered at the whim of the economy. Many of our residents are seniors, so it is difficult for them to drive to the larger centres or arrange transportation to them

Our organization began on March 21 2018 .To date we have contributed over \$5500.00 to assist with medical costs for community members( to support two infants in NICU at The Stollery ; two residents with family members in hospital in Edmonton as well as transportation to Hinton and Grande Prairie for a number of local residents to attend medical appointments)and subsistence for a community member who is fighting a terminal disease ; \$2500.00 to the Grande Cache Community High School Breakfast program; and \$500.00 to the Whispering Pines Lodge . All funds raised by our group go directly back into the community. Funds are distributed four times a year, or when necessary for medical/medical related needs.

We would like to invite the MD of Greenview to take part in this evening of entertainment with The Dueling Pianos (April 13 2019)by purchasing a corporate table for this event. Tables will offer seating for 10, seating close to the performers , special munchies and midnight snack, as well as 10 drink tickets . The evening will also feature a live auction.

The cost of a table is \$1000.00. We think this would be an excellent way to reward your staff with a night out, meet representatives of area industries, while supporting a very worthy cause. We would be very happy if you would consider this request. If it is possible for you to help us, we would need confirmation of that as soon as is possible. We look forward to your response so that we can finalize our plans to make this fundraising activity a success.

Thank You

Sincerely,

Linda

Linda Rowbotham ( for 100 Caring Hearts )Grande Cache Community Friends Association)

Box 870 Grande Cache T0E0Y0

[hamel@telus.net](mailto:hamel@telus.net) or [lindrowb@gypsd.ca](mailto:lindrowb@gypsd.ca)



# Manager's Report

**Function: Infrastructure & Planning**

**Submitted by: Roger Autio, General Manager Infrastructure & Planning**

**Date: 3/27/2019**

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### **General Manager, Infrastructure & Planning, Roger Autio**

- Interviews for the Administrative Support
- Interviews for the Engineering Design Technologist
- Attended AMSA Conference in Edmonton
- Meeting with WSP about Asset Management
- Received Signed Contract for Bridge File 75356
- Bridge File 75354 closed on March 28
- Working on 10 other Bridge File projects for the coming year

### **Assistant General Manager, Infrastructure & Planning, Roger Autio**

Facility Maintenance

Stakeholder Liaison

### **Manager, Construction & Engineering, Omar Mohamed**

- Goodwin Road Project-Phase II awarded to Prairie North Construction Ltd.
- Victor Lake Road Disposition is in progress.
- Working on the Victor Lake Road and Drainage Design.
- Township Road 670 – Working on the Legal survey and Road Design.
- Sunset House Flood Control Project Repairs are in progress.
- FTR Legal Survey is in progress.

- Manage the list of the Road construction and drainage projects that have been approved in 2019 budget.

**Manager, Operation, Gord Meaney**

**East**

- The grader tender closed on March 15, 2019 and a RFD will be brought to Council on April 8, 2019 for final approval to award.
- The packer tender closed on March 22, 2019 and will be awarded to Japa out of Acheson, Alberta for a total of \$143,000.00 to be captured under the 2019 Operational Capital Approved Budget.

The following are the tender results: Budget for this equipment was \$230,000.00

Supplier	Make	Model	Year	Price	Delivery date	Warranty	Comments
Japa Machinery Group Ltd.	XCMG	CV123	2018	\$143,000.00	April 30, 2019	5 year/3000 hours	Awarded
Strongco	Volvo	SD115B	2019	\$182,975.00	July 8, 2019	2 year unlimited hours	-
SMS Equipment	Hamm	H14i	2019	\$210,000.00	3-6 weeks	1 year/1000 hours	-
NC Equipment Ltd.	DYNAPAC	CA3500D	2019	\$213,980.00	8 weeks	?	-
Rentco Equipment Ltd.	Ammann	ASC110HXACE	2018	\$216,746.75	14 days	2 years/2000 hours	-
Finning Canada	CAT	CS64B	2019	\$217,900.00	May 30, 2019	One year unlimited hours	Plus \$3,000.00 freight
Finning Canada	CAT	CS56B	2019	\$234,900.00	May 30, 2019	One year unlimited hours	Plus \$3,000.00 freight
Brandt Tractor Ltd.	Bomag	BW213DH-5	2019	\$243,900.00	16-20 weeks	12 month/1000 hours	-
NC Equipment Ltd.	DYNAPAC	CA4600D	2019	\$262,925.00	10 weeks	?	-

- The Tractor tender closes on March 29, 2019 and a RFD will be brought to Council on April 8, 2019 for final approval to award.
- The Crack Sealing tender closes on April 3, 2019.
- The Line Painting tender closes on April 4, 2019.
- The upgraded Plow/Gravel Truck tender for Grande Cache Operational Department (South) closes on April 5, 2019 and a RFD will be brought to Council on April 23, 2019 for final approval to award.
- The 3 Ton Dump Truck for Grande Cache Operational Department (South) closes on April 9, 2019.
- All tenders were posted on the APC.
- The quotes for the Portable Steamers will close on April 2, 2019.
- We are still working on the Loader, Mini Excavator, the Willie, Bucket Truck and Water Truck for Grande Cache Operational Department (South).
- Other tenders still being worked on are the Light Trucks, Professional Services for The Pinto Crushing Project and the Pinto Crushing Project itself.
- Other quotes still being worked on are for the Rotary Mower and Cutter as well as the 16' Utility Trailer.
- Agreements for aggregate supply are being finalized as well.
- Temporary Water Diversion Licences are being worked on for the 2019 dust control program.
- The Load Rite system has been installed on the Volvo loader.
- Road bans/bonds and exemptions are ongoing.
- The EOI book is nearly completed.
- Regular winter maintenance.
- Excavator and tractor/backhoe cleaning in front of culverts in trouble areas as well as others.
- Graders are winging back ditches in preparation for the spring run-off.
- Steaming culverts.
- Twp 724, RR 221 was closed due to flooding but has been re-opened. Twp 694, RR 222 is now closed due to flooding.
- Replace broken signs.
- Start gravel transfer in the Smoky/Goodwin pit but was short lived due to excessive frost. Moved the haul to the Athabasca 3 SML and completed that transfer.
- Haul culverts for John Drever to Twp 704, RR 201.

## South

- Winter maintenance road operations, plow trucks, graders, and sander.
- Snow removal & salting of crosswalks & sidewalks and open catch basins.
- Snow clearing in parking lots, access roads and sidewalks of the Tourism Centre, Wastewater Plant, Water Treatment Plant, Landfill, Operations Building, Golf Course, Ball Diamonds, Campground, Mall Area & Cemetery.
- Changing licence plates and registrations on the fleet to MD plates.

- Snow blower widening the streets throughout the community.
- Received a John Deere Tractor from Valleyview Operations.
- Fire Extinguisher checks completed/ First Aid kits for all buildings and equipment.
- Snow clearing around fire hydrants.
- Extreme cold work conditions (-35 to -45). Temperatures have warmed up a little.
- Local contractor hired to assist with the snow hauling process due to excessive amounts of snow in the community and a truck breakdown.
- Budgets were approved by Council and the RFQ process started for new equipment purchase.
- Assisted Utilities Department with a Fire Hydrant Valve leak on Leonard Street.
- Operator took training to obtain an Air Brake Endorsement.
- The Jersey barrier wall and fence were installed on the Wanyandie Road West.

## **West**

- Excavator and tractor/backhoe cleaning in front of culverts in trouble areas as well as others.
- Graders are winging back ditches in preparation for the spring run-off.
- Steaming culverts.
- The North Puskwaskau gravel exploration was unsuccessful.
- Maintained Hwy 666 for Ledcor once this month.
- Completed transfer of material from the Grovedale yard to the old lagoon site.
- Repaired/replaced signs.
- Twp 754, RR 12 is closed due to flooding.

## **FTR**

- One jeep was towed away as well as one pick-up from the Km. 5 pullout.
- Had a D6 pushing back snow at Km. 152-157.
- Trouble beaver dams were removed and trapping was arranged with Terrence Peever and Quentin Bochar.
- Spot gravelling soft spots.
- Strath Resources supplied 18 belly dump loads of gravel for soft spots as well along with a grader.
- Strath Resources also supplied a water truck for dust control under the Central Co-ordinators supervision.
- Velvet Energy supplied 4 trucks and pups of gravel for soft spots and has supplied a grader as well.
- Semcams/Meritage supplied a water truck for dust control under the Central Co-ordinators supervision.
- Velvet Energy and Strath Resources have assisted in the steaming of culverts.
- There was one reported incident when a pick-up was side swiped due to dusty conditions.
- Met with WSP and Prairie North Road Builders at Km. 128 to address maintenance issues through this construction zone. They will be dealt with ASAP.



## Shops

- Approximately 150 work orders were processed between the three shops.
- On-going discussions between all three shop regarding equipment, tools, registrations etc.
- Mechanics went to Grande Cache shop to replace Reg while he was off.
- Dealt with Fire Dept. vehicle in Fox Creek.
- Discussions were held with Brad (Safety) and Shane (IT) regarding fleet issues.
- Responded to two calls to the Regional Dump for equipment repairs.
- Dealing with counterweight connections on the Doosan loaders.

## Manager, Environmental Services, Gary Couch

### Customer complaints or concerns:

- Grande Cache Alberta Health Services property frozen water service issue. MD has gone over and above to try and resolve and provide alternate water source in the meantime.
- Another frozen meter in DeBolt, (staff repair if possible but owner's responsibility for costs)

### Interdepartmental

- Ag dept. staff will be attending Wapiti River Source Water Protection Plan Meetings upon request from the WWPP committee.
- Schedule of Fees review and recommendations for water, sewer, and solid waste

### Wastewater

- Grovedale- Tenders for Contract 3, wastewater collection and water distribution has closed. To be brought forward for council approval once review and recommendation are completed.
- Grande Cache- Administration has reviewed the options for proposed Wastewater Treatment Plant upgrades. To be brought forward to Council.
- Purchased a special degreaser agent for the Grande Cache sewer system to minimize issues with grease buildups. Hoping to put together an advertising campaign to educate residents and commercial establishments ASAP.

### Water

- Landry Heights water distribution contract #4 now out for tender.
- Grande Cache once again had a significant water break. A water service saddle rotted off from the main line.
- The Manager and two operators attended the Annual AWWOA Conference. This is a valuable educational and networking event.

- Grovedale- Water Treatment Plant, Contract #2, has begun construction starting with underground raw water line installation.
- Sturgeon Heights Water point: Tenders period is extended one week as requests were submitted by contractors. Will bring to council upon closing
- Grande Cache –Associated has started the resolution of these issues with the contractor. Included in these items is the roof and the heating system.

**Solid Waste**

- Acting Supervisor of Solid Waste has resigned.
- Grande Cache Landfill groundwater monitoring and reporting contract with previous year’s contractor has been reduced.
- Looking at adding more recyclable items and hazardous waste areas at the Grande Cache landfill.

**Manager, Planning & Development, Sally Rosson**

- Staff continues to work with Dragos Energy on Township Road 662 to ensure their required road work will meet Greenview’s development guidelines and municipal servicing standards. Greenview has requested a hydrology study to ensure culvert sizes are adequate and an updated construction quote.
- Landowner maps will be updated prior to April 15, 2019.
- Planning & Development’s Year End Report will be provided to Council in April.
- Continue encroachment work for the Hamlet of Grande Cache.
- Updates to the Schedule of Fees Bylaw to incorporate the Hamlet of Grande Cache.
- The following information provides a breakdown of the new applications received in the various development categories:

<b>Monthly Summary of Activity in March 2019</b>		
<b>Type of PLANNING &amp; DEVELOPMENT ACTIVITY</b>		<b>NUMBER OF APPLICATIONS</b>
<b>BUSINESS LICENSES:</b>		3
<b>DEVELOPMENT PERMIT APPLICATIONS:</b>		13
<b>LEASE REFERRALS:</b>		8
<b>LAND USE AMENDMENTS (RE-DESIGNATION):</b>		0
<b>SUBDIVISION APPLICATIONS:</b>		0
<b>APPROACH APPLICATIONS:</b>		1
		Gravel

The breakdown of development activity in **March 2019** worth mentioning were:

**3 BUSINESS LICENSES;**

- B19-044 / AGRICULTURAL ONE (A-1) / NW-33-71-26-W5 LOT 1, BLOCK 1, PLAN 0727573 / HOME OCCUPATION, MINOR / \$0.00 / THE HARBOUR COMPANY O/A HARBOUR / 6- DEBOLT / PUSKWASKAU
- B19-049 / AGRICULTURAL ONE (A-1) / SE-9-70-6-W6 LOT 1, PLAN 9623967 / HOME OCCUPATION, MAJOR; TRUCK REPAIR SHOP / \$0.00 / PETERS JOHN O/A 1740571 AB LTD. / 8- GROVEDALE
- 2019147 / TOWN CENTRE COMMERCIAL C-1 DISTRICT (C-1) / LOT 21, PLAN 2502RS / TEMPORARY USE FOR SIGN AND VEHICLE SALES FOR SPECIAL EVENT / \$0.00 / BIG ROCK CHRYSLER DODGE JEEP RAM 2016 LTD. / 9 - GRANDE CACHE

**13 DEVELOPMENT PERMITS;**

- D19-043 / AGRICULTURAL ONE (A-1) / NW-33-71-26-W5 LOT 1, BLOCK 1, PLAN 0727573 / HOME OCCUPATION, MINOR; HOME OFFICE / \$1,000.00 / PETERS CLARK O/A HARBOUR / 6- DEBOLT / PUSKWASKAU
- D19-048 / AGRICULTURAL ONE (A-1) / SE-9-70-6-W6 LOT 1, PLAN 9623967 / HOME OCCUPATION, MAJOR; TRUCK REPAIR SHOP / \$60,000.00 / PETERS JOHN O/A 1740571 AB LTD. / 8- GROVEDALE
- D19-051 / CROWN LAND (CL) / 16-16-64-4-W6 PLAN MSL170458 / OIL & GAS FACILITY ADDITIONS INCLUDING 4000 HP COMPRESSOR / \$5,647,451.00 / PEACE COUNTRY LAND LTD. / 8- GROVEDALE
- D19-052 / AGRICULTURAL ONE (A-1) / SE-9-70-6-W6 LOT 1, PLAN 9623967 / SUITE, DETACHED; SIZE VARIANCE / \$15,000.00 / PETERS JOHN / 8- GROVEDALE
- D19-053 / CROWN LAND (CL) / SE-30-63-5-W6 PLAN DML150224 / 144 PERSON WORK CAMP RENEWAL / \$0.00 / PEACE COUNTRY LAND LTD. / 8- GROVEDALE
- D19-054 / AGRICULTURAL ONE (A-1) / NW-2-72-2-W6 / DWELLING UNIT, MODULAR / \$350,000.00 / KLASSEN DWAYNE & CATHY / 6- DEBOLT / PUSKWASKAU
- D19-055 / AGRICULTURAL ONE (A-1) / SW-30-69-23-W5 / DWELLING UNIT, SINGLE DETACHED; CABIN / \$60,000.00 / KLUYT RYAN & JORDANA / 3- VALLEYVIEW
- D19-056 / CROWN LAND (CL) / 12-7-67-7-W6 PLAN TFA192099 / BORROW PIT / \$40,000.00 / KEYERA ENERGY LTD. / 8- GROVEDALE
- D19-057 / CROWN LAND (CL) / 2-17-63-5-W6 PLAN DML160071 / 10 PERSON WORK CAMP RENEWAL / \$0.00 / ORLEN UPSTREAM CANADA LTD. / 8- GROVEDALE
- D19-058 / CROWN LAND (CL) / 5-35-64-2-W6 PLAN MSL181136 / OIL & GAS FACILITY INCLUDING 4300 HP COMPRESSOR / \$25,000,000.00 / SEMCAMS MIDSTREAM ULC / 7- CROOKED CREEK
- D19-059 / CROWN LAND (CL) / NE-16-60-20-W5 PLAN SMC190001 / BORROW PIT / \$100,000.00 / XTO ENERGY CANADA ULC / 2- LITTLE SMOKY
- D19-060 / COUNTRY RESIDENTIAL ONE (CR-1) / SE-2-69-6-W6 LOT 5, PLAN 9724298 / GREENHOUSE / \$1,500.00 / EVERATT KEVIN / 8- GROVEDALE
- D19-061 / TOWN CENTRE COMMERCIAL C-1 DISTRICT (C-1) / LOT 21, PLAN 2502RS / TEMPORARY USE FOR SIGN AND VEHICLE SALES FOR SPECIAL EVENT / \$0.00 / BIG ROCK CHRYSLER DODGE JEEP RAM 2016 LTD. / 9 - GRANDE CACHE

## **8 LEASE REFERRALS;**

- L19-041 / CROWN LAND (CL) / 7-4-64-5-W6 PLAN DML140119 / MANNED GATE FACILITY EXPANSION / \$0.00 / PEACE COUNTRY LAND LTD. / 8- GROVEDALE
- L19-042 / CROWN LAND (CL) / NE-35-67-5-W6 PLAN SML910029 / SAND AND GRAVEL PIT / \$0.00 / FRONTIER RESOURCE SERVICES LTD. / 8- GROVEDALE
- L19-045 / CROWN LAND (CL) / NW-1-59-7-W6 PLAN ALR180046 / SAND AND GRAVEL PRE-CONSULTATION PHASE / \$0.00 / TERRASHIFT ENGINEERING LTD. / 1- GRANDE CACHE
- L19-046 / CROWN LAND (CL) / SW-11-62-10-W6 PLAN DLO180113 / ACCESS ROAD CLASS I / \$0.00 / MASKWA ENVIRONMENTAL CONSULTING LTD. / 8- GROVEDALE
- L19-047 / CROWN LAND (CL) / SE-34-67-5-W6 PLAN DML180033 / GOLD CREEK CAMPSITE / \$0.00 / FRONTIER RESOURCE SERVICES LTD. / 8- GROVEDALE
- L19-050 / CROWN LAND (CL) / SW-19-67-7-W6 PLAN EZE180133 / ELECTRICAL BURIED POWERLINE / \$0.00 / SCOTT LAND & LEASE LTD. / 8- GROVEDALE
- L19-062 / CROWN LAND (CL) / NE-35-67-10-W6 PLAN DML180067 / WORK CAMP / \$0.00 / SCOTT LAND & LEASE LTD. / 8- GROVEDALE
- L19-063 / CROWN LAND (CL) / SE-35-69-4-W6 PLAN ALR190019 / SAND AND GRAVEL PRE-CONSULTATION PHASE / \$0.00 / COLAS CANADA INC. /8- GROVEDALE



# Manager's Report

**Function:** Community Services

**Submitted by:** Stacey Wabick, General Manager

**Date:** 4/8/2019

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### **General Manager Community Services, Stacey Wabick**

#### **Grants & RFD's**

Community Services was busy over the month responding to and researching grant requests. A total of nine (9) new grants were brought before Council along with seven (7) other RFDs relating to Community Services activities. Collectively, these sixteen (16) items were successfully addressed and Council's decision follow-up will now become the focus in an effort to bring these to complete closure.

#### **Affordable Housing**

The General Manager, Community Services met with Administration from the City of Grande Prairie regarding their work to better understand regional efforts regarding the provision of affordable housing. This meeting was very preliminary and no items were discussed in detail. A brief overview of Greenview's partnerships with Grande Spirit, Heart River Housing and Evergreens Foundation was provided.

#### **Department Reviews**

For the past several months an internal review of the Protective Services Department and the Community Services portion that includes grants, agreements, partnerships etc. was wrapped up and presented to Council. New positions within these departments has been approved and within 24 hours of presenting to Council the Regional Fire Chief and Community Services Coordinator positions have been posted.

In conjunction with these reviews, the Community Services Organizational Chart was revised and updated. Aside from the aforementioned major changes, one more change will be coming to Council, recommending a position title change within the Recreation Department in an effort to better align recreation in the Grande Cache area and other areas of Greenview together.

### **Town of Fox Creek Funding Review**

Administration completed a review of the funding to the Fox Creek Multiplex and Fox Creek Public Service Building/Fire Hall. Previous to the review, there was some misinterpretation of how the Greenview funds to the two projects were to be financially accounted. Administration reviewed records and emails over the past year and corrected the misinterpretation. Greenview and the Town are now clear as to the remaining financial commitment from Greenview to complete the construction of these facilities.

The Town of Fox Creek Public Service Building/Fire Hall is generally speaking complete. Greenview is awaiting a final construction report as per the agreement before the final funds will be released. Administration continues to work on completing Greenview's financial commitment for the multiplex.

### **DeBolt Seniors Housing**

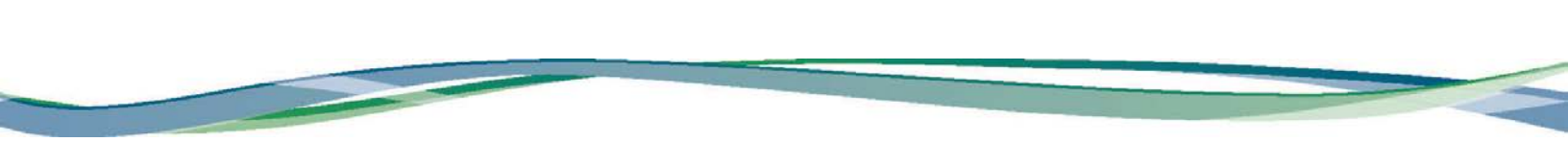
Administration has been working with Grande Spirit Foundation to establish a list of action items and financial requirements to move the Laura DeBolt Manor and Edna Stevenson buildings to the land acquired by Greenview on the edge of DeBolt. Items being reviewed include but are not limited to foundation construction and reclamation costs, landscaping, lot servicing, parking, paving, sidewalks, interior/exterior upgrades and repairs after the move. Once a better understanding of costs are acquired, a report and presentation will be brought forth to Council.

### **Agricultural Services Manager, Quentin Bochar**

#### **Administration**

Agriculture Manager gave a presentation on the Tansy Island/Tansy Attack project at the Alberta Invasive Species Council (AISC) AGM and Annual Conference in Lacombe.





Agricultural Administration received a request for information on the road allowance license agreement, it was discovered that what the resident was looking for was a Road Closure Agreement. The individual was provided information on how to proceed with submitting a proposal for a road closure agreement.

Currently, the Agricultural Department is in the process of hiring seasonal staff for the positions required in Valleyview, Grovedale, and Grande Cache. The Wetlands Coordinator position is currently being advertised, with a closing date of March 29, 2019.

### **Training/Conferences/Seminars**

The following events were attended by Agricultural Department staff and/or ASB members:

- The Agriculture department had a booth at the Peace Country Classic Trade Show, March 7<sup>th</sup> through 9<sup>th</sup>, in Grande Prairie. The booth was very well received by the public who stopped to talk to staff, as well as provide positive comments about the materials and information that were available for people to take home with them.

### **Workshops and Seminars that are coming up:**

- Enterprises and Cooperatives Annual Weed Control Meeting, April 9, 2019, Grande Cache.
- Hamlet Weed Control and Why Information Meeting, April 10, 2019, Grande Cache.
- Buttercup and Burdock Incentive Program, April 11, 2019, Valleyview.

### **Rental Program**

The rental program has slowed down, items that have been rented most frequently are the grain vacuum and the cattle equipment. Lineups are already starting for renting certain pieces of equipment later in the spring.

### **Agriculture Service Board**

The ASB Meeting on March 27<sup>th</sup>, included a review of six (6) Agriculture Policies.

### **Vegetation Management**

Currently Agricultural Administration and the Beautification Coordinator are program planning the vegetation management for the Grande Cache Hamlet. Request for Quotes (RFQ's) for flowers and soil have been sent out.

## Upcoming Council Meeting Agenda Items

April 8, 2019	<ul style="list-style-type: none"> <li>• Policy 6309 Agriculture Improvement</li> </ul>
	<ul style="list-style-type: none"> <li>• Policy 6310 Agriculture Service Board</li> </ul>
	<ul style="list-style-type: none"> <li>• Policy 6311 Animal Health</li> </ul>
	<ul style="list-style-type: none"> <li>• Policy 6312 Voluntary Program Participation with AAF</li> </ul>
	<ul style="list-style-type: none"> <li>• Policy 6314 Soil Conservation</li> </ul>
	<ul style="list-style-type: none"> <li>• Road Allowance License Request</li> </ul>
April 23, 2019	<ul style="list-style-type: none"> <li>• Pest inspector Appointments</li> </ul>
	<ul style="list-style-type: none"> <li>• Weed Inspector Appointments</li> </ul>

### Economic Development Officer, Kevin Keller

#### Conferences/Training/Seminars

The following events were attended by the Economic Development staff members:

- Outdoor Adventure & Travel Show, March 23 & 24, Calgary.
- Grande Cache Administration meeting regarding the 2019 Canadian Death Race, March 15.
- Community Futures West Yellowhead Special Meeting, Grande Cache, March 7. They changed their bylaws to remove the Town of Grande Cache and added the Municipal District of Greenview in their geographical location.
- Grande Cache Cycling Club Meeting, March 11.
- Grande Cache Chamber of Commerce Meeting, March 11.
- Met with a couple of members from the Victor Lake Board of Directors, March 11.
- Met with Strong Coffee – a Marketing Firm that Grande Cache has hired through the Coal Transition Fund in regards to a two-year marketing and tourism destination project, March 14.
- Conference call with Grande Cache Administration and the company that looks after the Grande Cache Municipal Campground reservation system, March 21.

Upcoming Conferences:

- Economic Developers Alberta (EDA) 2019 Conference, April 2-5, Banff.

#### Tri Municipal Industrial Partnership (TMIP)

The next TMIP Committee Meeting is scheduled for 9:00 a.m., Friday, March 29<sup>th</sup> at Centre 2000 in Grande Prairie.

#### Dinosaur Feasibility Report

A final Dinosaur Feasibility Report will be presented to Council soon.



### Local Intel Investment Portal

- Website launched beginning of March.
- Working on Phase 2.

### Tourism Centre Donation

The Grande Cache Institution has created a metal dinosaur in their welding shop that is being donated to the Tourism Centre (outside). Plans are to move the display outside the Tourism Centre this spring.



### Staffing

The following Economic Development Department positions have been filled:

- Administrative Support
- Economic Development Officer
- Economic Development Coordinator

### Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford

#### Proposals

A Request for Proposal has been submitted to the Province for a three-year renewal of the Alberta Works contract. This \$45,000.00 contract enables the Community Resource Centre to provide employment services and programs. In 2018, over 1900 people visited the Community Resource Centre for employment related services. Administration has been advised Green View FCSS was successful in this competition, and have secured the contract for another three (3) year term.

## Conferences

The 2019 HEART Conference is open for registration through Eventbrite. The team is pleased to offer this professional development opportunity at a very economical cost due to the funding received from the provincial Family and Community Safety Grant. The HEART Conference has room for 200 individuals to attend, and the fee is only \$50.00 per person. Council has received an invitation, and additional detailed information can be located in the Green View FCSS website, the local newspaper, Green View FCSS Facebook page, radio advertisements and community billboards. Although the HEART Team has been successful for the last three years in receiving the Family and Community Safety Grant, the last application that was submitted for 2019/2020 funding was declined.

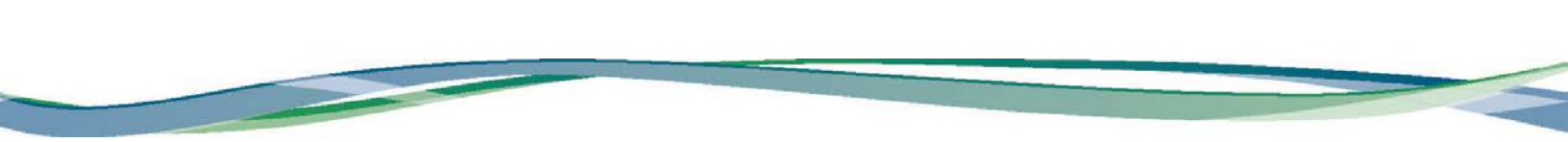
## Intermunicipal relations

Green View FCSS contributes \$400.00 annually to the Grande Prairie Volunteer Services Bureau's Leader of Tomorrow Awards. This award recognizes youth between the ages of 13-18 who are active volunteers in their community, students in the City of Grande Prairie, Grande Prairie County, Valleyview, Ridgevalley, Grovedale and Grande Cache are eligible to be award recipients. The selection committee met on March 12 to review nomination forms and choose winners. Unfortunately, at that time, there were no nominations from Greenview, and only seven from the other communities. The committee extended the deadline to April 1<sup>st</sup>, and all of the schools were encouraged to send in a nomination. The luncheon for the winners will take place April 11<sup>th</sup> at Revolution Place where students will be recognized and receive a \$100.00 gift certificate, plus \$100.00 to give to a charity of their choice.

## Conferences/Training/Workshops

Several FCSS staff, both from Valleyview and Grande Cache, attended the live (ESS) emergency social service exercise at Evergreen Park on March 13. This exercise, organized by GPREP, (Grande Prairie Regional Emergency Partnership) allowed participants to practice various ESS roles that were assigned the day of the exercise. Over 100 people attended this live exercise from municipalities all over the northwest region. It proved to be an excellent way to practice skills in all areas of emergency social services including practicing the ICS model, (Incident Command System), registration and inquiry, group lodging, meals, special needs, pets, emergency operations center, and working with non-government organizations. It was a fantastic day of hands on learning, and GPREP did a great job of organizing this event.

On March 19, the FCSS manager and Youth Coordinator participated in a preliminary conversation with Debb Hurlock regarding the Wise Guys program. This evidence-based program, aimed at



grade 9 boys, teaches gender equity and healthy masculinity. Ms. Hurlock is interested in exploring the possibility of collaborating with Green View FCSS to run a pilot program in 2020. The next steps will be to engage either the Holy Family Catholic School Division, or Northern Gateway to determine interest.

Green View FCSS is offering Mother/Daughter Circle from April 30-May 21. The program is for Mothers and their Daughters aged 11-14. Topics include empathy and understanding, healthy communication, clear limit setting, and relationship success strategies. A minimum of four mother daughter pairs are required to run this program.

On March 28, a Stress and Anxiety Workshop will take place at the Community Resource Center from 6-8 p.m. This workshop is part of the mental health series offered to the community. Green View FCSS are collaborating with the Valleyview Parent link Centre who will provide child mind for parents who wish to attend the session.

The FCSS offices in Valleyview and Grande Cache are busy completing income tax returns for those on a modest income. The Valleyview office will offer tax clinics approximately twice a week during March and April. Thankfully, we have a terrific group of volunteers to support the staff in accommodating the high number of people requiring this service.

### **Volunteer Appreciation Week**

Preparations for Volunteer Appreciation week, which takes place April 7-13, are well underway. This year the event will coincide with a Red Willow Players Production in Valleyview on April 11<sup>th</sup>. Nominated volunteers will receive a theatre ticket to attend the event. The due date for receiving nomination forms is March 29<sup>th</sup>. The nomination forms have been mailed out to a wide variety of volunteer groups, and can be found on the Greenview website, the Green View FCSS Facebook page, as well as at the Community Resource Centre.

While it has become a tradition for Green View FCSS to celebrate volunteers by hosting a supper, over the past couple of year's attendance at the Grovedale event has shown a marked decline. It has been suggested that volunteers and their families find it difficult to attend an April event due to the busyness of the season in a farming community. Green View FCSS understands these challenges and have found an alternate means of showing appreciation. Volunteers in Grovedale who are nominated will receive gift certificates and a thank-you card in recognition of time spent assisting others in the community.

## **Administration**

On April 10<sup>th</sup>, Administration will meet with the Ridgevalley Principal and Assistant Super Intendent of Peace Wapiti School Division to discuss the funded Family School Liaison role in Penson and Ridgevalley Schools.

On March 26<sup>th</sup>- 28<sup>th</sup>, Administration travelled to Grande Cache to observe the Kids Conference, and to review a variety of administration duties with the new team members.

## **Fire Services Coordinator, Derian Rosario**

### **Interagency relationships**

The Fire Services Coordinator is working with the Alberta Fire Chiefs Association and the Office of the Fire Commissioner on the Core Competencies Project. The Core Competencies Project involves developing a community risk assessment tool that incorporates the minimum fire training and fire services, including all applicable standards that a community should have to mitigate risk in any given municipality. The Fire Services Coordinator is one of six fire service professionals from across the province asked to sit on the panel to guide the transitional solutions. The consulting group will be developing the risk assessment tool.

The risk assessment tool, when developed, has the potential to be used universally providing municipalities large and small, with a tool to help design fire services inside their communities. Currently in Alberta, there are no tool or guidance documents that are designed specifically for Alberta.

The basis of the risk assessment tool is for a community to select all hazards which exist within the community, taking into account the population, size of fire department, and available fire apparatus, based on the selections made, recommendations on the type of training required to perform the services, will be called the Core Competencies. All recommendations from the risk assessment tool, will be provided with the reference material such as current industry standard practices and legislation.

### **Forestry Relations**

The Fire Services Coordinator worked with Forestry to develop a more robust wildfire notification matrix. This initiative commenced as a result of Greenview's delayed notification when a small wildfire occurred down highway 40 last year, the fire was within ten kilometres of Seven Generation's facilities. Even though the wildfire did not impact Greenview or its ratepayers

significantly, it did identify that better notification to Greenview was required. As a result of the collaborative communication initiative, Forestry will notify Greenview within one hour of any size fire located in close proximity to transportation links or major infrastructure.

### Emergency Bylaw Update

Currently, Protective Services in cooperation with Special Projects is reviewing Greenview's Emergency Bylaw. The intention is to modernize the bylaw by creating two bylaws, one for Fire Services and one for Emergency Management. A new Provincial Emergency Management Act will come into effect on January 1<sup>st</sup>, 2020. The modernized Emergency Management Bylaw will meet the changes to the Act, for example the specified training for the Director of Emergency Management, the specifics of a mandatory table top exercise once a year and a live exercise every four years. Greenview's Alberta Emergency Management Officer met with Administration and went through the Act changes to help with guiding the development process of the new bylaw.

### Grande Cache Ladder Truck

The new ladder truck under construction for Grande Cache is currently on time and on budget. Greenview staff will be attending the factory on April 15<sup>th</sup> - 19<sup>th</sup> to complete a pre-delivery inspection. After the truck is inspected, any detected issues will be resolved and the vehicle will be shipped to Alberta. Greenview's new ladder truck will be in the Alberta Fire Chiefs Association's trade show during the last week of May. The truck will be a focal point of Greenview's supplier's commercial truck display. Directly after the trade show the truck will be delivered to Grande Cache. Three days of truck specific training will be provided by the supplier to the fire department.



### Enforcement Services

Currently, County Enforcement has been asked to continue its focus on the Forestry Trunk Road (FTR). Although, during spring enforcement, they have been requested to manage their time appropriately to patrol not only the FTR but the Grovedale area for the protection of Greenview's



road network while road bans are in place. With the addition of Grande Cache to Greenview and a Bylaw Officer not currently in place, there has been an increase in hours of service provided by County Enforcement. County Enforcement's time is expected to stabilize once Greenview's Grande Cache Bylaw Officer is in place.

## **Grande Cache Fire Chief, Brian Lott**

### **Enforcement Services**

The position of Bylaw Officer has been posted with a closing date of March 30<sup>th</sup>, it is a Full Time Employment (FTE) position. A Bylaw Officer will be hired as quickly as possible after the closing date.

Currently, the Grande Cache Fire Chief has responded to six bylaw complaints in the last two weeks, two unsightly yards, and four barking dog complaints, all issues have been resolved.

### **Community Peace Officer Application**

Three items are outstanding:

- Shoulder Flash Approval      Waiting on Greenview Approval
- MOU with RCMP                      Waiting on RCMP
- Traffic Safety Plan                      Waiting on traffic stats from Alberta Traffic

All policies and procedures are completed, equipment and personal protective equipment (PPE) has been approved, and the Greenview Peace Officer Manual consisting of over 200 pages, is complete.

### **Fire Service**

The new Grande Cache Greenview building for fire services and Administration continues to progress on schedule. The structural steel is almost complete, the wall panels will be arriving any day and the sanitary sewer is being installed. The water line is on hold due to a non-conforming, non-permitted water line that was tapped into a fire hydrant located beside the Alberta Health Services (AHS) Emergency Management Services (EMS) site. The water line installment was completed in the past when the EMS building was initially constructed. Colliers have contacted AHS in Edmonton regarding this issue.

### **Training**

Three members have started the Fire Officer Professional Qualifications Course. This is a yearlong course that they hope to have completed by January of 2020.

The NFPA 1001 Course is continuing with 16 students training twice weekly. This training includes other department members to ensure that everyone is up to date with the required standards for

professional firefighters. Eight members attended a one day seminar in the County of Grande Prairie, it was an excellent course on basement fires.

### **Fire Dept. Public Engagement**

The Office of the Fire Commissioner's Technical Representative has been in Grande Cache four (4) times this year. Chief Lott has assisted in three (3) fire investigations and four (4) inspections.

### **Fire Prevention**

Fire Prevention has been taught at Sheldon Coates Elementary School, Susa Creek School, Summitview Middle School, and the Grande Cache High School. This upcoming week, fire prevention will be taught at the Youth Conference scheduled to be held at the Recreation Centre.

Fire evacuation drills are planned to take place at the Whispering Pines Lodge, as well as all schools. Chief Lott attends these fire drills, times them, and provides feedback on their success or if improvement is needed.

The PARTY Program will be run in May of this year. This is a successful hazard reduction program that the Fire Department participates in with High School youth. This year it will involve talks and presentations from the Fire Department, RCMP, Hospital, and EMS.

### **Grande Cache Firefighters Association**

The Association are in the planning stages for the 50th Anniversary of the Fire Dept.

### **Administration**

The FRIAA Grant for Grande Cache's fire break paperwork has been submitted.

The training records for Grande Cache staff have been compiled and will be blended with Greenview staff records.

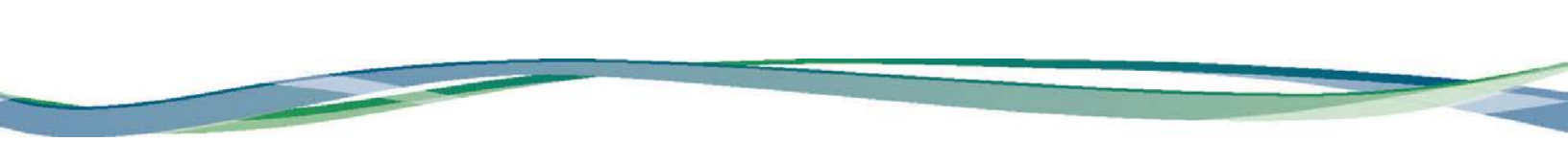
### **Recreation Services Manager, Matthew Norburn**

#### **Snipe Lake Update**

Administration had a land appraisal conducted on the proposed land identified for a parking lot near Snipe Lake. In addition, Administration are investigating other costs associated with the development of the parking area. This information will be presented at an upcoming Council meeting.

### **GPRRC**

Administration provided GIS and Assessment Codes to the Grande Prairie Regional Recreation Committee. This information is used to create a formula that determines each municipality's potential contribution towards regional recreation. Administration also provided the working group



with information on how Greenview funds recreation within the defined boundary and outside of Greenview.

### **Alberta Conservation Association (ACA)**

Administration received notification from Alberta Conservation that the Municipal District of Greenview has been added to ACA's Corporate Partners In Conservation (CPIC) homepage in recognition of support that Greenview has provided.

### **Southview Viewing Platform**

The Historical Resource Impact Assessment for the viewing platform at Southview has been completed as per Alberta Park's requirements for development within the Provincial Recreation Area. Administration will now be working to provide further information in order to obtain authorization for development.

### **Highway 669 Day Use**

The First Nations Consultation for Highway 669 has been deemed adequate by the Province and Administration continues to work on further steps in acquiring a lease for the day use area. A Historical Resource Impact Assessment is currently underway by the Province.

Administration is planning on reaching out to all Greenview staff and Council for name suggestions for the site. Look for further information on this to be provided in the near future.

### **Municipal Law Seminar**

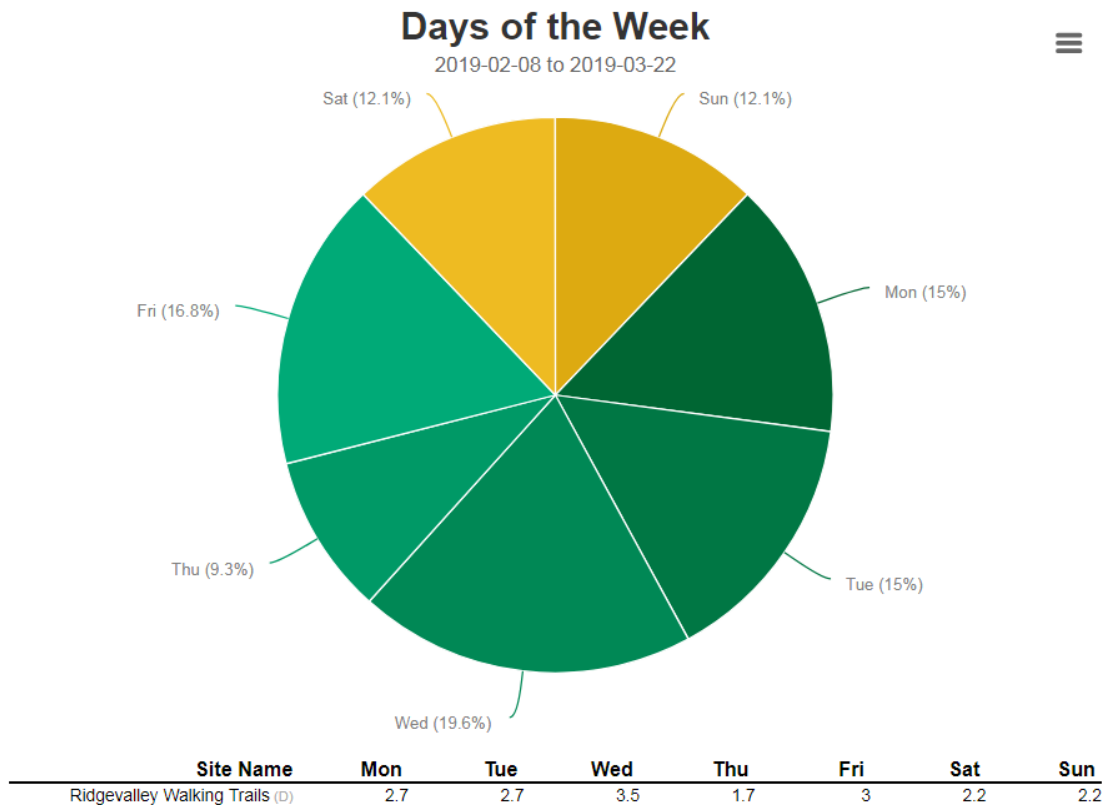
Administration attended a Municipal Law Seminar held by Reynolds Mirth Richards & Farmer LLP in Grande Prairie on March 8<sup>th</sup>. The sessions were very beneficial for Administration addressing proper procurement policies and the reasons they are in place. Contractor management and the various ways of addressing associated risks for the municipality was identified. A session regarding effective employee management was also included in the seminar.

### **Highway Signs**

The necessary applications and permit fees have been completed to obtain highway signs. We are waiting for the final proofs and schedule for installations. Administration inquired to determine the possibility of including additional Greenview signage or logos on the signs, Transport Canada informed that these additions are not allowed.



## Walking Trail Stats



## Facebook and Website Updates

Administration has set up the Recreation Facebook page with Greenview outdoor sites and directions included. The website has been updated with the new recreation area locations and current locations have been updated with new information where required.

## Moody's Christmas Market

Recreation Administration have had meetings with the Economic Development Manager in regards to the possible creation of a Christmas Market event to be held at Moody's Crossing. Staff are preparing potential costs and examining public interest for this event. A RFD for Council will be submitted once the information is gathered and assessed.

## Johnson Park

Administration has scheduled a meeting with AllNorth in order to move forward with the tender package for the camping area planned at Johnson Park. Now that budget has been approved, this

will be one of the Recreation Department's priorities in order to ensure that both the tendering and construction process are completed efficiently this year.

Maintenance staff discovered debris left behind in the park from a vehicle being burnt. The RCMP were contacted and they stated that they had former awareness of the incident. Measures are being taken to ensure the site is thoroughly cleaned of glass or any other associated hazards.

## Progress Report

Legend:	<span style="color: green;">●</span> On Track	<span style="color: orange;">●</span> Some Challenges	<span style="color: red;">●</span> Major Challenges	<span style="color: blue;">●</span> Complete	<span style="color: black;">●</span> Inactive
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Initiative	Objective	Description	Q1	Q2	Q3	Q4	Status
Highway Signage	Level of Service	Provincial Highway Signs.	Submit applications to provincial government.	Installation of signs.			<span style="color: green;">●</span>
Highway 669	Infrastructure	Development of small scale day use area.	First Nations Consultation submitted.	Obtain lease and tender preparation. Award Tender for construction.	Construction to start.	Completion of construction and furnishing.	<span style="color: green;">●</span>
Moody's Crossing	Infrastructure	Completion of Phase 1 Campground and Grande opening.	Posting of tender for outhouses.	1. Completion of construction deficiencies identified during 2018 construction. 2. Completion of furnishings.	Grand opening.		<span style="color: orange;">●</span> Behind schedule due to delay in budget approval.
Johnson Park	Infrastructure	Expansion of existing day use area into campground.	Development of Tender Package for general construction.	1. Awarding of contract and start of construction. 2. Posting of tender for outhouses.	Installation of furnishings and outhouses (which include tender packages).	Completion of construction and furnishing.	<span style="color: orange;">●</span> Behind schedule due to delay in budget approval.
Swan Lake	Infrastructure	Replacement of existing outhouse.	Obtain TFA for outhouse.	Posting of tender for outhouses.	Installation of outhouse.		<span style="color: green;">●</span>
Southview	Infrastructure	Replacement of existing outhouse and installation of viewing platform.	Obtain approval from AP for installatin of outhouse and viewing platform. Historical Resources Impact Assessment.	1. Development of Tender Package for viewing platform. 2. Posting of tender for outhouses. 3. Award of contract for viewing platform.	Installation of outhouse.	Completion of viewing platform.	<span style="color: green;">●</span>
Kakwa River	Infrastructure	Replacement of existing outhouse.	Obtain aproval from AP.	Posting of tender for outhouses.	Installation of outhouse.		<span style="color: green;">●</span>
Purchase UTV	Level of Service	Purchase of UTV.	Request for Quote.	Purchase of UTV.			<span style="color: orange;">●</span> Behind schedule due to delay in budget approval.
<b>2020 Projects Initiating in 2019</b>							
Valleyview Walking Trails	Infrastructure	Development of community walking trails.		Begin discussions with Town of Valleyview.	Begin discussions with private landowners.		

## Grande Cache Recreation Services Manager, Kevin Gramm

### Grande Cache Recreation Centre Annual Ice Removal

March will see the end of the ice season for the Curling Club and the annual ice users this month. The Curling Club has wound up March 25<sup>th</sup> and the arena services will be scheduled for completion after the Grande Cache Memorial Ice Breakers Hockey Tournament and Fundraiser. This event brings huge participation from the community during the weekend of activities and facility use.

### **Grande Cache Staffing Support and training**

The Recreation Department is currently trying to fill vacancies in the Customer Service Representative Area, as well as Life Guard recruitment and summer programming staff. Training is conducted in-house for Life Guard recruitment through the Junior Lifeguard programs, as well in-house First Aid training is conducted with staff instructors.

### **Growing the North Conference / RMA**

Administration attended the 2019 Growing the North Conference in Grande Prairie and the RMA Conference (Rural Municipalities Association) in Edmonton.

### **Grande Cache Recreation Centre – Budget Approvals**

Administration has been busy scheduling and completing various preplanning work on approved capital projects. Scheduled for this spring will be the installation of an Ammonia Suppression Tank for the Arena / Curling Rink Ice Refrigeration systems. This will be a great improvement for the safety of the facility and area schools. In addition, several necessary back up pumps and motors will be installed through Nordic Mechanical Services to ensure no loss of service to the facility heating and supply systems results.

### **Grande Cache Recreation & Trails Masterplan – Request for Proposal (RFP)**

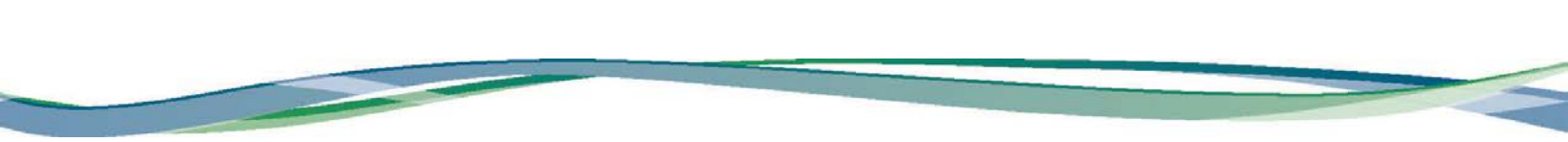
Administration has recently completed the development of a RFP to be sent out for the development and analysis of Recreation and Trails in the Grande Cache and surrounding area. Closing date for the RFP will be April 9<sup>th</sup> with the potential selected candidate to be chosen by April 16<sup>th</sup>, 2019.

### **Grande Cache Municipal Campground RFD**

Administration recently completed and submitted to Council an RFD for the improvement and completion of the entranceway ground works to the Municipal Campground. A joint collaboration project that commenced in 2018 is now planned for completion under the direction of a Project Manager in spring of 2019. This would include a new gate, control shed, water valves, beautification, signage and movement of the current fire hydrant.

### **Grande Cache Municipal Ball Diamonds RFD**

Administration recently completed and submitted to Council the improvement request for the Grande Cache Diamonds and surrounding area. This would be inclusive of safety fencing, general fence improvements, pitcher mound matting and various smaller projects to be completed in 2019.



Administration scheduled the area plan of a cook shack and supportive services with project completion proposed for 2019.

### **Recreation Programming Department**

The 2<sup>nd</sup> Annual Kids Conference being held for three (3) days at the Grande Cache Recreation Centre will be conducted during spring break. A collaborative community effort through the FCSS and Programming Departments, provides children with the opportunity to attend several days of fun filled educational, inspiring and recreational activities conducted by in-house staff and community support groups. We hope to capitalize on the success of 2018 and continue to grow the event.



# Manager's Report

**Function:** Corporate Services

**Submitted by:** Rosemary Offrey, General Manager, Corporate Services

**Date:** 03/28/2019

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### General Manager Corporate Services, Rosemary Offrey

The finance Tax and Assessment team are working with Diamond GP (Central Square) to prepare for the integration of the Grande Cache Muniware ERP (financial) system to the Greenview Diamond GP ERP system. We hope to complete the integration by the end of May.

In discussion with Greenview's Human Resource Manager and our contracted Safety Advisor, we have decided to change the title for Greenview's Safety Officers. The new title will be Safety Advisor, which will reflect the reality of the position. The safety staff are advisors to the leadership team (chief administrative officer, general managers, managers and supervisors).

We are pleased to advise Council that Brad Bruneau, who has 35 years of experience working with municipalities as a Safety Advisor has agreed to join Greenview's team for an initial period of two years. We hope to get our Safety Program back on track with Brad's (Greenview East Safety Advisor) and Ben Wigton's (Greenview West Safety Advisor) assistance and advice.

I contacted Alberta Transportation on behalf of Environmental Services to see if the province had made a decision on Greenview's Alberta Municipal Water/Wastewater Partnership grant application for Grovedale Water Supply System Phase 1 Project. They advised that no decision would be made on this application until the 2019 provincial budget is passed.

With the assistance of the General Managers of Community Services and Infrastructure and Planning, I am preparing the Vehicle Usage Policy for Council approval. Hope to bring this forward at the April 23<sup>rd</sup> meeting.

Local Authorities Pension Plan (LAPP) – I have received notice from LAPP for a second year in a row, the contribution rates have been decreased by 1% each for employees and employers. The 2019 rate is 8.3900%.

I have been preparing for the continuation of Share Accountability training for the organization's leadership team. The next sessions are booked for April 29<sup>th</sup> and 30<sup>th</sup>. Throughout 2019, there will be Personal Accountability sessions organized for Greenview's staff. Each session will have a maximum of 25 attendees.

March 14<sup>th</sup>, I shared Greenview Fire Departments' Accident and Sickness Program that is in place for all of Greenview's volunteer fire fighters with Grovedale, Grande Cache and DeBolt Fire Chiefs. I asked them to share the document with their volunteers so that all would be aware of what is available to assist them in the event of sickness or accident. Donna Ducharme has connected with the insurance supplier they are in the midst of contacting the departments to set up presentations for the volunteer members on this coverage.

Completed final arrangements for the All Staff Day surprise speaker. The All Staff Day Committee has, with the CAO's blessing finalized the 2019 All Staff Day Agenda. All Greenview staff must attend this event, unless there are extenuating circumstances. Please note that Greenview's offices and operation sites will be closed during the event.

Donna Ducharme and I visited the Grande Cache Corporate Services staff twice in March. These visits are important in building solid working relationships. We also enjoy getting to know our Grande Cache staff more each time we visit.

Shane and I completed interviews for the Information Systems Technician position. Four candidates were interviewed; we will make a decision in the next week or so regarding those candidates.

The purchase of the Bradley properties (three industrial blocks of land, Valleyview) that was included in the 2019 approved budget will be complete by the first week of April. Once the sale is complete, legal will provide information to Land Titles to change the title from the Bradley's to Greenview.

The first meeting regarding the 2019 Compensation Review was completed late February with a follow up meeting scheduled for April 25<sup>th</sup> and 26<sup>th</sup>.

### **Finance & Administration Manager, Donna Ducharme**

This month Donna has spent much of her time working on Bylaws along with other staff from the Corporate Services Dept. Travelled to Grande Cache twice to touch base with the organizations staff there.

Next week she will attend RiskPro and finish preparing for GST Audit which is the following week of April 8<sup>th</sup>. There was time spent on insurance claims plus the usual month-end and ensuring that all runs smoothly in her department.

### **Human Resources Manager – Erin Klimp - Recruitment Report**

#### **Position filled:**

1. Economic Development Coordinator, Community Services
2. Administrative Support, Economic Development
3. Equipment Operator – Grovedale, Operations, I & P
4. Heavy Equipment Technician – Grande Cache, I & P




**Open positions:**

1. Development Officer, Planning & Development
2. Information Systems Technician, Corporate Services
3. Heavy Equipment Technician – Valleyview, Operations
4. Wetlands Coordinator, Agricultural Services
5. Apprentice HET – Grande Cache, Operations, I & P
6. Maintenance Labourer - Grovedale, Facilities Maintenance, Operations
7. Bylaw Enforcement Officer (Grande Cache), Protective Services
8. Engineering Design Technologist, Construction & Engineering, I & P
9. Finance Coordinator, Accounts Payable
10. Customer Service Representative (Part-Time), Grande Cache
11. Road & Bridge Construction Inspector, Construction & Engineering, I & P
12. Home Support Worker (Casual- Grande Cache)
13. Communications Specialist, CAO Services
14. Environmental Services Coordinator, Environmental Services, I & P
15. Administrative Support, I & P – 2 position (1 term position & 1 FTE)
16. Customer Service Rep. (Part time), Tourism Centre, Grande Cache
17. Customer Service Rep. (Part time), Recreation Centre, Grande Cache,
18. Equipment Operator – Grande Cache, Operations
19. Utility Operator – Grande Cache
20. Regional Fire Chief - Protective Services
21. Community Services Coordinator
22. Finance Coordinator – Accounts Payable - Grande Cache
23. Administrative Assistant – Finance & Administration

**Seasonal Openings:**

1. Three (3) seasonal vacancies posted
2. Weed Inspector, Agricultural Services - Grovedale
3. Weed Inspector, Agricultural Services - Grande Cache

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3. Weed Inspector, Agricultural Services - Valleyview
  4. Vegetation Technicians (3), Agricultural Services - Valleyview
  5. Vegetation Technicians (7), Agricultural Services - Grande Cache
  6. Summer Grounds Keeper, I & P
  7. Customer Service positions (2) - Grande Cache
  8. Weed Inspector & Vegetative Management Tech - Grande Cache

**Resignations:**

Acting Solid Waste Supervisor

**Information Systems, Shane Goalder**

***Monthly Highlight:***

Successful restore of services and data after Greenview network suffered a security breach by external parties. Remote Access server identified as weak point in security and hardened to try to prevent future incursions. Downtime restricted to 24 hours.

Repair and deployment of computer equipment that was affected by the security breach. Setup new employees – Equipment Operator, Grovedale & Economic Development Coordinator.

Presented to Council for approval the RFD for Tower Site Transfer to Keyera. Authorization given by Council to proceed with transfer negotiations. Assisted PCIT with onboarding processes for Grande Cache IT support, visited Grande Cache Offices to review IT concerns.

Interviewed applicants for position of Information Systems Technician, purchased IT equipment and software to begin configuration. As well as any and all other IT support tasks required.





# CAO's Report

**Function:** CAO

**Date:** April 8, 2019

**Submitted by:** Denise Thompson

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Last week I worked from Grande Cache for 1.5 days and this week I was there for a full day. I managed to visit several staff and locations to get a pulse on how the transition is going. Staff are pleased to have the resources needed to provide the necessary services to the residents. I remind everyone that prudence and efficiency are still very important.

The processes for payments, permits and licensing remain the same, however, we continue to message to the public any changes or notices as necessary. Office hours, policy changes, scheduled and levels of services are all details that the Grande Cache communications staff are timely and accurately posting to the public.

Infrastructure assessments and operations plans continue to develop and evolve. The deficiencies in the former town took decades to become so critical and it will take several years and millions of dollars to bring the standard of infrastructure health up to Greenview's standard.

Staff are enthusiastic about the upcoming professional development day. All Staff Day will bring the Grande Cache team together with the staff from all the other parts of the municipality and further capture our efforts to build one excellent team for Greenview.

Our IT Department continues to work on providing network access and infrastructure for Grande Cache. We are merely weeks away from being able to combine our administration buildings. Council will then be tasked to consider what we will do with the administration building (Eagle's Nest).

Infrastructure and Planning is working to put together a road and facility tour for Council and the Senior Leadership Team to couple our trip to COW later this month. It is important for Council and the management team to fully understand the needs, demands and functions of the community to better conduct the municipal business of the area.

For being about 90 days into this process, I am pleased with the progress we have accomplished. Each week we get more positions reassigned or reclassified, and I am confident that by our 6<sup>th</sup> month mark, we should have the staff rolled into the existing administration team with clarity.



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 2 Reeve Dale Gervais		
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION
3/25/2019	Regular Council Meeting	
3/26/2019	Tri-Municipal Industrial Partnership	Conference Call
3/29/2019	Tri-Municipal Industrial Partnership	Chamber Meeting



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 3 Councillor Les Urness

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/25/2019	Regular Council Meeting	
3/28/2019	Other	Little Smoky ski hill meeting



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
03/25/2019	Regular Council Meeting	
03/30/2019	South Peace Regional Archives	
04/03/2019	Golden Triangle Consortium	



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Councillor Tom Burton

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/26/2019	MD of Greenview Library Board	
3/27/2019	Grande Prairie Regional Recreation Committee	
3/29/2019	Tri-Municipal Industrial Partnership	
4/3/2019	Grande Prairie Tourism Association	
4/5/2019	MD of Greenview Library Board	
4/8/2019	Regular Council Meeting	



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 7 Councillor Roxie Rutt		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/26/2019	Other	Met with Admin, GSF and DeBolt Seniors for updates to the DeBolt units. Stacey W will bring cost info to Council in the near future
3/27/2019	P.A.C.E. Board of Directors	<ul style="list-style-type: none"> <li>* Intergenerational Trauma presentations will be taken to the Indigenous communities of Sturgeon Lake, Horse Lake and Duncan. Indigenous input for the course has been added by Elders from these nations. The focus is on the first time offenders program. PACE has received funding from Human Services for the project. Western Cree Tribal will pay for food, transportation and childcare. PACE owns the manual for the course and will train staff to deliver.</li> <li>* The Caribou Centre will have a new director</li> <li>* United Way has contributed 16,000 to the 'Safe Visitations' program run by PACE</li> <li>* The Federal Government is contributing \$250,000 over 5 years – most of the funds will be used for the department dealing with Women's and gender equity.</li> <li>* AGM is June 26</li> <li>* Walk a Mile in her shoes is May 30, Council received an invitation to attend</li> </ul>



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 8 Councillor Bill Smith

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/25/2019	Regular Council Meeting	



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Duane Didow		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/23/2019	Other	Meeting with GC 50 <sup>th</sup> Anniversary Committee chairperson discussion on: Itinerary, MD Support, MD councillors attending meetings/MD staff attending meetings and MD grant funding
3/25/2019	Regular Council Meeting	Council meeting highlights posted on website
3/29/2019	Other	Review of Cheque Schedule – Grande Cache office
4/2/2019	Other	RCMP Community Partnership Review – meeting with Greg Towler, Inspector, District Operations Support, Western Alberta District. Regarding the state of policing in Grande Cache area.